

**GORDON POLICE DEPARTMENT
SCHOOL RESOURCE OFFICER (SRO)
JOB DESCRIPTION**

POSITION TITLE: School Resource Officer (SRO)

GENERAL SUMMARY: Serve as a law enforcement liaison providing security and educational programs to students, parents and staff as requested by the Gordon Rushville School District.

ESSENTIAL FUNCTIONS:

- Display honest, trustworthy, and ethical behavior when dealing with internal and external customers. Establish and maintain cooperative working relationships with those contacted in the course of work.
- Provide a wide variety of professional and technical police work and investigations for the protection of life, safety and welfares within the District, including the enforcement of local ordinances, state and federal statutes.
- Provide security with visibility and presence in school buildings.
- Build relationships with students and staff in the buildings.
- Support the supervision of students with appropriate referrals to District personnel.
- Assist in the prevention of crime/delinquency on District campuses and surrounding areas where student involvement is known or suspected.
- Provide informal consultation with students and staff.
- Provide direct and indirect instructional resources for classroom presentations.
- Act as an advisor and provide assistance to school administrators in traffic and parking related issues on or around school property.
- Enforces state laws, local ordinances and traffic laws
- Prepares various reports and documents to complete investigations
- Presents evidence and testimony in judicial settings
- Maintain effective community relations
- Cooperation with and assistance to appropriate prosecuting authority
- All duties as required by City ordinances
- All duties as required by state statute
- Other duties as assigned by the Chief of Police

KNOWLEDGE, SKILLS & ABILITIES:

- Applicants must a U.S. citizen, 21 years of age, a high school graduate or GED equivalent and possess a valid driver's license
- Able to communicate knowledge and experience in an effective manner
- Able to meet physical requirements of police duty
- Knowledge of federal, state, and municipal criminal and traffic laws

- Participation in continuing education or law enforcement certification updates as may be necessary, or as may be required by state statute
- Able to lift at least 50 pounds

ENTRY LEVEL REQUIREMENTS:

- Certified law enforcement officer or the ability to be certified within one year of hire
- School Resource Officer certification or the ability to be certified immediately upon hire
- Bachelor's degree preferred
- Meet required psychiatric test standards

WORKING CONDITIONS:

- Assist all three campuses on potential police issues.
- Perform all duties at school in uniform and armed.
- Performs such other duties that from time to time may be assigned and appropriate to the position.
- 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.
- Must reside within city limits
- Regular interaction with abnormal human behavior
- Employee will be required to take necessary training and any required vaccinations, paid for by the City of Gordon.

The Gordon Police Department is an Equal Opportunity Employer.

Interested Applicants can send a resume and application to

Chief Clay Heath
PO Box 311 North Oak Street
Gordon, Nebraska 69343

Or email application to gordon@gpcom.net or submit online application on the City of Gordon website; <https://www.gordon-ne.us>.

This position is subject to a veteran's preference pursuant to Neb. Rev. Stat. 48-227.

To request applications call 308/282-0837 or 308/282-0308