**Title: School Resource Officer**

**FLSA: Non-exempt**

**Job Summary:**

**Purpose:**

The Atlantic Police Department and the Atlantic Community School District share a mutual desire to provide law enforcement and related services at the District's public schools located within to help maintain a healthy and safe school environment, which will promote public health, safety, and welfare for all district residents; and have discerned the need for a School Resource Officer Program (SRO) for the public school system, in order to provide a cooperative approach toward addressing the desires of both parties.

**Policy:**

The Atlantic Police Department and the District will develop guidelines that shall clarify each entity's roles and expectations and formalize the relationship between the participating entities to foster an efficient and cohesive SRO Program that will build a positive relationship between law enforcement officers, school staff, and the students; promote a safe and positive learning environment, and decrease the number of youth formally referred to the juvenile justice system.

**AGREEMENTS:**

It is understood that this Agreement is between two public agencies and is entered into pursuant to the provisions of Iowa Code Chapter 28E and shall be electronically filed with the Iowa Secretary of State's Office upon execution as required by law.

**Essential functions:**

The primary functions of the SRO are to help provide a safe and secure learning environment, foster a positive school climate, reduce/prevent crime, serve as an educational resource, and serve as a liaison between the District and the Atlantic Police Department. Specific daily assignments to accomplish this function will vary by school building.

The SRO and the District's Superintendent will meet on a regular basis to discuss plans and strategies to address specific issues or needs that may arise. As required by law, SRO's should never be assigned to duties within the District in place of or in lieu of a certified teacher.

During the hours of assignment and while on school grounds, the general duties of the SRO shall be consistent with terms and conditions as described in the agreement with the Atlantic Community School District.

Patrols assigned beat to monitor and control traffic; issue warnings or tickets to traffic violators. Investigate conditions and causes of accidents, enforce parking regulations; report and/or remove hazards to life/property; direct traffic in congested or accident areas; provide emergency assistance to sick or injured; administer intoxilizer tests to drivers who are suspected of driving under the influence; operates radar equipment to enforce posted speed regulations.

Inspects and secures buildings checking locks, alarms, lighting and related premises to make less vulnerable to burglary and criminal activity. Periodically makes reports to the school board & superintendent to express areas of vulnerability to the buildings as well as repairs and updates that could be made.

Performs general police work by keeping order, interceding in disturbance of the peace, domestic abuse cases, dispersing unruly crowds at public or private gatherings, monitoring and investigating suspicious activity or behavior.

Serves warrants and makes arrests; testifies in court to present evidence and testimony regarding violations of controlling laws and ordinances.

Cooperates with demonstration and parade officials to coordinate traffic on periodic events; directs traffic in congested areas and serves as escort for funeral processions, parades and convoys.

Obtains evidence or establishes facts by interviewing, observing and interrogating suspects and witnesses in pending cases.

Participates in special projects designed to improve rapport, communications and sensitivity to the law enforcement issues and problems confronted by children, teenagers and young adults.

Completes the necessary qualification tests (fire arms, asps, emergency medical training and other mandated training) as per ILEA/departmental requirements.

The Atlantic Police Department shall recruit and select an employee to serve in the

SRO position. The Atlantic Police Department may request assistance from the District in

recruiting and/or selecting such employees.

The SRO should generally meet the following criteria:

(a) A 2-year or 4-year college degree in a relevant field would be beneficial and preferred.

(b) Desired 2 years of experience as a field police officer with experience in juvenile assignments.

(c) Concurrent with service as an SRO, all hours of relevant training to maintain certification as an Iowa Law Enforcement Officer will be completed and maintained by the Police Department. The SRO will also attend an official School Resource Officer training as well as continuing training as made available.

The Atlantic Police Department shall assign one (I) regularly employed law enforcement officer, who has been assigned to the position of SRO, to cover the District's school buildings and grounds.

**EMPLOYMENT AND SUPERVISION:**

The Atlantic Police Department shall, at all times, operate as the employer of the SRO, and the SRO shall, at all times, be an employee of the Atlantic Police Department. The SRO shall not be an employee or agent of the District. The Atlantic Police Department and the District acknowledge that the SRO is a law enforcement officer who shall endeavor to uphold the law under the direct supervision and control of the Atlantic Police Department. The SRO shall remain responsive to the chain of command of the Atlantic Police Department.

However, while in District buildings or on District grounds, the SRO will be further accountable to the building principal or his/her designee. The SRO will be expected to cooperate with the building principal and other District officials. The SRO will be expected to follow all applicable District policies and procedures.

