

## WILLIAMSBURG POLICE DEPARTMENT

### SRO JOB DESCRIPTION

#### SCHOOL RESOURCE OFFICER DUTIES AND RESPONSIBILITIES FOR THE WILLIAMSBURG LOCAL SCHOOL DISTRICT

Officer will:

- Be able to attend and successfully complete a recognized School Resource Officer Certification Course.
- Wear issued uniform and ballistic vest as specified by the Chief of Police while on duty.
- Report to school campus according to the hours of duty directed by the Chief of Police and School.
- Maintain a monthly report of all on and off campus activities to the Chief of Police.
- Make all reports available to the Police Department as soon as possible.
- If sick, notify the Chief of Police or designated supervisor no later than 07:00 hours.
- Notify the School Administrator upon leaving the school campus for any reason.
- Supervise bus and vehicle traffic at the beginning and end of each school day for both campuses.
- Patrol parking lots to deter reckless driving and to ensure student and campus safety.
- Improve the schools perception as a safe learning environment and deter misconduct by remaining highly visible.
- Serve as a role model to students, especially in terms of appropriate attitudes and respect.
- Counsel students daily on all school and non-school related topics.
- Assist school administration with disruptions, truancy issues and criminal activity occurring on school campuses.
- Perform ongoing security checks of each campus and make recommendations to School Administrators.
- Attend meetings and conferences with students, parents, faculty and Superintendent when requested by School Administration.
- Prepare for and give presentations at faculty in-service meetings, parent education evenings, PTA/PTO meetings and Community Organizations when requested by School Administration or Chief of Police.
- Attend all Police Department meetings, trainings and qualifications deemed necessary by the Chief of Police.
- Function as an information gathering source for Law Enforcement and Juvenile Officials.
- Assist School Administration in creating, updating, practicing and reporting a school safety plan.
- Perform a school safety survey with in the first month and mid-point of each school year.
- Attend monthly meetings with other SRO's and School Officials to exchange information and ideas.

- Serve as a liaison between Police Department, School personnel, parents and/or other Law Enforcement Agencies.
- Conduct classroom activities/presentations involving security, crime prevention, drug/alcohol education and other related issues as approved by School Administration and Chief of Police.
- Coordinate all activities with the Chief of Police and School Administrators and seeks their advice and guidance prior to enacting any program within the schools.
- Must check in daily with the Police Department.
- Be familiar with all Community Agencies and referrals, which offer assistance to youths and their families, such as mental health clinics, addiction treatment centers/programs and Juvenile Authorities.
- Adhere to Williamsburg Local School District Board of Education and Williamsburg Police Department policies at all times.
- Keep names of students and actions by School Administration in the strictest of confidence.

#### SCHOOL RESOURCE OFFICER DUTIES AND RESPONSIBILITIES FOR THE WILLIAMSBURG POLICE DEPARTMENT

Officer will:

- Be responsible for the protection of life and property, prevention of crime, apprehension of criminals and general enforcement of laws and ordinances.
- Be able to act without direct Supervision and to exercise independent discretion in meeting emergencies
- Be subject to assignments to shift and types of duties in accordance with the needs of the Department.
- Conduct general patrol, answers calls and complaints and investigate motor vehicle accidents.
- Conducts preliminary investigations and follow up investigations of crimes.
- Makes arrests and prepares detailed reports in preparation to testifying and presenting evidence in court.
- Gives advice, assistance and general information to the public.
- Attends assigned training classes and programs.
- Performs related work as required.
- Performs any duties deemed necessary by the Chief of Police.