

Job Title:	School Resource Officer	Department:	Police
Reports To:	School Resource Sergeant	FLSA Status:	Non-Exempt
Pay Grade:		Hiring Range:	
Work Location:	City Hall (5 East Butler Road)	Hours:	42 hours per week

Job Summary: This position provides highly responsible law enforcement and crime prevention functions for the Police Department at the Greenville County School District's educational institutions (i.e., elementary, middle, and high schools) inside the city. Responsibilities include the ability to work independently, work well with others, and perform in a team environment daily. Negotiation, persuasion, tact, and diplomacy are essential for effectively performing these tasks.

Officers inside the schools enforce laws and ordinances, investigating misdemeanor and felony crimes, arresting offenders of the law, responding to calls for service, medical and other emergencies, civil disputes, and other calls for service requiring police assistance. Officers in this position are encouraged to educate and mentor students daily.

Essential Duties and Responsibilities:

- Prior training and experience guide the employee in necessary actions to take on specific field situations.
- Employee operates with a degree of independence but must inform superior officer of any unusual situation(s), and secure additional instructions, dependent upon the gravity of each situation.
- Work is reviewed through written and verbal reports, by complaints of citizens and observation by superior officer(s).
- Pertinent laws and court decisions must be observed and followed. Employee uses judgment and experience to solve problems and determine work methods. Questionable cases are referred to the supervisor.
- Employee has access to criminal investigation and records material related to specific cases.
- Employee has access to some access to confidential information including criminal records and Greenville County School District records.
- Works mostly on day shift and some evening shifts to cover school functions as needed.
- Maintains normal availability by radio or telephone for consultation on major emergencies or calls for service that take precedent.
- May assist school personnal in taking a student to the principal's office for discipline to be meted out by school officals.
- Undertakes community oriented police work, conducts crime prevention strategies and other activities as needed.
- Be a resource for students which will enable them to be associated with a law enforcement figure and role model in the students' environment.

- Be a resource for teachers, parents, and students for conferences on an individual basis dealing with individual problems or questions, particularly in the area of substance control.
- Attend schools and seminars to maintain proficiency and certifications.
- Participate in training and drill sessions, tests, and evaluations.
- Continually look for new and improved ways of engaging with students and staff to improve the safety and security of the school.
- Responds to emergency radio calls and investigates accidents; robberies; civil disturbances; domestic disputes; fights; drunkenness; missing children; prowlers; abuse of drugs; or other situations that occur on school property; and takes appropriate law enforcement action as a SRO.
- Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene.
- Conducts follow-up investigations of crimes committed during assigned shift, seeks out and questions victim(s); witnesses and suspects, develops leads and tips, searches scene of crimes for clues, analyzes and evaluates evidence and arrests offenders, prepares cases for giving testimony and testifies in court proceedings.
- Prepares a variety of reports and records including officer's monthly log, reports of investigation, field interrogation report, alcohol reports, DUI (Driving Under the Influence) reports, breathalyzer check list, vehicle impoundment form, traffic hazard report, and other reports
- Participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- Coordinates activities with other officers or other City departments as needed, and exchanges information with officers in other law enforcement agencies.
- Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.
- Maintains departmental equipment, supplies and facilities.
- Maintains contact with general public, court officials, and other City departments in the performance of police operating activities.

- Remains on 24-hour emergency call status.

Minimum Qualifications:

- High School Diploma or equivalent; and one year experience of progressive law enforcement experience; and/or
- An equivalent combination of education and experience may be considered; and, Completion of the South Carolina Basic Law Enforcement Academy and local field training

Knowledge, Skills and Abilities:

- A candidate for this position should have knowledge of:
- Animal restraint tools and techniques.
- State laws and city ordinances, and procedures for police
- Communication and organization skills.

Performance Aptitudes:

- **Data Utilization:** Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.
- **Human Interaction:** Requires the ability to function in a team capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.
- **Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable, such as violation notices, inspection reports, plan reviews, progress reports, budget and financial documentation and reports, employee performance appraisals, regulatory reports, work orders, schedules, equipment and maintenance logs and reports, Council reports, policies and procedures, codes and regulations, etc.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include the ability to perform mathematical operations with fractions; may include the ability to compute discount, interest, and ratios; may include the ability to calculate surface areas, volumes, weights, and measures.
- **Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

- **Situational Reasoning**: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control, and planning of an entire program or set of programs.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.