

PART-TIME SCHOOL RESOURCE OFFICER

NATURE OF WORK

This is responsible law enforcement work in the protection of life and property through the enforcement of state and local laws and ordinances.

Work involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals, and the enforcement of laws and ordinances in a designated area on an assigned shift. An employee of this class, School Resource Officer (SRO) will be assigned to uniformed patrol in one of the Mentor Exempted Village School District schools and may include traffic control, training, warrant enforcement, or other specialized departmental activity. Work involves an element of personal danger in the pursuit of duties. Officers must exercise independent judgment in meeting both routine and complex emergency situations and act without direct supervision. A significant portion of time involves contact with students and staff of the schools where discretion and tact are to be conscientiously exercised. Assignments and instructions are received in general terms from a superior officer who reviews work methods and results through reports, observations, and discussions.

Work is intended to promote school safety by building a positive school climate. The SRO will support a safe, secure and orderly learning environment for students, teachers and staff. The typical workday for part-time SROs shall consist of seven (7) hours between the hours of 7:00 am to 4:00 pm, coinciding with the class schedule of each elementary or middle school where assigned. Part-time SROs may be required to work up to two (2) additional weeks either before or after the school calendar year to participate in required SRO or other Police Department or School District training. May be required to work additional hours outside regular school hours. Additional hours include school events and activities, required court appearances, mandatory training, investigative time outside regular school hours resulting from school incidents, and/or all other requests made by the School District and approved by the Police Department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Works in a school setting, to include certain extracurricular events, to observe, prevent, or terminate unlawful acts; maintains radio contact with dispatch; reports crimes or unusual situations; responds to calls or initiates actions, as appropriate; backs up other units as required.

Foster mutually respectful relationships with students and staff to support a positive school climate.

Provide classroom instruction on a variety of topics including, but not limited to, safety, public relations, occupational training, leadership and life skills.

Attend school special events as needed.

Collect data on SRO activities as required by the Mentor Police Department but in accordance with all applicable School District policies and student laws.

Responds to calls on and within school grounds involving in-progress incidents; secures scene to protect victims and property; gives first aid and calls for medical assistance; interviews participants and witnesses; collects other related information and completes school reports; contacts the Dispatch Center for a regular, on-duty patrol officer(s) to respond to complete criminal investigations.

Interviews complainants and witnesses; analyses probable sequence of events; seeks additional data through research, telephone calls, interviews, and other methods; identifies, arrests, and takes into custody offender(s) for probable cause; advises such persons of their constitutional rights; searches for weapons and contraband; and testifies in court proceedings to provide known facts and evidence.

Periodically practices the use of a variety of firearms and attends seminars and lectures on various school-related law enforcement practices and techniques.

Provides effective and efficient customer services; promotes and maintains responsive community relations.

OTHER JOB FUNCTIONS

Performs related duties as assigned.

REQUIREMENTS OF WORK

Graduation from high school (or GED), at least 21 years of age, current State of Ohio OPOTC certification, minimum two (2) years' experience as a police officer, must have extensive experience with juvenile assignments, or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Knowledge of federal, state, and local civil and criminal statutes on which charges and arrests are executed.

Knowledge of police methods, practices, and procedures.

Knowledge of the geography of the city location of Mentor School District facilities, and physical layout of school buildings and grounds.

Knowledge of the rules and regulations and standard operating procedures of the City of Mentor Police Department.

Ability to handle sensitive public contacts and to deal tactfully and courteously but firmly with the public.

Ability to analyse situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.

Ability to understand and carry out oral and written instructions and to prepare clear, comprehensive reports.

Ability to meet such physical requirements as may be established by competent authority.

Ability to exercise sound, independent judgment and to render objective decisions in the application of laws and ordinances.

Ability to apply techniques of self-defense and use necessary force to apprehend and restrain violent or hostile individuals.

Ability to remain calm and maintain control in various levels of stressful situations.

Ability to establish and maintain effective working relationships with others.

Skill in the use of firearms, other law enforcement equipment, and the operation of motor vehicles.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Ohio driver's license.

Must possess current required Ohio Basic Peace Officer Certification training.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand; walk; use hands to finger, handle, or operate objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must lift and/or move more than 100 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is frequently exposed to life-threatening situations.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.