

# **JOB DESCRIPTION MANUAL**

## **Van Buren Police Department**

### **Chapter 1 - JOB DESCRIPTIONS**

#### **Section 17 - School Resource Officer**

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**JOB TITLE: SCHOOL RESOURCE OFFICER (SRO)**

**JOB SUMMARY:**

The School Resource Officer (SRO) works under the supervision of the School Resource Sergeant and his subordinate supervisors and performs law enforcement functions, teaching and counseling in and around the Van Buren School System in an effort to prevent juvenile delinquency, while coordinating activities with school supervisory personnel. Law enforcement procedures, state and federal laws, civil service rules and regulations and department policy and procedures govern this position.

**EXAMPLES OF WORK:**

- 1) Works on site in the Van Buren School System in conjunction with school officials and faculty to enforce the law, and take appropriate action against both juvenile and adult offenders.; and attempts to maintain drug free schools by officer presence.
- 2) Conducts investigations of violations of law that occur on the school campus; takes reports and conducts traffic control in school zones.
- 3) Counsels with students, parents, teachers and administrators.
- 4) Participates in school sponsored functions both during and after regular school hours, including sporting events, dances, meetings, rallies, etc.
- 5) Teaches student's law-related subjects and other relevant courses; counsels students on various topics; and serves as a positive role model for students.
- 6) Conducts drug awareness and other essential programs for the students and faculty.
- 7) Maintains availability by radio or telephone for consultation when needed.
- 8) Carry out duties in conformance with federal, state, county, and city laws and ordinances.
- 9) Prepares a variety of reports and records.
- 10) Maintains contact with police supervisory personnel to coordinate investigative activities; provide mutual assistance during emergency situations and provide general information about department activities.
- 11) Conducts preliminary investigations of violations of law that occur on the school campus.
- 12) Testifies in court when necessary.

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13) Performs other related duties as required or assigned.

#### **WORK RELATIONSHIPS:**

The School Resource Officer (SRO) has frequent contact with department personnel, businesses, the general public, civic organizations, community groups, churches, schools, news media, and other law enforcement agencies.

#### **SPECIAL JOB DIMENSIONS:**

The position involves regular and irregular hours needed to perform law enforcement services. Work hours may be extended in the event of emergency, disaster, manpower shortage, workload, or work-in-progress. Exposure to danger is possible and carrying a firearm is required.

#### **KNOWLEDGES, SKILLS AND ABILITIES:**

- Knowledge of the principles, practices, and techniques of law enforcement.
- Knowledge of the criminal justice system.
- Knowledge of law enforcement administration practices and procedures.
- Ability to communicate effectively orally and in writing.
- Ability to organize, train and supervise subordinate personnel.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to develop and use a variety of training aids.
- Ability to develop lesson plans.
- Ability to communicate effectively orally and in writing with school students.
- Ability to conduct investigations, and enforce criminal laws.
- Ability to present testimony in a court of law.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or listen. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

The employee must occasionally lift and /or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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##### **MINIMUM QUALIFICATIONS:**

- Be a citizen of the United States.
- Be 21 years of age.
- Possess a valid Arkansas driver's license.
- Pass a civil service written exam with a grade of 60% or better.
- Pass a civil service physical agility test.
- Pass a civil service review board.
- Pass a police background check.
- Pass a psychological exam and interview.

Other job related education and/or experience may be substituted for all or part of these basic requirements upon approval of the chief of police.

##### **SPECIAL REQUIREMENTS:**

Certified as a Law Enforcement Officer by the Arkansas Commission on Law Enforcement Standards and Training as established by Arkansas Code 12-9-204.

Must have completed a 40-hour Basic School Resource Officer Course.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

