



SCHOOL RESOURCE OFFICER- PART TIME

DEPARTMENT: POLICE

DIVISION: SCHOOL RESOURCE OFFICER UNIT

SUPERVISION RECEIVED: Works under the supervision of the day shift Sergeants and Lieutenant.

SUPERVISION EXERCISED: This position has no formal supervisory responsibilities.

POSITION CLASSIFICATIONS: The position of Officer in the City of Stow is Non-Classified by the Stow Municipal Civil Service Commission, is Non-Exempt under the Fair Labor Standards Act and is not included in a collective bargaining agreement.

PURPOSE: The Stow Police Department's School Resource Officer (SRO) is a sworn law enforcement officer who is specially trained, and properly equipped to perform school-based law enforcement and crisis response. The purpose of the SRO is to work collaboratively with the schools using community oriented policing concepts to ensure the safety and security of the students and staff.

GENERAL DUTIES AND RESPONSIBILITIES

Note: The duties and responsibilities listed here are representative of the duties and responsibilities of the position and are not intended to be all-inclusive.

1. Develop and maintain an open and cooperative relationship between the Stow-Munroe Falls school community and the Stow Police Department.
2. Act as consultant to the administration and staff in policies, procedures and the school safety plan. Perform school safety drills and exercises within the required guidelines of the ORC.
3. Provide safety and security within the school community.
 - Presence of uniformed officer
 - Random checks of the physical security (structure)
 - Monitoring ingress and egress of staff, students and visitors
 - Patrol of grounds on foot and mobile patrol
 - Perform traffic control in and around school campus

4. Answer calls for service and provide law enforcement services within the school community in a swift and cooperative manner. Support school administrators and staff in criminal and administrative investigations.
5. Be familiar with all community agencies, which offer assistance to youths and their families, such as mental health clinics, drug treatment centers, and juvenile authorities, and make referrals to such agencies when necessary.
6. Periodically attend school functions such as athletic events, dances, pep rallies, and graduation exercises with approval from the School Administration and Shift Commander.
7. Develop and nurture a positive attitude toward law enforcement personnel by all members of the school community.
8. Prepare for and give presentations at faculty in-service meetings, parent education evenings, PTA meetings, and community organizations and law enforcement functions that the School Administration and Shift Commander deem appropriate.
9. Increase student's knowledge of and respect for law and the function of the Stow Police Department and serve as a role model to students, especially in terms of appropriate attitudes and respect.
10. Counsel students as needed, either one-on-one or as a group on all school and non-school safety topics to include drug abuse prevention education.
11. Enhance the sense of safety and security that is expected within the school community and is necessary to a learning environment. Advise and assist school administrators by developing and implementing proactive methods to anticipate, recognize, and appraise security risks in order to take action to remove or reduce them.
12. Keep names of students and actions taken by school administration in the strictest of confidence.
13. Assist Patrol Division:
 - Investigate and document calls for service on school grounds during the course of the school day
 - Follow up on reports to assist officers when this can be done on the school grounds
 - Function as an information-gathering source for Law Enforcement and Youth Service workers

14. Keeping up on juvenile laws and attend ongoing trainings to advance skills and understanding pertaining to the unique job duties of an SRO
15. Investigate and handle matters of juvenile truancy and ensure that proper enrollment guidelines are followed.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

1. Same as for the position of POLICE OFFICER.
2. Attend and pass the School Resource Officer Training Class.
3. Up to date knowledge on current school based Law Enforcement case law in the areas of search and seizure, interview and interrogation, arrest and Miranda Warnings.
4. Exceptional ability to problem solve through community policing efforts
5. Strong communication and interpersonal skills to effectively de-escalate situations when necessary.

ESSENTIAL/CRITICAL FUNCTIONS

Same physical, mental and special requirements as for the position of police officer.

WORK ENVIRONMENT

1. Same as for the position of POLICE OFFICER.
2. Duty hours will typically coincide with the Stow-Munroe Grade School schedule.

MINIMUM QUALIFICATIONS

The applicant must have a minimum of 8 years law enforcement experience as a full-time police officer.

The applicant must successfully complete the selection process for the position. The selection process may include: a written document describing the applicant's qualifications (i.e., personal and/or professional experience relevant to the SRO position) and which demonstrates a desire and ability to perform the job requested.