Location: Town of Yadkinville, Police Department

Job Title: Police Officer (School Resource Officer)

**General Statement of Duties**

Performs general duty law enforcement work to protect life and property at assigned school campus in the Town of Yadkinville. An employee in this position is required to perform all the essential job functions of a Police Officer Classification, performing a full range of general law enforcement duties. Work includes patrolling the school campus during an assigned shift in a police car or on foot; preventing, detecting, and investigating disturbances and crime; performing traffic control work; apprehending suspects; and executing related assignments. If at any time the officer cannot, or is unable to, fulfill the specific duties of a School Resource Officer, the officer will be re-assigned as a Police Officer in the Patrol Division.

**Essential Duties and Tasks**

* + - Patrols school campus in a police car or on foot; checks doors and windows; examines premises of unoccupied classrooms or buildings; detects unusual conditions, may maintain surveillance and observation for stolen property, missing persons, or suspects; reports dangerous or defective areas on the school campus, sidewalks, or other hazardous conditions.
		- Responds to calls for assistance, complaints, suspicious activity, student disputes, loud and disruptive behavior; completes calls by determining true nature of the situation and taking whatever legal or persuasive action is warranted.
		- Acts as a liaison resource to school administration, having all criminal law violations occurring at the school investigated; documents and investigates violations of laws and ordinances which take place in the Town of Yadkinville.
		- Develops and maintains positive and effective working relationships with school staff, students, administrative personnel, parents, the media, and other police officers, assist the school in planning special events which impact the police department and/or community.
		- Assists law enforcement officers from other agencies with their investigations concerning students attending the school where the officer is assigned.
		- Provides traffic control duties for school property before and after school, and when needed.
		- Operates a two-way radio to receive instructions and information from or to report information to police headquarters; maintains vehicle, weapons and other equipment in standard working order.
		- Prepares records and reports of activities.
		- Becomes familiar with the students at the assigned school and assists them in identifying problems and concerns.
		- Gives information and directions to visitors and the general public.
		- Attends regularly scheduled training classes and other training as allowed or required by the Department.
		- Assists the administration and faculty in the formulation and presentation of educational programs dealing with legal and social issues.
		- Attends after school events and extracurricular activities such as parent-teacher organizations, sporting events, and graduations. Also coordinates and schedules additional officers to assist with events requiring multiple officers at after school events.
		- Participates, when requested, in student/parent meetings and provides mentoring strategies, when applicable.
		- Identifies community resources for support of the students, and faculty.
		- Performs other related duties as assigned.

**Knowledge, Skills, and Abilities**

* + - Knowledge of state and federal laws, local ordinances, and policies of the police department, especially relating to search and seizure, traffic control, pursuit, and arrest.
		- Knowledge of law enforcement principles, practices, methods, and equipment.
		- Knowledge of scientific crime detection and criminal identification methods and procedures.
		- Skill in the use of firearms and other police equipment and in the application of self-defense tactics.
		- Ability to perform work in accordance with Departmental policies, and state and federal law, supplemented with applicable contract(s) and agreement(s).
		- Ability to act with sound judgment in routine and emergency situations.
		- Ability to communicate effectively in oral and written forms.
		- Ability to present effective court testimony.
		- Ability to prepare clear and concise activity reports.
		- Ability to build and maintain cooperative and effective public relations with the citizens.
		- Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.

**Physical Requirements/Special Requirements**

**PHYSICAL DEMANDS:**

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to lift, carry, push, pull or otherwise move objects. The work may require specific physical characteristics and abilities such as heightened strength, mobility, dexterity, and full range of motion. The following additional physical abilities are also required: manual dexterity, hearing, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity and walking.

**WORK ENVIRONMENT:**

The work is generally performed in inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids.  Work as a law enforcement officer is also subject to the final standards of OSHA on blood borne pathogens.  Use of safe work practices with equipment, avoidance of trips and falls, observance of fire regulations and traffic signals are required. The work environment involves extremely high risks with exposure to potentially life threatening (traffic, biological, chemical, fire, gun fire) situations or unusual environmental risk which require a full range of safety and other precautions, but in some cases, these precautions cannot prevent injury, illness, or possibly death.  These risks occur on a more frequent basis. Employees will be required to wear appropriate Personal Protective Equipment (PPE) such as masks, coats, boots, goggles, gloves, or a shield.

**MINIMUM REQUIREMENTS:**

* High School Diploma or its equivalent.
* Possession of a valid North Carolina Driver’s License.
* Certification by the North Carolina Criminal Justice Training and Standards Commission as a law enforcement officer.
* A minimum of two (2) years of full-time experience as a sworn police officer.
* Be certified as a School Resource Officer or have the ability to be certified as a School Resource Officer within prescribed time frame.

**SPECIAL REQUIREMENTS:**

* Ability to adhere to a schedule as determined by the Chief of Police.
* Ability to comply with certificate and training required by the North Carolina Administrative Code (12 NCAC 09B. 0313).
* Ability to stay assigned as a School Resource Officer for a minimum of two (2) years.