

BALDWIN-WHITEHALL SCHOOL DISTRICT

JOB DESCRIPTION

Title: School Resource/D.A.R.E. Officer

Qualifications:

1. Holds professional certification consistent with Pennsylvania Police Officer certification.
2. Is employed by Whitehall Borough as a police officer.
3. Meets all criteria, training and certifications as required to be an active police officer in Whitehall Borough

Job Goal: To provide enhanced security and law enforcement service while developing positive relationships between students, faculty and police in the school setting.

Reports to: Chief of Police or designee

Job Description/General Criteria:

1. Provide law enforcement and police services to the school, school grounds and areas adjacent to the school. Investigate allegations of criminal incidents per police department policies and procedures. Enforce state and local laws and ordinances. Make appropriate referrals to juvenile authorities or other governmental agencies.
2. Work to prevent juvenile delinquency through close contact and positive relationships with students. Conduct security inspections to deter criminal or delinquent activities. The SRO should monitor crime statistics and work with local patrol officers and students together to design crime prevention strategies
3. Establish and maintain a close partnership with school administrators in order to provide for a safe school environment. Assist school officials with their efforts to enforce Board Of Education policies and procedures. Ensure school administrator safety by being present during school searches, which may involve weapons, controlled dangerous substances or in such cases that, the student's emotional state may present a risk to the administrator. Assist school administrators in emergency crisis planning and building security matters. Assist in training for school personnel in handling crisis situations, which may arise at the school.
4. Build working relationships with the school's staff as well as with student and parent groups.
5. Work closely with teachers in designing and presenting law-related topics and the role of police in our society.
6. Work with guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary. Assist in conflict resolution efforts.

7. Initiate interaction with students in general areas of the school building. Promote the profession of police officer and be a positive role model. Increase the visibility and accessibility of police to the school community.
8. Perform all duties at school in uniform and armed.
9. With the approval of the Chief of Police, perform such other duties that from time to time may be required and appropriate to the position.

Work Year: The normal work year shall be consistent with the student school year (182 days).

Work Day: The normal work day shall be 8 hours per day.

Mobility: The officer shall have access to a department provided police car for completion of job responsibilities.

The officer shall have access to a District provided office space with desk, phone, and computer