



Winslow Police Department

Job Description

SCHOOL RESOURCE OFFICER



I. PURPOSE OF POSITION:

The purpose of this position is to serve as a resource for the Winslow school system, providing support to student, teachers and staff in any and all matters related to law enforcement, and as a liaison between school system and the Winslow Police Department. Under the general direction but not limited to the Lieutenant. The incumbent also enforces traffic and criminal laws.

II. ESSENTIAL JOB FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- a. Enforces federal, state and Town of Winslow criminal laws and ordinances; assists school officials with enforcement of school policy and regulations regarding student conduct.
- b. Protects person and property on school premises; works through school administration to address concerns related to school safety, including building security, emergency response and evacuation plans.
- c. Investigates and assists in the prosecution of any violations occurring on school premises; gathers information concerning criminal activity involving students on or off school grounds; effects arrests as necessary and appropriate. Consulting with school staff when practical.
- d. When invited to do so by the principal or member of the faculty. Provides classroom instruction on law and law enforcement related matters, as approved by police and school administration.
- e. Speaks before parent and community groups, at the request of the school principal or member of the faculty on a variety of law enforcement topics.
- f. Serves as resource for students, enabling them to be associated with a law enforcement figure in the school environment; provides guidance and consultation for students experiencing problems related to law enforcement; makes appropriate referrals.
- g. Meets with faculty, staff and parents on an individual basis to deal with specific issues or problems related to delinquency prevention.
- h. Acts as liaison between students, parents, school faculty and staff, child protective services, prosecutors, juvenile court and probation officers; facilitates communications between all parties.
- i. Maintains control of emergency incidents requiring law enforcement intervention, with assistance of school principal, until relieved by police or fire department command personnel.
- j. Coordinates non-emergency requests for police services provided by the various divisions of the Department.
- k. Promote understanding and solicits support for the School Resource Officer program.
- l. Performs other duties of investigator as assigned by supervisor.
- m. Assists with administrative supervision duties during the school day and at various athletic and extracurricular events.
- n. Works with student assistance coordinator, school board and central office administration to develop, coordinate and evaluate new programs to meet school and Department needs, such as K-9 search guidelines and policies, educational programs and intervention programs.

- o. Serves on various committees dealing with the development or improvement of school guidelines.
- p. Assists other agencies with investigations involving assigned school; acts as a liaison with other agencies and school systems in assisting with the development of similar programs at their agencies or schools.
- q. Attends and successfully completes all required training sessions.
- r. Completes weekly report which will be distributed to The Chief of Police, Superintendent, and all Principals.

III. PHYSICAL/MENTAL REQUIREMENTS:

- a. Physical conditions needed to:
 - i. Effect arrests;
 - ii. Subdue resisting individuals;
 - iii. Run a distance under 50 yards to persons requiring emergency assistance or apprehension;
 - iv. Lift and carry equipment and persons;
 - v. Force entry into buildings;
 - vi. Climb flights of stairs/ladders and maneuver over obstacles;
 - vii. Walk, stand or sit for long periods of time (including driving);
 - viii. Perform lifesaving procedures;
 - ix. Fire weapons on duty, maintain target practice skills, clean and inspect weapons;
 - x. Confront an armed suspect;
 - xi. Drive motor vehicles under emergency and non-emergency conditions;
- b. Effective audiovisual discrimination and perception needed to:
 - i. Make observations;
 - ii. Drive safely and simultaneously operate emergency lights, siren, radio and mobile data terminal;
 - iii. Speak clearly and concisely;
 - iv. Hear and understand radio, telephone and normal range verbal communications;
 - v. Discern color differences;
- c. Ability needed to:
 - i. Observe situations quickly, analytically and objectively, determining a prompt course of action;
 - ii. Understand, interpret and apply applicable federal and State statutes, local ordinances, court decisions and Police Department and Town rules and policies;
 - iii. Understand and respond quickly, calmly, decisively and accurately to written and oral directions, instruction, inquiries and requests in all situations;
 - iv. Work independently or as a team member, effectively within the guidelines of standard operating procedures, department Rules and Regulations and within the scope of authority for the position;
 - v. Foster appropriate intra and interagency communications;
 - vi. Develop and utilize interpersonal skills;
 - vii. Manage situations firmly, courteously, tactfully and impartially;
 - viii. Express oneself clearly and concisely, both orally and in writing;
 - ix. Record information clearly and completely;
 - x. Facilitate effective conflict arbitration/resolution;
 - xi. Maintain confidentiality in the performance of duties;
 - xii. Assimilate, retain and effectively use geographic knowledge concerning the Town and the surrounding vicinity;
 - xiii. Interact positively with fellow employees and citizens;
 - xiv. Learn, display and maintain all skills, knowledge and abilities for performance of all duties and responsibilities, as established by the Director of Police;
- d. Emotional and psychological stability needed to:
 - i. Accept constructive criticism in a mature fashion;
 - ii. Effectively communicate and interact positively with fellow employees and citizens;

- iii. Recognize and tolerate stress;
 - iv. Function effectively under stress;
- e. Deal effectively with the morbid, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.

II. JOB SPECIFICATIONS:

- a. Required Education and Experience:
 - i. Must have (2) years of full-time law enforcement experience;
 - ii. Must be a Maine certified, full-time law enforcement officer at the time of appointment or within 90 days of appointment
 - iii. Proficiency basic computer knowledge including but not limited to Microsoft products;
 - iv. Possess a valid driver's license;
- b. Minimum Knowledge/Ability:
 - i. Working knowledge of the geography and population pattern of the Town;
 - ii. Working knowledge of the local, state and federal laws, rules and regulations as applicable;
 - iii. Ability to react quickly and calmly to emergency situations;
Ability to develop skill in the use and care of firearms and other weapons;
 - iv. Ability to drive a motor vehicle safely and efficiently;
 - v. Ability to meet age, and other physical requirement at the time of examination;
 - vi. Ability to express oneself clearly and concisely, both orally and in writing.
Effectively communicate, both verbally and in writing;
 - vii. Clean, maintain and make minor repairs (check fluid levels, etc.) to department vehicles and equipment.
- c. EQUIPMENT USED:
 - i. Motor Vehicles
 - ii. Duty Weapons
 - iii. Writing Implements
 - iv. Office Equipment -- computers, printers, telephone systems, photocopies
 - v. Radio Communications -- portables, mobiles, data terminals, etc.
 - vi. Basic Tools and Equipment -- first aid supplies, fire extinguishers, restraint devices, flashlights, batons, helmets, uniforms, OC spray, personal protective equipment, radar equipment, etc.
 - vii. Electronic Gas Pump

Covers: SRO Stewart