

TOWN OF TROPHY CLUB

JOB DESCRIPTION

Position: School Resource Officer/Police Officer

Reports to: Police Sergeant

Non-Supervisory

Pay Grade: 23B

Non-Exempt

Job Summary: This person will provide prompt and effective law enforcement prevention or intervention in situations which involve the maintenance of order and interference with school activities, staff and teachers, to prevent gang-related or other violence, illegal use, possession or sale of illegal drugs and alcohol on school premises, assaults and any other situations or activities which require the intervention of law enforcement officers. The SRO will also participate in educational activities and role modeling to foster and enhance the knowledge of and respect for law enforcement and law enforcement officers by students and the community. When not performing the duties of this specially appointed position, the person in this position performs the duties of a regular Police Officer in the Police Department. The person in this position is responsible for crime prevention and repression, traffic law enforcement, protective patrol services, arbitration in neighborhood and family disputes, apprehension and arrest (or citation or warning) of criminal law violators and recovery of stolen property.

Minimum Requirements:

- High School Diploma or its equivalent
- Basic TCLEOSE (Texas Commission on Law Enforcement Officer Standards and Education Certification
- Current L.E.T.S. Drug Awareness Certification or able to obtain within one (1) year
- Current Crime Prevention Certification or able to obtain within one year
- State of Texas Insurance Inspection Certification or able to obtain within one year
- Two (2) years experience as a Texas Peace Officer or any equivalent combination of education and experience that provides the required knowledge, skills and abilities
- Clerical experience (Microsoft Word/Excel software, customer service, phones, office machines)
- Valid Texas Motor Vehicle Class C Operator's License and acceptable driving record

Major Duties and Responsibilities: Job duties and responsibilities are not intended to reflect all the duties performed within the job.

- Provides Police Presence in Trophy Club Schools
- Administers Drug Education Programs (L.E.T.S.)
- Acts as Juvenile Investigator
- Acts as School Liaison Officer
- Acts as Truancy Officer

- Performs routine patrol and traffic patrol duties as needed
- Will require flexible work hours to accommodate special events at the schools
- Act as the liaison to the VIP program
- Assists patrol officers with community service projects, which enhance the division's community oriented philosophies
- Assists CID with follow up field investigations as needed
- Conducts home safety inspections as needed
- Conducts educational programs targeted at general school population
- Other duties as assigned
- Performs other duties as assigned

Work Environment: Office, travel, and field with flexible work hours involving evenings, weekends, and holidays. Exposure from inclement weather to computer screens. Frequent phone and personal contact. Duties require walking, sitting, standing for prolonged periods; climbing, kneeling, stooping, crawling, running, lifting, pulling, and pushing. Need general manual dexterity, visual acuity, and well-maintained physical condition. Requires comprehensive knowledge of municipal police administration; technical and operating principles, practices, problems of law enforcement, crime prevention and tactical operations; complete familiarity with state, federal law and Town Ordinances.

Essential and other important duties require maintaining physical condition necessary for adequate physical performance abilities including moderate and heavy lifting; bending; stooping, kneeling, crawling, climbing; the use of fingers, both hands and both arms; the use of both legs; running, walking, standing or sitting for prolonged periods of time; may be required to take offensive and/or defensive action during physical confrontations; ability to discharge a firearm; the ability to operate motorized equipment and assigned vehicles; adequate speech, hearing and eyesight required; carry, push, pull, drag or hold moderate to heavy weight objects; visual acuity and ability to distinguish color, wearing and using proscribed safety gear and following all department safety regulations and policies. When not engaged in emergency operations, works under station and office conditions.

THE TOWN RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

Employee Signature

Date