



## **Classification Description**

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**Job Title:** Campus Police Officer/School Resource Officer (SRO)

**Pay Grade:** CP010 (8 Hour)

**Job Code:** 4155

**FLSA Status:** Non-Exempt

### **Job Purpose**

This position is responsible for providing public safety services as a sworn law enforcement officer on a designated FSW campus and/or Collegiate High School to ensure a safe and secure environment for students, faculty, staff and visitors. Duties include patrolling the school or campus, evaluating/engaging specific school risk factors and performing investigative work as needed in various incidents.

### **General Responsibilities**

#### **Essential Functions**

Conducts regular foot and vehicle patrols for assigned area(s) to ensure environment is safe for students, faculty, staff and visitors. Observes surroundings through these patrols and takes appropriate measures to eliminate security and safety concerns to ensure protection of Collegiate High School and other College facilities and assets.

Responds immediately to complaints and disturbances; makes arrests and apprehensions.

Takes initial police reports; conducts preliminary investigations, including securing of crime scene, collection and preservation of evidence, and maintaining the chain of custody of evidence.

Ensures orderly flow of traffic; investigates accidents; issues parking and moving citations.

Maintains regular contact with Chief of Police, Deputy Chief, Lieutenant, Sergeant and other appropriate personnel when dispatched to appraise and manage emergency situations; keeps appropriate individuals informed of status and location of incidents; partners with other agencies and personnel to ensure proper handling of emergency situations.

Assists other law enforcement agencies, fire department and emergency medical technicians.

## CAMPUS POLICE OFFICER/SCHOOL RESOURCE OFFICER (SRO)

Documents incidents and related outcomes through the appropriate report management program; ensures reports are completed in an accurate and timely manner; maintains confidential records.

Responds to emergency alarms and takes actions in accordance with procedures related to the type of alarm.

Provides non-emergency assistance and information to students, faculty, staff and the public as needed.

Assists with the administration of Campus Police policies, procedures and programs including emergency management notification, life safety, fire and sanitation. Delivers training sessions on safety and security topics as needed.

Assists in performing safety and/or fire inspections as directed by the supervisor.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Associate's degree from a regionally accredited institution of higher education in criminal justice or related field.

Two (2) years of significant and progressively responsible experience in law enforcement, security services, military police and/or public safety management. An appropriate combination of education and experience may be substituted.

Must meet the requirements established in Florida Statutes Chapter 943.13 officers' minimum qualifications for employment or appointment to include achieving an acceptable score on the Florida officer certification examination.

First Aid, CPR, AED training, or the ability to acquire related certification(s) within a 12-month period.

Ability to work various shifts including day, afternoon and evening hours as the College dictates. Additionally, may be designated as "Essential Personnel" in times of emergency.

## CAMPUS POLICE OFFICER/SCHOOL RESOURCE OFFICER (SRO)

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail. Must be literate in Windows environment and possess the ability to use appropriate job specific technology as required.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the Collegiate High School and College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the Collegiate High School's and College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicate and collaborate with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

CAMPUS POLICE OFFICER/SCHOOL RESOURCE OFFICER (SRO)

**Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Regularly requires sitting, bending, stooping, walking and standing. On occasion, incumbents may be required to lift 40 or more pounds.

Environmental: Position regularly patrols the high school and or campus, both indoors and outdoors. Incumbents will be exposed to heat, rain and other weather conditions.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills necessary.

Approved: December 2, 2009. Revised: August 8, 2018, April 2, 2019, January 23, 2020, October 14, 2022(r), July 1, 2023, and October 16, 2023.