

SCHOOL RESOURCE OFFICER

Job Summary / Purpose

Responsible for planning, coordinating and delivering proactive education to the students within the Falmouth system. Provide guidance and refer students to support services both inside and outside of the school environment. Keep order and enforce the law within the school campus and community as necessary.

Essential Duties and Responsibilities: *(Other duties may be assigned)*

1. In addition to their sworn responsibilities as a law enforcement officer, the police school resource officer will abide by school board policies and shall consult with and coordinate activities through the school principal but shall remain fully responsive to the chain of command of the law enforcement agency in all matters relating to employment and supervision. In the event of any discrepancy between school board policies or the school principal and police department policy or orders, the school resource officer shall follow police department policy or orders.
2. Develop expertise in law-related education.
3. Encourage individual and small group discussions about law enforcement related matters with students, faculty and parents.
4. Refrain completely from functioning as a school disciplinarian. If the principal believes an incident is a law violation, they shall contact the police school resource officer who shall then determine whether law enforcement action is necessary.
5. Attend meetings of parent and faculty groups to solicit their support and understanding of the police school resource program and to promote awareness of law enforcement functions.
6. Make themselves available for conferences with students, parents, and faculty members to assist them with problems of a law enforcement or crime prevention nature. (Nothing herein requires that confidential information obtained be disclosed)
7. Be familiar with all community agencies, which offer assistance to youths and their families such as mental health clinics, drug treatment centers, etc. and may make referrals when appropriate.
8. Confer with the principal to develop plans and strategies to prevent and / or minimize dangerous situations on or near the campus or involving students at school-related activities.
9. Perform duties as determined by the principal other than those regularly assigned to school personnel such as lunchroom or hall duty. (Nothing, herein, is intended to preclude the officer from being available in areas where interaction with students is expected)
10. Unless directed otherwise by police department policy or orders, abide by school board policy concerning interviews should it become necessary to conduct formal police interviews with students or staff on property or at school functions under the jurisdiction of the Falmouth Public Schools.
11. Take law enforcement action as necessary and notify the principal as soon as possible.

12. Provide D.A.R.E. education within the Falmouth Public Schools.
13. Give assistance to police officers in matters regarding the duties of resource officers whenever necessary.
14. Promote citizen awareness of law enforcement efforts, to assure the peaceful operation of school-related programs, and to build support with students, police school resource officers will, whenever possible, participate in or attend school functions.
15. Police school resource officers will reaffirm their roles as law enforcement officers by wearing their uniforms unless doing so would be inappropriate for scheduled school activities or unless directed otherwise by police department policies or orders. The uniform will also be worn at events where it will enhance the image of the officer and their ability to perform their duties.
16. Police school resource officers will arrange their work schedule to coincide with that of the school in which they are assigned.

***QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation for disability. The requirements listed below are representative of the knowledge, skill, and / or ability required.*

EDUCATION and / or EXPERIENCE: A minimum of 2 years of college is preferred and at least 3 years-previous experience as a police officer. The selected officer will be required to complete the one week SRO Basic Training (prior to appointment) as well as any other training required by the School Department.

The SRO will be required to successfully complete the D.A.R.E. Instructor Certification Program.

CERTIFICATES, LICENSES, REGISTRATION: Official Certification as a full-time Police Officer holding a license from the Maine Criminal Justice Academy. Ability to obtain and maintain D.A.R.E. Officer certification through MCJA.

OTHER SKILLS and ABILITIES: Personal computer skills. The ability to apply knowledge of current research and theory in the specific field. The ability to establish and maintain effective working relationships with students, staff and the School community. The ability to speak clearly and concisely both in oral and written communication.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. The employee has a direct responsibility for the safety and well being of other people and must meet multiple demands from several people.

***TERMS OF EMPLOYMENT:** Shall be determined by the Chief of Police in consultation with the Superintendent of Schools.*

***EVALUATION:** the Principal and the Chief of Police or their designees will evaluate Performance in this position.*

School Resource Officer

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The information contained in this job description is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

**RELATIONS WITH SCHOOL RESOURCE OFFICERS
AND LAW ENFORCEMENT AUTHORITIES**

The Falmouth School Board recognizes that a cooperative relationship with law enforcement authorities is desirable for the protection of students and staff and in maintaining a safe school environment. To that end, the Falmouth Public Schools and the Falmouth Police Department have established a School Resource Officer (SRO) program. The School Board hereby officially designates the police officers assigned by the Falmouth Police Department to serve as SROs as the law enforcement unit of the Falmouth Public Schools. The purpose of the SROs is to enforce local, state and federal laws and to assist in maintaining the physical security and safety of the students and employees of the School Department.

In keeping with the Falmouth Public School's mission, the primary roles of the SROs are to:

- Provide support and assistance to the school administration and staff to maintain a safe and constructive learning environment;
- Enforce local, state and federal laws;
- Serve as a resource to administrators and teachers in planning and providing age-appropriate educational programs that foster respect for the law, an understanding of law enforcement, and safe and healthy behaviors;
- Assist individual students and their families in addressing issues related to law enforcement and helping students to have a meaningful school experience; and
- Serve as a liaison between the schools and the Falmouth Police Department in addressing issues of concern to both departments.

