

Job Description: SCHOOL RESOURCE OFFICER

CLASS NO. 1031

EEOC CATEGORY: Protective Service Worker

PAY GROUP:

FLSA: Nonexempt

SUMMARY OF POSITION:

Fully commissioned police officer under the Navasota Police Department, assigned to the Navasota Independent School District during the school year. SRO works with and aids the administration and student body of the NISD schools. Serves as a mentor, consultant, and problem solver, and generally works to reduce crime through education and the promotion of positive police/student relations. During non-school times, the officer will be assigned to the patrol division.

ORGANIZATIONAL RELATIONSHIPS

I. REPORTS TO: Assistant Chief

2. DIRECTS: N/A

3. OTHER: Has frequent contact with school administrators and personnel and will serve as liaison between the NISD and the Navasota Police Department.

EXAMPLES OF WORK

Essential Duties

Investigate State and local law violations.

Educate youth by providing relevant and informative educational programs as requested by staff.

Provide mentorship, problem resolution, counseling, and enforcement when necessary.

Serve as liaison between NISD and the NPD by coordinating police/school-shared activities.

Solicit, promote, and present crime prevention and police-community relations programs in school and/or any youth/parent/school group that has a potential impact on juvenile crime.

Consult with students, parents, teachers, and school officials and generally render assistance at every reasonable opportunity.

Be knowledgeable on referral agencies and their services and provide this information to any requesting party.

Divert juveniles from criminal activity and when possible, out of the criminal justice system.

Maintain an active, productive calendar of scheduled school security activities,

Work with other unit members and management in a positive, productive manner.

Provide information to all requesting police agencies that aids their school security/crime prevention/community relations programs and/or affects their juvenile crime,

Perform Law enforcement and/or social maintenance role as the need arises,

Perform any task, service or assignment as requested by Navasota ISD and approved by the Navasota Police Department,

Disseminate citizen input to the appropriate unit or division as applicable. This includes, but is not limited to, suggestions on training, citizen's praise or criticism of officers or policies, etc.

When school is out for summer, work patrol shifts, as directed.

OTHER IMPORTANT DUTIES

Communicate with youth in a positive manner and dispel myths and misconceptions.

Enhance the police image by example and through positive youth contacts.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Applicable State, Federal and Local laws; techniques and procedures used in the law enforcement field; accident investigation; city ordinances; radar operation and applicable procedures of use; and the use and care of vehicles, firearms and specialized equipment.

Skill/Ability to: Understand and follow written and oral instructions, departmental policy, rules, regulations and laws; operate a vehicle under emergency conditions; attend, understand, organize and conduct police officer training courses; establish and maintain effective working relationships with co-workers, the Navasota Independent School District, other law enforcement agencies, judicial officials, and the general public and student body of the NISD. Demonstrate proficiency in both oral and written communication;

Be able to make thorough, well-received presentations; analyze situations and adopt a quick, effective and reasonable course of action; maintain accurate records;

Tolerate outside working conditions; maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities and good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation or its equivalent.

Experience as a patrol officer; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES AND LICENSES REQUIRED

Licensed by the Texas Commission on Law Enforcement (TCOLE); Basic SRO training certification, or ability to attend and obtain basic SRO certification, and appropriate Texas driver's license.

JOB PHYSICAL, MENTAL AND/OR EMOTIONAL REQUIREMENTS

The City will comply with the Americans with Disabilities Act, including the American Disabilities Act Amendment Act, and all other Federal, State and Local legislative requirements. The Facility will ensure that reasonable accommodations may be made to enable a qualified individual with a disability to perform the essential functions of that position.