

**Job Description**

<b>Job Title:</b>	School Resource Officer								
<b>FLSA:</b>	<b>Exempt:</b>		<b>Non-Exempt:</b>	X	<b>Union Status:</b>	<b>Union:</b>		<b>Non-Union:</b>	X
<b>Supervision Received:</b>	Assigned Executive				<b>Supervision Exercise:</b>	None			
<b>Last Revision:</b>	4/2019								

**General Summary:**

This position is responsible for supporting and facilitating the educational process within the Region 19 School District by providing a safe and secure environment through building and establishing meaningful relationships with students and staff and proactively interacting with the school community to ensure the enforcement of town and state laws, preservation of the public order, protection of life and the prevention, detection, and investigation of crime. The incumbent will work effectively with students, parents, school personnel and community agencies to support teaching and learning in the schools.

**Essential Functions:**

1. Patrol region property for suspicious activity, unauthorized persons on campus, or unauthorized entry after hours.
2. Provide in-service training to help administrators to be better prepared to deal with security related matters.
3. Work closely with district staff to foster a better understanding of law enforcement function to maintain a secure learning environment.
4. Proactively work with the district's leadership team and collaborate with the district's administrative team on safety protocols and procedures.
5. Serve as a visible and active law enforcement office on campus dealing with law-related areas such as drugs, traffic, trespassing, fighting and thefts and enforce campus rules and regulations.
6. Conduct routine patrols of assigned facilities to include buildings, parking lots and district owned, leased or rented property.
7. Take law enforcement action to protect against unwanted intruders.
8. Identify and prevent (through counseling and referral) delinquent behavior, including substance abuse and make arrests only when necessary to protect students, staff and school property.
9. Work collaboratively with other public safety agencies to serve as a liaison between the district and the community to deter criminal and delinquent behavior.
10. Conduct courses and workshops for students, staff and parents to promote social awareness, relationship skills, self-management, self-awareness and responsible



decision making.

11. Coordinate security for crowd and vehicle control at extra-curricular activities and special events and monitor and instruct students, visitors, and district personnel on proper and lawful campus or facility behavior.
12. Assist other law enforcement agencies with incidents involving local criminal activity that may impact the safety of the environment for students and staff and serve as the initial first responder and school safety coordinator for district emergencies.
13. Respond to calls on crimes against person or property in progress on district property, report crimes that have already occurred, and perform preliminary investigation at the scene.
14. Subdue offenders and criminals by using the minimum amount of force needed to protect the officer and other persons.
15. Provide classroom presentation on crime prevention and fundamental concepts and structure of the law.
16. Teach law related education, de-escalation techniques, and conflict resolution to students and staff.
17. Operate a two-way radio and qualify with issued firearm.

### **Other Functions:**

1. Attends conferences, seminars, and committee meetings as required.
2. Operate district equipment to include alarm systems, surveillance equipment, and patrol units when necessary.
3. Provide instruction and directions to others as it pertains to law enforcement matters and emergency situations.
4. Prepare written reports, maintain daily logs, and obtain and serve arrest and search warrants as necessary and testify in court as required.
5. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as directed.
6. Travels to various Town and affiliated partners sites to work with staff as necessary.
7. Other related duties as assigned.

### **Education & Experience:**

#### Education:

A High School Diploma or G.E.D.

#### Experience:

Five years of work experience in law enforcement in a traditional law enforcement agency or school environment is required.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.



## **Knowledge, Skills & Abilities :**

This position requires the following knowledge:

- Advanced knowledge of federal, state, and local laws, regulations and ordinances as they pertain to law enforcement activity.

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well-developed analytical skills.

This position requires the ability to:

- Work with youth and adults in the school setting.
- Work flexible hours which includes evenings and staggered shifts, holidays and weekends and/or in emergency situations and to direct traffic/pedestrians crossing busy streets around schools or on school grounds.
- Investigate suspicious circumstances, persons, vehicles.
- Work in inclement weather.
- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.
- Maintain detailed records and processes.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing law enforcement issues.
- Manager various computer applications including Excel and Word.

## **Licenses & Certifications:**

Must be a qualified and certified Police Officer in the State of Connecticut in good standing.

Possess a valid driver's license.

## **Special Requirements:**

This position requires the following:



- A thorough background check.



## Working Conditions & Environment :

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Stand			X	
Walk			X	
Sit		X		
Speak or hear				X
Use hands to finger, feel, type or text				X
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Reach with hands and arms		X		
Taste or smell	X			
Push or pull		X		
Repetitive motions				X
Driving (including driver's license)		X		
<i>Lifting Requirements</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			



<i>Environmental Conditions</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts	X			
Work in high places	X			
Risk of electrical shock	X			
Risk of radiation	X			
Work in extreme weather conditions		X		
Exposure to blood or other body fluids		X		
Exposure to hazardous chemicals	X			

<i>Special Vision Requirements</i>			
X	Close vision	X	Distance vision
X	Color vision	X	Peripheral vision
X	Depth perception	X	Ability to adjust focus

<i>Noise Level in the Environment</i>			
	Very quiet		Quiet
X	Moderate noise		Loud noise
	Very loud noise		

*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. This description does not constitute an employment agreement between the Town of Mansfield and the employee and is subject to change by the Town as necessary.*

