



## HARRISON COUNTY SHERIFF'S OFFICE

### JOB OPPORTUNITY ANNOUNCEMENT

**POSITION:** School Resource Officer

**DIVISION:** Patrol

**CLOSING DATE:** November 20, 2018

**INSTRUCTIONS FOR APPLICANTS:** You must submit an application to the Harrison County Sheriff's Human Resources Department in the Harrison County Adult Detention facility no later than 4:00 pm on the date listed above.

THE HARRISON COUNTY SHERIFF'S OFFICE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE ARE COMMITTED TO A DRUG FREE WORK PLACE.

THE HARRISON COUNTY SHERIFF'S OFFICE DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.

## HARRISON COUNTY SHERIFF'S OFFICE Job Description

<b>Position Title:</b> School Resource Officer	<b>Base Salary:</b> \$34,080.00 Annually
<b>Supervised By:</b> Division Sergeant	

### ESSENTIAL FUNCTIONS

To fulfill the mission, goals, and objectives of the Harrison County Sheriff's Office, officers and employees must have the ability to perform a variety of duties that are *essential* to the positions they fill. Therefore, individuals applying for the position of School Resource Officer will initially meet and maintain the same *Essential Functions* as those described under *Essential Functions of an Entry Level Officer*. They are:

1. Section 1 - Speak, Write, and Read Reports and Comprehend Other Documents;
2. Section 2 - Handle Human Relations Problems;
3. Section 3 - Engage in Physical Activities;
4. Section 4 - Operate Vehicle;
5. Section 5 - Enforce Traffic Laws and Manage Traffic Accidents;
6. Section 6 - Arrest and Detain Persons;
7. Section 7 - Use Physical Force to Control Persons;
8. Section 8 - Uses Deadly Force;
9. Section 9 - Conduct Search and Seizure;
10. Section 10 - Protect Crime Scene and Collect Evidence and Information;
11. Section 11 - Conduct Initial Investigations of Various Crimes and Events;
12. Section 12 - Provide Emergency Assistance; &
13. Section 13 - Present Testimony.

An applicant for the position of School Resource Officer in the Harrison County Sheriff's Office that cannot perform these essential tasks will not be accepted. A current employee in the position of School Resource Officer who is no longer able to comply with the requirements of the Harrison County Sheriff's Office will be referred to administration for appropriate action to be taken.

### SPECIFIC DUTIES:

In addition to the general duties required, School Resource Officers will perform the following specific duties. Deviations from the duties within this job description are subject to the prior written approval of the Major of Operations. The School Resource Officer will:

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1. Help students associate the use of alcohol and other drugs with the increased risk of violent behavior and other negative consequences;
2. Assist in recruiting mentors;
3. Identify and provide support and referral for at-risk students;
4. Proceed to and maintain control of, until relieved by a higher authority:
  - a. Serious crimes or accidents; &
  - b. Unusual or emergency situations.
5. Patrol and inspect assigned school jurisdictional areas, when necessary;
6. Be familiar with streets and building locations within the jurisdiction;
7. Assist with patrolling school grounds to prevent illegal entry;
8. Assist with inspection of vehicles on campus for proper identification;
9. Appear in court and assist in the prosecution of violators;
10. Work closely with school principal in the coordination of safety programs;
11. Provide identification checks to visitors on campus;
12. Perform other duties that may be assigned by Division Sergeant.

#### **CHAIN OF COMMAND:**

This position reports and is accountable to the School Resources Division Sergeant. Annual and supplemental job performance evaluations will be completed in writing and discussed with the officer performing these duties. During the review, the officer will sign the evaluation acknowledging receipt only, and receive a copy of the evaluation. The officer may disagree with the evaluation, and provide written comments as well.

#### **EDUCATION AND EXPERIENCE:**

1. All sworn officers will comply with the position requirements listed under *General Duties and Position Requirements for Sworn Officers*;
2. Have a high school diploma or equivalent (GED);
3. Two [2] years of full time experience as a certified law enforcement peace officer;
4. Have successfully completed required Mississippi Law Enforcement Basic Certification Course;
5. School Resource Officer Certification preferred;

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