

Penn Cambria School District

DRAFT Job Description: School Police Officer

Title: School Police Officer (Contracted Position)

Reports to: Superintendent

Job Summary

The School Police Officer (SPO) patrols school facilities and grounds to prevent disruptive or illegal actions, access to restricted areas, theft, or vandalism on an assigned or rotating shift and will work to promote a safe and healthy learning environment for students, staff, and visitors.

Qualifications

- High School graduate
- Act 120 and Act 235 Certification or graduate of the PA State Police Academy, employment as a state trooper and separated from service in good standing
- Training as required under 53 Pa.C.S. Ch. 21 Subch. D (relating to municipal police officer education and training)
- Weapons Qualification
- Knowledge of PA Laws & district policies
- Minimum two (2) years police or security experience
- Excellent organizational skills and abilities
- Current Act 34, Act 151 and FBI Clearances as required by the laws of Pennsylvania; any other clearances that may be required by law
- Such alternatives to the above qualifications as the Board may find acceptable and reasonable
- Ability to analyze situations efficiently and objectively to determine a proper course of action
- Valid Commonwealth of Pennsylvania license to operate a motor vehicle at the time of appointment and during tenure of employment.
- Successful completion of the Basic School Resource Office Course by the National Association of School Resources Officers (NASRO) shall be required before beginning duties.

Duties and Responsibilities

1. Provide diligent patrol to District schools and property to deter crimes against students, staff, or property
2. Conduct investigations related to truancy and criminal misconduct
3. Enforce PA Crimes Code, if certified, by making arrests or issuing citations for violations on school property or at school-sponsored events
 - Should it become necessary to conduct formal Police interview with students, the SPO shall adhere to local board policy, local Police Department policy, PA statutes, and other legal requirements with regard to such an interview.

- Take law enforcement action as required. As soon as practical, the SPO shall, in writing, make administration aware of such action. At administrative request, the SPO shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school or school-related functions, to the extent that the SPO may do so under the authority of law.
 - Whenever practical, the SPO shall advise administration before requesting additional police assistance on school grounds.
 - The SPO may be assigned investigations related to truancy, theft, drug activity, harassment, or any crime relating to students attending District schools.
 - Determine whether law enforcement action is appropriate based on information provided by administration or staff related to incidents or activities possibly giving rise to criminal or juvenile violations.
 - When administration is directed to report an activity or incident to “appropriate law enforcement agency” (assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property) and those activities which an administrator, teacher, or other school employee is directed to report to the “local police department, or Pennsylvania State Police” (such activities consisting of conduct occurring on school premises or school sponsored events which is believe to constitute a misdemeanor or violation or offense relating to deadly weapons, use, possession, or sale of controlled substances, or a felony offense) it is agreed and understood that the SPO is authorized to receive and appropriately act on any of such foregoing reports and the aforementioned school personnel may satisfy such reporting requirements by advising the SPO of activities believe to fall within the foregoing statutory directives.
4. Act as a liaison between the District, local law enforcement agencies, and the community
 5. Provide supports for instruction and education within the District
 - Work in conjunction with administrators and teachers to develop expertise in presenting various subjects related to the criminal justice system, careers, drug education, crime and the community, conflict resolution, bullying prevention, diversity and tolerance and safety for students.
 - Perform services on a “guest lecture” basis consistent with regulations of the Pennsylvania Board of Education
 6. Conduct additional duties and responsibilities as a school police officer
 - Participate in trainings related to school safety, age appropriate interventions, diversity and working with at-risk populations including students with disabilities, students of color, LGBT students, pregnant students, and others.
 - Work to establish rapport with students by encouraging communication and discussion, participating in lunch periods, programs, presentations, and by participating in student activities.
 - Attend stakeholder meetings (ex: faculty, parent, School Board), as requested, to solicit support and provide information related to the role of the SPO.

- Participate in conferences with students, parents, and faculty members to provide assistance related to crime prevention.
- Provide information and referrals for families, staff, and students related to community agencies that offer assistance to youth and families.
- Participate in Safe Schools meetings and trainings to assist in development of plans and strategies to prevent and/or minimize dangerous situations within the District.
- Whenever possible, participate in and/or attend school functions and assist in the scheduling of additional policy/security personnel as needed.
- Maintain detailed and accurate records of the operations of the SPO program, and shall submit reports as required by administration.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the School Police Officer. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required under this position.