

**TITLE: SCHOOL RESOURCE OFFICER**

**QUALIFICATIONS**

Knowledge of

1. Federal, State, and County codes and ordinances relating to law enforcement and District policies and procedures relating to student attendance, behavior and conduct on campus.
2. Modern approved principles and procedures of law enforcement and the juvenile justice system and laws pertaining to youth.
3. Court and evidence procedures.
4. Court decisions affecting law enforcement practices.
5. Proactive behavior modification techniques.
6. Basic counseling procedures and techniques.
7. Principles of public relations and human development.
8. Traffic and parking control.
9. Gang suppression techniques.
10. Crowd control.
11. The use of the English language and mathematical concepts typical of that derived from basic course work in these subjects at the high school level.
12. Safety rules and regulations for this position.

Ability to

1. Read and understand school district policies, rules, instructions, laws and ordinances, and general literature pertaining to law enforcement activities.
2. Analyze and interpret legal codes, student situations, and criminal evidence.
3. Adopt quick, effective and reasonable courses of action, giving due regard to surrounding hazards and circumstances of each situation.
4. Keep accurate records and prepare clear, concise, and understandable reports.
5. Understand and carry out verbal and written instructions.
6. Cope with verbal abuse.
7. Assist in training campus security personnel.
8. Be a productive and active team member.
9. Work successfully with diverse groups of people.
10. Maintain a pleasant appearance and demeanor.
11. Complete the paperwork necessary for job efficiency.
12. Utilize available guidance and community services as needed.
13. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
14. Establish and maintain effective work relationships with those contacted in the performance of required duties.
15. Establish and maintain effective rapport with students, parents, and community members.

Training and Experience

1. Education equivalent to the completion of the twelfth (12th) grade.
2. Three (3) years of successful experience in law enforcement.
3. Successful completion of an approved basic Police Officer Standards and Training course (P.O.S.T.)
4. A work history demonstrating dependability and reliability.

**REPORTS TO:** Site Principal

**JOB GOAL:** Under general supervision, provides assistance to school administrators in monitoring student absences; acts as a home-school liaison relative to student attendance, and performs other work as required relative to student attendance.

Under the direction of the Superintendent, or designee, enforces rules and regulations governing the use of school buildings, properties and equipment; regulates and controls school parking areas; and enforces the rules and regulations governing student conduct; in-services campus supervisors; serves as liaison with law enforcement agencies; and performs other work as required.

**ESSENTIAL FUNCTIONS**

1. Provides maximum visibility on school grounds, corridors, restrooms, parking lots, and adjacent school areas for the purpose of enforcing district rules and regulations as they pertain to student behavior and conduct.
2. Supervises student behavior; correcting improper and unruly activities and reporting major infractions to the school administration.
3. Provides security services for school activities, including those activities which require extra security.
4. Coordinates police responses to schools through direct radio communication with the City's Police department.
5. Conducts preliminary and follow-up investigations incidental to arrests, student suspensions/expulsions, and suspected criminal activity.
6. Attends court hearings or trials, testifies in hearings and/or court as to investigative findings.
7. Identifies type of crime and collects, preserves, and impounds evidence.
8. Effects custody and ensures safe storage of held property and evidence as governed by the California State Penal Code.
9. Reports negative student behavior to the appropriate school personnel.
10. Contacts law enforcement agencies in emergency situations.
11. Escorts students to proper administrative office or police department as needed.
12. Follows up on juveniles absent from school.
13. Attends SARB (Student Attendance Review Board) meetings to provide necessary documentation for students who are being reviewed. Serves as a resource to the SARB.
14. Attempts to resolve attendance problems before being referred to SARB, which includes utilization of all district resources according to district procedure.
15. Follows up on assigned CPS (Child Protective Services) cases.

**ESSENTIAL FUNCTIONS** (continued)

16. Assists with “Zero Tolerance” cases within the district as needed.
17. Operates hand radio in patrol functions.
18. Assists campus supervisors when needed.
19. Make arrests as authorized by law.
20. Prepares written reports to be submitted to prosecuting agencies and/or school administrators for possible suspension or expulsion.
21. Assists in presenting evidence for all pre-expulsion and expulsion hearings.
22. Counsels juvenile offenders and other students.
23. Effects conflict management between students as needed.
24. Attends parent meetings when an at-risk student is involved at the request of school administration.
25. Conducts investigations of crimes against property and persons.
26. Cooperates with other law enforcement and educational agencies.
27. Works with district administrators on employee-related issues; e.g. thefts, embezzlements, etc. as needed.
28. Participates in workshops and meetings, including giving presentations on the issues of crime prevention and school security and other related topics.
29. Trains and in-services school personnel as required.
30. Performs other related duties as required.

**OTHER FUNCTIONS**

1. Represents the Murrieta Police Department on Career Day.
2. Serves as a liaison to the general public regarding truancy matters.
3. Provides counseling and training to school staff and teachers.
4. Provides assistance to school principals in counseling and disciplinary matters.
5. Teaches and promotes law enforcement in Careers class, Civics, Government, and Drivers’ Education classes as assigned.
6. Teaches the “Youth and Law” curriculum.
7. Teaches drug education to 8<sup>th</sup> grade physical education classes.
8. Teaches “Smoking Cessation” classes as assigned.
9. Makes recommendations regarding security matters.
10. Attends and participates in District traffic control meetings.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
3. Visual ability to read handwritten or typed documents and instructions.
4. Able to conduct verbal conversation in English.
5. Able to hear normal range verbal conversation (approximately 60 decibels.)
6. Able to sit, stand, stoop, kneel, bend, and walk.
7. Able to stand for sustained periods of time.

**PHYSICAL ABILITIES** (continued)

8. Able to walk for sustained periods of time.
9. Able to run thirty (30) yards and climb over a six (6) foot obstacle.
10. Able to climb slopes, stairs, steps, ramps, and ladders.
11. Vision which allows accurate observation from a distance.
12. Able to lift up to twenty (20) pounds.
13. Able to drag up to one hundred sixty-five (165) pounds a distance of thirty-two (32) feet.
14. Able to carry up to twenty (20) pounds for extended distances.
15. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
16. Able to exhibit full range of motion for shoulder abduction and adduction.
17. Able to exhibit full range of motion for elbow flexion and extension.
18. Able to exhibit full range of motion for shoulder extension and flexion.
19. Able to exhibit full range of motion for back lateral flexion.
20. Able to exhibit full range of motion for hip flexion and extension.
21. Able to exhibit full range of motion for knee flexion.
22. Able to work in a wide range of temperatures and weather conditions.
23. Able to perform non-violent crisis intervention procedures.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Some positions in this setting may require individuals who can read, write, and/or speak a secondary language.
3. First Aid Certificate and Cardio-Pulmonary Resuscitation (CPR) certification.
4. Possession and maintenance of a valid and appropriate California Driver's License.

**TERMS OF EMPLOYMENT:** Eleven-month work year

**EVALUATION:** The site administrator or his/her designee will provide evaluation information to the Murrieta Police Department.

Approved by: Board of Education Date: April 15, 1999

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
EQUAL OPPORTUNITY EMPLOYER**