

CITY OF FRANKFORT

POLICE DEPARTMENT

Job Description

Position Title: School Resource Officer (SRO)/Police Officer

Status: Full-Time Position

Union Affiliation: Union

FLSA Status: Non-Exempt

Reports to: Chief of Police

Job Summary

The Police Officer/SRO is to serve as a resource to Frankfort-Elberta Schools, staff, students, parents and the youth of the community Works under the direct supervision of the Chief of Police and protects and preserves life and property of citizens of Frankfort and within the community. Enforce laws and ordinances of the City of Frankfort, State of Michigan and federal government.

Duties as a School Resource Officer (SRO)

- Provide law enforcement and police services to the school, school grounds and areas adjacent to the school. Investigate allegations of criminal incidents per police department policies and procedures.
- Enforce state and local laws and ordinances. Make appropriate referrals to juvenile authorities or other governmental agencies.
- Create positive relationships with students, promote safety, and mitigate potential negative interactions with law enforcement.
- The SRO shall develop crime prevention programs and conduct security inspections to deter criminal or delinquent activities.
- SRO should monitor crime statistics and work with local patrol officers and students together to design crime prevention strategies
- Establish and maintain a close partnership with school administrators in order to provide for a safe school environment.

- Assist school officials with their efforts to enforce Board Of Education policies and procedures.
- Ensure school administrator safety by being present during school searches, which may involve weapons, controlled dangerous substances or in such cases that, the student's emotional state may present a risk to the administrator.
- Assist school administrators in emergency crisis planning and building security matters. Provide training for school personnel in handling crisis situations, which may arise at the school.
- Be visible within the school community. Attend and participate in school functions. Build working relationships with the school's staff as well as with student and parent groups.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provide assistance to human services and social agencies working with school age children as well as their parents.
- Direct and assist students to the appropriate agency for help.
- Provide assistance to students, teachers and school administrators to understand local, state and federal laws and how they apply.
- Provide assistance in understanding the juvenile and adult judicial system.
- Provide and facilitate classroom lectures, demonstrations and discussions related to law enforcement.
- Discussing confidential personal concerns of student/staff as it relates to the safety of all students, staff and ensuring their safety.
- Patrol school, school property and respond to calls for service as requested.
- Communicate and effectively interact with students, parents, school staff and community members relating to school issues and other law enforcement related matters.
- Assure continuous and accurate information flow between the school administration and the Frankfort Police Department.
- All principle duties and responsibilities of a patrol officer.
- Initiate appropriate law enforcement actions as a police officer as needed.

- Provide security at extracurricular events held on school properties when necessary.
- Complete written reports monthly including statistics of criminal and non-criminal activities. Provide reports to the Chief of Police and the Superintendent of Frankfort-Elberta Schools.

Duties as a Police Officer

- Prevents crime by explaining and enforcing applicable federal, state, and local laws and ordinances; teaching preventive, protective, and defensive tactics; mediating disputes; patrolling assigned area; responding to notices of disturbances; conducting searches; observing suspicious activities; detaining suspects.
- Apprehends suspects by responding to complaints and calls for help; observing violations; making arrests.
- Conducts criminal investigations by gathering evidence; interviewing victims and witnesses; interrogating suspects.
- Documents observations and actions by radioing information; completing reports.
- Reports observations and actions by testifying in court.
- Fulfills court orders by serving warrants and commitments.
- Maintains safe traffic conditions by monitoring and directing traffic; enforcing laws and ordinances; investigating accidents; providing escort; reporting unsafe streets and facilities.
- Minimizes personal injury by rescuing and reviving victims; radioing for medical assistance.
- Maintains operations by following department policies and procedures; recommending changes.
- Ensures operation of equipment by practicing use; completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; notifying supervisor of needed repairs; evaluating new equipment and techniques.
- Maintains professional and technical knowledge by studying applicable federal, state, and local laws and ordinances; attending educational workshops; reviewing professional publications; practicing skills; participating in professional societies.

