
Job Description

Position: High School Resource Officer

Prepared: _____

School Resource Officer Duties and Responsibilities For High Schools

Officers will:

- Be able to attend and pass the School Resource Officer Certification class
- Wear Class “A” Uniform while regular school day is in session except on Spirit Days and any other day the School Administration approves.
- Report to the assigned school campus by 0800 hrs and remain until 1600 hrs.
- Document activities on and off assigned campus and maintain a monthly activity report to be turned to their police department (PD) supervisor by the 5th of each month.
- Attend most after school home functions such as athletic events, dances, pep rallies, and graduation exercises. Exceptions can be made, if approved in advance, by the School administration and the PD supervisor.
- Attend away games with the team if requested by School Administrator. Exceptions can be made if other arrangements are made and approved by School Administrator and PD Supervisor.
- Make all reports (incident, accident, etc...) available to the PD supervisor ASAP.
- If sick, notify PD supervisor and School Administrator no later than 0700 hrs.

- Notify the School Administrator upon leaving the school campus for any reason.
- Supervise traffic at the beginning and end of each school day to ensure the safety of all the students.
- Patrol the parking lots ensuring student's safety into the school upon arrival in the morning and upon leaving the campus in the afternoon, to deter reckless driving, and to make sure only active students enter the campus.
- Improve the schools perception as a safe learning environment and deter misconduct by remaining highly visible in the halls, cafeteria, and gymnasium.
- Serve as a role model to students, especially in terms of appropriate attitudes and respect.
- Assist the school administration with anyone who is causing a disruption, truancy issues, and any criminal activities occurring on campus.
- Perform ongoing security checks of the campus and make recommendations to the School Administrator.
- Attend parent and faculty meetings when requested by the School Administrator.
- Attend conferences with students, parents, faculty members and the Director of Support Services when necessary to assist them with law enforcement issues and or crime prevention.

- Prepare for and give presentations at faculty in-service meetings, parent education evenings, PTA/PTO meetings, and community organizations. Also attend PD functions that the supervisor deems appropriate. (e.g., DARE/SAFE Camp, Powers Crossroads etc..)
- Function as an information-gathering source for Law Enforcement and Juvenile Officials.
- Assist the School Administrator in developing and implementing plans and strategies to prevent and handle dangerous situations.
- Attend monthly meetings with other SRO's and School Officials to exchange information and ideas.
- Serve as a liaison between the Sheriff's Office, School personnel, and parents.
- Conduct classroom activities involving a wide range of topics, including security, crime prevention, drug/alcohol education, and other related issues as approved by the School Administrator.
- Coordinate all activities with the Sheriff and School Administrator and seek their advice, permission, and guidance prior to enacting any program within the school.
- Will observe the same Holiday hours as the school administration of the assigned school during the school year.
- Must check in at the PD at least once a week to get memos, phone messages, and any other items pertinent to their job.

- Be familiar with all community agencies, which offer assistance to youths and their families, such as mental health clinics, drug treatment centers, and juvenile authorities, and make referrals to such agencies when necessary.
- Adhere to the _____ School Board and _____ PD policies at all time.
- Keep names of students and actions taken by school administration in the strictest of confidence.
- Chain of Command at the PD will be:
School Resource / S.A.F.E. Officer –
Corporal –
Sergeant –
Lieutenant-
Captain –
Sheriff