



Employment Opportunity

SCHOOL RESOURCE OFFICER

Department: Police Department

Position Type: Full-Time

Reports To: Police Chief

Salary: \$47,959.00 - \$66,334.00

Application Deadline: Open Until Filled

POSITION SUMMARY

The Town of Coats is seeking a qualified and dedicated **School Resource Officer (SRO)** to serve as a member of the Coats Police Department and provide law enforcement, school safety, security, prevention, and community-oriented services within the assigned school or schools.

The School Resource Officer is a sworn law enforcement officer assigned to work in a school setting and serves as a liaison between the Town of Coats Police Department, Harnett County Schools, school administrators, students, parents, faculty, staff, and the community. The SRO's primary mission is to promote a safe and secure learning environment while building positive relationships with students and school personnel.

The SRO performs a full range of law enforcement duties within and around assigned school facilities and school-related activities. The position requires sound judgment, discretion, professionalism, effective communication, and the ability to distinguish between matters appropriately addressed through school administration and matters requiring law enforcement intervention.

The SRO works under the general direction of the Police Department's designated supervisor/command staff and maintains a professional working relationship with the assigned school principal and other school administrators. The SRO shall perform duties in accordance with applicable federal and state law, North Carolina Criminal Justice Standards requirements, Town of Coats policies and procedures, Police Department policies and procedures, applicable school system policies, and any applicable memorandum of understanding between the Town and the school system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are representative of the position and are not intended to constitute an exhaustive list:

- Maintains a highly visible and professional law enforcement presence on the assigned school campus and at school-sponsored activities.
- Patrols and monitors school buildings, grounds, parking areas, athletic facilities, and other assigned areas by vehicle, on foot, or by other appropriate means.
- Develops and maintains positive, professional relationships with students, parents, faculty, school administrators, and community members.
- Serves as a liaison between the Coats Police Department and school administration regarding law enforcement, safety, security, crime prevention, and emergency preparedness matters.
- Responds to calls for service, suspicious activity, disturbances, threats, emergencies, and other incidents occurring on or near school property.
- Takes appropriate law enforcement action when criminal activity, threats to public safety, or other circumstances requiring police intervention are identified.
- Conducts criminal investigations through observation, interviews, questioning, collection and preservation of evidence, records review, and other appropriate investigative methods.
- Makes arrests and processes criminal suspects in accordance with applicable law and Police Department procedures.
- Issues citations, serves warrants and other legal documents, and performs other authorized law enforcement functions.
- Testifies in court and provides accurate and professional testimony concerning incidents, investigations, arrests, and other law enforcement activities.
- Conducts or assists with investigations involving students when the matter involves suspected criminal activity or a threat to the safety and security of students, staff, or others.
- Coordinates with other law enforcement agencies, emergency services, school officials, and appropriate governmental agencies as necessary.
- Assists school administrators in responding to situations involving threats, weapons, drugs, violence, fights, trespassing, or other circumstances that may present a safety or security concern.
- Provides assistance with emergency response activities, including lockdowns, evacuations, severe weather events, secured perimeters, reunification procedures, active threats, and other emergency situations.
- Participates in emergency preparedness planning, drills, exercises, and training with school personnel and emergency response partners.
- Conducts routine safety and security checks of school facilities and grounds and reports identified hazards, vulnerabilities, or security concerns to appropriate personnel.
- Assists school administration and Police Department command staff in developing and implementing school safety and security plans.
- Provides traffic control and enforcement during student arrival and dismissal, school events, athletic events, and other high-traffic periods.
- Provides security and law enforcement services at school-sponsored events, meetings, athletic activities, and other special functions as assigned.

- Assists with crime prevention, juvenile delinquency prevention, and community-oriented policing initiatives involving students and the school community.
- Serves as a positive law enforcement role model and provides age-appropriate law-related education and information to students and school personnel.
- Provides presentations or educational programs regarding topics such as personal safety, crime prevention, traffic safety, substance abuse, bullying, internet safety, juvenile law, and other public safety matters as appropriate.
- Maintains knowledge of the characteristics, needs, and concerns of the student population and school community.
- Works collaboratively with school personnel to identify and address safety concerns and emerging issues.
- Monitors and remains aware of activities and circumstances that may affect the safety and security of the school community.
- Maintains appropriate records, logs, investigative reports, activity reports, and other documentation required by the Police Department or Town.
- Operates police radios, computers, mobile data systems, department-issued cellular devices, and other technology and equipment necessary to perform assigned duties.
- Properly maintains and operates assigned vehicles, firearms, communications equipment, and other law enforcement equipment.
- Performs duties in accordance with all applicable laws, regulations, Police Department policies, Town policies, and school safety protocols.
- Maintains confidentiality of student, personnel, investigative, and other sensitive information and accesses confidential information only as authorized by law and applicable policy.
- Participates in required training, professional development, firearms qualification, in-service training, SRO training, and other certification requirements.
- Maintains required law enforcement certification and all required SRO training and certifications.
- Performs other related law enforcement and public safety duties as assigned by the Police Chief, designated Police Department supervisor, or other authorized command staff.

