



School Police Officer Job Description

JOB TITLE:	School Police Officer (School Resource Officer)
FLSA CLASSIFICATION:	Non-exempt, hourly employee.
WORK DAYS:	246 days per year (including paid holidays and paid vacation time), with the possibility of additional work on weekends or double-shifts.
STANDARD HOURS PER DAY:	8 hours per day (NOT including a 30-minute unpaid duty-free meal break).
WORK YEAR:	The work year for the School Police Officer begins on the first weekday in July, and ends 12 months later on the last weekday in June.
SALARY SCHEDULE & BENEFITS:	The School Police Officer is paid on the "School Police" salary schedule, and is eligible for benefits on the "Support Staff" benefits schedule.
REPORTS TO:	The School Police Officer reports directly to the Chief of Warren Police.
SUPERVISES:	The School Police Officer does not directly supervise any other employee(s).

GENERAL DESCRIPTION OF DUTIES:

Under direction, the School Police Officer provides for the security and environmental safekeeping of an assigned location(s) of the school district. Employees in this classification are responsible for ensuring all persons entering and/or exiting school district facilities are authorized on the premises, and perform interview and investigation activities in response to incidents, accidents, or unauthorized activities throughout the district. The School Police Officer addresses security violations in accordance with prescribed district policies and procedures, is responsible for reporting illegal activities to appropriate administration or enforcement entities and performs related work as directed.

ESSENTIAL FUNCTIONS:

1. Responds to emergencies and critical incidents such as fire alarms, medical emergencies, altercations, threats of violence, etc. for the purpose of confining, resolving, or preventing injury or otherwise hazardous situations.
2. Conducts security checks of facilities and perimeter grounds for the purpose of identifying and resolving any suspected or real security breaches or violations.
3. Manage traffic and crowd control in high volume areas, i.e. school busses, student/staff & pedestrian traffic.
4. Performs investigative activities in response to complaints, incidents, accidents or other reported concerns, i.e., auto accidents, illness or injury, missing students.
5. Conducts safety and security related routine tasks, i.e., inspecting operating condition of security equipment, conducting fire drills, testing and inspecting fire equipment.
6. May provide escort or transport of various persons, i.e., personnel leaving after hours, truant students, sick or injured persons, visitors.
7. Maintains security and environmental safekeeping of the assigned district location; monitors weather station and scanning radios.
8. Inspects suspicious packages; inspects designated areas for suspicious devices prior to meetings; monitors board meetings.
9. Inspects facilities for potential hazards, i.e., equipment left running, gas leaks.
10. Provides security for entrances and gateways by checking visitor and parent identification and authorization information; provides direction and information as requested.
11. Assists persons with vehicle problems, such as having locked keys inside their cars or dead batteries.
12. Records various information about security and monitoring activities, i.e., daily activities, incident reports, maintenance requests, sign in logs.
13. Operates assigned transportation vehicle and provides routine washing and maintenance according to prescribed policies.
14. Provides training, guidance and instruction to other district Police personnel.
15. Keep up to date on current technology, as job appropriate, being used by the district.

16. With support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.
17. Maintain timely and accurate information.
18. Perform other related duties as assigned.

ENTRY-LEVEL REQUIREMENTS:

1. **EDUCATION/TRAINING:** High school diploma or GED is required. Satisfactory completion of the Indiana Law Enforcement Academy (ILEA) training program is preferred or sworn designation from a state certified police department and satisfactory completion of first aid and CPR/AED training.
2. **EXPERIENCE:** A minimum three years of Police, military or law enforcement experience, with demonstrated investigative and interpersonal communication skills for addressing potentially hazardous circumstances is required.
3. **CERTIFICATIONS &/OR LICENSES:** Eligible for designation as a “Special Deputy” by the Marion County Sheriff is required. Ability to obtain and maintain a valid state driver’s license is required.
4. **OTHER:** Ability to perform the essential functions, meet the performance aptitudes, and fulfill the physical/sensory/environmental requirements of the job (with or without reasonable accommodations) is required.

PERFORMANCE APTITUDES:

1. **Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.
2. **Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
3. **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate standard radio communication equipment, standard office equipment, and assigned motorized security vehicle.
4. **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and advisory data and information.
5. **Mathematical Aptitude:** Requires the ability to perform addition, subtraction multiplication and division.
6. **Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
7. **Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL REQUIREMENTS: Some tasks may involve the ability to exert extreme physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of objects and materials in excess of 100 pounds, such as when transporting sick or injured persons. The School Police Officer is expected to routinely and continuously (through entire time on duty) wear a bulletproof vest and utility belt with radios, telephone and pager, gun and ammunition, handcuffs, and other equipment.

SENSORY REQUIREMENTS: Most tasks require visual perception and discrimination. Some tasks require oral communications ability. Some tasks require the ability to perceive and discriminate sounds.

ENVIRONMENTAL FACTORS: Tasks are regularly performed with some risk of exposure to adverse environmental conditions, such as dust, humidity, rain, temperature extremes, traffic hazards, and violence.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluations of Professional Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

I have received a copy of the Support Staff Handbook and/or directions on how to access the information on the District Website.

The Metropolitan School District of Warren Township does not discriminate on the basis of the Protected Classes of race,color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, military status, ancestry or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or if initially occurring off Corporation grounds or outside the Corporation's employment opportunites, programs and activities, affecting the Corporation environment.

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