

# City of Palmhurst Police Department

4417 N. Shary Road, Palmhurst, Texas 78573

Office: (956) 519-3800 Fax: (956) 519-3047

## Position Description

Position	SRO/Patrol	Department	Palmhurst PD
Reports to	Sergeant	Assignment Pay	\$20.19
Date Reviewed	8-5-2019	Date Revised	8-15-2019

**General Summary:** The School Resource Officer supports and facilitates the educational process within the Mission Consolidated Independent School District Raphael Cantu Jr, High School by providing a safe and secure environment through building and establishing meaningful relationships with students and staff and proactively interacting with the school community to ensure the enforcement of city and state laws, preservation of public order, protection of life and the prevention, detection, or investigation of crime. The incumbent will work effectively with students, parents, school personnel and community agencies to support teaching and learning in the schools. The School Resource Officer will patrol district property to protect students, staff and visitors from physical harm and prevent loss to district property resulting from criminal activity.

**Supervision Received:**  
Works under general direction of the Lieutenant.

**Supervision Exercised:**  
Supervision is not a responsibility of this position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The below statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

1. Patrol district property for suspicious activity, unauthorized persons on campus, or unauthorized entry after hours.
2. Provide in-service training to help administrators be better prepared to deal with law enforcement –related matters and serve as a wrap-around services team member to support student success

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3. Work closely with the principal and staff of the school to foster a better understanding of the law enforcement function to maintain a secure learning environment.
4. Proactively work with the school's leadership team and collaborate with school's administrative team on safety protocols and procedures
5. Serve as a visible and active law enforcement officer on campus dealing with law-related areas such as drugs, traffic, trespassing, fighting, and thefts.
6. Enforce campus rules and regulations.
7. Conduct routine patrols of assigned facilities to include buildings, parking lots and district owned, leased, or rented property; Operate district equipment to include alarm systems, surveillance equipment, and patrol units when necessary.
8. Take law enforcement action to protect against unwanted intruders.
9. Identify and prevent (through counseling and referral) delinquent behavior, including substance abuse.
10. Make arrests only when necessary to protect students, staff and school property.
11. Work collaboratively with public safety agencies to serve as a liaison between school and community to deter criminal and delinquent behavior.
12. Conduct courses and workshops for students, staff and parents to promote social awareness, relationship skills, self-management, self-awareness and responsible decision making.
13. Coordinate security for crowd and vehicle control at extra-curricular activities and special events.
14. Monitor and instruct students, visitors, and district personnel on proper and lawful campus or facility behavior.
15. Help to define and maintain a respectful code of conduct.
16. Assist other law enforcement agencies with incidents involving local criminal activity that may impact the safety of the environment for students and staff.
17. Serve as the initial first responder and school safety coordinator for campus emergencies.
18. Respond to calls on crimes against person or property in progress, report crimes that have already occurred, and intrusion/fire alarms; perform preliminary investigation at the scene (e.g. gather and preserve evidence, take statements).
19. Prepare written reports, maintain daily logs, and obtain and serve arrest and search warrants as necessary; testify in court as required.

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20. Subdue offenders and criminals by using the minimum amount of force needed to protect the officer and other persons.
21. Provide classroom presentations on crime prevention and fundamental concepts and structure of the law.
22. Teach law related education, de-escalation techniques, and conflict resolution to students and staff.
23. Provide instructions and directions to others as it pertains to law enforcement matters and emergency situations.
24. Conduct security building assessments for schools; guard, check and secure doors, rooms, buildings and equipment.
25. Operate a two-way radio and qualify with a department issued firearm.
26. Provide executive protection; provide transportation to and from pre-designated places for Board Members and District Administrators.
27. Perform other duties as assigned by appropriate supervisory personnel and school administrators.
28. Must be able to safely perform all the essential duties and responsibilities as outlined in the Police Officer Job Description for this assignment.

### Other Job Functions:

1. Assists in details with other subordinate Officers engaged in the investigation of various crimes.
2. Performs other related duties, including special projects as requested.

**KNOWLEDGE, SKILLS & ABILITIES:** To perform in this position successfully, an individual(s) must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

### Knowledge of:

will be responsible for managing behavior of victims, witnesses and others when handling or responding to incidents; requires the use of sound judgment; ability to work with youth and adults; ability to teach mini-courses to youth and adults. Required proficiency in Microsoft Office, Outlook, and other office equipment such as incident reporting software, fax, copiers,

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and scanners. Knowledge of Texas Criminal and Traffic Code, City and County Ordinances, Criminal Procedures, Juvenile Law and court proceedings

- Knowledge of City Ordinance's, Federal, State and City laws and statutes
- General orders / Directives / Student code of conduct
- Standard operating procedures
- Arrest and defense techniques/methods
- Criminal investigation techniques
- Arrest, search and seizure laws
- Police identification operation and procedures
- Computer operations

### Skill in:

- Communicating both in written and verbal form
- Arrest, search and seizure techniques
- Operation of police mobile data terminal, radio and computer
- Extensive communications (verbal and written) with students, staff and internal/external stakeholders is required
- Requires the use of sound judgment

### Ability to:

- Work flexible hours, evenings and staggered shifts, holidays and weekends and/or in emergency situations and to direct traffic/pedestrians crossing busy streets around schools or on school grounds when necessary
- Work overtime including evenings, weekends and athletic events as assigned by the Chief to provide maximum security coverage
- Investigate suspicious circumstances, persons, vehicles, etc.
- Work in inclement weather and able to walk, run, climb, crawl or sit for extended periods of time
- Demonstrate the ability to apply critical thinking skills in rendering solutions to various issues that arise in the schools
- Effectively communicate with both public and school personnel

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- Responsible for managing behavior of victims, witnesses and others when handling or responding to incidents
- Work with youth and adults
- Ability to teach mini-courses to youth and adults
- Prepares clear and concise reports
- Conduct interrogations
- Interact and communicate with others in an assertive manner
- Evaluates information of an uncertain or conflicting nature and make appropriate decision with regards to the law
- Solve problems when all necessary facts are not given
- Remain calm and work fast in emotionally stressful or emergency conditions
- Establish and maintain a positive working relationship with students, staff, parents, guardians and the community
- Use of the City of Palmhurst Police Department uniform and protective equipment
- Safe operation of Police motor vehicles
- Enforce city, state, and federal laws
- Pursue and subdue violent individuals
- Conduct arrests and investigations
- Traverse uneven terrain

### Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Inside office setting; some outside working conditions in variable weather situations; travel throughout assigned designated patrol area; exposure to emotionally stressful, hostile, dangerous, emergency situations and/or conditions.

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### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Lifting, carrying, pushing and/or dragging objects weighing up to 200 lbs. (200+ in some situations), 10 feet or less; running, jumping and climbing various inclines, elevated surfaces, terrains, and/or obstacles in pursuit of violators of the law; subject to hazardous and potential physical damages inherent in law enforcement work. Work in inclement weather. Incumbent may spend extended periods of time patrolling and investigating crimes on District property, both in automobiles and on foot. Incumbent may be required to physically restrain parties involved in a conflict. In extreme cases, incumbent may be exposed to violent and/or armed confrontations. This position may involve routine exposure to blood or body fluids. Regular attendance is required for this position.

This Job Description is subject to change by the employer as the needs of the employer and requirements of the job change.

By signing below, I School Resource Officer (SRO) \_\_\_\_\_, understand the job description above and agree to perform these duties.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

PPD SRO Job Description  
JDSRO-(08/19)

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Initials

Confidential