

DEPUTY / SCHOOL RESOURCE OFFICER SHERIFF'S DEPARTMENT

General Statement of Duties

A school resource officer under general supervision performs specialized law enforcement duties as a deputy sheriff in the prevention of criminal activity on the campuses of the Caldwell County Schools. This assignment requires additional knowledge, skills, and training in the area of juvenile law. Work involves the assignment to a school; cooperating and working closely with school administration and staff; developing a rapport with students, prevention, detection, and investigation of criminal activity; maintaining files and records of related cases for court and statistical information; making referrals to juvenile justice and other human service agencies; attends sporting events and special assignments for safety and security; frequent public contact which requires tact, firmness, and decisiveness. The school resource officer's perform the general duties of a deputy sheriff after school recesses for year. In the chain of command they report to the DARE/SRO Sergeant in the patrol division.

Specific Duties and Responsibilities

Essential Duties

Assumes responsibility for the safety and security of assigned school; Works with school administration to plan and develop strategies to prevent and/or minimize criminal acts and violence during the operation of school and related activities.

Conducts investigations; detects and apprehends delinquents and juvenile criminals; interviews witnesses; gathers and labels evidence; interrogates suspects and makes arrests; prepares investigation reports; maintains files and records for court, and daily and monthly activity reports for statistical information; completes reports to document juvenile cases and action taken; appears and testifies in court.

Develop a rapport with students through various programs and presentations including law related education, counseling, Explorers, and SADD/SAVE chapters; present themselves as a positive role model to build positive relationships with youth.

Make referrals to the Juvenile Justice System and other human service agencies in assisting youth, parents, and faculty; provide guidance and counseling to high risk youth; consult with parents of children involved in criminal and delinquent acts.

Provide a liaison between the sheriff's office and the Caldwell County Board of Education.

Additional Duties

The performance of duties as a deputy sheriff and other related work in the patrol division as required.

Minimum Training and Experience

Graduation from high school supplemented by law enforcement training in juvenile law with a minimum of two years experience in general law enforcement work; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Special Requirements

Certification as a law enforcement officer in accordance with the North Carolina Sheriff's Training and Standards Commission; Successful completion of School Resource Officer Training through the North Carolina Justice Academy; Possession of a valid North Carolina driver's License; physical ability as required in the performance of duties as a deputy sheriff.

Knowledge, Skills, Abilities

Knowledge of federal, state, and local laws relative to law enforcement, particularly in juvenile law and procedure.

Knowledge of modern law enforcement practices, procedures, and investigation techniques as outlined in departmental policy.

Knowledge of the Caldwell County Board of Education Policy.

Knowledge of teaching techniques and educational procedures associated with juvenile prevention education programs and Drug Abuse Resistance Education.

Skill in the use of all law enforcement equipment.

Skill in organization and documentation of records and reports.

Ability to plan and work independently.

Ability to exercise sound judgment and leadership in emergency and routine situations and adopt quick, effective, and reasonable courses of action.

Ability to establish and maintain effective working relationships with juveniles, their parents or guardians, school officials, human service agency representatives, the general public, and as otherwise necessitated by work assignments.