

Job Title: School Resource Officer
Reports to: Chief of Police and ISD Superintendent
Dept./School: Assigned Campus(es)

Primary Purpose:

Patrols district property to include all school zones and work in a school setting to ensure the safety the students, staff, and property. A School Resource Officer (SRO) serves various roles such as educators, mentors, community liaisons and problem solvers. Enforce all state laws. Works independently.

Qualifications:**Education/Certification:**

U.S. Citizen
High school diploma or GED
Texas Peace Officer License issued by Texas Commission on Law Enforcement (TCOLE)
Free from mental disorders

Special Knowledge/Skills:

National Basic SRO course
Level 1 ALERRT certified within six months
Special training in crisis prevention and preparedness
General knowledge of criminal investigation, police report writing, and criminal laws
Training and ability to subdue offenders, including use of firearms and handcuffs
Endorse high moral standards and use good judgment and discretion
Ability to pass required physical, psychiatric, and drug tests
Ability and willingness to build rapport with students and administration

Major Responsibilities and Duties:**Law Enforcement**

1. Assist the school administration in maintaining a safe and secure environment.
2. Provide a highly visible presence to deter or identify trespassers on school campus.
3. Patrol assigned campus(es) and routes walking or driving within district jurisdiction.
4. Respond to all calls from campuses concerning crisis situations, accidents, and reports of crime.
5. Investigate criminal offenses occurring within district's jurisdiction and when appropriate make arrests.

6. Collect and preserve evidence for criminal investigations including witness statements and physical evidence.
7. Arrest perpetrators, file appropriate charges, and ensure placement in jail or juvenile detention centers for law violations as necessary.
8. Write effective legal incident reports.
9. Testify in court as needed.
10. Other duties as assigned by a supervisor, or DISD Administration.

Consultation

11. Work cooperatively with other police agencies to share information and provide other assistance.

Safety

12. Help provide traffic control at athletic events, school closings or openings, or at any other time.
13. Provide protection to or escort district personnel as needed.
14. Operate all equipment including firearms according to established safety procedures.
15. Follow district safety protocols and emergency procedures.

Administration

16. Compile, maintain, and file all physical and computerized reports, records, and documents required, including affidavits for arrest, incident reports, and activity reports.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: District vehicle, firearms, handcuffs, security equipment, two-way radio, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals

Posture: Prolonged sitting and standing

Motion: Strenuous walking and climbing; frequent keyboarding/mouse, prolonged driving

Lifting: Moderate lifting and carrying (15–44 pounds)

Environment: Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather), moderate exposure to noise, frequent districtwide travel

Other: Specific hearing and visual requirements; may be subject to adverse and hazardous working conditions including violent and armed confrontations; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously

Mental Demands: Maintain emotional control under stress; prolonged hours; on call 24 hours a day.

**Districts employing police should reference Policies CKE (Legal), CKEA (LEGAL), and DBE (LEGAL) and adopt Policy CKE (LOCAL). The district must also have a memorandum of understanding outlining reasonable communication and coordination efforts between school police department and law enforcement agencies that have overlapping functions.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

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