

City of Craig
Position Description
Police School Resource Officer

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

OVERALL FUNCTIONS

Responsible for leading, overseeing and providing youth services to coordinate all required youth cases with the Courts, County and City Attorneys, School District and other social service agencies; conducting speaking engagements; writing news releases; performing normal law enforcement services; performing investigative work; participating in special crime prevention and enforcement programs; and performing a variety of technical and administrative tasks.

NATURE AND SCOPE OF JOB

A single incumbent position reporting to a Support Services Division Commander, and Chief of Police

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. PLANNING
 - a. Plans, directs and participates in youth services programs and activities.
 - b. Assists in the development and planning of various aspects of the youth program activities; contacts volunteer agencies, businesses and other appropriate individuals to provide and develop resources for programs; makes recommendations for appropriate program changes.

2. TECHNICAL
 - a. Performs specialized and technical work in providing youth program services which may include assisting and advising juveniles and their parents, except in legal and medical issues, makes appropriate referrals, assessing individual juvenile needs, adapting services to juvenile needs, following up on youth programs, and resolving problems in juvenile qualifications and/or receipt of programs.

- b. Coordinates all in-school activities and programs with the principals of the appropriate schools; works closely with the school administrators and teachers to set priorities for activities and programs that enhance the schools' ability to provide a quality educational environment.

3. ADMINISTRATIVE

- a. Establishes a program for and supervises court-ordered probation to ensure compliance with the terms of probation, and supervises court-ordered community service.
- b. Presents and/or coordinates all juvenile intervention/diversionary and supervision programs, including establishment of a diversion program that educates the juvenile about the court system.
- c. May instruct D.A.R.E. and/or coordinate the D.A.R.E. program with the Moffat County Sheriff's Department.
- d. Coordinates with other law enforcement agencies on all matters pertaining to youth issues.
- e. Communicates with administrative and court staff over current or pending juvenile court needs or problems.
- f. Coordinates assigned volunteers in the areas of work methods, techniques, and the use and operation of equipment.
- g. Ensures adherence to safe work practices and procedures.
- h. Acts as an information source for youth and the public regarding programs; refers youth to appropriate programs offered by the Craig Police Department and other agencies.
- i. Provides administrative support for assigned programs; maintains records; prepares reports; serves as liaison with other agencies.
- j. Prepares monthly summary report of all programs, which occurred during the month and attendance numbers.
- k. Develops resources and funding to begin or continue youth programs; writes and submits necessary grant applications or requests through appropriate agencies.
- l. Must be able to render creditable testimony in a court of law.

4. PUBLIC RELATIONS

- a. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves program complaints in an efficient and timely manner.
- b. Coordinates public interest and educational news releases through the press information officer for all media; assists on news releases as requested.
- c. Takes photographs and uses video for news, training, public relations or other programs as requested.
- d. Serves on other civil organizations interested in crime prevention and youth issues beneficial to the welfare of residents of the City.
- e. Develops and train civilian volunteers to provide programs and assistance to young people.
- f. Attends and represents the Department at various meetings in the community regarding youth affairs or program funding.

5. MISCELLANEOUS

- a. Performs related duties and responsibilities as assigned.
- b. Performs the full range of duties of a Patrol Officer.

NOTE: *Only minimum duties are listed. Other responsibilities may be required as requested by Management.*

NOTE: *These duties are tasks that management has determined are essential to the job.*

DESIRED MINIMUM QUALIFICATIONS

1. Required Education and Experience:

- a. Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying.
- b. Must have High School Diploma or GED equivalent.
- c. Must have two years of experience in the law enforcement field.
- d. Must have or obtain an appropriate, valid Colorado driver's license.
- e. Must have Colorado Peace Officer Certificate.
- f. Must meet job-related standards as established by the State of Colorado and the Craig Police Department Policy and Procedures Manual to ensure safety of Department personnel and the public.
- g. While not required, training equivalent to an Associates Degree from an accredited college or university with major course work in criminal justice or a related field is preferred.

