

PART-TIME SCHOOL RESOURCE OFFICER

The City of North Olmsted, in a partnership with the North Olmsted City School District, is currently seeking applicants for a Part-Time School Resource Officer. This position will be scheduled Monday through Friday during the regularly scheduled school day. Qualified candidates may mail, email or fax their resume, salary history, references, and a completed City application located on the City's website under Human Resources Department. Applications will be accepted until this position is filled.

City of North Olmsted
Department of Human Resources
5200 Dover Center Road
North Olmsted, Ohio 44070
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EOE

GENERAL DESCRIPTION

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school diploma or GED equivalent); must be a certified peace officer in the State of Ohio; must possess a valid Ohio driver's license and must be able to qualify for and remain insurable under the City of North Olmsted's vehicle insurance and liability policies; two (2) years of law enforcement experience and an associate degree in criminal justice preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Ohio driver's license; certification as a peace officer in the state of Ohio; must maintain certification in firearms proficiency; other certifications or licensure requirements as determined by the Chief of Police and Safety Director.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Patrol vehicle, police radio, firearm, portable radio, computer, telephone, cell phone, camera, video camera, radar unit, unlock tool kit, BAC intoxication detector, fingerprint kit, copier, printer, fax machine, scanner, or other office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee may work in vicinity of floor or wall openings or elevated platforms; ascend and/or descend ladders, stairs, or scaffolds; may be exposed to environmental conditions which may result in injury from fumes, odors, dust, mist, gases, and/or poorly ventilated

work areas; may be exposed to possible injury from extremely noisy conditions above 85 db.; may be exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; may be exposed to possible injury from unclean or unsanitary conditions; may be exposed to possible injury from electrical shock; may be exposed to possible injury from explosions; may be exposed to possible injury as a result of falling from high places; uses or works in proximity to use of firearms; works in and around crowds; may be required to work different shifts; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; may have exposure to fire; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; has exposure to second hand smoke; is periodically exposed to blood and other bodily fluids; may be required to exert 20 to 50 pounds of force occasionally and/or 10 to 25 pounds of force frequently; may on rare occasions, be required to assist in lifting persons weighing up to 400 pounds.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Confers with school personnel and other law enforcement personnel to develop, plan and implement strategies to prevent/minimize dangerous situations on or near the school campuses and at school-related activities; conducts in-school crime prevention programs; increases student safety and awareness through instruction; responds to student questions; develops a good rapport with students and counsels students who may have difficult questions or concerns; participates in school-related meetings and trainings; interviews witnesses and suspects; conducts school-related investigations; conducts traffic accident investigations; provides security checks at public and private facilities; provides emergency services (e.g., first aid);
2. Patrols assigned area in order to protect citizens and their property; enforces state and local laws; responds to requests for and provides needed assistance, and if necessary, administers first aid; investigates suspicious conditions or individuals; searches individuals, vehicles, and other locations; checks various types of premises; issues warnings, makes arrests, or issues citations; evacuates persons from dangerous situations; arrests and apprehends suspects or offenders.
3. Generates detailed reports documenting daily activities, stolen property, incidents, complaints, investigations, missing persons, accidents, crime scenes, etc., as required; maintains appropriately documented records in accordance with department policy; conducts intensive and continuing criminal investigations of

felonies and misdemeanors.

4. Conducts investigations of crime scenes or criminal activity (secures scene, gathers and analyzes evidence, locates and interviews witnesses, develops informants, searches premises, books, arrested suspects, interrogates suspects, makes judgments regarding probable cause for warrantless search, transports property or evidence, photographs crime scenes, diagrams crime scenes, conducts surveillance, documents evidence chain of custody, etc.); determines charge(s) to be filed against suspects; presents results of criminal investigations to Prosecutor or Grand Jury.
5. Enforces traffic and parking laws and ordinances (uses radar to determine speed of vehicles; controls, regulates, and directs traffic; checks vehicles for proper registration; identifies vehicles with safety issues; issues citations; administers sobriety tests; etc.); investigates traffic accidents (interviews principals and witnesses, examines physical conditions, cares for injured, takes photographs and measurements, writes up report, determines enforcement action); assists stranded motorists; removes hazards from the highway.
6. Participates in crime prevention activities; establishes effective working relationships with citizens and community organizations; provides information to the public concerning law enforcement procedures and activities; resolves conflicts and mediates disputes between citizens; conducts routine inspections of residences, businesses, and other facilities to determine security concerns; provides information to citizens concerning crime prevention procedures and practices; refers citizens to appropriate social service agencies for non-law enforcement services.
7. Prepares and submits reports and other documentation (accidents, arrests, investigations, etc.).
8. Appears in court and at the grand jury to provide testimony regarding incidents, investigations, and results of inquiries; assists the prosecutor in case preparation or presentation as needed.
9. Attends periodic briefings; participates in regular periodic training concerning various aspects of the law enforcement field; qualifies periodically at firing range as prescribed; transports prisoners to various locations as required; serves or delivers outstanding warrants, summonses, subpoenas, and other official papers as directed; inspects equipment and performs minor routine maintenance on a regular and periodic basis.
10. Maintains required licensures, certifications, and firearms proficiency; complies with all obligations imposed by oath of office.

11. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
12. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: state and local criminal and traffic laws and ordinances; department policies and procedures;* geographical layout of the jurisdiction;* applicable school policies and procedures;* safety practices and procedures; arrest procedures; security practice and procedures; professional law enforcement principles and procedures; first aid;* investigative principles and procedures; disaster management; computer software.

Skill in: operating/utilizing law enforcement equipment; operating/utilizing investigative tools and instruments; operating a motor vehicle; operation and care of firearms; use of restraint devices; computer operation.

Ability to: deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate actions; exercise sound judgment during stressful situations; understand, interpret, and apply laws, rules, or regulations to specific situations; add subtract, multiply and divide whole numbers; prepare accurate documentation; conduct effective interviews; communicate effectively; understand a variety of written and/or verbal communications; maintain weapon proficiency; collect, analyze, and interpret data; develop and maintain effective working relationships; subdue and/or restrain adults and juvenile suspects; operate law enforcement equipment; travel to and gain access to work site; maintain weapon proficiency; maintain physical ability and fitness standards..

POSITIONS DIRECTLY SUPERVISED:

May serve as officer in charge on a temporary basis at school function or supervise the activities of an auxiliary/reserve police officer.

Starting Salary

\$35.00 per hour