

## Roosevelt ISD Job Descriptions

## School Resource Officer

**Job Title:** School Resource Officer

**Exemption Status/Test:** Nonexempt

**Reports to:** Chief of Police

**Funding Source:**

**Dept./School:** Assigned Campus(es)

**Application Deadline:** Until Filled

### Primary Purpose:

Provide a safe and secure learning environment for students, staff, and visitors by enforcing federal, state, and local laws, district policies, and school safety procedures. Serve as a visible law enforcement presence on assigned campuses, respond to emergency situations, participate in school safety planning, and build positive relationships between law enforcement, students, staff, parents, and the community.

### Qualifications:

#### Education/Certification:

- High school diploma or GED
- Valid Texas Peace Officer License issued by the Texas Commission on Law Enforcement (TCOLE)
- Current TCOLE training requirements as mandated by law
- Bonded as required by Texas Education Code §37.081(h)
- Valid Texas driver's license with acceptable driving record

#### Special Knowledge/Skills:

- Knowledge of criminal and juvenile laws, investigations, evidence collection, and report writing
- Knowledge of school safety and security procedures
- Knowledge of Incident Command System (ICS) and National Incident Management System (NIMS)
- Ability to work effectively with students, parents, staff, and community members
- Ability to remain calm and make sound decisions during emergency situations
- Ability to use firearms, handcuffs, defensive tactics, and other authorized law enforcement equipment
- Ability to communicate effectively both verbally and in writing
- Ability to maintain confidentiality

#### Experience:

- Prior law enforcement experience preferred
- Experience working with youth or in a school environment preferred

### Major Responsibilities and Duties:

#### Law Enforcement

1. Patrol assigned campuses and district facilities to deter criminal activity and promote safety.
2. Respond to emergencies, disturbances, accidents, suspicious activity, and criminal incidents.

3. Investigate criminal offenses occurring on district property or within district jurisdiction.
4. Collect, preserve, and document evidence, witness statements, and investigative information.
5. File charges, make arrests when necessary, and coordinate with local law enforcement agencies and juvenile authorities.
6. Prepare and maintain accurate reports, records, affidavits, and other required documentation.
7. Testify in court and administrative proceedings as required.
8. Coordinate with local, county, state, and federal law enforcement agencies.

### **School Safety and Security**

9. Assist in implementing and enforcing district safety and security procedures.
10. Conduct security assessments and identify campus vulnerabilities.
11. Monitor and assist with visitor management and access control procedures.
12. Support emergency operations planning and implementation.
13. Participate in emergency drills, exercises, and training activities.
14. Assist with reunification operations during emergencies.
15. Monitor security systems, cameras, alarm systems, and other safety equipment as assigned.
16. Provide traffic and crowd control during school events and activities.
17. Respond to panic alerts, emergency notifications, and crisis situations.

### **Student Support and Prevention**

18. Develop positive relationships with students and staff.
19. Participate on Behavioral Threat Assessment and Safe and Supportive School Teams as assigned.
20. Assist with bullying prevention, violence prevention, and school safety initiatives.
21. Serve as a resource regarding legal issues, school safety, and crime prevention.
22. Assist administrators with conflict resolution and crisis intervention efforts when appropriate.
23. Provide educational presentations related to safety, crime prevention, and responsible decision-making.

### **Emergency Management**

24. Support district emergency preparedness, response, reunification, and recovery efforts.
25. Participate in Incident Command System (ICS) functions as assigned during emergencies.
26. Coordinate with emergency responders during emergency incidents.
27. Assist in conducting safety audits, vulnerability assessments, and after-action reviews.

### **Administration**

28. Maintain all required law enforcement certifications, training records, and qualifications.
29. Compile, maintain, and submit all required reports and records.
30. Attend required meetings, professional development activities, and training programs.
31. Perform other duties as assigned by the Chief of Police.

### **Supervisory Responsibilities:**

None

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** District vehicle, firearms, handcuffs, security equipment, two-way radio, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals

**Posture:** Prolonged sitting and standing

**Motion:** Strenuous walking and climbing; frequent keyboarding/mouse

**Lifting:** Moderate lifting and carrying (15–44 pounds)

**Environment:** Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather), moderate exposure to noise, frequent districtwide travel

**Other:** Specific hearing and visual requirements; may be subject to adverse and hazardous working conditions including violent and armed confrontations; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously

**Mental Demands:** Maintain emotional control under stress; prolonged hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

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