

JOB DESCRIPTION

School Officials

The following will document the “School Resource Job Description” assigned to the School Resource Officer (SRO) for the Grant Police Department and Grant Public Schools. This will assist with the types of incidents and/or reasons that the SRO is called to a particular school.

School Resource Officer Job Description

1. The SRO will provide law enforcement and police services to the school, school grounds and areas adjacent to the school, investigate allegations of criminal incidents per GPD Policies and Procedures, enforce state and local laws and ordinances and make appropriate referrals to juvenile authorities or other governmental agencies.
2. The SRO will work to prevent juvenile delinquency through close contact and positive relationships with students. In addition, the SRO shall conduct security inspections to deter criminal or delinquent activities.
3. The SRO will establish and maintain a close partnership with school administrators in order to provide for a safe school environment. The SRO will 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 to the administrator and to assist school administrators in emergency crisis planning and building security matters.
4. The SRO will be visible within the school community, attend and participate in school functions, where necessary and build working relationships with the school’s staff as well as with student and parent groups.
5. The SRO will be available to support teachers by presenting law-related topics to students.
6. The SRO will work with guidance counselors and other student support staff where referrals to service agencies are necessary and assist in conflict resolution efforts.
7. The SRO will initiate interaction with students in the classroom and general areas of the school building. The SRO will promote the profession of police officer by being a positive role model and increase the visibility and accessibility of police to the school community.
8. Perform other duties as may be assigned from time to time.

Required Knowledge, Skills, and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills and abilities and minimum qualifications necessary to perform the essential functions of the position. This job requires the ability to perform physically the essential functions contained in this description, with or without reasonable accommodation. These include, but are not limited to, the following:

1. Certification as a Police Officer by the Michigan Commission on Law Enforcement Standards.
2. Michigan Vehicle Operator's License.
3. Thorough knowledge of the best practices, procedures, methods, and techniques associated with law enforcement.
4. Knowledge of local, State, and Federal statutes, and regulations governing law enforcement.
5. Skill in effectively communicating orally and in writing
6. Skill in the use of standard office equipment, including computers and related software, and the vehicles, equipment and other implements used in the line of duty.
7. Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
8. Ability to work effectively under emergency conditions, and work effectively under stress and within deadlines.
9. Ability to exercise good judgment, initiative and resourcefulness and maintain effective working relationships with the public, victims, detainees, other law enforcement professionals.
10. Ability to work shifts of varying lengths and different times of the day.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stand; walk; sit; talk and hear. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and or move items and objects of light to heavy weight. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and to adjust focus.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions that may occasionally include wet and or humid conditions and extreme cold or heat. The employee may occasionally be exposed to high, precarious places, toxic or caustic chemicals, blood borne pathogens, bodily fluids, and dangerous law enforcement situations. The noise level in the work environment ranges from quiet to very loud.

Work is often performed in emergency and stressful situations. 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.