



Danville Community School Corporation



Police Department

Job Title:	School Resource Officer	Job Category:	Law Enforcement
Department/Group:	Police Department	Position Type:	195 Days / Year
Location:	Danville Community School Corporation		

Job Description

Duties and Responsibilities

The list of duties and responsibilities is illustrative only and is not a comprehensive listing of all duties and responsibilities performed by this position.

- Complete all reports, records, and documentation required by law enforcement, DCSC board policy, juvenile authorities or other government agencies as required by law.
- Develop crime prevention programs and conduct security inspections of DCSC buildings to deter criminal or delinquent activities.
- Seek continued training and professional development opportunities for the DCSC police department ensuring school policing reflects recognized national best practices.
- Complete residency checks for schools as needed.
- Oversee traffic patterns around DCSC buildings including pedestrian, bus, and car traffic.
- Conduct accident investigations and implement traffic violation policies that provide necessary measures for all drivers (including high school students) driving improperly and/or not adhering to the traffic posts.
- Build positive working relationships with staff, students, and parents to cultivate a positive law enforcement relationship.
- Assist in the development and implementation of community relations programs and provide information for newsletters and the corporation website.
- Work collaboratively with building administrators, guidance counselors and social workers to provide services to students involved in situations where referrals to service agencies are necessary.
- Provide assistance to staff and school administrators when dealing with disruptive or combative students, parents or visitors.
- Serve as a resource for teachers to present classroom instruction on law enforcement and security related topics.
- Work cooperatively to develop and implement preventative security programs that support the academic process and enhance safety efforts.
- Provide age appropriate programs for students e.g. drug awareness, drug prevention, bullying prevention, social media awareness, and/or other safety related programs.
- Assist school personnel with home visits when necessary to ensure the safety of students and their families.
- Conduct emergency preparedness training for administrators, support staff, students and local public safety officials.
- Monitor and oversee access to camera systems including policies for law enforcement and administrators.
- Provide security coverage for school functions including after hour events: sporting events, performances, public meetings, etc.
- Assist in revising and updating school emergency response plans.
- Participate in revisions of school, parent and student handbooks regarding safety and security issues.
- Assists in decisions regarding snow days and severe weather.



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Qualifications and Education Requirements

- Must meet all basic requirements set by DCSC to be a support staff member.
- Must be at least 21 years old.
- Must be an Indiana Law Enforcement Academy (ILEA) Tier 1 graduate or willing to complete within the first 12 months of employment.
- Must have completed a 40 hour Basic SRO Course or willing to complete within the first 12 months of employment.
- Must be an Indiana School Safety Specialist or willing to complete within the first 12 months of employment.
- Must successfully complete the DCSCPD Field Training Officer program.
- Must maintain good health, high moral character, and a good attendance record.
- Must maintain firearms proficiency as required by DCSCPD annually.
- Must acquire and maintain CPR & AED certifications.
- Must demonstrate an ability to effectively deal with parents, students, staff and the general public using tact and diplomacy while remaining calm during emergency situations.
- Must maintain positive working relationships with other law enforcement personnel.
- Must be able to operate numerous pieces of technical equipment including, but not limited to an in-car computer, camera, and radio.

Reviewed By:	Chief Matthew Oliphan	Date:	05/24/2025
Approved By:	Chief Financial Officer Corey Herbert	Date:	05/24/2025
Last Updated By:	Chief Matthew Oliphant	Date:	05/24/2025