

STATEMENT OF PURPOSE:

The School Resource Officer (SRO) position performs general law enforcement work to protect the lives, safety, health, welfare and property of school administrators, security staff, students at the Meeker School District elementary, middle and high schools by enforcing municipal ordinances, state statutes, and laws. Exercises independent judgment in dealing with dangerous or unusual situations and often works under stressful, high-risk conditions. The SRO serves as the primary link between the department and the school.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Work in support of the educational mission of the School District and in close partnership with the school administration to enhance safety on school grounds in order to provide a healthy and productive learning environment.
- Provide a visible and consistent police presence at the assigned schools as appropriate.
- Work to develop a rapport with students, particularly during unstructured times (e.g., lunch) and a working relationship with student organizations, faculty, staff members, School District administrators, and community members.
- Exercise discretion so that law enforcement engagement is fair and equitable for all students in the School District. Respect youth and families of all backgrounds and cultures. Utilize de-escalation strategies.
- Act as a designee of the school administration staff in maintaining the school(s) as a safe environment. This includes buildings, grounds, parking lots, lockers, and other School District property.
- Assist in the prevention and control of crime, delinquency, truancy, and disruption at the schools, and collaborate and share information with School District staff regarding the Services as appropriate.
- Assist School District staff in developing plans, procedures, and strategies to prevent or minimize dangerous situations that can occur on campus.
- Provide or assist with presentations, guidance, and available educational resources in areas that may include but are not limited to conflict resolution,

violence/delinquency prevention, alcohol and substance abuse, law related education, criminal justice system orientation, traffic and pedestrian education, and social media and internet safety.

- Adhere to the Colorado Revised Statutes and the Department's policies and procedures including, but not limited to crisis prevention, emergency response procedures (practice drills), threat assessments, and addressing behavior or other information that may indicate impending violence.

SCHOOL RESOURCE OFFICER DUTIES

The SRO's duties will include, but are not limited to, the following:

- To be an extension of the principal's office for assignments consistent with this agreement.
- To be a visible, active law enforcement figure on campus dealing with law enforcement matters and school code violations originating on the assigned campus. As to school code violations, the SRO will take the student to the principal's office for discipline to be given out by school officials.
- To act as the designee of the campus administration staff in maintaining the assigned campus to provide a safe environment as to law enforcement matters and school code violations. This includes building(s), grounds, parking lot(s), lockers and other District property. As to school code or school discipline violations that is not criminal or violent, if witnessed or observed, the SRO will take the student to the principal's office for discipline to be given out by school officials.
- To provide a classroom resource for law education using District-approved materials upon request.
- To be a resource for students which will enable them to be associated with a law enforcement figure and role model in the students' environment.
- To make appearances before students, parents, staff, and other groups associated with the schools as a speaker on a variety of requested topics, particularly drug and alcohol abuse.
- To report all crimes originating on campus. Information on cases that are worked off-campus by the Police Department or other agencies involving students on a campus served by the SRO will be provided to the SRO, but the SRO will not normally be actively involved in off-campus investigation(s).
- To share information with the administrator or District representative about persons and conditions that pertain to campus safety and security concerns.
- To be familiar with community agencies, such as mental health clinics, drug treatment centers, etc., that offer assistance to dependency- and delinquency-prone youths and their families. Referrals will be made when necessary.
- To work with the school administration staff to develop plans and strategies that prevent and/or minimize dangerous situations which might result in student's arrest.
- To perform a variety of professional and technical police work providing protection of life, safety, health, welfare and property within, upon and surrounding the school, including the

enforcement of local, state and federal statutes and ordinances. This enforcement will be in accordance with Meeker Police Department Policies and Procedures.

- To coordinate activities with the school administration and staff members concerned and will seek permission, guidance, and advice prior to enacting any programs within the school.
- To provide school/community-wide crime prevention presentations that include, but are not limited to:
 - Drugs and the law - Adult and juvenile.
 - Alcohol and the law - Adult and juvenile.
 - Sexual assault prevention.
 - Safety programs - Adult and juvenile.
 - Assistance in other crime prevention programs as assigned.
- The SRO will wear the approved department uniform, with appropriate logos, name badges, the type of school activity or program, and the requests of the District and/or Police Department. The Chief of Police and the District Representative shall jointly set expectations and resolve any disputes in this area.
- The SRO will wear their department-authorized duty weapons in accordance with department policy.
- To attend municipal court, juvenile court, and/or other court hearings arising from and/or out of their assignment as an SRO.
- To assist school administrators, staff, and faculty in developing emergency procedures and emergency management plans to include prevention and/or minimization of dangerous situations. District Threat Assessments, Safety Plans, Suicide Risk Assessments, and Crisis Plans may be included at the discretion of the building administrator.
- To provide traffic control during the arrival and departure of students on an as needed basis.
- To provide security for special school events or functions, such as, but not limited to, parent-teacher conferences, at the request of the principal or other District administration.

Acknowledgement

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with the Town of Meeker or Meeker Police Department.

Applicant Signature

Date

Printed Name