TITLE: RSU 19 SCHOOL RESOURCE OFFICER (CODE: 4.12)

QUALIFICATIONS:
1. Regularly employed police officer with the Town of Newport.
2. Preferred minimum of three (3) years of law enforcement service or experience.

REPORTS TO:
1. Chief of Police or designee to oversee the School Resource Officer.
2. School administrator(s) or designee.

JOB GOALS:
To provide law enforcement and related services to the public schools of Newport.

PERFORMANCE RESPONSIBILITIES:
1. The School Resource Officer shall act as an instructor for specialized, short term programs at the schools, when invited to do so by the principal or member of the faculty.
2. School Resource Officer shall make available to the school faculties and students, other police personnel for a variety of laws related presentations.
3. The School Resource Officer shall attend School Board meetings as necessary to provide updates on the state of the schools.
4. The School Resource Officer will be actively involved as a classroom resource for instruction in the following areas: law related education, violence/conflict management, safety programs, alcohol and drug prevention, crime prevention and other areas of need.
5. The School Resource Officer will be involved in school activities or extracurricular school events whenever possible.
6. The School Resource Officer will have knowledge of school emergency plans concerning critical incidents.
7. The School Resource Officer will maintain an ongoing dialogue with school administrators, guidance counselors, teachers and health services personnel on matters of mutual interest and concern.
8. The School Resource Officer will work closely with school administrators, media sources and local juvenile authorities in an effort to provide and maintain schools as a safe haven conducive to learning.
9. The School Resource Officer will maintain in complete confidentiality only such written records that are essential to the administration of such services such as incident reports and work log.
10. The School Resource Officer will serve as a member of the faculty and administrative team to solve problems in the school community.
11. The School Resource Officer will serve as a resource to teachers, parents, and students for conferences on an individual basis, dealing with individual problems or questions.
12. The School Resource Officer will take steps appropriate and consistent with a law enforcement officer's duty when a crime occurs. (Investigates, reports findings, and arrests suspects in the schools).

13. The School Resource Officer will refrain from functioning as a student and school disciplinarian, but shall work with administration and staff to solve any school issues.
14. The School Resource Officer, when conducting formal police interviews on a school campus with a student, shall abide by School Board policy, police policy, and legal requirements with regard to such investigation and interviews.
15. The School Resource Officer will not be assigned duties regularly assigned to school personnel such as lunchroom duties, hall monitors, bus duties, identifies and removes trespassers, directs and controls traffic, attends and chaperones school dances, field trips, athletic events etc., and other security or monitoring duties. If there is a problem in one of these areas, the School Resource Officer may assist the school until the problem is solved
16. The School Resource Officer will provide information to other law enforcement officers and agencies relating to juvenile problems which may affect them or their agency.
17. The School Resource Officer will work with counseling personnel on and off campus on various topics, i.e. death of family or friends, abuse, anger management, pregnancy, etc.
18. The School Resource Officer will perform other related duties as assigned.

TERMS OF EMPLOYMENT:
Full year. Salary to be established comparable with applicable contract.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by:_____ Date: _____
(Incumbent)