

*Limestone
County Commission*

*Chairman
Collin Daly*

*Administrator
Ellen Morell*



*Commissioners:
Daryl Sammet
Danny Barksdale
Derrick Gatlin
LaDon Townsend*

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

PART-TIME SCHOOL RESOURCE OFFICER

Sheriff's Department

**Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

Or

Online: <https://limestonecounty-al.gov/doing-business/jobs>

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES
AND RESPONSIBILITIES**

SALARY \$18.06 PER HOUR

**APPLICATIONS WILL BE ACCEPTED UNTIL THE
POSITION IS FILLED**

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)



Deputy – School Resource Officer

Sheriff's Department

SD/21

JOB SUMMARY

Under the general supervision of the Captain - Patrol, the employee performs duties related to the safe operation of area schools. Position requires current APOST certification in good standing.

MAJOR DUTIES

- Employee provides safety and security to area schools.
- Registers students for on-campus parking; creates applications; collects insurance, license plate and driver's license information; enters into computer.
- Develops lesson plans for presentation to classes; conducts classroom activities involving a wide range of topics to include security, crime prevention, drug/alcohol education, and other related issues as approved by the school administration.
- Remains as presence in school and a trusted authority figure to students; builds rapport with students.
- Documents activities on and off assigned campus; maintains monthly activity report for submission to supervisor.
- Attends most after school home functions such as athletic events, dances, pep rallies, and graduation exercises.
- Attends away games with team as requested by school administration.
- Supervises traffic at the beginning and end of each school day to ensure the safety of all students.

- Patrols the parking lots ensuring student's safety upon arrival in the morning and departure in the afternoon; deters reckless driving; ensures only active students enter campus.
- Improves schools image as a safe learning environment; deters misconduct by remaining highly visible in halls, cafeteria, and gymnasium.
- Serves as a role model to students, especially in terms of appropriate attitudes and respect.
- Assists school administration with anyone who is causing disruption; deals with truancy issues and any criminal activities occurring on campus. Escorts school nurse or other school officials on home visits.
- Performs on-going security checks of campus; makes recommendations to school administrator.
- Functions as an information gathering source for law enforcement and juvenile probation officials.
- Attends SRO conference to receive updates on any changes to law, presentations from DHR representatives and Attorney General; receives training on school security methods and techniques.
- Attends parent and faculty meetings as requested by school administrator and monthly meetings with other SROs and school official to exchange information and ideas; attends truancy hearings when necessary.
- Gains familiarity with community agencies that assist youth and their families such as mental health clinics, drug treatment centers, and juvenile authorities; makes referrals when needed.
- Checks in at Sheriff's Office to retrieve memos, phone messages, and other items pertinent to the job, makes all reports available to supervisor.
- Serves as liaison between the Sheriff's Office and school personnel/parents.
- Assists school administrators in developing and implementing plans and strategies to prevent and handle dangerous situations.
- Coordinates with Sheriff's Office personnel to plan and execute school searches.
- Performs patrol duties as needed.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of County and department rules, regulations, policies, and procedures.
- Knowledge of the County, its buildings, and road system.
- Knowledge of County, State, and Federal law, and court procedures.
- Knowledge of disaster and emergency procedures.
- Knowledge of maintenance and use of different types of weapons.
- Knowledge of educational law and its application.
- Knowledge of the law as it relates to juveniles.
- Knowledge of modern approved principles, practices, and procedures.
- Knowledge of Accident Manual, Alabama Criminal Code, and Alabama Motor Vehicle Laws.
- Knowledge of all forms and other paperwork required for Patrol Division.
- Knowledge of proper firearms use and maintenance of standard issue firearms.
- Verbal skills to communicate factual information to co-workers, supervisors, general public, and court personnel.
- Reading skills to read and understand department rules, regulations, policies, and procedures.
- Writing skills to clearly, accurately, and neatly complete routine reports and other related paperwork.
- Computer skills to create required documents.
- Listening skills to receive radio calls, take complaints, and interview witnesses.
- Driving skills to operate department vehicle safely and effectively under adverse conditions.
- Ability to pursue and detain a fleeing or belligerent individual.

- Ability to work independently without close supervision.
- Ability and physical tolerance to work outdoors under adverse conditions.
- Ability to analyze situations and adopt quick, decisive, effective, and reasonable courses of action.

SUPERVISORY CONTROLS

The Patrol Captain assigns work in terms of general instructions. Supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include local, state and federal law and department and county policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of assisting students with on-campus parking, patrols parking lots, and monitors drop-offs and pick-ups. Maintaining a presence in hallways, cafeterias, and gymnasiums. Also planning lessons for presentation to classes. Performs patrol duties. Exercises independent judgment in dealing with dangerous or unusual situations, exercising safety practices and procedures. Work is usually performed in accordance with well-defined procedures.
- The purpose of this position is to perform technical laboratory duties related to the collection, analysis and reporting of drug and alcohol tests. Success in this position results in the accuracy of drug and alcohol test results.

CONTACTS

- Contacts are typically with department personnel, other county employees, business owners, citizens, suspects, inmates, juveniles, school staff, students, inmates, representatives of other law enforcement agencies, and members of the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas, and defending oneself or others from physical attack.
- The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great

heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Possess a high school diploma or GED.
- Possess and maintain Alabama Peace Officers Standards and Training Commission (APOSTC) certification.
- At least two (2) years of experience as a Patrol Deputy.
- Possess a current and valid driver's license; must be insurable.
- Ability to complete SRO training as required.
- Ability to pass a pre-employment background check and an initial drug screen.