



JOB OPPORTUNITY ANNOUNCEMENT

POSITION TITLE: School Resource Officer (Full-Time & Part-Time)

DEPARTMENT: Police

APPLICATION DEADLINE: Open Until Filled

SUMMARY OF POSITION: Under general supervision, the purpose of this position is to protect and maintain a safe and secure environment for educators and students, investigate and take appropriate action related to criminal activity occurring on campus, and serve as informal advisor and conflict mediator to students in an effort to keep issues from developing into more serious problems.

ESSENTIAL FUNCTIONS: Provide law enforcement and police presence at assigned school campus. Investigate and appropriately document allegations of criminal incidents within the campus per police department policies and procedures. Monitors crime statistics and works with local police officers, SROs, school officials, and students to design crime prevention strategies. Establishes and maintains a close partnership with school administrators in order to provide for a safe school environment. Assist school administrators in emergency crisis planning and building security measures. Remain visible within the school community and attend and participate in school functions. Initiate interaction with students on the campus and promote a positive role model of the police profession. Work with guidance counselors and other student support staff to assist students and to provide services to those involved in situations where referrals to service agencies are necessary. Assist in conflict resolution efforts. Investigates non-criminal actions such as missing persons, found property, etc. Interacts professionally and respectfully with the public, coworkers and others in the course of daily work.

School Resource Officers on Patrol Assignment:

Patrols an assigned area to prevent and detect criminal activities, normally operating a City vehicle. Initiates applicable investigation techniques to develop and prosecute criminals under each offense. Documents investigative actions, interviews, interrogations, subpoena procurement; written statements; affidavits for evidentiary warrants and arrest warrants; evidence collection; identification, location and apprehension of perpetrator and property recovery. Prepares and presents cases to District Attorney's office. Investigates non-criminal actions such as missing persons, found property, etc. Conducts specialized undercover investigations as assigned. Responds to emergency calls to protect lives and property often times involving criminal activities. Apprehends suspected criminals as situation dictates. Prepares activity reports detailing patrol/investigation occurrences and submits reports to superiors for review. Enforces traffic laws through patrol and issuance of citations. Investigates and prepares crime/traffic reports on criminal activities and traffic accidents. Files required reports for the court and legal process and appears and testifies in court as required. Participates in Police Department crime prevention and education programs and activities.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED.
- Must hold a Texas Peace Officer license through the Texas Commission on Law Enforcement (TCOLE).

- At least 30 college hours from an accredited institution is preferred.
- Must pass:
 - Background investigation
 - Essential Job Function screening
 - Polygraph test
 - Oral Review Board
 - Psychological screening
 - Drug test
- Must possess good moral character and meet any other standards set by law or by policy of the Texas Commission on Law Enforcement.
- Must possess and maintain a valid State of Texas Driver's License.
- Lateral Entry Officers must meet the requirements set forth in the Colleyville Police Department's General Orders 401 (L).

TYPICAL WORKING HOURS: School Resource Officers will follow school district schedule. Full time SROs will report to Patrol while school is not in session. Less than full-time School Resource Officers will not be required to work and will not be paid during those breaks (with exception of City designated holidays or when using accrued paid leave). There may be occasions when these officers can be required to work when school is not in session.

HIRING RANGE: \$32.3394 - \$41.6211 per hour

APPLY ONLINE: <https://www.governmentjobs.com/careers/colleyville>

CONTACT PERSON:

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EQUAL OPPORTUNITY EMPLOYER