

Job Description: SCHOOL RESOURCE DEPUTY
(SHERIFF'S OFFICE)

CLASS NO. 1827

EEOC CATEGORY: Protective Service Workers

PAY GROUP: Unclassified

FLSA: Nonexempt

SUMMARY OF POSITION

Provide law enforcement and police services to the school, school grounds and areas adjacent to the school. Investigate allegations of criminal incidents per Sheriff's Office policies and procedures. Enforce state and local laws and ordinances. Make appropriate referrals to juvenile authorities or other governmental agencies.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: School Superintendent and/or Chief Deputy
2. Directs: This is a non-supervisory position
3. Other: Works closely with other departmental employees; federal, state, and local law enforcement agencies; other local officials; and the general public.

EXAMPLES OF WORK

Essential Duties*

Work to prevent juvenile delinquency through close contact and positive relationships with students. In addition the SRO shall develop crime prevention programs and conduct security inspections to deter criminal or delinquent activities.

Establish and maintain a close partnership with school administrators in order to provide for a safe school environment. Assist school officials with their efforts to enforce Board Of Education policies and procedures. Ensure school administrator safety by being present during school searches, which may involve weapons, controlled dangerous substances or in such cases that, the student's emotional state may present a risk to the administrator. Assist school administrators in emergency crisis planning and building security matters. Provide a course of training for school personnel in handling crisis situations, which may arise at the school.

Be visible within the school community. Attend and participate in school functions. Build working relationships with the school's staff as well as with student and parent groups.

Develop and implement classes in law related education to support the educational efforts of the faculty. Work closely with teachers in designing and presenting law-related topics and the role of police in our society.

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Created and Approved CC 7/22/2014

CLASS NO. 1827 (Continued)

Work with guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies areas necessary. Assist in conflict resolution efforts.

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.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: criminal and civil law; investigation and crime prevention methods; and identification records, processes, and procedures.

Skill/Ability to: safely use vehicles, firearms, and specialized equipment; operate a computer and prepare records and reports; apply criminal investigative techniques; establish and maintain effective working relationships with other law enforcement agencies, and the District and County Attorney's offices, other departmental employees and the general public; demonstrate proficiency in both oral and written communication; maintain accurate records; and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.

ACCEPTABLE TRAINING AND EXPERIENCE

High school diploma or successfully obtained a GED;

TCOLE certification;

Possess a valid driver's license with acceptable driving record;

Pass a pre-employment physical fitness test, medical physical and drug test; pass a comprehensive background check, polygraph, search of local, state and U.S. national records and fingerprint files to disclose any criminal records.

CERTIFICATES AND LICENSES REQUIRED

TCOLE certification