

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### **POLICE OFFICER**

**SALARY SCHEDULE: SSP-13**

**COST CENTER:** Department of Safety, Security & Emergency Management (9035)

#### **QUALIFICATIONS:**

- (1) Must have a U.S. high school diploma; U.S. General Education Development (GED) or equivalent.
- (2) Must be 21 years of age.
- (3) Possess a valid Florida Department of Law Enforcement (FDLE) Certification.
- (4) Possess a certification from another federal or state law enforcement agency and worked as a full-time police officer for at least two (2) years (excluding police academy training hours) – must provide verifiable evidence of state certification, academy training curriculum, and proof of successful job performance.
- (5) Must pass background investigation, polygraph examination, drug test, physical examination, psychological evaluation, and other requirements described in Police Department policies.
- (6) Possess a valid driver's license.
- (7) Proof of U.S. Citizenship.
- (8) Proof of honorable discharge and copy of DD Form 214 (if applicable)
- (9) Must be found to be of good moral character.
- (10) Able to successfully perform essential law enforcement functions.
- (11) Must not have been convicted of any felony, any crime involving moral turpitude, any crime involving children or minors, domestic violence, illegal substances, or any crime involving perjury or false statements.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Perform various law enforcement job functions in a wide variety of situations and circumstances. Must be able to work effectively with law enforcement and non-law enforcement personnel during periods of high, medium and low stress situations. Must be able to perform law enforcement job functions during emergency situations, inclement weather, and other unsafe conditions. Ability to follow directions from supervisors and ranking officers. Ability to work effectively and communicate with supervisors, peers, students, District staff, and citizens. Must be able to think critically, collect and analyze information, draw conclusions, and make effective decisions. Must be able to maintain a high state of tactical and technical expertise. Ability to maintain the highest personal and professional standards. Must be able to conduct investigations, field interviews and police interrogations. Must be able to perform to required standards in conformance with the rules, standard operating procedures, and policies of the police department and District. Possess comprehensive knowledge of and ability to interpret Florida Statutes, federal laws, local ordinances, and District policies. Ability to follow verbal and written instructions. Ability to write, review and approve written reports and use computers.

#### **REPORTS TO:**

Chief of Police  
Police Sergeant (as assigned)

#### **JOB GOAL**

To ensure that the Sarasota County School Police Department provides high-quality and ethical police services to the citizens of Sarasota County and to the employees and students of the school district.

