



## **Part-Time School Resource Officer**

### **General Description**

The SRO is responsible for establishing and maintaining effective relationships with students, school administrative staff and other agency representatives in an attempt to recognize juvenile problems and to find appropriate solutions. The School Resource Officer (SRO) also investigates and attempts to reduce and prevent crime committed within or in connection to the officer's assigned school(s). The SRO performs other roles in addition to law enforcement, including presenting classroom lectures on law related topics and police procedures, serving as an educational resource to students, parents, and school staff, and investigating missing juveniles.

### **Essential Job Functions in and around School Grounds**

- Enforcing laws; investigating criminal activity; ensuring safety of public; testifying in court; maintaining records and files; preparing reports.
- On an assigned shift, walks to observe for, suspicious activities or persons and disturbances of law and order.
- Responds to radio dispatches and answers calls and complaints.
- Enforces laws and parking ordinances; issues citations for traffic violations.
- Serves warrants and makes arrests, maintains warrant records; testifies in court.
- Directs traffic; performs residential and commercial building checks.
- Reports unsafe conditions existing in street or other public facilities.
- Assists other Police officers and other law enforcement agencies when requested.
- Responds to inquiries and complaints; provides directions to visitors.
- Interviews suspects, victims and witnesses; investigates crimes.
- Prepares detailed reports on activities and assignments.
- Participates in a variety of in-service training programs.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities**

- Knowledge of Police methods, practices and procedures.
- General knowledge of the geography of the City and location of important buildings.
- General knowledge of the rules and regulations of the Police Division.
- Ability to understand and carry out oral and written instructions and to prepare clear and comprehensive reports.
- Ability to deal courteously, firmly and tactfully with the public.
- Ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Possession of physical agility and endurance.

- Skill in the use of firearms and the operation of a motor vehicle.
- Ability to establish and maintain effective working relationships with associates and the general public.
- The SRO performs other roles in addition to law enforcement, including presenting classroom lectures on law related topics and police procedures, serving as an educational resource to students, parents, and school staff, and investigating missing juveniles.

### **Education and Experience**

High School diploma or GED required minimum or any combination of experience working with the public and education accepted as well. Must have graduated from Police Academy and successfully passed a 12 month probationary period following graduation. Possess a current VA DCJS Law Enforcement Certification or prior DCJS certification considered on a case by case consideration.

### **Certifications and Preferences**

Be at least 21 years of age, pass physical and psychological examinations, and a drug screening test. Possess a valid Commonwealth of Virginia driver's license, and a Department of Criminal Justice Certification.

### **Additional Requirements**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking up to 2 miles per day, pushing, pulling, lifting, grasping, and feeling:

- Vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to receive detailed information through oral communications and/or make fine distinctions in sound.
- Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.
- The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

## **Application Process**

Interested applicants are requested to complete a City employment application which can be found at [www.covington.va.us](http://www.covington.va.us) under “City Government” and then “Employment”. In addition to the basic application, candidates are requested to complete an information waver and resume. Applications are to be sent via email to [jroldan@covington.va.us](mailto:jroldan@covington.va.us) or via mail to Lt. J.N. Roldan Covington Division of Police, 333 W. Locust Street, Covington, VA 24426.

Applications will be accepted until positions are filled.

The City of Covington offers equal employment opportunities to all job applicants and employees. All employment policies and practices shall be free from discrimination based on race, color, religion, gender, age, national origin, political affiliation, disability, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions.