

**CITY OF TAYLORSVILLE, KENTUCKY
JOB DESCRIPTION**

Job Title	School Resource Officer
Reports to	Police Chief or other departmental supervisory personnel
Supervises	None
Overtime Status	Non-Exempt

Characteristics of the Class

- Performs all duties required in the enforcement of laws and ordinances, the prevention of crime, and the protection of life and property.
- Subject to random drug testing as outlined under the Drug/Alcohol Testing – Substance Abuse Policy.

Duties and Responsibilities

- Works closely with Spencer County/Taylorsville School Administrators.
- Must be vigilant in the performance of his/her duties.
- Conduct themselves in a professional manner.
- School Resource officers are responsible for:
 - To ensure the safety for students, staff and faculty while at school;
 - Investigates criminal complaints (bomb threats, shooting threats, assaults and etc.);
 - Works collisions on school property;
 - Assists law enforcement agencies with investigations relating to students:
 - Identify particular individuals who may be a disruptive influence to the school and/or students;
 - To act as a resource person to answer questions students or parents may have concerning criminal law;
 - Act as an instructor for a law enforcement club;
 - Act as a liaison between law enforcement and school administrators and

- Provide security for after hour school events. (Football, Basketball, Prom and Graduation)
- Must report for duty promptly at the time and place designated by lawful authority.
- Present for duty in proper uniform and in a neat appearance, shall listen attentively to the orders and instructions of his/her superior officers and shall be held accountable in the proper performance of his/her duty.
- Reports to Chief or Major when Sergeant or Lieutenant is not employed.
- Report promptly to his/her school area and shall perform his/her duties as required.

Typical Working Conditions and Unique Physical Requirements

- Depending on the duties being performed, on-duty time is spent in the office, police cruiser or outdoors. (Also, sitting, talking, hearing, seeing, etc. as needed).
- Extreme mental stress due to danger to self or others may also occur due to nature of position.

Minimum Qualifications

Education, Training and Experience

- Graduate from an accredited high school or equivalent (GED).
- Successful completion of Certified Peace Officer training administered or approved by the Department of Criminal Justice Training or the ability to achieve such certification within one year of employment.
- Must comply with annual in-service training requirements mandated by KRS 95.955.
- Must be at least 21 years of age.

Special Licensing and Other Requirements

- Valid driver's license.

- Certified Peace Officer.
- Shall be subject to a pre-employment alcohol/drug test and a criminal back ground check.

Special Knowledge, Skills and Abilities

- Comprehensive knowledge of police methods, practices and procedures with ability to apply knowledge to specific situations.
- Extensive knowledge and application of federal, state, and local laws.
- Ability to understand and carry out oral and written instructions.
- Ability to analyze situations and to adopt quick, effective and reasonable courses of action, with regard to surrounding hazards and circumstances.
- Ability to establish and maintain effective working relationships with employees, other officials and the general public.
- Physical and intellectual ability to perform duties effectively in high stress situations.
- Effective written and verbal communication skills.
- Ability to maintain important records efficiently and accurately, and to prepare clear, concise reports from this information.

DISCLAIMER:

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

Employee Signature

Date

Supervisor Signature

Date

Executive Authority Signature

Date

