

Sisseton-Wahpeton Oyate

Job Description

Job Title: School Resource Officer

Supervisory Controls:

- Officer receives supervision for the Captain of Police or his/her designee

Officer Duties

- Responds to calls concerning felonies and misdemeanors under Federal, State, local, and Tribal Laws. Among the most serious types of criminal activity dealt with are: burglary, robbery, larceny, automobile theft, assault, rape and homicide
- Pursue, capture and disarm suspected criminals
- Responds to calls concerning emergencies, such as traffic accidents, confrontations, altercations and disorderly conduct
- Maintains law and order within the area of assignment by patrolling in a patrol vehicle, investigating suspicious situations and taking action appropriately
- In serious crimes or personal injury traffic accidents, determines necessary action, notifies appropriate authorities, safeguard scenes, identifies and obtains information from witnesses and develops preliminary investigative leads
- Performs assignments such as; working radar on busy highways, participating in night surveillance in high crime areas, participating in traffic and crowd control activities
- Make arrests in cases of crimes or misdemeanors personally witnessed, takes persons arrested before appropriate authority for booking or formal charging, executes Federal or Tribal warrants
- Testifies at hearing and trials as an expert witness in various court systems
- Prepares and submits reports of incidents or traffic accidents, daily and weekly activities and narrative and statistical reports
- Officer will aggressively enforce all laws and regulations within his/her authority related to possession use, distribution, trafficking and manufacture of controlled substance
- Administer first aid when necessary, including use of oxygen, CPR and other equipment and techniques as appropriate
- Document activities on and off assigned campus and maintain a monthly activity report to be turned in to their Police Department Supervisor and School Administrator by the 5th of each month
- Attend most after school home functions such as athletic events, dances, pep rallies, and graduation exercises. Exceptions can be made, if approved in advance, by the School Administrator and Police Department Supervisor

- Attend away games with the team if requested by the School Administrator. Exceptions can be made if other arrangements are made and approved by the School Administrator and Police Department Supervisor
- Supervise traffic at the beginning and end of each school day to ensure the safety of all the students
- Patrol the parking lots ensuring student safety into the school upon arrival in the morning and upon leaving the campus in the afternoon, to deter reckless driving, and to make sure only active students enter the campus
- Improve the schools perception as a safe learning environment and deter misconduct by remaining highly visible in the halls, cafeteria, and gymnasium
- Assist the School Administrator with anyone who is causing a disruption, truancy issues, and any criminal activities occurring on campus
- Perform ongoing security checks of the campus and make recommendations to the School Administrator
- Attend parent and faculty meeting when requested by the School Administrator
- Attend conferences with students, parents, faculty members and the Director of Support Services when necessary to assist them with Law Enforcement issues or crime prevention
- Prepare and give presentations at faculty in-service meetings, parent education evenings, PTA/PTO meetings, and community organizations. Also attend Police Department functions that the supervisor deems appropriate
- Assist the School Administrator in developing and implementing plans and strategies to prevent and handle dangerous situations
- Attend monthly meeting with other School Resource Officer's and School Officials to exchange information and ideas
- Serve as a liaison between the SWO Law Enforcement, School personnel, and parents
- Conduct classroom activities involving a wide range of topics including, security, crime prevention, drug/alcohol education, and other related issues as approved by the School Administrator
- Function as an information-gathering source for Law Enforcement and Juvenile Officials
- Coordinate all activities with the SWO Law Enforcement and School Administrator and seek their advice, permission, and guidance prior to enacting any program within the school
- Adhere to the Tiospa Zina School Board and the SWO Law Enforcement policies at all times

Knowledge Required by the Position

- Knowledge of police methods and procedures and of the techniques used in police work such as investigation of misdemeanors and minor felonies, traffic control, investigation of traffic accidents, crowd control and unarmed defense procedures
- Some knowledge required of State, Federal and Tribal laws, Jurisdictional laws, rules and relationships in the area served

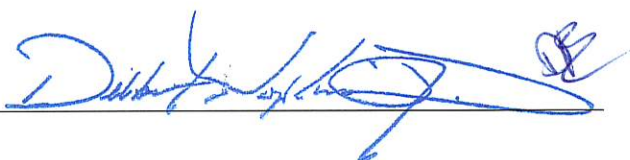
- Thorough knowledge of the Constitutional protection afforded to individuals including rules concerning search, seizure, questioning and arrest. The difference between felonies and misdemeanors between criminal and civil infractions
- Skill interpreting and correctly applying laws, regulations, precedents and other instructional or informational material to assure that proper apprehensions are made
- Knowledge of and certifiable in the use of firearms
- Knowledge of radio procedures and ability to operate radio equipment
- Must be a capable and competent driver with a good driving record and must possess a valid driver's license
- Be familiar with all community agencies, which offer assistance to youths and their families, such as mental health clinics, drug treatment centers and juvenile authorities and make referrals to such agencies when necessary

Requirements

- Must be able to attend and pass the School Resource Officer Certification class
- Must notify the School Administrator upon leaving the school campus for any reason
- Keep names of students and actions taken by school administration in the strictest of confidence
- Will work at the Tribal Police Department when school is closed to ensure 40 hours of work
- Must pass background adjudication investigation
- If uncertified, must get certified within 1 year of hire
- Must have a valid driver's license
- Must be 21 years of age
- Must have a high school diploma or equivalent
- Must have no criminal conviction that raise moral/character issues
- Clean record with no convictions for felonies, high misdemeanors which resulted in a sentence of 6 months or longer in the past 12 months
- Must pass a drug test

Guidelines

- Standard Operating Procedures of the Sisseton-Wahpeton Law Enforcement Department
- Federal, State and Tribal laws concerning crimes and misdemeanors
- Officer is expected to locate and apply guidelines when specifically, applicable and refer to the supervisor when it appears that deviation or interpretation is necessary

Approved  Date 12-9-21