

Wrightstown Community School District
School Resource Officer
(Job Description)

Primary Objectives

- Promote the vision, mission, beliefs, and expectations of the Wrightstown Community School District
- Work in partnership with Wrightstown Community School District staff to ensure a safe environment, conducive to the growth and development of the student body to help foster overall student achievement
- Take proactive measures to prevent juvenile misconduct and illegal activity through close contact and positive relationships with students
- Serve as a member of the district crisis team assisting school administrators in emergency crisis planning and building security matters

Performance Responsibilities

- Law Enforcement Officer
 - Maintain high visibility in the school as a deterrent to inappropriate behavior
 - Build working relationships with the school's staff as well as with student and parent groups
 - Conduct background and follow-up investigations of students and staff members upon request of school administrators
 - Investigate incidents of crime in the school, issue citations, and make arrests for observed criminal/misdemeanor acts
 - Provide preventative patrols in school areas
 - Work with school officials in making appropriate juvenile referrals to other community agencies
 - Respond appropriately to incident/accident assuring that department procedures are followed and assuring for timeliness, safety, and professionalism
 - Complete and submit reports to Patrol Sergeant as required, assuring for timeliness and accuracy
 - Request emergency, social services, or other county services
- Law-Related Resource
 - Act as a liaison between the Sheriff's Department, school district, Wrightstown Village Police Department and community
 - Act as a liaison and contact for Brown County services including Child Protective Services, Crisis Management, and Health and Human Services
 - Be available to counsel students and parents on law-related matters
 - Provide parents with a confidential source of counsel regarding their children
 - Work with guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary
- Law-Related Educator
 - Interact with students across school settings, communicating proper behavior and attitudes toward the school and community
 - Promote the profession of police officer and be a positive role model
 - Help organize safety and anti-crime campaigns, including serving as the DARE Officer
 - Provide classroom lectures and other classroom presentations
 - Consult with the Principal and staff on matters of school safety and security
 - Work closely with teachers and guidance counselors in designing and presenting law-related topics and the role of police in our society

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➤ Other Responsibilities

- Perform any and all other duties prescribed by the Investigative Division Captain and the District Administrator

Qualifications

- Law Enforcement Certification
- First Aid and CPR Certification
- School Resource Officer Certification

Reports To

- Brown County Sheriff's Department Investigative Division Captain or Lieutenant in Charge
- Building Principals and District Administrator

Evaluation

- Annual written evaluation to be completed by Investigative Division Captain or Lieutenant in Charge, with feedback from District Administration, based on a mutually agreed upon evaluation system

Adopted: May 18, 2016

Reviewed:

Revised: