



**SCHOOL RESOURCE OFFICER**  
**(Certified Law Enforcement Officer)**

**DEPARTMENT: POLICE**

**CHARACTERISTICS OF THE CLASS:**

Under general supervision of a Sergeant, performs a wide variety of police and law enforcement activities mostly related to the school environment. Tasks are primarily service oriented and include disseminating information, arbitrating disputes, providing assistance through referrals, property protection, crime prevention, investigative, and other public safety services. Duties also include working with students, mentoring students, conducting GREAT and GRADE program activities, etc. Duties include an element of personal danger, exposure to adverse weather conditions, apprehending criminals, directing traffic, and transporting prisoners. Incumbents perform duties in accordance with Florida State Statutes and established departmental policies, procedures, and guidelines. The incumbent must be able to act without close supervision and must be able to exercise independent judgment. Work is reviewed through observation, conferences and review of written reports for results obtained and adherence to established policies and procedures.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

1. Conducts routine preventative patrol in designated areas of the City (typically schools); maintains an open-line of communication within the community.
2. Responds to calls for police service; attempts to resolve disputes, disturbances and other incidents through counseling or referral; settles disputes among neighbors, juveniles, and/or gangs; resolves any and all complaints from citizens of the community.
3. Provides information and/or assistance to the public; answers a wide range of non-police related service calls; informs citizens of available services in the community; promotes crime prevention through community and educational programs; makes presentations to public and local organizations concerning crime prevention and related police matters.
4. Attempts to maintain the peace and safety of the community; responds to public disturbances; maintains civil obedience at group functions.
5. Provides for the safe and convenient flow of traffic and pedestrians within the community; investigates traffic accidents; enforces traffic violations; conducts DUI investigations; promotes vehicular and pedestrian safety; reports unsafe road conditions.
6. Conducts criminal and non-criminal investigations; performs surveillances; conducts follow-up investigations.
7. Enforces laws and arrests offenders; makes felony and misdemeanor arrests; issues Notices to Appear and traffic citations.

8. Prepares written reports, forms, and other documents as required.
9. Testifies in criminal and civil court proceedings; gives depositions.
10. Provides support and assistance to police officers, public safety employees, and city employees; assists in the training and development of other employees.

**NOTE:** The examples or essential functions as listed in this classification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed if such functions are a logical assignment to the position.

**REQUIREMENTS:**

**A. Training and Experience:**

High School Diploma or GED.

Must be LEO certified with a minimum of five years of law enforcement experience.

Must be a certified SRO or will obtain SRO certification upon completion of a department sanctioned course.

Must attend all mandated training required by the police department.

**B. Knowledge, Abilities, and Skills:**

Knowledge of federal laws, state statutes, and local ordinances.

Knowledge of the rules, regulations, policies, and procedures of the Pembroke Pines Police Department.

Knowledge of crime prevention techniques.

Knowledge of First Responder and CPR.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively with superiors, subordinates, and the general public.

Ability to analyze situations quickly and objectively.

Ability to determine proper courses of action within the established framework of policies and procedures.

Ability to learn the geography of the City and surrounding areas.

Ability to maintain composure under emergency situations. Ability to work effectively under stressful conditions. Skills in the care and safe operation of a variety of firearms, impact weapons, and chemical agents.

Skills in the operation of motorized vehicles under adverse conditions.

Ability to work shift work, and a schedule to meet the needs of the department.

Ability to develop a working knowledge of departmental rules, regulations, policies, and procedures.

Ability to learn and adapt to changing technologies and practices.

Must possess ability to exercise discretion.

- C. **Physical Requirements:** 4
- D. **Environmental Requirements:** 2
- E. **Sensory Requirements:** 2,3,4,5,6,7,8,9

### **Compensation/Work Schedule**

**Base Salary** - \$64,000 (\$41.24/hour - 1552 scheduled hours)

**Work Schedule** – Approximately ten months per year (school year plus training) with a flexible work schedule to accommodate the needs of the positional responsibilities.

**Overtime/Detail Time/** – As required to perform the functions of SRO, to include nights, weekends, etc. due to extracurricular activities

**Sick Days** – 5 per year, non cumulative

**Vacation** – none

**Pension/Retirement Plan** – N/A

**Health Insurance** – Per the City’s practice for General Employees

\$3,000.00 one-time payment after the completion of the school year if health insurance is waived, thus the amount would be \$67,000 per year and this amount would be pro-rated based on tenure during the school year (every school year), payable in the last payroll in June as long as the individual is an active employee. If an individual terminates employment anytime during the school year, they would not be eligible for the payment.

**Take Home Car** – Yes

**PBA Membership** – Yes

**Uniform Cleaning Allowance** - \$500/year

**Uniforms/Equipment/Firearms** – Provided per the Police Department Policy