

CITY OF FRANKLIN, OHIO
RESOLUTION 2022-25

ADOPTING POSITION DESCRIPTION FOR PART-TIME SCHOOL RESOURCE OFFICER

WHEREAS, Section 8.08 of the Franklin City Charter requires this Council to adopt a Position Classification Plan containing position descriptions for all City positions, considering the duties, authority and responsibility of each position;

WHEREAS, upon the recommendations of the City Manager, this Council now finds it desirable to adopt a position description for the position of part-time School Resource Officer to adequately reflect the duties and responsibilities of this position,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of members present concurring, that:

Section 1. The position description for School Resource Officer is attached hereto as Exhibit A, is hereby adopted and approved, and shall be included in the City of Franklin Position Classification Plan, effective March 21, 2022.

Section 2. It is found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 3. This Resolution shall become effective immediately upon its passage.

ADOPTED: March 21, 2022

ATTEST: Khristi Dunn
Khristi Dunn, Clerk of Council

APPROVED: Brent Centers
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on March 21, 2022.

Khristi Dunn
Khristi Dunn, Clerk of Council



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POSITION DESCRIPTION

Employee Name:		Department:	Safety/Police
Civil Service Status:	Unclassified	Position Title:	School Resource Officer
Employment:	Part-time	Reports To:	Lieutenant
FLSA Status:	Non-Exempt	Supervises:	N/A

GENERAL DESCRIPTION: Under general supervision, provides law enforcement and police services for the City of Franklin. Works collaboratively with school personnel, students, parents, and community partners to create safe, secure schools and promote healthy youth development.

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

1. Increases the visibility and accessibility of police to the school community. Attends and participates in school functions and extracurricular activities. Promotes the profession of police officer and serves as a positive role model. Fosters relationships to increase student knowledge of and respect for the law and the function of law enforcement.
2. Initiates interaction with students in the classroom and general areas of the school building. Builds close partnerships with the school staff, students, and parent groups. Works to prevent juvenile delinquency through close contact and positive relationships with students.
3. Helps school staff in lessening school tensions. Becomes familiar with the issues confronting students, e.g., alcohol and drug use, gang involvement, weapons, bullying, and teenage suicide. Provides direct intervention to students who are victims, witnesses, or perpetrators of violent crime. Works with guidance counselors and support staff to assist in conflict resolutions efforts.
4. Enforces state and local laws and ordinances. Investigate allegations of criminal incidents per police department policies and procedures. Assists with efforts to support school policies and procedures. Acts swiftly and cooperatively when responding to disruptions and criminal offenses such as: disorderly conduct, the possession and/or use of weapons, the possession, sale, distribution or use of alcohol or controlled substances, serious acts of vandalism, or threats or acts of violence, etc.
5. Serves as a liaison between the school district and local law enforcement. Supports law enforcement agencies in their investigations of criminal offenses related to school activities or relative to gang or drug activities. Detains or arrests students who are breaking the law or making threats at the school. Conducts lawful physical searches of school and students' property if suspected of breaking the law.
6. Assists school administrators in emergency crisis planning and building security matters. Defines safety and security measures needed within the schools and works with school administrators to assist with implementation. Conducts security inspections to deter criminal or delinquent activities and works cooperatively to design crime prevention strategies.
7. Initiates and completes legal documents, reports including those on activities, operations, and unusual incidents observed. Use discretion in handling confidential material and information.
8. Participates in continuous training to enhance law enforcement skills including firearms proficiency, defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.



