



# Boone County Sheriff's Office Job Description

<b>Job Title:</b>	School Resource Officer	<b>Reports To:</b>	Sergeant
<b>Department:</b>	Special Services Division	<b>Shift:</b>	Day
<b>Salary Range:</b>	\$66,085 – \$72,574	<b>Position Type:</b>	Merit: Full-Time
<b>HR Contact:</b>	Brittany Hicks	<b>Date Posted:</b>	
<b>Will Train Applicant:</b>	Yes	<b>Posting Expires:</b>	
<b>Applications Accepted By:</b>			
<p style="text-align: center;">Electronic Submission Only <a href="http://www.boonecountyindianasheriff.com">www.boonecountyindianasheriff.com</a> Click on CAREERS</p>			
<b>Job Description:</b>			

Under the general direction of the shift supervisor, performs a full range of police duties necessary to enforce the law primarily within a school environment. Investigates complaints, maintains order, aids individuals, and identifies criminal offenders. Identifies law enforcement problems, resolves conflicts, and provides other police services to the public as necessary. Performs a variety of unplanned physical tasks which include the restraining of violent individuals or animals, running as fast as possible while chasing, climbing fences and responding to EMS and rescue emergencies. Officers must handle gun belts, street barricades, EMS equipment such as oxygen, drug boxes, patients, and stretchers. Decisions within areas of responsibility are made independently. Supervision received is general. Daily work plans are established with periodic review of progress. There is frequent interaction with the general public.

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

- Must be able to work with children of all ages to create positive relationships between Law Enforcement and students.
- Assist school administrations in identifying security concerns and appropriate ways to solve those issues.
- Assist school administrations in identifying students who may need assistance.
- Provide educational information about current trends to school staff and parents.
- Instruct students, staff, and parents on various safety topics.
- Assist school administrations with various safety drills.
- Observes, detects, and apprehends violators of traffic and other laws.
- Observes and takes appropriate actions regarding physical hazards and illegal criminal activities.
- Responds to emergency calls and assists fire and EMS services as necessary.
- Conducts investigations of incidents occurring on the shift.
- Determines appropriate action to be taken at each incident.
- Completes a written report of all activities during a shift.
- Completes State of Indiana forms when required for an incident.
- Completes departmental forms, logs, and summaries related to the processing of evidence.
- After reviewing reports, makes necessary referrals to Social Services, Juvenile Probation, the Prosecutor's Office, and private organizations.
- Reviews necessary reports and documentation of incidents.



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- Provides testimony concerning each incident.
- Performs other such duties as assigned by other superior officers.

## Qualifications and Education Requirements

- Be a citizen of the United States
- Be at least 21 years of age at the time of appointment.
- Have obtained a high school diploma or have attained a passing score on the general education development test indicating a high school graduation level.
- Cannot have any Felony, Battery misdemeanor or Domestic Violence conviction.
- Possess good moral character as determined by a favorable comprehensive background investigation covering school, employment records, home environment, personal traits and integrity.
- Consideration will be given to all law violations, including traffic and conservation law convictions, as indicating a lack of good character.
- Pass a written entry-level examination.
- Pass physical examination / agility testing (if required)
- Submit to all required testing, which could include but not limited to, psychological, polygraph, medical, drug screen, and any testing BCSO deems necessary.
- Submit to being fingerprinted.
- You must appear for an oral interview.
- Successfully complete post-application training.
- Provide a copy of your Birth Certificate.
- Be free from any other impediment of the senses, physically sound, in possession of his or her extremities, and well developed physically, with height and weight in relation to each other as indicated by accepted medical standards.
- Be free from performance limiting physical defects and/or communicable diseases. Be free of mental and/or emotional instabilities which may tend to impair the efficient performance of a law enforcement officer's duties, or which might endanger the lives of others or the law enforcement officer.
- Possess a valid Indiana motor vehicle operator's or chauffeur's license.
- Indiana Law Enforcement Academy Tier I Certification
- Attend and complete National Association of School Resources Officers (NASRO) 40-hour training. (Training will be provided by BCSO)
- Be a resident of Boone County, Indiana.

## Preferred Skills

- Ability to identify and analyze problems, evaluate alternative solutions, and make sound judgments.
- Ability to move quickly and forcefully in response to unexpected situations.
- Ability to maneuver and work in a variety of ground conditions.
- Ability to operate patrol vehicles in emergency mode.
- Ability to get in and out of a patrol car on a frequent basis.
- Ability to stand for long periods of time.
- Ability to successfully pass a physical skills and agility test at the time of graduation from the ILEA.



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- Possess the finger and arm dexterity and the strength necessary to safely operate a firearm.
- Knowledge and experience in the utilization of technical equipment including computers, cameras, and radar units.
- Proficiency in word processing/typing.
- Ability to render credible testimony in a court of law.
- Ability to communicate effectively both verbally and in writing with a variety of people including co-workers, other professionals, children, teens, young adults, appointed and elected officials, and the general public.

Approved By:	Sheriff Tony Harris	Date:	1/6/2023
Last Updated By:	Matron Brittany Hicks	Date/Time:	1/6/2023