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**POWELL COUNTY SCHOOLS  
JOB DESCRIPTION**

**POSITION TITLE:** Law Enforcement Supervisor / Lead SRO

**REPORTS TO:** Superintendent or designee

**SUPERVISES:** Supervise and evaluate performance of assigned School Resource Officers

**BASIC FUNCTION:**

Plan, organize, coordinate, and perform a variety of law enforcement activities for the 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, conduct investigations, and maintain a safe school environment

**REPRESENTATIVE DUTIES:**

The terms of employments are designated by the contract.

- Adhere to the Professional Code of Ethics, all Powell County Schools Policies and Procedures, attend all assigned and required trainings, demonstrate punctuality and regular attendance;
- Supervise and evaluate a variety of law enforcement activities for the District; exercise authority consistent with statutory obligations and comply with lawful orders and school policies;
- Supervise and evaluate the performance of assigned staff; assist and provide resource information as needed to assure proper completion of assigned tasks; instruct and assign officers to investigate and suppress illegal activities.
- Prepare and complete accurate and thorough reports of crimes and other incidents as necessary;
- Maintain assigned equipment and ensure proper working condition. Wear professional law enforcement attire while on duty;
- Assure proper maintenance of the Division vehicles and other equipment.
- Assist other law enforcement officers as needed.
- Maintain security and/or patrol a designated area of Powell County Schools Board owned properties to preserve the law and order, direct traffic and reduce accidents, and enforce laws and School Board Policies;
- Assist other law enforcement officers as needed when emergencies arise;
- Maintain confidentiality of records and information according to established procedures;
- Provide proper referrals for incidents occurring outside the officer's area of authority or jurisdiction;
- Communicate with community, staff, parents, and students to exchange information, coordinate activities and resolve issues or conflicts;
- Attend School Resource Officers Trainings and Safe School related trainings;
- Actively participate with school and district threat assessment teams;
- Serve necessary school paperwork including but not limited to Warrants, Subpoenas, Civility orders, etc. in relationship to the school district;
- Monitor student, parents, guardians, and visitor activities while on school campus;
- The SRO shall coordinate their instructional activities with principals and staff members so as to allow the orderly educational process within the respective schools served;

- Be visible and/or monitoring while school is in session and/or while students are present on campus;
- When requested, provide student transport and make home visits;
- Build relationships between students, parents, guardians, community, and staff;
- The SRO shall develop expertise in presenting various subjects to the students. Such subjects shall include basic understanding of the laws, drug and alcohol prevention, the role of the police officer and the police/school mission;
- When requested by the principal, the SRO shall attend parent/faculty meetings to solicit support and understanding of the program;
- The SRO will work with community agencies that provide support to the district (ie, mental health agencies, telehealth, city and county agencies, etc.);
- The SRO shall assist the principal in developing plans and strategies to prevent and/or minimize dangerous situations that may result from student unrest;
- Maintain accurate records and timesheets;
- The SRO shall assist the school district in the enforcement of the lawful rules, regulations, and code of conduct of the school district but will not impose disciplinary consequences such as suspension, which shall be deferred to school and/or district administration.
- The SRO is not to be used for regularly assigned lunchroom duties or as a hall monitor;
- The SRO will not discriminate in performing the responsibilities under this Agreement on the basis of race, color, national origin, sex, religion, genetic information, age or disability;
- The SRO shall read and become familiar with the Kentucky Board of Education regulation 704 KAR 7:160 on restraint and seclusion of students, and shall relate any questions to principal as needed for understanding. The SRO shall be required to take other trainings that is district required as a staff member;
- The Law Enforcement Supervisor will provide direction to other SRO's, collect proper paperwork, and maintain shared information to protect and serve the school district;
- SRO will assist the District in updating the crisis manual annually;
- Perform related duties as assigned by the Superintendent or designee;

#### **KNOWLEDGE OF:**

- Elements and appropriate application of state statutes;
- 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:**

- Supervise a variety of law enforcement duties within the District;
- Train, supervise and evaluate personnel;
- Plan, organize, and schedule work for the SBLEA
- Prepare and maintain accurate and complete reports of crimes and other incidents;
- Communicate effectively both orally and in writing;
- Work cooperatively with others and other district SROs;
- Determine appropriate action within clearly defined guidelines;
- Read, interpret, apply and explain rules, regulations, policies and procedures;

**PHYSICAL DEMANDS:**

- Work is performed while standing, sitting, walking, and/or running;
- Requires the ability to communicate effectively using speech, vision, and hearing;
- Requires the use of hands for simple grasping and fine manipulations;
- Requires bending, squatting, crawling, climbing, reaching;
- Requires knowledge of and ability to execute proper restraining techniques;
- Requires the ability to lift, carry, push or pull heavy weights.

**EVALUATION:**

- Annual development of Professional Growth Plan.
- Annual evaluation of job performance by supervisor.

**EDUCATION AND EXPERIENCE:**

- 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 work in law enforcement;
- Experience in law enforcement required and preferred; law enforcement experience may be substituted with honorable discharge if having served in the Armed Forces within the last 5 years; Retired Federal Agent; and other/or requirements as stated in KRS 158.4431 for Kentucky guardians

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Kentucky driver's license;
- Pass all background checks/drug screening, etc. as required by board policy;
- Adhere to the days and hours according to the contract.
- Police Officer Certification with POPs Training;
- Must Attend SRO Trainings for SRO Certification

<b>Most recent approval by the Powell County Board of Education</b>	<b>Date:</b>
<b>Printed name of employee receiving job description.</b>	
<b>Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.</b>	
<b>Employee Signature:</b>	<b>Date:</b>