Nothing herein shall be construed as giving the District the right to control the professional judgment or actions of the SRO.

**UNIFORM AND EQUIPMENT:**

The Department shall supply all necessary and appropriate uniforms and equipment required by the SRO to perform his/her duties. All uniforms and equipment provided by the Department for the SRO shall be the property of the Department.

**SCHEDULE:**

The Department shall assign the SRO to be present in District buildings or on District grounds on a full-time basis of eight (8) hours per day when school is in regular session. The SRO shall be in District buildings or on District grounds from one-quarter (1/4) hour prior to the start of class until at least one-half (1/4) hour after class is dismissed.

The Department and the SRO have the discretion to adjust these starting and ending times to maintain a forty-hour workweek. These regular working hours may be temporarily adjusted to attending District events requiring the presence of a law enforcement officer as agreed upon by the Superintendent or his/her designee and the Department.

The Department may temporarily re-assign the SRO during school holidays and vacations, training activities, and periods of police emergencies and other occasions as agreed upon by the Superintendent or his/her designee and the Department. Re-assignment may consist of patrol duties, training, or optimizing the use of benefit or compensatory time off. Scheduling should avoid conflicting SRO obligations and maximize available time at the District.

The Department shall make every effort to be present within the schools and render services as needed in the absence of the SRO. The SRO shall communicate with the Chief of Police or their designee scheduling issues, trainings, and or sick/comp/vacation time being used, so that accommodations can be made.

During the summer months, the SRO will be re-assigned to patrol duties, and will fill shifts within the Atlantic Police Department.

Once established, an MOU will be created between the Atlantic Police Department and the officer’s union to establish pay and scheduling during holidays when school is in session. This agreement will also address the ability to “flex” time to attend school events/activities without creating large amounts of overtime or creating burnout for the officer.

**Knowledges, skills, abilities and personal characteristics:**

Knowledge of the principles and practices of modern law enforcement including controlling laws and departmental regulations. Use, care and maintenance of firearms and other protective equipment; self-defense; emergency medical treatment; communications; investigation and arrest procedures; traffic control; accident investigation; search and seizure constraints; constitutional rights and legal protections; report writing and case preparation; surveillance and pursuit policies; city geography, boundaries and landmarks.

Knowledge of the equipment used in the enforcement of traffic and related laws including radar, intoxilizer, physical restraints, emergency medical equipment.

Knowledge of the characteristics of human behavior as it impacts upon acceptance or rejection of the role of law enforcement in today’s society.

Ability to serve and protect life and property, enforce controlling laws and regulations impartially and consistently; interact positively with all age groups providing appropriate tact, demeanor, rapport and leadership as dictated by events and situations encountered in law enforcement/public safety functions.

Ability to maintain physical, mental, equipment and related proficiencies required to sustain career in law enforcement.

Ability to follow standard operating procedures of the police department regarding communications, patrol responsibilities, investigation procedures, report writing, requalification requirements and related practices.

Ability to mediate disputes, advise of rights and processes; endure verbal and mental abuse when confronted with hostile views and actions of citizens in an antagonistic environment.

Demonstrated skill and proficiency in the operation of automobile, firearms, restraints, intoxilizer, radar and related law enforcement equipment.

Ability to work independently, at a pace and level of performance consistent with actual job performance requirements.

**Working conditions:**

General patrol, traffic enforcement and related functions typically involve the majority of the working day. Expected to exercise proper judgment and self control when confronted with emergencies and potentially dangerous situations involving the use of firearms and physical force, pursuit driving, assaults, intoxication, crowd control and civil disobedience, domestic disputes and related actions. Job requires sufficient physical energy to control events and situations in a responsive, effective manner. Job requires sufficient physical energy to control events and situations in a responsive, effective manner. Job requires excellent vision, 20” or less and 20’ or more, motor coordination, hand/finger dexterity and special perception. Stooping, bending, lifting, climbing, reaching (overhead and horizontal) is unavoidable.

**Requirements:**

Graduation from Iowa Law Enforcement Academy or approved ILEA law enforcement training school. Possession of State of Iowa motor vehicle operator’s license. Acceptable history of honesty, integrity, reliability, sobriety and abstinence from illegal drug use; ability to manage personal finances; interpersonal skills; physical fitness and mental stability.

**Disclaimer:**

All duties and requirements in this job description have been determined by the employer to be essential job functions consistent with A.D.A. requirements and are representative of the functions that are necessary to successful job performance. They may not, however, reflect the only duties performed. Employees in this class will be expected to perform other job related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the job.