

# **JOB DESCRIPTION: SCHOOL RESOURCE OFFICER**

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**TITLE:** School Resource Officer  
**DEPARTMENT:** Sheriff's Office  
**REPORTS TO:** Captain

## **GENERAL SUMMARY**

This is primarily a professional position with technical duties and responsibilities. The position requires diversified duties and responsibilities demanding the use of numerous and various types of procedures. This position is a sworn law-enforcement position. The central mission is to keep order on campus with the legal authority to arrest, if necessary. Able to differentiate what constitutes a crime and what incidents are school conduct violations. Requires judgment in the analysis of facts and their application(s) to regulation(s) to determine a proper course of action. This position requires interpersonal contact both within and outside the organization, which requires considerable tact and persuasion to obtain consent or approval. Works toward previously defined objectives with general supervision and within operating procedures. Plans and executes own work, referring new and unusual cases to a supervisor and requires the ability to work independently. The position has frequent exposure to risk situations; the impact of the incumbent's decision(s) minimally affect the operation of the organization. The worker may be exposed to danger with potential for bodily injury or even death to acts of aggression on the part of others or to exposure to disasters such as fires, explosions, etc. Work involves moderate physical strain and requires some strength and endurance.

## **DUTIES AND RESPONSIBILITIES**

- Provide law enforcement for Brunswick County
- Be a representative of the Sheriff
- Perform all duties and responsibilities of a field deputy
- Protect lives and property for the citizens and public school students
- Enforce Federal, State, and Local criminal laws and ordinances
- Assist school officials with Administrative regulations regarding student conduct
- Investigate criminal activity committed on or adjacent to school property
- Be a law related educator
- Be a community liaison and role model
- Counsel public school students in special situations
- Answer questions students might have about Virginia Criminal and Juvenile law
- Assist other law enforcement officer's investigations concerning students
- Provide security for special school events or functions
- Provide traffic control during the arrival and departure of students as needed
- Prevent juvenile delinquency through close contact with students/school personnel

- Establish liaison with school principals, faculty, and staff
- Establish liaison with School Security personnel and SRO(s) assigned to campuses
- Inform students of their rights and responsibilities as lawful citizens
- Be a resource to the principal in investigating criminal law violations at school
- Assist administration and faculty in formulating criminal justice programs
- Formulate crime prevention programs
- Coordinate all law enforcement response/service at their school
- Prevent duplication of effort and provide coordination of law related services
- Ensure the investigation and enforcement of criminal law violations
- Provide necessary follow-up investigation as required
- Remain abreast of investigations involving students at their school
- Be aware of demographics and distinctive characteristics of the student body
- Provide visible deterrence to crime
- Present a positive impression of a uniformed law enforcement officer at the school

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of applicable Federal, State, and Local codes used in pursuing and convicting perpetrators in the appropriate court
- Knowledge of administrative and operational policies and procedures
- Knowledge and skill of laws of arrest, probable cause and search and seizure issues used in the enforcement of laws and in the school setting
- Knowledge of law enforcement operations, duties, and responsibilities
- Knowledge of roads and addresses of the county
- Knowledge of the Juvenile Handbook for the School Administration

## **MINIMUM QUALIFICATIONS**

- High school diploma or GED equivalent
- Must possess a valid Virginia operators license
- Must pass a physical examination by a Medical doctor
- Must have an acceptable criminal records checks by fingerprint classification through VCIN and NCIC
- Must become law enforcement certified from an accredited Criminal Justice Academy within one year of employment
- Must become a certified School Resource Officer within one year of employment

## **PREFERRED QUALIFICATION**

- Completion of two years college in Administration of Justice or equivalent or prior experience as a law enforcement officer.