SCHOOL RESOURCE OFFICER ROLE AND RESPONSIBILITIES

The School Resource Officer shall maintain a professional partnership with school administration while recognizing the distinct responsibilities of law enforcement and school personnel.

The SRO shall:

- Maintain a visible and professional presence throughout the school day and at assigned school activities.
- Work collaboratively with the principal and designated school personnel to identify and address legitimate safety and security concerns.
- Respond to criminal activity, threats, emergencies, and other matters requiring law enforcement intervention.

- Support school administrators in maintaining a safe and orderly educational environment.
 - Refer routine student disciplinary matters to school administration unless the circumstances also involve a criminal offense, an immediate safety concern, or other circumstances requiring law enforcement involvement.
 - Recognize and respect the distinction between school disciplinary matters and criminal investigations.
 - Conduct criminal investigations independently and in accordance with applicable law and Police Department policy.
 - Coordinate with school administration when appropriate while maintaining the independence and integrity of law enforcement investigations.
 - Follow all applicable laws and standards governing searches, seizures, questioning, arrests, juvenile matters, use of force, and other law enforcement actions.
 - Protect confidential student and school information and comply with applicable privacy and confidentiality requirements.
 - Participate in the development and review of school emergency response and safety plans.
 - Provide information and recommendations to school administration and Police Department command staff concerning identified safety or security concerns.
 - Maintain professional boundaries while serving as a positive role model, mentor, and resource for students and school personnel.
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KNOWLEDGE, SKILLS, AND ABILITIES

The successful candidate should possess:

- Thorough knowledge of federal, state, and local laws, ordinances, and regulations applicable to law enforcement duties.
- Knowledge of North Carolina laws and standards governing arrest, probable cause, search and seizure, juvenile matters, use of force, and criminal investigations.
- Knowledge of law enforcement policies, procedures, practices, and principles.
- Knowledge of crime prevention, community-oriented policing, and school safety practices.
- Knowledge of emergency preparedness and response procedures.
- Ability to recognize and appropriately respond to threats and safety concerns in a school environment.
- Ability to distinguish between routine school disciplinary matters and matters requiring law enforcement intervention.
- Ability to exercise sound judgment and make appropriate decisions under stressful and rapidly changing circumstances.
- Ability to establish and maintain effective working relationships with students, parents, school administrators, faculty, Town officials, coworkers, other law enforcement agencies, and members of the public.
- Excellent verbal and written communication skills.
- Ability to communicate effectively and professionally with individuals of varying ages, backgrounds, and levels of authority.
- Ability to prepare clear, accurate, and concise reports and other documentation.

- Ability to conduct effective interviews and investigations.
 - Ability to present effective testimony in court and other official proceedings.
 - Ability to maintain confidentiality and exercise appropriate discretion.
 - Ability to de-escalate conflict and manage difficult or emotionally charged situations.
 - Skill in the safe and effective use of firearms, defensive tactics, police vehicles, communications equipment, and other law enforcement equipment.
 - Ability to work independently while also functioning effectively as part of a multidisciplinary team.
 - Ability to remain calm and effective during emergencies and high-risk situations.
 - Ability to maintain professional conduct, appearance, and demeanor at all times while representing the Town of Coats and Coats Police Department.
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MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
 - Must be a minimum of 21 years old.
 - Must be a U.S. Citizen or resident alien who is eligible and has applied for citizenship at least one year prior to the date of application.
 - Not have any felony, domestic violence or misdemeanor assault convictions; No convictions for crimes punishable for over two years' imprisonment
 - Must be a certified law enforcement officer in good standing with the North Carolina Criminal Justice Education and Training Standards Commission.
 - Must possess and maintain a valid North Carolina driver's license.
 - Must meet all minimum certification, training, and qualification requirements established by the North Carolina Criminal Justice Education and Training Standards Commission.
 - Must successfully complete required School Resource Officer training in accordance with applicable North Carolina requirements.
 - Must successfully complete and maintain all required annual SRO training, in-service training, firearms qualifications, and other certifications required by law, the Police Department, or the school system.
 - Must successfully complete any required background investigation, drug screening, physical examination, psychological evaluation, and other pre-employment requirements established by the Town of Coats and/or Police Department.
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PREFERRED QUALIFICATIONS

- Prior experience as a sworn law enforcement officer.
- Prior experience working in a school, juvenile, community policing, or youth-related environment.
- Previous School Resource Officer experience.
- Completion of the North Carolina Basic School Resource Officer Training course.