2. Necessary Knowledge, Skills and Abilities:

- a. Knowledge of pertinent federal, state and local laws, codes and regulations and appropriate school district policies.
- b. Knowledge of laws of arrest, search and seizure.
- c. Knowledge of modern office practices, methods and computer equipment.
- d. Knowledge of principles and procedures of record keeping and reporting.
- e. Knowledge of criminal and juvenile justice systems.
- f. Knowledge of principles of lead supervision, team building and training.
- g. Knowledge of operations, services and activities of a community relations program.
- h. Knowledge of safe driving principles and practices.
- i. Skill in operating modern office equipment including computer equipment.
- j. Skill in operating a patrol vehicle safely.
- k. Skill in operation and care for firearms safely.
- l. Ability to apply knowledge and reasoning to make prompt and effective decisions quickly in both routine and non-routine (i.e., life and death) situations; evaluate alternative courses of action and select the most acceptable alternative; make sound decisions in a timely manner; size up a situation quickly and take appropriate actions.
- m. Ability to recognize conditions or circumstances that indicate something might be wrong, unusual or out of the ordinary.
- n. Ability to comprehend new information and apply that which has been learned on the job.
- o. Ability to write clearly and concisely; use acceptable grammar, punctuation and spelling; write reports that are well organized, complete and accurate.
- p. Ability to display sensitivity to the feelings of others and resolve problems in ways that do not arouse antagonism; interact and deal effectively with people from varying social and cultural backgrounds; be courteous and respectful; calm emotional people and attempt to resolve conflicts through persuasion rather than force; listen with empathy; project self-confidence and trust.
- q. Ability to assert self when necessary to exert control over others; confront people who are behaving in a suspicious manner.
- r. Ability to maintain composure and perform effectively in stressful situations; refrain from overreacting when subjected to physical or verbal abuse; exercise restraint and use the minimum amount of force necessary to handle a given situation; manage conflict effectively.
- s. Ability to adapt to changes in working conditions (i.e., changes in patrol assignment, shift changes, different types of incidences that must be handled one right after the other, etc.).
- t. Ability to proceed on assignments without waiting to be told what to do; make an effort to improve skills and keep informed of new developments in the field; exert the effort needed to make sure the job is done correctly; be consistently productive.
- u. Ability to be reliable, thorough, punctual, and accurate; assume responsibility for share of the workload; work with minimal supervision.
- v. Ability to follow orders, rules and regulations; show a history of compliance with municipal, state and federal laws and statutes.

- w. Ability to accept advice and constructive criticism; demonstrate acceptance of responsibility for own mistakes; learn from past mistakes.
- x. Ability to analyze problems, develop options and develop proactive plans within the Department and in partnership with the community.
- y. Ability to effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes; demonstrate communication skills in court and other formal settings; communicate to supervisor and to fellow officers all information obtained which is pertinent to the achievement of law enforcement objectives.
- z. Ability to prepare and maintain accurate and complete records.
- aa. Ability to prepare clear and concise reports.
- bb. Ability to respond to requests and inquiries from the general public.
- cc. Ability to work independently in the absence of supervision.
- dd. Ability to understand and follow verbal and written instructions.
- ee. Ability to maintain a high degree of personal and professional honesty and integrity, as well as confidentiality of juvenile issues.
- ff. Ability to exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- gg. Ability to communicate clearly and concisely, both verbally and in writing.
- hh. Ability to establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

TOOLS AND EQUIPMENT USED

1. Vehicle
2. Firearms and Impact Weapons
3. Computer and Office Equipment (Copier, Calculator, Fax, Telephone, etc.)
4. Crime Scene Equipment (cameras, finger print tools, etc.)
5. Miscellaneous Weapons
6. Traffic Control Devices (radar equipment, cones, etc.)
7. Car and Patrol Radio
8. Handcuffs
9. First Aid Equipment
10. Bio-Hazard Equipment
11. Breath Alcohol Testing Equipment
12. Accident Investigation Equipment
13. Animal Control Devices
14. Audio-Visual Equipment

The physical, work environment and mental/motor demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

1. While performing the duties of this job the employee is frequently required to stand, walk, sit, talk, hear, taste, smell, reach with hands and arms, read, write and drive a vehicle.

Occasionally the employee must climb or balance, stoop or kneel, crouch or crawl and keyboard.

2. The employee is frequently required to lift and/or move up to 25 pounds. The employee is occasionally required to lift and/or move up to 50 pounds. The employee is infrequently required to lift and/or move up to 100 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

1. While performing the duties of this job the employee constantly works varying shifts and works alone. The employee frequently works in confined areas, works outdoors, work indoors and works with and around others. Occasionally the employee works with and/or near moving objects and works extended days/hours.
2. The noise level in the work environment is usually moderate.

MENTAL/MOTOR DEMANDS

1. While performing the duties of this job, the employee frequently has flexibility and attentiveness duration and intensity. The employee occasionally has time constraints and routine workflow. Guidance, reinforcement and co-worker support are available frequently. The employee is frequently involved in social interactions which frequently require oral and written communications.
2. Memory, reasoning, estimating, problem solving and judgement are frequently used/required on the job. Mathematics is occasionally used/required on the job.