

# POSITION DESCRIPTION

City of Monett

Mon55job

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**JOB TITLE:** School Resource Officer

**DEPARTMENT:** Police

**SALARY RANGE:** Payroll – Level 7

**IMMEDIATE SUPERVISOR:** Police Lieutenant

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## ESSENTIAL FUNCTIONS

- I. Law Related Education Activities (LRE) 30% of Time
- A. Teaches K-4, 6, and High School curriculum for Law Related Education and Safety, assuring for professionalism and thoroughness.
  - B. Coordinates with teachers and school administration regarding scheduling for the curriculum and completion of the LRE course, assuring for professionalism.
  - C. Develops stronger relationships through LRE curriculum and interactions with students, parents, school administration, DFS, and others, assuring for professionalism.
  - D. Develops outlines for LRE courses and presents to classes upon requests, assuring for professionalism.
  - E. Maintains knowledge of patrol related activities, policies and procedure of Department and Missouri State law. Maintains knowledge of law updates, assuring for thoroughness and professionalism.
  - F. Manages the DARE program requirements.
  - G. Receives and maintains DARE certification, assuring for accuracy and professionalism.
  - H. Responds to requests by immediate supervisor in an accurate, complete and timely manner.

## II. Patrol Related Activities

### A. Incident/Accident Activities 5% of Time

1. Begins patrolling assigned area and conducts checks and monitoring process for all aspects within the assigned school.
2. Responds to notification of incident/accident reports to scene assuring for timeliness and for safety.
3. Responds appropriately to incident/accident assuring that department procedures are followed and assuring for safety, and professionalism.
4. Completes and submits reports to Patrol Sergeant as required, assuring for timeliness and accuracy.
5. Requests emergency, social services, or other services as needed.

### B. Mediation/Problem Solving Call Activities 45% of Time

1. Receives notification of an issue and investigates as required assuring for professionalism and the best PR for the school and City. Coordinating closely with the DFS, school administration and parents.
2. Takes appropriate and necessary action to address matters assuring for thoroughness.
3. Completes the required documentation as necessary assuring for accuracy and timeliness.

### C. Offense Calls 10% of Time

1. Responds to announced incident makes a determination regarding the emergency or non-emergency nature of incident. Coordinates with other units if needed.
2. Responds appropriately. Takes appropriate enforcement or control action as required assuring that department and school procedures are followed and that safety is prioritized.

3. Completes investigation, makes determination regarding enforcement action required and completes reports and documentation as required assuring for timeliness and accuracy.
4. If needed, makes arrest, handles prisoners assuring for officer and public safety, and assuring that school, juvenile office and department procedures are followed.
5. Conducts and completes any required follow-up activities, assuring for accuracy and thoroughness.

D. Other Activities 10% of Time

1. Searches for subjects with warrants and makes arrests if needed, assuring for safety, policy and procedure compliance and thoroughness.
2. Patrols the school campuses by foot and vehicle, assuring for professionalism and thoroughness.
3. Responds to requests for assistance from other agencies assuring for professionalism and for adherence to school and department policies and procedures.
4. Maintains and safeguards vehicles and other department issued supplies and equipment.
5. Provides information, makes presentations as required assuring for professionalism.
6. Patrols the City to prevent crime and initiates contact with individuals who are engaging in criminal activity or safety or traffic hazards that arise.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

## **WORK ENVIRONMENT**

- ◆ Above Average accessibility of all work sites required for the position.
- ◆ Extreme exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Above Average exposure to dust.
- ◆ Above Average exposure to loud noises.
- ◆ Above Average exposure to darkness.
- ◆ Above Average exposure to cramped spaces.

## **PHYSICAL EFFORT**

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Above Normal physical strength to handle 150 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Above Normal endurance.

## **KNOWLEDGE REQUIREMENTS**

- ◆ Completed High School Diploma or equivalent.
- ◆ Valid Missouri Driver's License.
- ◆ Completed law enforcement academy training.
- ◆ Must be 21 years of age, U.S. citizen.
- ◆ Non-convicted felon.
- ◆ Three or more years of law enforcement experience.
- ◆ Completed 40 hour Basic School Resource Officer Certification.
- ◆ Completed 80 hour DARE Core Training.
- ◆ Two hundred hours of specialized Law Enforcement training.

## **MENTAL EFFORT**

- ◆ Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Normal complexity of decision making.
- ◆ Normal time pressure of decision making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

## **COMMUNICATION**

- ◆ Average verbal communication.
- ◆ Average written communication.
- ◆ Average non-verbal communication

## **SENSORY ABILITIES**

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch