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| **Mercer County Schools** **JOB DESCRIPTION** |
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| Job Title: School Law Enforcement Officer/Chief Reports to Safe Schools Coordinator  Job Class Code: Classified Work Schedule: SRO 185 days/ Chief 195 daysPay Scale: See Salary Scale Approval Date:  |
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| **PERFORMANCE RESPONSIBILITIES** |
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| **BASIC FUNCTION:** Perform a variety of law enforcement activities for an assigned school District including enforcing state statutes, protection of life and property, suppression of criminal activity, apprehension and prosecution of offenders, regulation of non-criminal conduct, preservation of public peace, enforcement of traffic and parking regulations, and conduct investigations.* An SRO is vested with law enforcement jurisdiction and authority as described in [KRS 61.902](http://policy.ksba.org/DocumentManager.aspx?requestarticle=/KRS/061-00/902.pdf&requesttype=krs) to [KRS 61.930](http://policy.ksba.org/DocumentManager.aspx?requestarticle=/KRS/061-00/930.pdf&requesttype=krs) and other applicable laws, including, but not limited to, investigating and responding to possible criminal offenses and to health or safety threats to students or school personnel.
* As authorized under the Family Educational Rights and Privacy Act (“FERPA”), SROs are designated as the District’s “law enforcement unit” possessing the law enforcement authority and exercising safety and security functions described in state law and referenced above. Records created and maintained by an SRO for a law enforcement purposes do not constitute education records under FERPA.4 District staff other than law enforcement personnel are not responsible for the creation of law enforcement records and are expected to observe restrictions on access to such records. An SRO is expected to provide guidance and insight to District officials and staff on such restrictions.

**REPRESENTATIVE DUTIES:** * Perform a variety of law enforcement activities for an assigned school District; exercise authority consistent with statutory obligations and comply with lawful orders.
* Prepare and complete accurate and thorough reports of crimes, vehicular accidents, and other incidents as necessary.
* Maintain assigned equipment in proper working condition.
* Assist other law enforcement officers as needed.
* Maintain confidentiality of records and information according to established procedures.
* Assist injured persons and determine the appropriate action in a timely manner.
* Attend and conduct parent conferences regarding student criminal or code of conduct violations as needed.
* Provide proper referrals for incidents occurring outside the officer’s area of authority or jurisdiction.
* Communicate with the community, staff, parents, and students to exchange information.
* Perform related duties as assigned.

**KNOWLEDGE OF:*** Elements and appropriate application of state statutes.
* Geographic area, District facilities, school personnel and community members of assigned District.
* Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
* Interpersonal skills using tact, patience, and courtesy.
* Laws, rules, and regulations related to assigned activities.

**ABILITY TO:*** Perform a variety of law enforcement duties at an assigned District.
* Prepare and maintain accurate and complete reports of crimes, vehicular accidents and other incidents.
* Communicate effectively both orally and in writing.
* Work cooperatively with others.
* Determine appropriate action within clearly defined guidelines.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Maintain confidentiality of records and information
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| **MINIMUM QUALIFICATIONS** |
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| **EDUCATION AND EXPERIENCE**: Any combination equivalent to: high school diploma, G. E. D. Certificate or demonstrated progress toward obtaining a G. E. D. as required by Kentucky law supplemented by specialized course working law enforcement. **LICENSES AND OTHER REQUIREMENTS**: * An SRO will have such training, certification, and commission as is required by provisions of KRS Chapters 15, 61, and 158. Per [KRS 158.4414](http://policy.ksba.org/DocumentManager.aspx?requestarticle=/KRS/158-00/4414.pdf&requesttype=krs), an SRO who fails to successfully and timely complete SRO training requirements shall lose his/her SRO certification and shall no longer serve in the capacity of an SRO in a school. An SRO is also expected to obtain training on the use of physical restraint and seclusion as required of all school personnel except additional training applicable to “core team” school personnel designated to respond to dangerous behavior.3
* All School Resource Officers (SROs) with active SRO certification shall successfully complete forty (40) hours of annual in-service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs.
* Valid Kentucky driver’s license
* Each SRO shall be armed with a firearm, notwithstanding any provision of local board policy, local school council policy, or memorandum of agreement.6
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| **IMPORTANT NOTES** |
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| *Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual’s ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.* |
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