



City of Moody Job Description

JOB TITLE: School Resource Officer

DEPARTMENT: Police Department

Job Description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

GENERAL SUMMARY

The School Resource Officer supports and facilitates the educational process within the City of Moody schools by providing a safe and secure environment through building and establishing meaningful relationships with students and staff and proactively interacting with the school community to ensure the enforcement of city and state laws, preservation of public order, protection of life and the prevention, detection, or investigation of crime. The incumbent will work effectively with students, parents, school personnel and community agencies to support teaching and learning in the schools. The School Resource Officer will patrol district property to protect students, staff and visitors from physical harm and prevent loss to district property resulting from criminal activity.

DISTINGUISHING CHARACTERISTICS, FEATURES, REQUIREMENTS:

Works a scheduled shift, provides security patrols to the City of Moody schools, school traffic control and enforcement, enforcement of local ordinances, state and federal laws, preliminary investigative functions, protects life and property, responds to emergency calls, resolves disputes, effects arrests on criminals, and rescues persons in danger.

SUPERVISION

Under the general direction of the Police Chief

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only. They are not meant to be a complete and exhaustive listing of all duties and responsibilities of this position.

- 1) Provide educational programs to students, parents and staff as requested by the District. The Resource Officer and selected District Staff will develop a curriculum for educational purposes.
- 2) Provide a wide variety of professional and technical police work and investigations for the protection of life, safety and welfares within the District, including the enforcement of local ordinances, state and federal statutes.
- 3) Provide security with visibility and presence in school buildings.
- 4) Build relationships with students and staff in the buildings.
- 5) Support the supervision of students with appropriate referrals to School personnel.
- 6) Assist in the prevention of crime/delinquency on School campuses and surrounding areas where student involvement is known or suspected.
- 7) Provide informal consultation with students and staff.
- 8) Provide direct and indirect instructional resources for classroom presentations.

- 9) Act as an advisor and provide assistance to school administrators in traffic and parking related issues on or around school property.
- 10) Coordinate with law enforcement officials for extracurricular supervision for the schools and for afterschool activities.
- 11) Act as an advisor to the administrators for the City of Moody school system.
- 12) Assist all three campuses on potential police issues.
- 13) Perform all duties at school in uniform and armed.
- 14) Performs such other duties that from time to time may be assigned and appropriate to the position.

LICENSE & CERTIFICATIONS

Possession of a valid Alabama Driver's License

EDUCATION & TRAINING

High School Diploma or equivalent

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities would be qualifying.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Weight proportionate to height and build.

Vision acuity minimum of 20/100 corrected to no less than 20/30 and normal color vision.

Must have no record of felony criminal convictions or misdemeanor convictions, which affect his/her creditability as a witness in a court of law.

Must be of good moral character and able to pass a thorough background investigation.

I hereby acknowledge receipt and acceptance of the job description by signing my signature below.

Employee Name

Date