- Contributes to team effort by accomplishing related results as needed.
Skills/Qualifications: Decision Making, Legal Compliance, Handles Pressure, Deals with Uncertainty, Lifting, Physical Fitness, Judgment, Objectivity, Dependability, Emotional Control, Integrity
- Initiate's interaction with students in the classroom and general areas of the school building. Promote the profession of police officer and be a positive role model. Increase the visibility and accessibility of police to the school community.
- Performs all other related duties as assigned.

SRO OFFICER ACTIVITIES WHEN SCHOOL IS NOT IN SESSION:

- Normal patrol function.
- Lead officer for any complaints/ issues involving youth in the community.
- Implement or attend activities involving youth of the community.
- Work with groups involved in youth activities i.e. summer school programs, youth education programs etc.
- Continued education/training in SRO field.

Employment Qualifications

Knowledge of:

- Law enforcement processes and procedures;
- Principles and practices of law enforcement and criminal justice procedures;
- Techniques for communicating with individuals of various socio-economic groups, sometimes in difficult circumstances;
- Applicable federal, state and local laws and regulations;
- Research, data analysis and report preparation techniques;
- Computer applications related to the work, and also possess the ability to learn new technologies related to law enforcement;
- Correct oral and written English usage;
- Standard office practices, including the operation of standard office equipment;

- Basic principles and practices of criminal investigation.

Skill in:

- Public speaking, instructional program development and delivery;
- Interpreting, applying and explaining complex laws, policies and regulations;
- Setting priorities, coordinating multiple projects and meeting critical deadlines;
- Using sound, independent judgment within established guidelines, often in difficult or emergency situations;
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Physical Demands

- Ability to work on rotating shifts. Duties require the ability to physically pick up 25 pounds regularly and up to 100 pounds on occasions. Perform bicycle and foot patrol during the summer. May work in a vehicle requiring them to get in and out of the vehicle on several occasions during a shift. May be required to work weekends and holidays. May be required to work in heat in excess of 90 degrees or in cold in excess of 0 degrees.

Duties also require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech sufficient to communicate in person or over the telephone and/or using radio communications equipment. Must be physically capable of responding to emergency situations in various locations throughout the community.

Education

Associates degree or equivalent in Public Safety, Criminal Justice, or a field related to the work is preferred.

Experience

Prior law enforcement experience and/or School Resource Experience is desired.

Licenses and Certifications

- Possession of a valid Michigan Operators License;
- Possession possess certification or be certifiable by the Michigan Commission on Law Enforcement Standards (MCOLES).

Other Special Requirements

- Must initially and periodically pass a comprehensive background check;
- Must be willing to respond to emergency situations on a 24-hour on-call basis.
- If given a conditional offer of employment, candidates shall also pass medical and psychological examinations prior to appointment.

Position Funding

This position is funded by a millage that requires periodical renewal and as such there is the possibility the position could be no longer funded.

SELECTION PROCESS:

The selection process may include but is not limited to: application review and evaluation, written examination, performance test and interview. All employment offers made by the City are contingent upon establishing proof of a prospective candidate's legal authorization to work in the United States and successfully passing all components of the pre-employment process, such as:

- reference check,
- background investigation,
- fingerprint criminal history check,
- post-offer drug test,
- post-offer psychological and post-offer medical examination, the cost of which will be borne by the City.

Candidates must fill out the employment application and supplemental questions completely and accurately. Incomplete applications, including references to "see resume", are considered incomplete and will be disqualified.

The City of Frankfort is an Equal Opportunity Employer. The City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential

accommodations with the employer. Candidates with a disability who may need accommodation during the selection process must notify the City of Frankfort at least five (5) business days in advance of the date the accommodation may be required.

This job description intends to identify the major duties and requirements of the job and should not be interpreted as all inclusive.

Original Date:	
Revision Date	