#### **SUPERVISES:**

N/A

## **POLICE OFFICER (continued)**

### **PERFORMANCE RESPONSIBILITIES:**

- \* (1) Immediately and individually confront active shooters, violent intruders, suspicious persons, suspicious situations, and address dangerous situations.
- \* (2) Identify criminal offenders and criminal activity and when appropriate, apprehend offenders and participate in subsequent court proceedings.
- \* (3) Reduce the opportunities for the commission of crime through preventative/proactive police measures.
- \* (4) Exercise authority consistent with federal, state and local laws – including the oath of office.
- \* (5) Promptly obey legitimate and lawful orders.
- \* (6) Work collaboratively with other law enforcement and District personnel to identify, prevent, mitigate, and respond to crime and dangerous situations.
- \* (7) Aid individuals who are in danger of physical or psychological abuse, bullying, or other traumatic harm.
- \* (8) Ensure the safety of District personnel, students and citizenry.
- \* (9) Facilitate the movement of pedestrian and vehicular traffic.
- \* (10) Create and maintain a feeling of safety and security at school facilities, campuses and schools.
- \* (11) Promote and preserve peace.
- \* (12) Communicate effectively with supervisors, peers, District personnel and other stakeholders so that pertinent information advances the achievement of police objectives.
- \* (13) Investigate and record reports of crime, suspected criminal behaviors, suspicious behaviors and other police-related incidents.
- \* (14) Maintain awareness of crime statistics and relevant events that have taken place in the District and County.
- \* (15) Be thoroughly familiar with assigned campuses, buildings, and contiguous areas.
- \* (16) Advise, update, and make recommendations to police supervisors on all matters related to the Sarasota County School District Police Department and its operations.
- \* (17) Advise, assist, and make recommendations to police supervisors and school administrators reference the design and implementation of effective school and school-based event protection strategies.
- \* (18) Serve professionally and ethically as the Sarasota County School Police Department's entry-level law enforcement professional.
- \* (19) Assist all citizens requesting assistance and/or information.
- \* (20) Maintain all lethal and non-lethal weapons in a high state of operational readiness and functionality. When on duty firearms must be in a high state of cleanliness and readiness at all times.
- \* (21) Immediately report loss, damage, or unserviceability of police equipment.
- \* (22) Be able to effectively operate all issued/provided police equipment (including police vehicles).
- \* (23) Pass all firearms training requirements.
- \* (24) Pass all less-lethal training requirements.
- \* (25) Effectively identify, mark, preserve, protect, manage, account, and secure all property and evidence coming into police custody (this includes evidence at crime scenes).
- \* (26) Protect and preserve all crime scenes and on-site evidence logs.
- \* (27) As an active member participate in assigned School Safety Committees and Threat Assessment Teams.
- \* (28) Ability to lead others during times of high stress, emergencies and dangerous situations.
- \* (29) Work professionally and collaboratively with all District personnel. This includes senior administrators, school principals, directors, staff, students, parents and other community stakeholders.
- \* (30) Conduct and implement a comprehensive and modern criminal investigation process.
- \* (31) Assist in the development of safety-related training for schools, school personnel, students, and certain positions such as front desk personnel, campus security monitors, cafeteria monitors, and other personnel.
- \* (32) Make and share decisions in a timely and effective manner.
- \* (33) Support and promote the overall vision of the School Board and Department of Public safety.
- \* (34) Respond to school needs, administrator and principal requests, and community inquires in a timely and effective manner.
- \* (35) Promote practices that reflect forward thinking and law enforcement best practices. When necessary or so ordered, take leadership role of law enforcement activities and ensure that district law enforcement policies, practices, and standard operating procedures comport with federal, state, and local laws.

## **POLICE OFFICER (continued)**

- \*(36) Assist school personnel to design and coordinate protection/security/response strategies for large and special events held on school properties. These include — but are not limited to — graduations, athletic events, musical events, assemblies, protests, and walkouts. This also includes events that are sponsored by community groups and held on school properties.
- \*(37) Assist and support the District's vision for physical security, access control, visitor management and other safety-related initiatives.
- \*(38) Work collaboratively and professionally with outside law enforcement and emergency service agencies and other community stakeholder groups.
- \*(39) Assist school personnel to ensure that visitor management practices, policies and procedures are followed and that school grounds (campuses) are safe.
- \*(40) Assist school personnel in the development and implementation of the required annual safety briefings and training at all schools and departments.
- \*(41) Assist school personnel to direct and supervise the annual physical audits and safety/security assessments of school campuses and buildings. Recommend corrective action to the police chief and school administrators as appropriate.
- \*(42) Assist school personnel with the emergency management requirements associated with the opening of schools as shelters during emergencies.
- \*(43) Assist school personnel with before and after care safety issues, student arrival and dismissal procedures, and special events.
- \*(44) Be immediately responsive when requested by school personnel to respond to a safety, security, police, or emergency management event on school property or in close proximity to school property.
- \*(45) Serve as the shelter law enforcement officer when assigned to a school shelter.
- \*(46) Assist the District to implement effective Drug Free Schools programs.
- \*(47) Assist and advise the school personnel relative to field trip security and safety.
- \*(48) Performs other safety, security, public safety, law enforcement, and emergency management duties as assigned.

### **PHYSICAL REQUIREMENTS:**

Indoors and outdoors. Police officers are expected to work in a number of varying weather and environmental conditions. A work day may include morning, day and night hours. A day's activities may include standing, walking, running, bending, climbing, stooping, pushing, pulling, lifting, reaching, and sitting. Normal dexterity, visual acuity (with or without corrective lenses), hearing, talking, shouting, and firm grasping are also required to carry out essential functions. At times, physical resistance from active subjects may be encountered. Police officers are expected to be able to operate efficiently throughout the entire Use of Force Continuum.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of work year and hours of employment shall be established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

## **Job Description Supplement No. 10**

\*Essential Performance Responsibilities