

YAZOO COUNTY SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: School Resource Officer

TITLE OF SUPERVISOR: Superintendent/School Administrator

GENERAL RESPONSIBILITIES:

To perform a wide variety of police and law enforcement activities specifically related to the school environment during the school year. Tasks are primarily service oriented and include working with and mentoring students, disseminating information, arbitrating disputes, and providing assistance through referrals, property protection, crime prevention, investigative, and other public safety services

To develop positive relationships between students, faculty, and police while in the school setting

SALARY: Salary is reflective of the Yazoo County School District salary schedule

MINIMUM QUALIFICATIONS:

1. A minimum of 3 years of work experience in law enforcement in a commissioned law enforcement agency or a school environment
2. Must be 24 years of age
3. High school diploma or GED
4. Valid driver's license required

Minimum Training Standard:

1. Certification as a law enforcement officer - completion of Police Officer Basic Course (reserve basic is not acceptable)
2. Completion of the MDE School Resource Officer Basic Course within two (2) years of appointment (see MS Code 37-7-321)
3. 40 hours per year of MDE sanctioned in-service training

DESCRIPTION OF DUTIES:

1. Patrol school district property for suspicious activity, unauthorized persons on campus, or unauthorized entry after hours
2. Provide in-service training to help school administrators foster and maintain a secure learning environment

3. Work closely with the school administrator, faculty, and staff to foster a better understanding of the law enforcement function to maintain a secure learning environment
4. Proactively work with the school's leadership team and collaborate with school's administrative team on safety protocols and procedures
5. Serve as a visible and active law enforcement officer on campus dealing with law-related areas such as drug activity, traffic, trespassing, fighting, and theft related incidents
6. Enforce campus rules and regulations
7. Conduct routine patrols of assigned facilities to include buildings, parking lots, and district owned, leased, or rented property
8. Operate district equipment to include alarm systems, surveillance equipment, and patrol units when necessary
9. Take law enforcement action to protect against unwanted intruders
10. Identify and prevent (through counseling and referral) delinquent behavior; including substance abuse
11. Make arrests only when necessary to protect stakeholders and property
12. Write police reports when an offense occurs which necessitates documentation; adhere to proper police procedures
13. Perform miscellaneous duties such as:
 - (a) attend short briefings;
 - (b) obtain assignments and equipment;
 - (c) compile reports;
 - (d) appear in court for testimony;
 - (e) communicate with other officers, detectives, State Attorney's office, and other State and Local Agencies
14. Transport offenders to local authorities; itemize prisoner property; complete necessary required forms when an arrest is made; obtain statements and affidavits from crime victims
15. Work collaboratively with public safety agencies to serve as a liaison between school and community to deter criminal and delinquent behavior
16. Conduct informative sessions and workshops for students, faculty, staff, and parents to promote social awareness, relationship skills, self-management, self-awareness and responsible decision-making
17. Work with guidance counselors and other student support staff in assisting and providing services to students involved in situations
18. Work to prevent juvenile delinquency through close contact and positive relationships with students
19. Develop crime prevention programs and conduct security inspections to deter criminal or delinquent activities
20. Monitor crime statistics and work with local patrol officers and students together to design crime prevention strategies
21. Coordinate security for crowd and vehicle control at extra-curricular activities and special events
22. Monitor and instruct students, visitors, and district personnel on proper and lawful campus or facility behavior
23. Help to define and maintain a respectful code of conduct

24. Ensure school administrator safety by being present during school searches, which may involve weapons, controlled dangerous substances or in such cases that, the student's emotional state may present a risk
25. Assist other law enforcement agencies with incidents that may impact the safety of the environment for students, faculty, and staff
26. Serve as the initial first-responder and school safety coordinator for campus emergencies
27. Respond to calls on crimes against person or property in progress
28. Report crimes that have already occurred to include intrusions, as well as fire alarms
29. Perform preliminary investigation of a crime scene (e.g. gather and preserve evidence, take statements)
30. Prepare written reports, maintain daily logs, and obtain and serve arrest and search warrants as necessary
31. Subdue offenders and criminals by using the minimum amount of force needed to protect the school resource officer and other persons
32. Provide classroom presentations on crime prevention and fundamental concepts and structure of the law
33. Teach law related education, de-escalation techniques, and conflict resolution to students, faculty, and staff
34. Provide instructions and directions to others as it pertains to law enforcement matters and emergency situations
35. Conduct security building assessments for schools
36. Guard, check and secure doors, rooms, buildings and equipment
37. Qualify with a department issued firearm
38. Serve as member of crisis management team

Additional Duties and Responsibilities:

1. Other tasks as may be deemed appropriate and necessary by the immediate supervisor, the school administrator and/or the Superintendent