

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SCHOOL RESOURCE TRAINING OFFICER

SALARY SCHEDULE: SCHOOL RESOURCE OFFICER

COST CENTER: Department of Safety, Security & Emergency Management (9035)

QUALIFICATIONS:

- Must have a U.S. high school diploma; U.S. General Education Development (GED) or equivalent.
- Must be 21 years of age.
- Possess a valid Florida Department of Law Enforcement (FDLE) Certification.
- Possess a certification from another federal or state law enforcement agency and worked as a full-time police officer for at least two (2) years (excluding police academy training hours) - must provide verifiable evidence of state certification, academy training curriculum, and proof of successful job performance.
- Must pass background investigation, polygraph examination, drug test, physical examination, psychological evaluation, and other requirements described in Police Department policies.
- Possess a valid driver's license.
- Proof of U.S. Citizenship.
- Proof of honorable discharge and copy of DD Form 214 (if applicable)
- Must be found to be of good moral character.
- Able to successfully perform essential law enforcement functions.
- Must not have been convicted of any felony, any crime involving moral turpitude, any crime involving children or minors, domestic violence, illegal substances, or any crime involving perjury or false statements.
- Possess a Instructor Techniques certification and certifications and experience instructing in the following High Liability areas, Firearms, Defensive Tactics, Vehicle Operations, and First Aid. If not certified in all, have the ability to successfully complete and attain the certifications.
- Pass all firearms training requirements.
- Pass all less-lethal training requirements.

KNOWLEDGE, SKILLS AND ABILITIES:

- Perform various law enforcement job functions in a wide variety of situations and circumstances.
- Must be able to work effectively with law enforcement and non-law enforcement personnel during periods of high, medium and low stress situations.
- Must be able to perform law enforcement job functions during emergency situations, inclement weather, and other unsafe conditions.
- Ability to follow directions from supervisors and ranking officers.
- Ability to work effectively and communicate with supervisors, peers, students, District staff, and citizens. Must be able to think critically, collect and analyze information, draw conclusions, and make effective decisions.
- Must be able to maintain a high state of tactical and technical expertise.
- Ability to maintain the highest personal and professional standards.
- Must be able to conduct investigations, field interviews and police interrogations.
- Must be able to perform to required standards in conformance with the rules, standard operating procedures, and policies of the police department and District.
- Possess comprehensive knowledge of and ability to interpret Florida Statutes, federal laws, local ordinances, and District policies.
- Ability to follow verbal and written instructions.
- Ability to write, review and approve written reports and use computers.
- Maintain awareness of crime statistics and relevant events that have taken place in the District and County.
- Be thoroughly familiar with assigned campuses, buildings, and contiguous areas.
- Be able to effectively operate all issued/provided police equipment (including police vehicles).

SCHOOL RESOURCE TRAINING OFFICER (continued)

- Promote practices that reflect forward thinking and law enforcement best practices. When necessary or so ordered, take leadership role of law enforcement activities and ensure that district law enforcement policies, practices, and standard operating procedures comport with federal, state, and local laws.

REPORTS TO: Deputy Chief of Police

JOB OBJECTIVE:

To ensure that the Training Officer provides high-quality and ethical police training to the members of the Sarasota County Schools Police Department.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- Communicate effectively with supervisors, peers, District personnel and other stakeholders so that pertinent information advances the achievement of police objectives.
- Advise, update, and make recommendations to police supervisors on all matters related to the Sarasota County School District Police Department and its operations.
- Maintain all lethal and non-lethal weapons in a high state of operational readiness and functionality.
- Immediately report loss, damage, or unserviceability of police equipment.
- As an active member participates in assigned School Safety Committees and Threat Assessment Teams.
- Work professionally and collaboratively with all District personnel. This includes senior administrators, school principals, directors, staff, students, parents and other community stakeholders.
- Assist in the development of safety-related training for schools, school personnel, students, and certain positions such as front desk personnel, campus security monitors, cafeteria monitors, and other personnel.
- Make and share decisions in a timely and effective manner.
- Support and promote the overall vision of the School Board and Department of Public safety.
- Coordinates In-Service Training.
- Instructs In-Service Training, FDLE mandatory training, CPR.
- Instructs Mental Health training.
- Enters and maintains FDLE ATMS files.
- Conducts onboarding of new hires.
- Conducts High Liability training (Firearms, Taser, 1st Aid, Vehicle Operations, Defensive Tactics) for new hires and In-Service training.
- Conducts and oversees the Field Training Program.
- Maintains all training files.
- Maintains all inventory files for Taser, Firearms, Ammunition, OC etc.
- Develops and updates lesson plans and department policies in relation to training.
- Manages Power DMS.
- Enters training courses into Power DMS.
- Department Administrator for all on-line training such as Police Law Institute (PLI).
- Coordinates with outside agencies and stakeholders for joint agency training.
- Ensures District mandatory training is completed, and certifications are entered into the training files.
- Conducts weapon qualifications for new hires and In-service training.
- Maintains weapons and performs routine maintenance when necessary.
- Requests quotes and orders equipment (Taser, weapons, ammunition, parts and accessories etc.)
- Assist and support the district's vision for physical security, access control, visitor management and other safety-related initiatives.
- Work collaboratively and professionally with outside law enforcement and emergency service agencies and other community stakeholder groups.
- Assist school personnel in the development and implementation of the required annual safety briefings and training at all schools and departments.

PHYSICAL REQUIREMENTS:

- Indoors and outdoors.
- Police officers are expected to work in varying weather and environmental conditions.
- A work day may include morning, day and night hours.

SCHOOL RESOURCE TRAINING OFFICER (continued)

- A day's activities may include standing, walking, running, bending, climbing, stooping, pushing, pulling, lifting, reaching, and sitting.
- Normal dexterity, visual acuity (with or without corrective lenses), hearing, talking, shouting, and firm grasping are also required to carry out essential functions.
- At times, physical resistance from active subjects may be encountered.
- Police officers are expected to be able to operate efficiently throughout the entire Use of Force Continuum.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of work year and hours of employment shall be established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 10