- Additional education or college coursework in Criminal Justice, Administration of Justice, Public Safety, Sociology, Psychology, Education, or a related field.
 - Experience in criminal investigations, community policing, crime prevention, or emergency response.
 - Experience developing or participating in school safety, emergency preparedness, or crisis response programs.
 - Strong interpersonal, communication, and conflict-resolution skills.
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PHYSICAL AND WORKING CONDITIONS

This work requires the ability to perform the physical and mental functions necessary to safely perform sworn law enforcement duties in a school environment.

The employee must be able to:

- Frequently walk, stand, sit, bend, stoop, kneel, crouch, climb stairs, and move quickly in response to emergencies.
- Pursue, restrain, or otherwise physically respond to individuals when necessary in accordance with law and Police Department policy.
- Lift, carry, push, pull, or otherwise handle equipment and objects as necessary to perform law enforcement duties.
- Work indoors and outdoors and in varying environmental conditions, including heat, cold, rain, and other inclement weather.
- Hear and communicate effectively in environments with varying levels of noise.
- Maintain sufficient visual acuity to safely operate a motor vehicle, identify individuals and objects, read documents and computer screens, and perform law enforcement functions.
- Wear a required law enforcement uniform and duty equipment for extended periods.
- Carry and safely operate an authorized firearm and other law enforcement equipment.
- Remain alert and exercise sound judgment for extended periods.
- Respond effectively to stressful, dangerous, and potentially life-threatening situations.

The position may involve exposure to physical hazards, bodily fluids, communicable diseases, violence, weapons, hazardous materials, inclement weather, and other risks associated with law enforcement and emergency response.

WORK SCHEDULE

The normal work schedule for this position will generally correspond with the assigned school's operating schedule and will be established by the Police Department in coordination with school administration.

The position is generally scheduled for a full-time workweek; however, the SRO may be required to work evenings, weekends, holidays, special events, athletic events, training sessions, emergency situations, or other assignments outside of the normal school schedule as directed by the Police Department.

The SRO may be required to respond to emergency situations or other law enforcement matters occurring outside normal school hours when directed or otherwise required in accordance with Police Department policy.

SUPERVISION AND WORKING RELATIONSHIPS

The School Resource Officer is an employee of the Town of Coats Police Department and remains subject to the authority, supervision, policies, procedures, training requirements, and performance expectations of the Coats Police Department.

The SRO will maintain a cooperative working relationship with the assigned school principal, administrators, faculty, and staff. School administration may communicate school-related safety concerns, requests, and operational needs to the SRO and the Police Department; however, law enforcement duties, investigations, arrests, use of force, and other police actions remain subject to the authority and policies of the Coats Police Department and applicable law.

COMPENSATION AND BENEFITS

The Town of Coats offers a competitive salary and comprehensive benefits package. The anticipated salary range for this position is **\$47,959.00 - \$66,334.00**, depending upon qualifications and experience.

Benefits may include:

- Health, dental, and vision insurance;
 - Participation in the North Carolina Local Government Retirement System;
 - 401(k) retirement plan and applicable Town contributions;
 - Paid vacation leave;
 - Paid sick leave;
 - Paid holidays;
 - Life insurance;
 - Short-term and/or long-term disability benefits, as applicable;
 - Professional development and training opportunities; and
 - Other benefits as provided in accordance with Town Policies.
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HOW TO APPLY

Interested candidates should provide a detailed employment history demonstrating relevant law enforcement experience, knowledge of law enforcement operations and procedures, sound judgment and decision-making skills, strong communication and interpersonal skills, investigative and problem-solving abilities, and the ability to build positive relationships with students, school personnel, families, and the community. Candidates are encouraged to highlight significant accomplishments, specialized training and certifications, School Resource Officer or school-based experience, community engagement, youth or juvenile-related experience, and other qualifications that demonstrate their commitment to school safety, crime prevention, professional conduct, and service to the community.

A completed Town of Coats employment application, a detailed resume, a cover letter, and any other materials requested should be sent to: **Jade Stone**, Human Resources Administrator, at:

Via Mail:	Via Email:	In Person:
Attn: Human Resources Dept. Town of Coats P.O. Box 675, Coats, NC 27521	hrtownclerk@coatsnc.org Please include “School Resource Officer” in the subject line of your email.	25 East Main St. Coats, NC 27521

The Town of Coats is an Equal Opportunity Employer.

This job description is intended to describe the general nature and level of work performed in this position. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions associated with the position. Duties may be assigned or modified as operational needs require.