



JOB DESCRIPTION: School Resource Officer (SRO) / Police Officer

CLASS NO. 210

PAY GRADE: 18

FLSA: Non-Exempt

JOB CLASS: Protective Services

Please apply at: <https://www.cityofburnet.com/hr/page/available-positions>

Salary: \$59,894-\$72,483 Annually

JOB TITLE: School Resource Officer (SRO) / Police Officer

OBJECTIVE:

To serve and protect the citizens of the City of Burnet through the enforcement of state and municipal laws and ordinances as appropriate.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Police Sergeant
2. Directs: Does not supervise any employees.
3. Other: Works closely with Burnet Consolidated Independent School District (BCISD), along with other Police Department employees, other Law Enforcement agencies and the general public.

GENERAL STATEMENT OF DUTIES

Primary responsibility of the School Resource Officer (SRO) will be to patrol assigned Burnet ISD campuses, working with school staff to provide a safe environment for the children and staff in accordance with department policy and the most current MOU between BISD and the City of Burnet. The SRO may provide safety-related educational and training programs. Secondary responsibility, when needed, will be to provide police patrols within the City of Burnet, TX. In both positions, the officer shall be well versed in and capable of enforcing federal, state, and city laws.

ESSENTIAL DUTIES & RESPONSIBILITIES

- In addition to the essential functions of a Burnet Police Officer (as outlined in the Police Officer job description), the SRO is responsible for working shift work, during holidays, and sometimes under hazardous conditions. The SRO will patrol both on foot and inside a marked emergency vehicle, enforcing traffic laws, state, federal, and local criminal/ordinance laws. The SRO will have an office within BISD and shall limit his/her presence at the PD during SRO working hours. The SRO will interact in a professional and courteous manner by leveraging a modified customer service approach to policing. The SRO will be proactive and thorough in his or her performance of police duties, always striving for a solution and/or positive conclusion in all situations involved.
- Participates in mandatory and elective training.
- Demonstrate high ethical standards, trustworthiness, and personal integrity. Regular attendance, dependability, and promptness are required for the scheduled workday or agreed upon hours 100% of the time, to ensure consistency and completeness of department's processes.
- Performs such other duties as may be assigned.
- Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
- This description is an abbreviated example of the job listed and should not be considered as an all-inclusive description of what the job will entail. Duties change and new tasks may be added from time to time.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to understand and follow written and oral instructions, departmental policy, rules, regulations, and laws; knowledge of the use and care of vehicles, firearms, and specialized equipment; ability to establish and maintain effective working relationships with other law enforcement agencies, judicial officials, and the general public; ability to analyze situations and adopt a quick, effective, and reasonable course of action; maintain good physical condition.

Relationship Skills

- Ability to communicate effectively, both verbally and in writing.
- Ability to perform tasks effectively and efficiently.
- Ability to plan and schedule work and implement directives without constant supervision.
- Ability to present a professional appearance and conduct when representing the City.
- Ability to work cooperatively and productively with supervisor, individuals, co-workers, and groups of persons at all levels of activity, contributing to a strong spirit of teamwork.
- Ability to establish and maintain effective working relationships with staff, other agencies and the general public using tact, courtesy and good judgment.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation or its equivalent; Basic certification by the Texas Commission on Law Enforcement; six months experience as a law enforcement officer in Texas is preferred but not required, including SRO training;

OR

Any equivalent combination of experience and training which provides the required knowledge, skills and abilities, and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED:

- Intermediate certification by the Texas Commission on Law Enforcement
- Valid Texas motor vehicle operator's license

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Lift and carry up to 80 pounds and pull or push up to 100 pounds of equipment and materials. Climb, crawl, kneel, squat, stoop and bend freely when working. Sit or stand for extended periods of time. Must see and hear clearly when working around equipment and in traffic, using proper safety precautions. Must be able to drive and have a good driving history. Work indoors and outdoors in extreme temperatures including heat, cold, temperature swings and inclement weather. Employee may have some exposure to dust, odor, electrical, mechanical, and chemical hazards, using proper safety precautions. Applicants will be subject to a mandatory pre-employment background investigation, psychological testing, random drug and alcohol testing and post-accident drug and alcohol testing.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

I have read and understand this position description and the duties identified herein. I understand that duties, responsibilities and activities may change at any time with or without notice. I understand that the duties identified above are not all inclusive. I understand where applicable, reasonable accommodations may be made in accordance with the American with Disabilities Act (ADA).

The following statements are asked to ensure compliance with the Americans with Disabilities Act (ADA). Please check one of the following boxes:

- I can perform the essential functions of the job without reasonable accommodation.
- I can perform the essential functions of the job with reasonable accommodation.

Describe accommodation required:

Employee Name

Date

Employee Signature

Date

Human Resources Signature

Date