

# Job Description

## Human Resource Use Only

Position Number: 10181

Contract Step/Grade

Effective Date: 01.2018

### POSITION IDENTIFICATION

**Position Title:** School Resource Officer (SRO)

**Department:** Police

**Status:** Full Time / Non-Exempt

**Workweek:** Varies

### SUPERVISORY RELATIONSHIPS

**Reports to:** Crime Prevention Sergeant

**Directly Supervises:** None

### POSITION PURPOSE

To improve student/police relationships and student understanding of their responsibility towards themselves and their community. To give students from all Manitowoc schools an opportunity to become acquainted with an officer of the law in an informal, non-authoritarian setting. To provide opportunity for police officers to better understand the actions and problems of the youth of the community. To provide opportunity for students, who so desire, to privately converse with a resource officer conveniently at school. To provide school officials and teachers a readily available police officer as often as possible. To give them a better understanding of what the law provides under the Children's Code. To provide classroom presentations and discussion periods with students in the areas of mutual concern. To provide the opportunity to appropriately divert students from the Juvenile Justice System and to assure adequate follow up to that diversion by the School Resource Officer when needed.

### ESSENTIAL DUTIES

- The officer should familiarize him/herself with the school, the staff, the students and the parents.
- The officer will be available to any student who wishes to seek his/her advice in matters perplexing to them; should try to become a friend and confidant of all students.
- The officer will be directly responsible to the school principal and will maintain regular contact with the principal and/or his/her designee when on school assignment.
- The officer should strive to increase student understanding and respect for law enforcement through interaction with students in informal situations and activities.
- The officer will serve the school as a resource to answer questions concerning law enforcement, city and county agencies involved in governmental functions.
- The officer will be available to present programs of an educational nature (concerning safety, drug abuse, good citizenship, theft prevention, liquor laws, human trafficking, sexting, sexual assault, D.A.R.E., etc.) to classes and assemblies.
- The officer is not the enforcer of school regulations but rather should be available for advice and assistance. The jurisdiction for infractions of school rules (conduct, etc.) stays with school personnel and authorities.
- The officer shall assist at school functions upon request of the principal.
- The officer will afford a routine patrol for the protection of students in the vicinity of the school to prevent loitering, parking violations, assaults, thefts, vandalism, drug and alcohol traffic, other anti-social behavior and neighboring elementary schools.

- The officer may have access to routine school information, such as names, addresses, telephone numbers and school security camera systems. The principal, and/or others, designated by the principal in accordance with State Law and Manitowoc Board of Education Policies, may share records of a more confidential nature with the SRO.
- The officer does not assume the role and function of the school counselor or caseworker however, may at the discretion of the principal and/or the principal's designee, participate in case conferences. School interviews with students by the officer may be conducted in the presence of the principal or his designated representative. If the interview is of an investigative nature, concerning a criminal offense which may result in prosecution, an attempt to notify the parent or guardian will be made, in accordance with provisions of the Wisconsin Children's Code. Should the parent or guardian desire to be present or to have a representative present at the interview, the desire shall not be denied.
- Referrals by the officer to community agencies other than juvenile authorities are made in accordance with regular school procedures.
- The officer will maintain contact with areas considered to be attractive nuisances. Locations such as parks, grocery stores, bakeries, malls and shopping centers, filling stations, etc., or any other place where juveniles congregate.
- The officer will perform such other duties as requested by the Captain of Detectives or their designee.
- Performs the work of patrol officer during summer school vacation or at times when directed by superiors.
- Be available for coverage as a resource at all schools when needed or assigned.
- The SRO will investigate any and all suspicious persons seeking to utilize students for their own gains, such as drug/alcohol consumption, sexual activities, or contributing to delinquency.
- The SRO has the ability to utilize a portable audio/video recorder issued and maintained by the Manitowoc Police Department. The SRO is encouraged to activate the recorder during any enforcement stop, field interrogation, or any other situation where the member reasonably believes that a recording of an on-duty contact may be useful. Once started, recordings should continue without interruption until the contact ends, if feasible. The Manitowoc Police Department is the custodian of any record created in connection with the recordings.
- The SRO will track their activities and provide a written monthly report to the Captain of Detectives throughout the school year.

#### **OTHER DUTIES**

Performs all other duties as assigned.

#### **MINIMUM POSITION QUALIFICATIONS**

<b>Education:</b>	Associate Degree in Police Science or relevant Bachelor's Degree from an accredited university or college, or 60 semester hours undergraduate credits from accredited university or college in Law Enforcement or related field, or an equal amount of Law Enforcement experience (i.e. sworn in prior to February 1, 1993). Meet the minimum requirements as set forth by the Wisconsin Law Enforcement Standards Board.
<b>Experience:</b>	Must have successfully completed probationary period.
<b>Certifications/Licenses:</b>	A valid State of Wisconsin Operator's License.
<b>Other Requirements:</b>	Meet the minimum requirements as set forth by the Wisconsin Law Enforcement Standards Board.

#### **KNOWLEDGE, SKILLS, & ABILITIES**

The ability to read and interpret policy manual, technical manuals, Wisconsin State Statutes, City ordinances, Supreme Court decisions and other related materials concerning police work. The ability to add, subtract, multiply, divide, and calculate percentages; Ability to interpret basic descriptive statistical data, reports and graphs. The ability to navigate computers, email, Microsoft Office and smartphones. The ability to apply situational reasoning by exercising good judgment, decisiveness and creativity in complex situations when dealing in a sometimes hostile environment.

## **BACKGROUND CHECK**

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Condition of employment

## **PHYSICAL DEMANDS**

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The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<b>Manual Dexterity:</b>	Work requires definite skilled and accurate physical operations requiring some closely coordinated performance. While performing the duties of this job, the employee is regularly required to sit, stand, walk, use both hands to handle, touch, grasp; reach with hands and arms; talk and hear.
<b>Physical Effort:</b>	The employee often may be required to climb or balance, stoop, kneel or crouch. The employee regularly is required to climb an extension ladder, stepladder or crawl. The employee is occasionally required to lift and/or move up to 75 pounds. Specific vision abilities required by this job include close and distant vision, peripheral vision, depth perception, and ability to focus. Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements in operation of computer keyboard, telephone and calculator.
<b>Working Conditions:</b>	While performing the duties of this job, the employee is regularly exposed to an indoor environment common to municipal buildings. The employee is occasionally exposed to wet, cold, heat and/or humid conditions. The noise level in the work environment is moderately quiet.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.