

East Jordan Public Schools

Job Description School Resource Officer

JOB DESCRIPTION REVISION DATE: December 7, 2022

DEPARTMENT / SCHOOL: East Jordan Public Schools

REPORTS TO: Chief of Police, Superintendent

COORDINATES WITH: Building Principals, School Safety Coordinator

POSITION GOAL:

Facilitate, promote, and educate to help maintain a safe, secure, and nurturing school learning environment that is flexible in meeting the academic, social, and emotional needs of each student. By establishing a working relationship with school personnel and families, a cooperative effort to prevent juvenile delinquency is formed. Having law enforcement officers on campus is intended to promote positive attitudes regarding the role of law enforcement in society, inform students of their rights and responsibilities as lawful citizens, and support a positive learning environment.

ORGANIZATION RELATIONSHIPS:

The City of East Jordan Police Department shall assign to East Jordan Public Schools (District), on a full-time basis, the officer chosen to act as the SRO. The SRO shall report to the Chief of Police and the school's Superintendent. However, the SRO shall remain an employee of the City and all personnel rules applicable to the City police officers shall continue to apply to the SRO, and the SRO will at all times abide by all personnel rules of the Police Department and District. Moreover, the City shall be fully responsible for all employee-related obligations.

ESSENTIAL FUNCTIONS:

Duties and Responsibilities of SRO. The Police Department and District, in order to ensure an efficient and cohesive SRO program, will build a positive relationship between law enforcement, students, and school employees. Through relationship-building and educational opportunities, the program's goal is to reduce crime, create a safe school environment, and provide a law enforcement resource to school administrators, teachers, and students. The duties and responsibilities of the SRO assigned to the District shall include, but not be limited to, the following:

1. SROs act in accordance with the recommended TRIAD roles of 1) law enforcement officer, 2) educator, and 3) informal counselor/mentor, but do not enforce school rules or policies or become involved with matters that are strictly school discipline issues; and
2. Promote safety in and around the school by reducing crime and fear of crime, and by coordinating both parties' efforts to provide a safe and nurturing school learning experience that is flexible in meeting the academic, social, and emotional needs of each student; and
3. Promote emergency response and violence prevention activities with staff and students;
 - a. SROs will serve in a support role and participate in violence prevention activities that are developed by school administrators and teachers, in an effort to develop and enhance student voice and student leadership in violence prevention and violence prevention activities (e.g., bullying prevention, relationship building, climate and culture building, violence prevention, situational and resource awareness).
 - b. The SRO will attend all school safety drills, providing after-action feedback to principals, school administration, and staff; and

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4. ALICE - School Safety Law enforcement Drills based on FEMA IS-907: Active Shooter; What you can do. The SRO will:
 - a. Serve as their assigned school's point of contact for school safety drills, attend all ALICE school safety drills, providing after-action feedback to principals, school administration, and staff.
 - b. Serve as the liaison between their school administration and the police department for any training, pre-planning, response planning, and coordination with the District's Safety Department; and
5. Provide information and give presentations to students, staff, and parents to support and empower schools to be welcoming centers of family and community engagement (fall, early spring); and
6. Appear and testify in court proceedings and school suspension review and expulsion hearings as necessary, unless said appearance and/or testimony would interfere with any pending or reasonably contemplated law enforcement proceedings and/or criminal investigation; and
7. Be proactive regarding patterns of delinquency, gang membership, and activity/problem areas around the school to strive toward prevention, operational excellence, and efficiency; and
8. Assist school personnel with managing escalated and agitated individuals, crowd control, and vehicle traffic patterns to strive toward prevention, operational excellence, and efficiency; and
9. Maintain open communication with school personnel to identify individuals or conditions that could result in delinquent behavior, formulate prevention plans and identify proactive solutions; and
10. Maintain and report to the District, through an annual Board Presentation, a record of reported criminal incidents and arrest activities for the specific school designated for the reporting officer, updates on positive interactions and programming with students and staff, and a vision for supporting students and staff in the next year.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Identify safety issues and assist in making plans for improvement
2. Participate in school safety drills
3. Conduct criminal investigations, primarily those involving students in the District
4. Conduct interviews, including using the forensic protocol for interviewing children
5. Develop and maintain relationships with students, school staff, and families
6. Communicate with other officers and school personnel to seek and offer guidance
7. Manage crime scenes effectively
8. Full knowledge and understanding of the school's EOP, Crisis Response Plans, and Behavior Threat Assessment Management protocols
9. Serve on the School Safety Team, Behavior Threat Assessment Management Team, and Cardiac Emergency Response Team
10. Must manage a crime scene effectively
11. Investigate all truancy complaints of schools in East Jordan involving students residing within the city limits of East Jordan
12. Must have intricate knowledge of current caseload as it pertains to the application of rulings or procedures
13. Coordinate the "Handle with Care" program
14. Understand and support the "Be Alert" and "OK2SAY" programs
15. After every work cycle, complete and turn in a detailed log that includes report numbers, detailed investigations, streets patrolled, and other document-worthy activities
16. Follow policies and procedures as established
17. Perform all other job-related duties that may present themselves with a positive attitude
18. Interact effectively with Police Department, courts, school staff, students, and parents
19. Experience and knowledge in drug awareness

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20. Thorough knowledge of applicable State laws and office orders, rules, regulations, and policies
21. Thorough knowledge of functional organization of the East Jordan Police Department and East Jordan Public Schools
22. Appropriately and effectively represent the East Jordan Police Department and East Jordan Public Schools
23. Support East Jordan Police Department during the school day for community activities, events, and emergencies, as needed

TRAINING AND PROFESSIONAL DEVELOPMENT:

1. The City shall be responsible for the training standards of the SROs assigned to the schools as established by Michigan Law.
 - a. MCOLES certified or certifiable at the time of hiring.
 - b. See the City of East Jordan Police Department Job Description for details.
2. The School District shall provide professional development training sessions for school resource officers each year. These training sessions are required by all SROs annually:
 - a. Safe Schools Video Series (SET SEG)
 - b. Non-Violent Crisis Intervention
 - c. CPR/First Aid
 - d. EOP Review
 - e. Positive Behavior Intervention and Support (PBIS)
 - f. Optional specialized school safety training through conferences and webinars
 - g. NIMS ICS 100
 - h. Students with special needs awareness

EXPERIENCE, EDUCATION, KNOWLEDGE, AND CRITICAL SKILLS:

1. Special interest and understanding of juveniles, juvenile law, constitutional protections, and their problems and concerns
2. Strong, effective leadership abilities
3. Positive, proactive attitude; excellent interpersonal and problem-solving skills; ability to resolve conflicts; verbal, and written communication
4. Self-motivated; ability to work with minimal supervision
5. Ability to interact effectively and productively with the Police Department, courts, school staff, students, and parents
6. Experience in and knowledge of drug and threat awareness
7. Non-probationary police employee
8. Excellent attendance record

ENVIRONMENTAL CONDITIONS:

1. Fast-paced working environment with frequent interruptions
2. Office space will be provided on-campus

PHYSICAL DEMANDS:

1. Ability to safely and quickly respond to and address immediate needs in emergency situations
2. Ability to effectively work within an often crowded, noisy, and distracting environment
3. Overall good physical health and ability to perform supervision/security-related duties
4. Ability to sit, stand, and walk for extended periods of time

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ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessities. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:

East Jordan Public Schools requests the full-time School Resource Officer to serve at East Jordan Elementary School, East Jordan Middle-High School, and East Jordan Mill St. Campus. This request is made by an annual contract between the Parties. The police department, in collaboration and support of the East Jordan Public Schools, shall assign to the District on a full-time basis the officer chosen to act as the School Resource Officer. The SRO shall coordinate with his/her assigned school's principal or principals. However, the SRO will remain an employee of the police department and all personnel rules applicable to the police department shall continue to apply to the SRO, and the SRO will at all times abide by all personnel rules of the police department. The police department shall be fully responsible for all employee-related obligations.

EVALUATION:

Completed by the Superintendent and Chief of Police.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____