

SRO Job Description and Expectations

SRO Duties:

1. School Resource Officer (SROs) services at designated campuses include but are not limited to the following:
 - a. Investigating and preventing crimes against persons or property;
 - b. Identifying and arresting violators of state and local laws;
 - c. Filing investigative reports and other required reports or documents;
 - d. Patrolling; and, to a limited extent, maintaining building security, controlling traffic, and enforcing traffic laws.
2. The SRO shall endeavor to maintain open and regular communication with the assigned school principal and shall positively promote the school, staff, students, and administration to the community.
3. The [REDACTED] Police Department will communicate to the assigned school principal whenever concerns or problems regarding scheduling, duties, or other job-related functions.
4. The interiors of buildings will not be patrolled by SRO's except as is necessary to investigate crimes and apprehend criminal suspects; however, the SRO's shall maintain high visibility with students during break and lunch periods.
5. Special Events
 - a. The District and/or respective school shall provide the [REDACTED] Police Department with a list of special events and scheduled after-school activities for all schools within the city limits of [REDACTED] at which the District and/or respective school is requesting law enforcement officers to be present. The [REDACTED] Police Department shall provide a minimum of two police officers at each event (ie. Sporting events)

SRO Expectations Above and Beyond Duties:

1. RESPONSIBILITIES:

- a. SROs are ultimately responsible for their designated school as well as their feeder schools (elementary schools).
 - SROs are expected to frequent their feeder schools so that the students get used to seeing and interacting with an officer in uniform and the admin establishes a rapport.
 - Handle all pertinent reports, H&W referrals and programming for assigned feeder schools
- b. SROs will assist with educational opportunities (ie. Internet safety presentations, spring safety flings, law enforcement education, drug awareness, etc)

- Work with MADC (Mayor's Anti-Drug Coalition), MYAC (Mayor's Youth Advisory Committee) and other youth organizations
- c. Enjoy their job, make a difference and set the example.
- d. CARE – Customer Service, Accountability, Respect and Excellence.
- e. Provide the highest quality of service, in partnership with our community to preserve and protect life and property through education, prevention and enforcement.
- f. Proactivity
 - During free time SROs shall:
 - Patrol around designated school(s),
 - Interact with local businesses and be visible trying to handle any juvenile related matters around their school, but their school and feeder schools (elementary schools) come FIRST.
 - Interact with students and staff on a regular basis so that students and staff get to know their SRO and understand his/her role and functions within the school.

2. CALLS FOR SERVICE:

- a. SROs will handle all or most of the calls related to matters/incidents happening at their school(s) and in the community around their schools especially related to juveniles and overall safety.

3. COMMUNICATION:

- a. Each SRO shall meet with their school administration to make sure EXPECTATIONS are clear.
- b. Verbalize to ALL pertinent staff when you are leaving the building and/or send an email to all staff to make sure everyone is aware of your departure.
- c. Give ALL school staff plenty of notice if possible of upcoming training or vacation.
 - The SRO Sergeant will be providing ALL administrative staff with a monthly SRO calendar to keep a quality and open line of communication.