

## **School Resource Officer Job Description**

Responsible for providing law enforcement expertise and resources required to assist the School Administrators in maintain safety, order and discipline within their assigned school.

### **Profile:**

This position is a full-time hourly position with fringe benefits. The full-time School Resource Officer is a sworn uniformed law enforcement officer. The full-time SRO must also work deputy and court duties. The King and Queen County Sheriff's Office will provide the School Resource Officer with a take home vehicle and must follow the vehicle take home policy.

### **Requirements:**

- 21 years of age
- High School Diploma or equivalent
- Valid Driver's License
- LE certified
- CS/CP certified
- SRO basic certified with 1 year
- A minimum of 3 years law enforcement post academy
- Must work well with youth

### **Specific Duties and Responsibilities:**

- Providing safety and security to all students and staff of the school.
- Responsible for handling calls for service and coordinating the response of other law enforcement resources to the school.
- Patrolling the exterior and interior grounds, particularly during the opening and closing of school and during lunch periods.
- Provide visible deterrent to crime while also bringing a positive impression of the Sheriff's Office to students and staff in a non-confrontational setting.
- Responsible for assisting with training for the school administration in law enforcement and related areas.
- Provide security during school events.
- Handling all incidents that happen at the facility including after school activities such as sports events.
- Investigate incidents that happen in the school.
- Monitoring cultural and social influences and activities in an effort to identify emerging youth gangs.

- When asked and upon approval, make formal presentations to, or participate in, school-based community organization meetings such as Parent Teacher Association meetings or School Community Coalitions.
- Have open relationship and strong communication between School Administration and the faculty and staff of the school.
- Build positive relationships between law enforcement and the students and staff of the school.
- Proper disposal of illegal substances recovered by the school.
- Maintaining familiarity with the current version of King & Queen County Public School's-Student Handbook.
- Maintain the confidentiality of student records consistent with the Memorandum of Understanding's provisions relating to the Release of Student Information.
- Attending and providing testimony at school expulsion hearings upon request.

The position of School Resource Officer can sometimes be a high stress and physically demanding position. All sworn staff must complete a basic course and maintain skills and physical fitness. The King & Queen County Sheriff's Office requires the law fit course to be completed prior to hiring. The following activities are expected of all School Resource Officers:

- Sit or stand for long periods of time for 4-8 hours.
- High level of stress for 8-12 hours' daily.
- Bend, reach, climb, and run is often a function completed daily.
- Lift 0-25 pounds regularly.  
25-30 pounds often.  
50+ pounds occasionally.
- Data entry and clerical work for 4-8 hours.
- Effect arrests and the inherent danger that may occur is a daily risk.

Benefits: Take home vehicle program, uniforms, and equipment. Medical and Dental insurance, VRS retirement, paid holiday, vacation, and sick days.

Salary: Starting pay is \$60,000.00