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9. Performs a variety of technical and administrative tasks in support of law enforcement services, programs, and activities. When school is not in session, or as directed, performs other duties including, but not limited to, supporting community policing, traffic control, criminal investigations, and crime prevention.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

QUALIFICATIONS:

Communication Skills: Ability to understand and execute complex oral and written communications. Ability to communicate clearly and concisely, both orally and in writing, apply active listening skills, and effectively establish and maintain working relationships with school administrators, teachers, students, parents and others contacted in the course of work. Ability to prepare clear and concise reports and routine correspondence and effectively respond to requests and inquiries from the general public. Ability to interview victims, complainants, witnesses, and suspects. Skill in dealing firmly, tactfully and courteously with the general public. Ability to deal effectively with confrontational individuals and/or challenging situations. Ability to prepare and make presentations related to law enforcement efforts in the classroom. Ability to facilitate and emphasize meaningful communication with school administrators, teachers, students, and parents. Ability to effectively counsel and interact with students required. Proactive classroom management and behavior reduction skills beneficial.

Education and Experience: Must be at least twenty-one years of age. High school diploma or equivalent, physical agility test and background check required. Specialized training in law enforcement, criminal justice, or a related field or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities preferred.

Experience with and knowledge of investigation techniques, arrest procedures, law enforcement procedures and methods, traffic control, techniques of collection and preservation of evidence, federal, state, and local laws, law enforcement administration, surveillance techniques, security practices and procedures, city geography, and interpersonal relations, public relations and civil rights preferred.

Equipment, Tools and Materials: Effectively and safely use law enforcement equipment including specialized police vehicles, ammunition, body camera/video systems, two-way radios, restraint devices, radio, mace/pepper spray, firearms, and TASER gun. Familiarity with Voice Stress Test /Polygraph equipment preferred. Use of computer, copier, scanner, telephone, and other standard modern business office equipment.

Licensure or Certification Requirements: Valid Ohio driver's license, acceptable motor vehicle records, and continuous insurability required. Current Ohio Peace Officer Training Certificate required. Must meet the requirements to be bonded. Possession of, or ability to obtain, CPR, First Aid, and School Resources Officer (SRO) certifications.

Physical Requirements: (with or without accommodation): Primary functions require sufficient physical ability to work in a law enforcement setting and a school setting. Frequently walk, stand, sit, or run for prolonged periods of time. Occasionally stoop, bend, kneel, crouch, reach, twist, climb, balance push, pull, lift, and/or carry light to moderate weights. Frequently lift and/or move moderate to heavy weights and occasionally lift and/or move heavy weights. Must demonstrate physical endurance and ability to subdue and/or restrain suspects and skill in the use and care of firearms. Ability to operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers. Ability to speak and hear to exchange information. Ability to operate a vehicle to travel to various locations. Ability to operate and use specialized law enforcement tools and equipment including firearms. Specific vision abilities required by this job include close vision and distance vision, and the ability to distinguish colors. Ability to speak and hear required.



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Reasoning Skills: Ability to define problems, collect data, establish facts, and draw valid conclusions, and exercise independent judgement and discretion. Ability to understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local policies, laws, and school regulations. Ability to interpret and explain City law enforcement policies and procedures. Ability to think clearly and act quickly in a variety of situations, judge situations/people accurately, recognize unusual or threatening conditions and take appropriate action. Ability to control violent people and affect arrests required.

Requirements: Must work independently in the absence of supervision. May occasionally work irregular and on-call hours including weekends, evenings, and holidays. Meet and maintain required peace officer employment standards. Meet and maintain the departmental firearms qualifications standards. Meet the physical requirements necessary to perform the assigned duties safely and effectively. Meet department’s psychological and background requirements.

Technical Skills: Ability to use e-mail, and word processing. Ability to learn automated system functions used in carrying out job duties.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

React to emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site. The employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration. Exposure to potentially hostile environment and extensive public contact. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc. Incumbents required to work various shifts, including evenings and weekends, and may be required to travel outside City boundaries to attend meetings. May be exposed to human blood or other body substances. Exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and must demonstrate the necessary skills, knowledge, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above reflects general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities or requirements that may be inherent in the job. It is not intended to limit the right of any supervisor to assign, direct, or control the work of employees under his/her supervision.

The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)