



## Police Department School Resource Officer (Seasonal)

Mayor Pamela Bobst

Reports To:	Police Chief	Salary:	\$35.
Shift:	Rocky River Public Schools Calendar	FLSA Status:	Exempt

### Position Overview:

Under the direct supervision of the shift commander (Sergeant or Lieutenant), the School Resource Officer confers with school personnel and other law enforcement personnel to develop, plan and implement strategies to prevent/minimize dangerous situations on or near the school campuses and at school-related activities; conducts in-school crime prevention programs; increases student safety and awareness through instruction; responds to student questions; develops a good rapport with students and counsels students who may have difficult questions or concerns. A summary of equipment to be used are, but not limited to, a patrol vehicle, police radio, firearm, portable radio, computer, telephone, cell phone, camera, video camera, radar unit, unlock tool kit, BAC intoxication detector, fingerprint kit, copier, printer, fax machine, scanner, or other office equipment. Employee may work in vicinity of floor or wall openings or elevated platforms; ascend and/or descend ladders, stairs, or scaffolds; may be exposed to environmental conditions which may result in injury from fumes, odors, dust, mist, gases, and/or poorly ventilated work areas; may be exposed to possible injury from extremely noisy conditions above 85 db.; may be exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; may be exposed to possible injury from unclean or unsanitary conditions; may be exposed to possible injury from electrical shock; may be exposed to possible injury from explosions; may be exposed to possible injury as a result of falling from high places; uses or works in proximity to use of firearms; works in and around crowds; may be required to work different shifts; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; may have exposure to fire; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; has exposure to second hand smoke; is periodically exposed to blood and other bodily fluids.

### Duties:

#### Administration

- Confers with school personnel and other law enforcement personnel to develop, plan and implement strategies to prevent/minimize dangerous situations on or near the school campuses and at school-related activities
- Conducts in-school crime prevention programs
- Increases student safety and awareness through instruction; responds to student questions
- Develops a good rapport with students and counsels students who may have difficult questions or concerns; participates in school-related meetings and trainings
- Interviews witnesses and suspects; conducts school-related investigations;

conducts traffic accident investigations; provides security checks at public and private facilities; provides emergency services (e.g., first aid);

### **Enforcement**

- Patrols assigned area in order to protect citizens and their property
- Enforces state and local laws
- Responds to requests for and provides needed assistance, and if necessary
- Investigates suspicious conditions or individuals; searches individuals, vehicles, and other locations
- Checks various types of premises; issues warnings, makes arrests, or issues citations; evacuates persons from dangerous situations; arrests and apprehends suspects or offenders.
- Generates detailed reports documenting daily activities, stolen property, incidents, complaints, investigations, missing persons, accidents, crime scenes, etc., as required
- Maintains appropriately documented records in accordance with department policy
- Conducts intensive and continuing criminal investigations of felonies and misdemeanors
- Conducts investigations of crime scenes or criminal activity (secures scene, gathers and analyzes evidence, locates and interviews witnesses, develops informants, searches premises, books, arrested suspects, interrogates suspects, makes judgments regarding probable cause for warrantless search, transports property or evidence, photographs crime scenes, diagrams crime scenes, conducts surveillance, documents evidence chain of custody, etc.)
- Determines charge(s) to be filed against suspects; presents results of criminal investigations to Prosecutor or Grand Jury.
- Enforces traffic and parking laws and ordinances (uses radar to determine speed of vehicles; controls, regulates, and directs traffic; checks vehicles for proper registration; identifies vehicles with safety issues; issues citations; administers sobriety tests; etc.)
- Investigates traffic accidents (interviews principals and witnesses, examines physical conditions, cares for injured, takes photographs and measurements, writes up report, determines enforcement action)
- assists stranded motorists; removes hazards from the highway

### **Community Involvement**

- Participates in crime prevention activities
- Establishes effective working relationships with citizens and community organizations
- Provides information to the public concerning law enforcement procedures and activities
- Resolves conflicts and mediates disputes between citizens
- Conducts routine inspections of residences, businesses, and other facilities to

- determine security concerns
- Provides information to citizens concerning crime prevention procedures and practices; refers citizens to appropriate social service agencies for non-law enforcement services.

### **Miscellaneous**

- Appears in court and at the grand jury to provide testimony regarding incidents, investigations, and results of inquiries; assists the prosecutor in case preparation or presentation as needed
- Attends periodic briefings; participates in regular periodic training concerning various aspects of the law enforcement field
- Qualifies periodically at firing range as prescribed
- Transports prisoners to various locations as required; serves or delivers outstanding warrants, summonses, subpoenas, and other official papers as directed; inspects equipment and performs minor routine maintenance on a regular and periodic basis.
- Maintains required licensures, certifications, and firearms proficiency; complies with all obligations imposed by oath of office
- Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
- Demonstrates regular and predictable attendance.

*\* Denotes essential function of the job*

### **Minimum Qualifications:**

- Ohio driver's license
- Certification as a peace officer in the state of Ohio
- Must maintain certification in firearms proficiency other certifications or licensure requirements as determined by the Chief of Police and Safety Director.

**Position will be posted until filled. Applications may be obtained at [http://s804876413.onlinehome.us/hr\\_docs/employment\\_application.pdf](http://s804876413.onlinehome.us/hr_docs/employment_application.pdf) or at Rocky River City Hall. Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:**

**Michael T. Greco, Director  
Human Resources Department  
City of Rocky River  
21012 Hilliard Boulevard  
Rocky River, OH 44116**

The City of Rocky River is an Equal Opportunity Employer