



Classification Description

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

Pay Grade: CP010

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 protect life and property; preserve the peace; enforce applicable federal, state, and local laws and College policies; and maintain a safe and secure environment for students, faculty, staff, and visitors. Duties include conducting proactive foot and vehicle patrols; protecting life and property; preventing and deterring criminal activity; identifying, assessing, and mitigating campus safety and security risks; responding to emergency and non-emergency incidents; enforcing applicable federal, state, and local laws and College policies; providing assistance, information, and public safety services to students, faculty, staff, visitors, and the public; and conducting investigations involving criminal and non-criminal incidents.

General Responsibilities

Essential Functions

Conducts regular foot and vehicle patrols of assigned campus areas to ensure a safe and secure environment for students, faculty, staff, and visitors. Observes surroundings through these patrols and takes appropriate measures to eliminate or mitigate security and safety concerns and protect College facilities, property, and assets.

Responds immediately to complaints and disturbances; investigates incidents; makes arrests and apprehensions consistent with applicable laws and departmental policies.

Takes initial police reports; conducts preliminary investigations, including securing crime scenes, collecting and preserving evidence, and maintaining the chain of custody of evidence.

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

CAMPUS POLICE OFFICER/SCHOOL RESOURCE OFFICER (SRO)

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

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

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

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

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

Assists with the administration and implementation of Campus Police policies, procedures, and programs, including emergency management notification, life safety, fire prevention, 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 and reports identified hazards or deficiencies.

Operates police vehicles, communications equipment, and other law enforcement equipment in a safe and effective manner and maintains required certifications, training, and proficiency necessary to perform the duties of a sworn law enforcement officer.

Provides security and law enforcement support for College events, emergencies, and special activities, including crowd management, traffic control, and coordination with internal and external public safety partners, as assigned.

Provides testimony in court and administrative proceedings and prepares related documentation when required.

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 to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

CAMPUS POLICE OFFICER/SCHOOL RESOURCE OFFICER (SRO)

Knowledge, Skills and Abilities

Minimum Qualifications

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

Two (2) years of significant and progressively responsible experience in law enforcement. 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.

Must be currently certified as a Law Enforcement Officer in the State of Florida or, if possessing law enforcement experience from outside the State of Florida, must have successfully completed the Florida Department of Law Enforcement (FDLE) Equivalency of Training process, including achieving a passing score on the Florida Law Enforcement Officer Certification Examination.

Must possess a valid Florida driver's license with an acceptable driving record at the time of hire and maintain licensure throughout employment as a condition of continued employment.

Must possess or obtain First Aid, CPR, and AED training within twelve (12) months of employment.

Ability to work various shifts, including days, evenings, weekends, and holidays, as operational needs dictate. May be designated as "Essential Personnel" in times of emergency.

Demonstrated experience using a personal computer, office software such as MS Office, electronic mail, and records management systems, and other law enforcement technologies. Must possess the ability to learn and effectively use College- and department-specific software and technology.

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.

CAMPUS POLICE OFFICER/SCHOOL RESOURCE OFFICER (SRO)

- 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.

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, October 16, 2023, and July 7, 2026.