

**THE BOARD OF EDUCATION OF THE
COUNTY OF MERCER
JOB DESCRIPTION**

152.1

POSITION TITLE: School Resource Officer

LOCATION: Itinerant

DIVISION: Safety

DEPARTMENT (FUNCIONAL AREA):

RESPONSIBILITY OR PURPOSE (NARRATIVE):

The School Resource Officer (SRO) supports and facilitates the educational process within Mercer County School System 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 SRO acts a visible, active enforcement officer in the school, dealing with security matters inside and outside the school building.

ACCOUNTABLE TO (NARRATIVE): Immediate Supervisor/Principal

REGULAR DUTIES (LIST IN GENERAL, MAJOR FUNCTIONS):

The School Resource Officer will:

- Work effectively with students, parents, school personnel and community agencies to support teaching and learning in the schools.
- Patrol district property to protect students, staff and visitors from physical harm and prevent loss to district property resulting from criminal activity.
- Work closely with the principal and staff of the school to foster a better understanding of the law enforcement function to maintain a secure learning environment.
- Proactively work with the school's leadership team and collaborate with school's administrative team on safety protocols and procedures.
- Enforce school rules, regulations and policies for the safety and security of students, staff and property.

- Observe students during periods between classes; prevent unauthorized departure from school premises.
- Report incidents and observations to appropriate school or law enforcement authorities.
- Work cooperatively with law enforcement agencies on violation of school policies, local, state and federal laws.
- May serve as a resource to the school administrator as they conduct investigations.
- Reports to the administrator any building conditions or practices that interfere with security maintenance in the building or on the grounds.
- Effectively communicate with both public and school personnel.
- Escort students to office for action as needed.
- Assist visitors to facilities, approaches visitors and suspicious or unauthorized individuals and determine reasons for being on school grounds; detain or report individuals suspected or guilty of illegal or prohibited activity according to established procedures.
- Must have knowledge of West Virginia Criminal and Traffic Code, City and County Ordinances, Criminal Procedures, Juvenile Law and court proceeding
- Performs other related duties as assigned by the Superintendent or designee.
- Must comply with the Federal Law Enforcement Officer Safety Act of 2004.

QUALIFICATIONS

- Must be a retired law enforcement officer, it must be an individual who: is separated from service in good standing from service with a public agency as a law enforcement officer.
- Before such separation, was authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law, and had statutory powers of arrest or

apprehension under section 807(b) of title 10, United States Code (article 7(b) of the Uniform Code of Military Justice); (A) Before such separation served as a law enforcement officer for an aggregate of 10 or more years; or (B) Separated from service with such an agency, after completing any applicable probationary period of such service, due to a service-connected disability, as determined by such agency; during the most recent 12-month period, has met, at the expense of the individual, the standards for qualification in firearm training for active law enforcement officers, as determined by the former agency of the individual, the State in which the individual resides or, if the State has not established such standards, either a law enforcement agency within the State in which the individual resides or the standards used by a certified firearm instructor that is qualified to conduct a firearms qualification test for active duty officers with thin that State; (A) Has not been officially found by a qualified medical professional employed by the agency to be unqualified for reasons relating to mental health and as a result of this finding will not be issued the photographic identification as described in subsection (d)(1); or (B) has not entered into an agreement with the agency from which the individual is separating from service in which that individual acknowledges he is not qualified under the section for reasons relating to mental health and for those reasons will not receive or accept the photographic identifications as described in subsection (d)(1); Is not under the influence of alcohol or any intoxicating hallucinatory drug or substance; and is not prohibited by Federal law from receiving a firearm.

CONTRACT

Note: This is a 180-day position that will follow the school calendar.

Compensation is \$30 an hour for 8 hours a day when students are present at school. Job Description #152.1 is hereby incorporated into this posting.