

Excellent Employment Opportunity

## **PUBLIC SAFETY SCHOOL RESOURCE OFFICER**

**\$39,459.58 - \$46,783.72/annually DOE**

The City of Cayce is currently recruiting a Public Safety School Resource Officer. Under the general supervision of a PS School Resource Sergeant, this Class is to maintain a police presence on school campus(es) to promote a positive attitude toward law enforcement and to reduce juvenile crime through counseling and education. Ensures the strict enforcement and compliance with all applicable laws, codes, policies, procedures, and standards, relating to public safety and welfare of personnel. Performs related law enforcement, fire suppression, supervisory, and administrative work as required. Works under stressful, high risk conditions. Reports to the SRO Sergeant

Preferred requirements include a high school diploma/GED, SC Criminal Justice Academy Class I and able to obtain the School Resource Officer certification through the SCCJA or equivalent.

**\*\*\*\*Copies of the following documents should be submitted with Public Safety applications: Birth Certificate, valid Driver's license, HS Diploma/GED Certification, Social Security card, DD Form 214 (ex-Military personnel), current Credit Report from local Credit Bureau.\*\*\*\***

Excellent benefits package that includes State Retirement and paid health insurance. Competitive salary level will be dependent of experience and training. Applications are available on the city website: [www.caycesc.gov](http://www.caycesc.gov) A valid South Carolina Driver's License with a good driving record is required. Application required. E.O.E.



<b>Job Title:</b>	<b>Public Safety School Resource Officer</b>	<b>Department/Loc:</b>	<b>Public Safety</b>
<b>FLSA Classification:</b>	<b>Grade 110</b>	<b>Date Drafted:</b>	<b>November 7, 2019</b>
<b>Reports To:</b>	<b>Public Safety School Resource Officer Sergeant</b>		

**Position Summary**

Under the general supervision of a PS School Resource Sergeant, this Class is to maintain a police presence on school campus(es) to promote a positive attitude toward law enforcement and to reduce juvenile crime through counseling and education. Ensures the strict enforcement and compliance with all applicable laws, codes, policies, procedures, and standards, relating to public safety and welfare of personnel. Performs related law enforcement, fire suppression, supervisory, and administrative work as required. Works under stressful, high risk conditions. Reports to the SRO Sergeant

**Position Responsibilities - Essential**

*This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

- Monitors student behavior during lunch, between classes and other times as necessary to maintain order.
- Establishes and maintains a police presence on assigned school campus(es); patrols campus frequently for security and safety.
- Communicates with parents to discuss law violations; refers parents to outside organizations for assistance as appropriate.
- Advises school officials and teachers on various issues pertaining to school safety
- Participates in school/extracurricular activities as appropriate; coordinates school security
- Responds to school disturbances and other school emergency situations; investigates school crimes or crimes committed by students.
- Documents all contact with teachers and students; maintains incident and activity records and prepares related reports.
- Promotes a positive attitude toward the law and law enforcement officers through frequent personal contact with school youth.
- Identifies gang/drug activity and other potential problem areas; recommends and/or implements corrective action.



- Participates in in-service, firearms and range training as needed.
- Performs general law enforcement duties as necessary, including but not limited to patrolling assigned areas of the City, responding to public calls for assistance, maintaining order and public safety, apprehending and arresting suspected law violators and criminal suspects, transporting prisoners, collecting evidence and participating in investigative operations.
- Prepares cases for prosecution; provides court testimony as necessary.
- Performs firefighting and medical responder duties as necessary.
- Assists in tactical operations as assigned.
- Assists in coordinating division activities with those of other divisions, departments and agencies as appropriate.
- Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the department and the community.
- Receives and responds directly to citizens inquires, concerns, and complaints concerning activities and personnel in areas of responsibility.
- Attends periodic training sessions; maintains required level of proficiency in the use of firearms, fire suppression equipment and other equipment.
- Prepares various documents, including incident reports, request forms, schedules, statements, traffic tickets, warnings, accident reports, booking reports, summonses, inspection forms, bond, receipts, photo and fingerprint logs, arrest warrants, and various other records, reports, memos, logs, correspondence, etc.
- Refers to policy and procedure manual, codes, regulations, laws, maps, statutes, training manual, etc.
- Operates various types of office equipment, machinery and tools in the performance of duties such as a computer, printer, calculator, radio equipment, telephones, tape recorders, fax machine, copier. Operates/uses a variety of police / fire/ medical equipment, including a police vehicle, fire apparatus and aerial truck, firearms, defibrillator, radar, Breathalyzer, etc.
- Uses office and computer supplies, restraining devices, protective gear, fingerprint kit, fire suppression equipment, first-aid supplies, cameras, and a variety of other fire/ police issued materials and supplies.

### **Position Responsibilities - Non-Essential/Other**

- Performs general building maintenance as necessary.



- Performs general administrative work as required, including but not limited to attending and conducting meetings, preparing reports and correspondence, entering and retrieving computer data, answering the telephone, copying and filing documents, sending and receiving faxes, etc.
- Performs other related duties and other duties as assigned.

**Essential Skills and Experience**

- Must have successfully completed required law enforcement courses and possess required certification(s).
- Analytical abilities necessary to make sound, logical decisions quickly and sound judgment is required to act in best interest of citizens and jurisdiction. Analytical ability to plan work schedules and evaluate work performances.
- License and certifications

Valid South Carolina Driver’s license.

Must have completed the South Carolina Criminal Justice Academy Class 1

Must be able to obtain the School Resource Officer certification through the SCCJA or equivalent

**Mental & Physical Demands - ADA Guidelines**

**Physical Demands**

- |                 |            |                        |            |
|-----------------|------------|------------------------|------------|
| • Sit           | Frequently | • Reach Above Shoulder | Frequently |
| • Walk          | Frequently | • Climb                | Frequently |
| • Stand         | Frequently | • Crawl                | Frequently |
| • Handling      | Frequently | • Squat or Kneel       | Frequently |
| • Reach Outward | Frequently | • Bend                 | Frequently |

**Lifting Requirements**

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|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds      | Frequently | • >100 pounds   | Occasionally |
| • 21-50 pounds      | Frequently |                 |              |

**Pushing and Pulling Requirements**

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|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds  | Frequently   |
| • 13 to 25 pounds   | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds   | Frequently |                     |              |

**Definitions**

- |              |                |   |
|--------------|----------------|---|
| • <i>N/A</i> | Not Applicable | Activity is not applicable to this occupation                                     |
| • <i>O</i>   | Occasionally   | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)        |
| • <i>F</i>   | Frequently     | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • <i>C</i>   | Constantly     | Occupation requires this activity more than 66% of the time (5.5+ hrs/day)        |



**ENVIRONMENTAL HAZARDS:**

The job risks exposure to no known environmental hazards.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

*The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.*

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Print Employee Name

Employee Signature

Date Signed

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Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed