



## ***Special Assignment: School Resource Officer***

### **Special Assignment Summary**

Assigned to specific school(s) to assist with maintaining a safe school environment. Provides law enforcement information and advice to students, parents, and school staff. Assists school staff with criminal issues as well as discipline and behavior issues. Works to prevent assaults, drug activity and criminal activity within the school setting and addresses criminal and nuisance complaints.

### **Special Assignment Scope**

Works in close collaboration with school principal and other administrators. Functions under the guidelines and policies of the Watford City police department as well as school policies, understanding which take precedent in cases where department and school standards may differ. Works independently, maintains an office at assigned school. Coordinates schedule with sergeant to ensure availability for after school events. May substitute for other Officers as needed.

### **Special Assignment Essential Duties**

- Maintains visibility on school grounds by patrolling hallways, parking lots, building and grounds. Monitors situations and intervenes where necessary. Attends after-school events such as sporting events, school dances and senior all-night parties.
- Addresses school discipline issues with appropriate school staff. Attends various meetings with school staff, administration, superintendent, and a variety of committees. Provides input on discipline, behavior, and other student issues. Participates on various school committees. Attends disciplinary meetings with students. Assists school district in writing policies.
- Conducts investigations on assaults, drugs, vandalism, theft, etc. Collects evidence, reviews videos, interviews students, and meets with parents. Assists other officers in their investigations involving students from assigned school. Makes arrests when necessary.
- Conducts classroom instruction and presentations in schools for students, parents, teachers and the community. Develops and delivers presentations on topics as requested. Delivers standardized programs as well, such as anti-drug programs.
- Meets with parents in their homes. Coordinates visits with social services as necessary. Assists the school principal on home visits related to truancy.
- Takes students into protective custody when necessary.
- Attends juvenile court when necessary.
- Completes paperwork and maintains student files.
- Assists schools with maintaining security systems and surveillance systems.
- School Resource Officers maintain a safe on the school premises with a medical kit and rifle.
- Monitors police radio during the day and provides back-up to other School Resource Officers, if necessary, as well as Patrol Officers in emergency situations.



### **Special Assignment Minimum Qualifications**

- Two years of experience as a Watford City Police Officer is preferred.

### **Special Assignment Physical Demands & Working Conditions**

School Resource Officers spend more time in schools and less driving time than patrol officers.

All the physical demands and working conditions of a patrol officer apply within this assignment.