School administrators and staff have the primary responsibility for maintaining proper order in the schools and for disciplining students for violations of Board policies and school rules. However, the Superintendent and administrators may seek the assistance of an SRO and/or the Falmouth Police Department when they believe there is a threat to the welfare and safety of the schools, students and/or staff. The Superintendent and administrators shall also inform an SRO and/or the Falmouth Police Department when they have reason to suspect that a student or staff member may have violated a state or federal criminal law.

In general, the School Board discourages SROs and other law enforcement authorities from using the schools as a venue to arrest and/or question students for activities not related to or affecting the schools. The Superintendent and administrators retain the authority to deny access to students for non-school-related investigations.

Under this policy, SROs are considered to be school officials with legitimate educational interests in reviewing educational records in order to perform their professional responsibilities.

The School Board authorizes the Superintendent to develop administrative procedures, in consultation with the Falmouth Police Department, to guide interactions between the schools, the SROs and the Falmouth Police Department. Such procedures should safeguard the rights of students and parents and be consistent with School Board policies. Administrators may also develop appropriate building-level procedures regarding the role and activities of SROs in their schools. All administrative procedures must be consistent with School Board policies, as well as the SRO program agreement between the Falmouth Public Schools and the Falmouth Police Department, and are subject to approval by the School Board.

Legal Reference: 20USC 1232g; 34 CFR Part 99

Cross Reference: KLGA-R – School Resource Officer/Law Enforcement Administrative Procedure

Approved: January 21, 2003

File: KLGA-R

**School Resource Officer/Law Enforcement
Administrative Procedure**

The purpose of this administrative procedure is to provide guidelines for the conduct of SROs and other law enforcement authorities in the schools. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis.

A. General Expectations Concerning the Roles of School Personnel and SROs:

1. SROs shall comply with all applicable federal and state laws, School Board policies and procedures, school rules, and Falmouth Police Department rules in carrying out their duties and responsibilities.
2. In general, school administrators and staff are responsible for enforcing Board policies and school rules and for maintaining order in the schools. SROs who observe violations of policies and/or rules may intervene with students to stop the behavior and shall report violations to appropriate administrators.
3. School administrators and staff may consult with and request assistance from SROs in addressing student violations of policies and rules as they deem appropriate.
4. School administrators and staff will notify the SRO if they have reason to believe that a student has committed a crime or if they obtain evidence of illegal activity (such as weapons, drugs or alcohol).
5. School administrators may request the assistance of SROs in enforcing Board policies, school rules and federal/state laws with visitors and intruders on school property.
6. Unless there is a health or safety emergency, SROs shall consult with an appropriate school administrator prior to requesting additional law enforcement assistance on school grounds.
7. SROs are expected to maintain the same standards of professional conduct in their dealings with staff, students, parents and community members as other school staff.

B. Investigations, Questioning and Searches of Students for School-Related Purposes:

Some types of student conduct that are forbidden by school rules, such as assaults, bomb threats, weapons possession, and drug offenses, are also punishable by criminal law. When a particular act is both a violation of school rules and a crime, the school disciplinary investigation by school administrators and the criminal investigation by the police and district attorney will often operate simultaneously. When practical, school administrators and the police should coordinate their investigations.

Whenever practicable, investigations, questioning and searches of students for school-related conduct that may violate both school rules and the law will be conducted jointly by a school administrator and the SRO.

1. Evidence of violation of state/federal laws will be turned over to the SRO, unless such disclosures are otherwise prohibited by FERPA or any other applicable law.
2. Since police investigative reports and police-obtained witness statements may not always be available to school administrators, the school administrator shall prepare and maintain his/her own records and reports concerning school-related investigations.

C. Investigations, Questioning and Searches of Students for Non-School-Related Purposes:

1. In general, SROs and other law enforcement authorities are discouraged from using the schools as a venue for questioning and searching students for alleged violations of state or federal laws that are not related to the schools.
2. Exceptions will be made in the event of an emergency endangering student or staff safety or in exigent circumstances as authorized by law. Other exceptions may be made on a case-by-case basis after consultation between the Superintendent/designee and law enforcement authorities. Whenever practicable, the police should contact the school administrator before questioning or searching students.
3. If the SRO anticipates possible criminal charges, he/she should follow applicable laws and police department policies concerning questioning and searches of juvenile suspects (if the student is under 18) or adult suspects (if the student is 18 or older).

D. Arrests of Students at School:

1. In general, SROs and other law enforcement authorities are discouraged from arresting students at school for non-school-related activities.
2. Exceptions to the above will be made in the event of an emergency endangering student and/or staff safety or in exigent circumstances as authorized by law. Other exceptions may be made on a case-by-case basis after consultation between the Superintendent/designee and law enforcement authorities. Whenever practicable, the police should contact the school administrator before making an arrest in school.
3. The SRO (or other law enforcement official if applicable) is responsible for complying with applicable state and federal laws concerning parental notice and notification of rights prior to questioning.
4. A student may be removed from school by an SRO or other law enforcement official when there is a court order, an arrest warrant or when a warrantless arrest is authorized by law. The school administrator shall attempt to notify the student's parent/guardian as soon as possible of the student's removal from school.

E. Confidentiality of Student Information and Records:

1. School administrators may release personally identifiable student information contained in education records to SROs and other law enforcement authorities in accordance with the requirements of the federal Family Educational Rights and Privacy Act and other applicable laws.
2. SROs are considered to be school officials with legitimate educational interests in reviewing educational records in order to perform their professional responsibilities.
3. SROs are expected to maintain confidentiality of personally identifiable student information in accordance with applicable laws, Board policies and school rules.

Approved: January 21, 2003