

JOB DESCRIPTION
CITY OF CLARKSVILLE

JOB IDENTIFICATION:

- A. Job Title: **School Resource Officer**
- B. Department: Police
- C. Reports to: Chief of Police
- D. Working Hours: Depending on School Needs

WORK PERFORMED:

A. SUMMARY STATEMENT:

Fully commissioned police officer who works with and aids the administration and student body of the Clarksville Independent School District (CISD) campuses. Serves as a consultant, instructor and problem solver and generally works to reduce crime through education and the promotion of positive police/student relations.

EXAMPLES OF WORK

B. ESSENTIAL DUTIES

1. Educate youth by providing relevant and informative educational programs as requested by staff.
2. Provide problem resolution, counseling and enforcement when necessary.
3. Serve as liaison between CISD and the Clarksville Police Department (CPD) by coordinating police/school shared activities.
4. Solicit, promote and present crime prevention and police community relations programs in school and/or any youth/parent/school group that has a potential impact on juvenile crime.
5. Consult with students, parents, teachers, and school officials and generally render assistance at every reasonable opportunity.
6. Be knowledgeable on referral agencies and their services and provide this information to any requesting party.
7. Divert juveniles from criminal activity and when possible, out of the criminal justice system.
8. Maintain an active, productive calendar of scheduled school security activities.
9. Be responsible for learning applicable services and be able to present them on short notice.
10. Work with other unit members and management in a positive, productive manner.
11. Provide information to all requesting police agencies that aids their school security/crime prevention/community relations programs and/or affects their juvenile crime.
12. Promote the school resource officer's function in the media at every opportunity.
13. Perform Law enforcement and/or social maintenance role as the need arises.

14. Perform any task, service or assignment as requested by CISD and approved by the CPD.
15. Disseminate citizen input to the appropriate unit or division as applicable. This includes, but is not limited to, suggestions on training, citizen's praise or criticism of officers or policies, etc.
16. Promote and participate in community youth recreation programs.
17. When school is out for summer, work patrol shifts, as directed.

C. OTHER IMPORTANT DUTIES

1. Has frequent contact with school administrators and personnel and will serve as liaison between the CISD and the Clarksville PD.
2. Communicate with youth in a positive manner and dispel myths and misconceptions.
3. Enhance the police image by example and through positive youth contacts.

D. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Applicable State, Federal and Local laws; techniques and procedures used in the law enforcement field; accident investigation; city ordinances; radar operation and applicable procedures of use; and the use and care of vehicles, firearms and specialized equipment.

Skill/Ability to: Understand and follow written and oral instructions, departmental policy, rules, regulations and laws; operate a vehicle under emergency conditions; attend, understand, organize and conduct police officer training courses; establish and maintain effective working relationships with co-workers, the Clarksville Independent School District, other law enforcement agencies, judicial officials, and the general public and student body of the CISD. Demonstrate proficiency in both oral and written communication;

Be able to make thorough, well-received presentations; analyze situations and adopt a quick, effective and reasonable course of action; maintain accurate records;

Tolerate outside working conditions; maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities and good driving record.

E. EDUCATION AND LICENSE REQUIRED

High school diploma or GED; Valid Texas Driver's License; Experience as patrol officer; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Basic certification and instructor license by the Texas Commission on Law Enforcement (TCOLE); Basic SRO training certification, or ability to attend and obtain basic SRO certification.