

School Resource Officer
ELSMERE, KENTUCKY

The City of Elsmere is accepting applications for a School Resource Officer. For information and a copy of the job description please visit our website at www.cityofelsmere.com.

City of Elsmere
Job description for School Resource Officer

An employee in this class is first and foremost a Police Officer and therefore must be able to perform all of the duties of that class. In addition, an employee of this class will work collaboratively with other School Resource Officers within the Erlanger Elsmere School District; establish liaison with school principals, faculty, and student population; establish liaison between school personnel and members of the police department; provide liaison between students and social agencies which provide needed services; formulate educational crime prevention programs to reduce the opportunity for crimes against persons and property in the schools. Provide safety and security to students and staff. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform essential functions

Duties and Responsibilities:

The duties and responsibilities listed here are intended to give general guidelines for School Resource Officer (SRO). This is not intended to be a complete list of all duties and responsibilities that may pertain to this position and any items omitted can be delegated to the SRO by the Police Chief.

- Randomly patrol assigned campuses each day.
- Present programs to students and/or parents on issues related to tobacco, alcohol, drugs, violence
- Prevention, and safety.
- Serves as a liaison between Law enforcement and the School District.
- Gather information regarding potential problems such as criminal activity, gang activity, and student unrest, and attempt to identify particular individuals who may be a disruptive influence to the school and students.
- Provide limited counselling to students, parents and school staff on law enforcement related issues.
- The SRO shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and related school functions, to the extent the SRO may do so under the authority of law.
- The SRO shall not act as a disciplinarian. However, if the principal believes an incident is a violation of law, the principal shall contact the SRO. Upon request the SRO is required to attend

disciplinary proceedings or meetings with students and or parents when safety may be a concern.

- Initiate interaction with students in the classroom and general areas of the school building. Promote the profession of police officer and be a positive role model. Increase the visibility and accessibility of police to the school community.
- Provide assistance with home visits in the cases of poor attendance and truancy.
- Enforcement: Although the SRO has been placed in a formal education environment, they are not relieved of their law enforcement duties. Decisions to intervene may be made when necessary to prevent violence, breach of peace, personal injury, or loss of property. When immediate action is necessary and an SRO is not available, another officer may be dispatched to the school. SRO's should investigate and prepare reports on all offenses committed at the schools.
- Continually assess the security of assigned school campuses. Provide recommendations to increase safety and security.
- Participate in Parent Teacher Association and/or Parent Teacher Organization meetings as requested. -- Participate in campus activities and student organizations when invited and feasible.

Minimum Job Requirements:

Education:

- High School diploma or equivalency.
- Kentucky POPS certification.
- Previous SRO training through the Department of Criminal Justice Training or NASRO (National Association of School Resource Officers) is preferred prior to employment.
- Must complete SRO training through the Department of Criminal Justice or NASRO (within 1 year of appointment (if not trained)).

Knowledge, Skills, and Abilities:

Knowledge of the geography of the city; Knowledge of federal, state, and local laws and ordinances; Knowledge of police methods, practices and procedures with ability to apply knowledge to specific situations; Basic knowledge of proper procedures regarding the collection of evidence; Knowledge of how to use departmental equipment, including the safe care and use of firearms, radar and intoxilyzer; Ability to prepare written reports accurately; Knowledge of first-aid; Ability to analyze situations and to act quickly and efficiently; Ability to safely operate a motor vehicle at high speed, or in a dangerous situation; Ability to deal courteously but firmly with the general public; Ability to establish and maintain effective working relationships with other police departments/agencies, city officers and employees, the general public, students, school staff, and school administration.

Licenses:

- A valid Kentucky Driver's license.

Other Requirements:

(These items are to be performed by the City of Elsmere.)

- Background check.
- Drug screening.
- Psychological testing.
- Kentucky POPS certified at the time of appointment.

Salary:

\$40,800.00 per year plus KLEPF incentives.

All interested candidates please send a copy of your Cover Letter, Resume, and References to Police Chief Steve Bohman at bohman@cityofelsmere.com no later than July 25, 2018 at 5:00 pm.