

SCHOOL RESOURCE OFFICER

STANDARD NO(S):

NYSLEAP #: 2.2, 11.1, 11.3, 12.1-4
NYSSACD#: 2

DATE:

April 25, 2016

REFER TO:

John P. Cleere

I. OBJECTIVE: In order to promote sound administrative decisions relative to the organizational structure, the Seneca County Sheriff has established written job descriptions which outline the scope, responsibilities and duties of the position.

II. POLICY: To establish a job description for a School Resource Officer in the Seneca County Sheriff's Office.

III. DETAILS:

The School Resource Officer—(S.R.O.), is a Full Time Deputy Sheriff assigned by the Sheriff to a school or schools. The S.R.O. engages in a community-policing role as well as creating a safer environment for the students, school and staff. The S.R.O. takes an active role in the school teaching environment while also dealing with emergency security situations.

A. TYPICAL DUTIES:

1. The S.R.O. acts as an educator, counselor and police officer.
2. The S.R.O. acts as an instructor for specialized programs at the school when invited to do so by the superintendent, principal or member of the faculty with approval of the Sheriff.
3. The S.R.O. makes available to the School faculty and students a variety of law related presentations including crime prevention.
4. The S.R.O. coordinates activities with the school officials involved and maintains records of all S.R.O. activities.
5. The S.R.O. conferences with students, parents and faculty members to assist them with law enforcement issues and crime prevention.
6. The S.R.O. builds and maintains a rapport with students and faculty on a daily basis.
7. The S.R.O. acts as a liaison with all community agencies that offer assistance to youth and their families. The S.R.O. makes referrals to such agencies when necessary.

8. The S.R.O. takes an active role in policing the school dealing with both internal and external crimes. The S.R.O. may be called upon to assist other police officers and police agencies with crimes involving children.

9. The S.R.O. is a positive Role Model for the students in the school.

B. TRAINING:

The S.R.O. will be required to attend training relative to the position as determined by the Sheriff. This may involve, but is not limited to, S.R.O. certification, D.A.R.E., certification and School Safety Trainings.

C. REQUIREMENTS:

1. The S.R.O. is a Full-Time Deputy Sheriff and must meet, or exceed, all of the minimum requirements of a Deputy Sheriff.

2. The S.R.O. is assigned by the Sheriff after consultation with the involved School's Superintendant.