



# CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

## SCHOOL RESOURCE OFFICER

POLICE DEPARTMENT

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FLSA Status:	Non-Exempt
Department:	Police
Union Representation:	Represented

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### Purpose of Position:

As a certified police officer, perform law enforcement and crime prevention work including discovery, investigation, report preparation and patrol to enforce federal, state and local laws. Oversee police program areas that may require additional specialized training. Applicants applying for a position with the Molalla Police Department must be free of any acts that would adversely reflect on his or her fitness to perform their duties as a police officer.

### Essential Job Functions:

The School Resource Officer (SRO) is a full-time position which performs in three major roles; law enforcement officer, law-related counselor, and law-related educator. This position is a direct liaison between the Molalla Police Department, youth of the community and the Molalla River School District administration. The SRO must possess the capability of public speaking and interact with the City's youth and school officials. In addition, the SRO works in collaboration with the school administration and the community as a resource for safety and security issues.

The SRO will assist the school administration in maintaining a safe and secure environment. The assigned officer will provide a highly-visible presence to deter or identify trespassers and threats on campuses, as well as provide a service to the surrounding community by addressing concerns related to youth from the school.

The SRO will be responsible for investigating violations of criminal law and, when appropriate, make arrests. It is essential for the SRO to endorse high moral standards and use good judgment and discretion.

This SRO position will be a uniformed assignment directly supervised by the Police Lieutenant. No additional specialty pay is attached to the assignment. The SRO will be assigned up to five-years, after which, the officer assigned would be able to re-apply for the position. The SRO will be assigned a take-home vehicle.

The regular hours for this assignment will be Monday through Friday, from 0700-1500. However, during the summer months and/or as directed by the Lieutenant, this can be a 4/10 schedule as needed with hours of work and days off as directed. The SRO will be used as a resource to fill either a Patrol or assist Investigations as needed. During the summer months, the SRO may be expected to assist with events.

Provide law enforcement and police services to the school, school property, and areas adjacent to the school, primarily the High School, Middle School, and Elementary School. Investigate allegations of criminal incidents per Molalla Police Department policies and procedures. Enforce state and local laws and ordinances. Make appropriate referrals to youth authorities or other governmental agencies.

Works with Clackamas Student Threat Assessment Team and follows up with safety plans and actions. Is the liaison with Department of Human Services (DHS), detective or outside agency contacts and school administration.

Work to prevent youth delinquency through close contact and positive relationships with students and school staff. In addition, give classroom presentations on topics of mutual interest to the community and the school district and conduct themselves in a manner to deter criminal or delinquent activities. The SRO should monitor crime statistics and work with Patrol Officers and Detectives to identify and develop crime prevention strategies.

Establish and maintain a close partnership with school administrators in order to provide for a safe school environment. Assist school administrators in emergency crisis planning and building security matters. Act as a resource for training needs that address crisis situations which may arise at the schools.

Be visible within the school community. Attend and participate in school functions as needed and approved by the Molalla Police Department. Attend sporting events, dances, and other events where a large student population is present. Build working relationships with the school's staff as well as with student and parent groups.

Work with and assist guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary. Assist in conflict resolution efforts.

Initiate interactions with students in the classroom and general areas of the school building. Promote the profession of law enforcement and be a positive role model. Increase the visibility and accessibility of police in the school community.

Assist Department during summer months where needs arise in Patrol, Investigations, and events.

**Auxiliary Job Functions:**

Provide assistance to other staff as workload and staffing levels dictate. Maintain department issued equipment. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in the areas of responsibility. Maintaining work areas in a clean and orderly manner.

**Job Qualification Requirements:**

**MANDATORY REQUIREMENTS:**

Thorough knowledge of police practices and procedures, investigative methods and techniques, federal, state and local laws, report writing, firearm use and safety precautions. Equivalent to high school graduation and completion of DPSST Basic law enforcement training and state certification. Ability to understand complex oral and written instructions and act upon them accordingly; speak and write clearly and effectively, prepare clear, comprehensive, objective reports; operate assigned equipment and vehicles skillfully and safely; analyze situations and problems quickly and objectively to determine course of action. Must be of good moral fitness (moral character), and understand that any acts that reflect dishonesty, deceit, or misrepresentation adversely reflects on their fitness to perform their duties as a police officer.

**SPECIAL REQUIREMENTS/QUALIFICATIONS/LICENSES:**

- Must be at least 21 years of age.
- Must be a U.S. citizen.
- Must not have been convicted of any crime punishable as a felony in any jurisdiction or a crime involving domestic violence (applicants with lesser criminal records will be evaluated on an individual basis).
- Must not have any discharge less than honorable from any branch of the military.
- Must possess a valid driver's license with acceptable driving record.
- Must attend and successfully complete the Police Academy and have possession of DPSST Basic Certificate required within one year of appointment.
- Must pass all phases of the examination process, including an oral and written exam, background investigation, psychological test, physical and agility testing.
- Honesty and integrity are two of the most important attributes that a police officer must possess. Officers shall conduct themselves so as not to impair their working relationship with other employees or with the public, so that confidence in the police service is secured and maintained. These two attributes are essential job qualifications to remain employed as a police officer. These are core expectations as a condition of holding certification as a police officer in the state of Oregon, as required by the Department of Public Safety Standards and Training (D.P.S.S.T.).

Any deceptive action may permanently destroy an officer's credibility; which makes the officer both inefficient and otherwise unfit to render effective service. This will negatively impact an officer's ability to perform essential key functions of their job such as providing testimony in a court of law, other legal proceedings, or in an internal affairs investigation. Such conduct will not be tolerated.

#### **DESIREABLE REQUIREMENTS:**

Previous college-level training or additional experience in law enforcement. Knowledge of the community and surrounding area. Additional training related to police equipment or operations, e.g. first aid, CPR, hazardous materials, firearms training, LEADS general level certification, etc. Bi-lingual English/Spanish.

#### **Physical Demands of Position:**

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility and the ability to operate a motorized vehicle. Duties involve moving or wearing materials weighing up to 25 pounds on a regular basis; however may be required to move adults weighing up to 200 pounds on an infrequent basis. Equipment worn typically weighs in excess of 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc. Position may be required to deal with violent and combative individuals requiring considerable physical effort. Must have physical strength and agility to sufficiently perform the duties of this position.

#### **Working Conditions:**

Work locations are in all types of indoor and outdoor environments. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill or who have communicable diseases. Incumbent operates police vehicles and may be required to sit/stand for extended periods while performing various duties. Position is subject to 24-hour emergency call-back. Must be available for rotating shifts including weekend and holiday assignments.

#### **Supervisory Responsibilities:**

Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices. May be required to assume responsibility of a shift when so assigned by Police Administration.

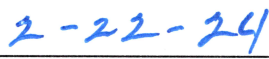
**Supervision Received:**

Works under the direct supervision of the Lieutenant and general supervision of a Sergeant who assign work details and review work for conformance to departmental rules and regulations.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION. BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

Approved as to form;

  
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City Manager, Dan Huff

  
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Date

