

# Delaware County

## POSITION DESCRIPTION

Title: / Patrol Deputy/School Resource Officer	Department: Assigned School District/Sheriff
Reports to: Captain, Under Sheriff, Sheriff Reports Day to Day to: Principal/Superintendent	FLSA Status: Non-exempt \$3400 per month - \$4166 per month
Approval Date: May 22, 2025	Revision Date: N/A

### **Position Profile**

To foster more positive relationships between the police and youth and to increase student knowledge of law enforcement, the judicial and courts system. The position includes responsibilities of law enforcement officer, law-related counselor and law-related educator. Under the director of the Sheriff, his designee, the Principal or Superintendent or designee for the assigned school system, the School Resource Officer will be responsible to perform duties for the safety and security programs and emergency response procedures for the assigned school system. Under general supervision performs law enforcement work of moderate difficulty in enforcing laws, maintaining order, protecting life and property, and investigating and assisting in the prevention of crime. The School Resource Officer may be reassigned as needed to other law enforcement duties by the Sheriff or his designee. The position is a safety sensitive position.

### **Duties and Responsibilities**

- Provides law enforcement and police services to the school, school grounds and areas adjacent to the school
- Abides by the policies, rules and regulations of the school district
- Performs all duties and responsibilities of a Patrol Deputy
- Protect lives and property for the citizens, public school students, staff, teachers and administrators
- Provides security for special school events
- Assists other law enforcement officer's investigations concerning students
- Provide traffic control during the arrival and departure of students
- Investigate allegations of criminal incidents per police department policies and procedures.
- Enforces Federal and State laws (including Oklahoma Motor Vehicle law) and ordinances
- Make appropriate referrals to juvenile authorities or governmental agencies
- Works to prevent juvenile delinquency through close contact and positive relationships with students.
- As directed by the direct report may make presentations and/or conduct security inspections to deter criminal or delinquent activities
- Works with superiors to determine crime prevention strategies
- Establish and maintain a close partnership with school officials in order to provide for a safe school environment
- Assist school officials with their efforts to enforce Board of Education policies and procedures
- Ensure school official safety by being present during school searches, which may involve weapons, controlled dangerous substances or in such cases that the student's emotional state may present a risk to the school official.
- Assist school officials in emergency crisis planning and building security matters
- Assist in training for school personnel in handling crisis situations, which may arise at the school
- Is visible with the school community. Attends and participates in school functions.
- Build working relationships with the school's staff as well as with student and parent groups
- Works closely with school officials and staff in presentations of law-related topics and the role of police in our society
- Works with school officials and staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary.
- Assist in conflict resolution efforts
- Assists to prevent duplication of effort to provide coordinated law enforcement services
- Inform students of their rights and responsibilities as lawful citizens
- Initiates interaction with students in the classroom and general areas of the school building.
- Be aware of demographics and distinctive characteristics of the student body
- Promotes the profession of police officer
- Be a positive role model

- Increase the visibility and accessibility of police to the school community.
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- Performs police patrol tours of duty, protecting persons and property, and preventing crime.
- Investigates all complaints assigned to him/her.
- Collecting and preserving evidence, providing emergency first aid whenever necessary.
- Keeps records and writes/dictates complete, accurate and concise reports.
- Effectively utilizes a Mobile Data Terminal for informational and investigative purposes.
- Serves civil process as directed.
- Serves as courthouse security officer.
- Directs traffic and performs law enforcement duties at special events.
- Attends court whenever necessary as witness or otherwise.
- Attends schools and in-services as directed, successfully attaining passing grades.
- Operates/drives a squad car, snowmobile, or ATV as required.
- Complies with all Department Standard Operating Procedures, official orders, and directives.
- Successfully meets or exceeds the minimum standard or performance levels of those S.O.P.'s or directives that require periodic testing or qualifying.
- Performs such other duties as may be required.

### **Qualifications**

Must be at least 21 years of age. Must possess a valid Oklahoma driver's license. Cannot have any prior felony convictions. No unlawful use of a narcotic or dangerous drug within the past seven (7) years. No unlawful use of marijuana within the past three (3) years. No pattern of drug abuse. Must be willing to work rotating shifts, weekends, and holidays.

### **Education and/or Experience**

High school diploma or G.E.D preferred. Must be able to complete the Council on Law Enforcement Education Training Academy (CLEET) upon employment, POST or COPS certified in Oklahoma or be willing to attend reciprocity if applying with an out of state certification. Reserve Certification will be considered but must be able to complete and pass CLEET's Bridge Academy.

### **Knowledge, Skills, and Abilities**

Ability to:

- Read, write, speak and understand the English language.
- Perform basic mathematical computations (add, subtract, multiply, divide in all units of measure, including whole numbers, common fractions, and decimals.)
- Protect the County's value by keeping information confidential.
- Perform assigned tasks under moderate supervision. Follow written and verbal instructions.
- Establish and maintain positive relationships with other upper management, supervisory staff, employees, and the general public. Work well alone or within a team.
- Present facts and recommendations in oral and written form. Prepare written reports and correspondence as required.
- Utilize MS Office products at basic (create new documents, open/edit existing documents) to intermediate (import/export data, create templates) skill level.
- Exercise sound judgment and solicit assistance for decisions in a manner consistent with the essential job duties and responsibilities.
- See problems and avoid situations that could be deemed illegal or represent a safety hazard to fellow employees or guests.
- Respond to inquiries or complaints from employees, guests, regulatory agencies, and others.
- Travel locally, regionally, or out-of-state as needed.
- Maintain physical condition and stamina appropriate to performance of assigned duties.
- Update job knowledge by participating in educational opportunities; professional organizations; attending expos/conventions; and developing or maintaining professional networks.
- Obtain knowledge of roads and routes within the County

- Observing situations analytically and objectively, making quick decisions, and recording information clearly and completely
- Managing situations firmly, courteously, tactfully, and impartially
- Preparing and maintaining records and reports
- Communicating effectively, both orally and in writing
- The safe operation of a motor vehicle
- Performing defensive tactics which require quick reflexes, agility, coordination, and strength.
- Obtaining valid information by interview and interrogation
- Gathering, analyzing, and evaluating facts and evidence.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. Must be able to climb up and down stairs with speed and agility. Must be able to perform tasks requiring dexterity and agility after running moderate distances. See and recall visual details. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to seventy-five (75) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to drive an automobile. This is a safety sensitive position.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is occasionally exposed to risks associated with travel between properties and back and forth to other areas as may be required due to business demands. Will be exposed to a physically challenging environment, which may include; exposure to Bloodborne and Airborne pathogens, physical assault, verbal assault, loud noises, prolonged sitting, and restricted movement outside of the facility.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The duties and responsibilities listed within this job description are subject to change or reassignment by management at any time.

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