

**JOB DESCRIPTION  
SCHOOL RESOURCE OFFICER**

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**12a.**

**TITLE:** School Resource Officer (S.R.O.)

**QUALIFICATIONS:**

- Must have and keep a valid Mississippi driver's license.
- United States Citizen
- High School Diploma and/or GED Certified
- Upon employment, the School Resource Officer (S.R.O.) must be board of minimum standards certified for Mississippi with a minimum 3 years of full time service.
- Must be actively serving in full time law enforcement.
- Must be at least 23 years of age.
- Good physical condition to completely carry out the duties of an SRO.

**REPORTS TO:** OSSD Campus Police Chief S.R.O

**JOB GOAL:**

The job of School Resource Officer was established for the purpose/s of providing for the safety and welfare of students while on school grounds; coordinating sporting events with administrators; observing personnel and/or visitors; enforcing truancy and disciplinary policies; investigating possible illegal student, staff, and parent actions; communicating information, observations, and/or incidents that have potential impact on the general wellbeing of students, personnel and/or visitors; and supporting administrative and/or campus activities; be a resource for and instructor in crime prevention and drug awareness/prevention.

This job is distinguished from similar jobs by the following characteristics: The School Resource Officer shall be a sworn peace officer as defined and limited as defined in Mississippi Code Sections 37-7-321. The Officer must have good communication skills and organizational skills.

**PERFORMANCE RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

- Administers first aid for the purpose of providing immediate medical emergency care.
- Arrests individuals suspected of engaging in illegal activities for the purpose of apprehending suspects and preventing further illegal activities.
- Assists community law enforcement personnel for the purpose of supporting them in the completion of their work activities within the school environment.
- Assists in the programs of drug awareness and drug prevention (e.g. drug surveillance, drug detections, drug education programs, for students and parents, drug testing policies for students, and suggesting changes in drug policies) for the purpose of helping students, parents, employees, and the community in the difficult task of fighting drug abuse in our community.
- Assists with emergency operations of school facilities designated as shelters for the purpose of providing safe healthy shelters during natural and man-made disasters.
- Available to parents to parents, students, faculty members, for conferences for the purpose of assisting them with problems of a law enforcement or crime prevention nature.
- Collaborates with other agencies (e.g. law enforcement, community professionals, etc.) for the purpose of communicating and/or receiving information regarding situations that may affect safety within the school environment.
- Communicates school policies and enforcement to students, personnel, and visitors for the purpose of ensuring their understanding and the potential consequences of violation.
- Directs campus security functions for the purpose of providing training and /or evaluation work activities of security personnel.
- Investigates potential campus crimes and/or student related community incidents for the purpose of resolving conflicts and/or referring to an outside agency for resolution.

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- Patrols school facilities (e.g. grounds, roads, building, adjacent areas, etc.) for the purpose of providing administrative visibility, maintaining security, and deterring crime.
- Performs other related duties, as assigned from the Chief for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares documentation (e.g. incident and activity reports, security logs, etc.) for the purpose of providing written support and/or conveying information.
- Provide primary responder coverage for each school or work site after hours for the purpose of answering the alarm call at each site and alleviating the principals or site supervisors from coming to the site, unless there is an actual discovered need.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.
- Testifies in court proceedings for the purpose of providing information and documenting of illegal activity.
- Performs other duties as assigned.

**KNOWLEDGE**

Is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping, principles business telephone etiquette, safety practices and procedures laws of Mississippi pertaining to police powers.

**ABILITY**

Is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups maintaining confidentiality setting priorities working as part of a team working with frequent interruptions gaining student and parent contacts.

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 15% walking, and 60% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

**TERMS OF EMPLOYMENT:**                      **205-215 days**                      **Classified**                      **Exempt/Non-Exempt**

**EVALUATION:**    Performance of this job will be evaluated by the supervising administrator.

**Approved by the School Board: Special School Board August 27, 2014**