



Dallas Police Department

207 W. Church Street
Dallas, N.C. 28034
Telephone Number: (704) 922-3116
Fax Number: (704) 922-4221



R.W.Walls
Chief of Police

SCHOOL RESOURCE OFFICER JOB DESCRIPTION

Must hold N.C. Sworn Law Enforcement Officer General Certificate

Will be required to attend "Basic School Resource Officer Training Course" – 40-hour course

Duties include but are not limited to patrolling school campus in their assigned patrol vehicle or on foot; checking doors and windows, examining premises of unoccupied classrooms or buildings, detecting unusual conditions, may maintain surveillance and observation for stolen property, missing persons or suspects. Responds to calls for assistance, complaints, suspicious activity, student disputes, loud and disruptive behavior; completes calls by determining true nature of the situation and taking whatever legal action is warranted. Acts as a liaison between school administration and police department. Investigates and documents violations of law and ordinances occurring at the school.

Develops and maintains positive and effective working relationships with school staff, students, administrative personnel, parents, and other officers. Can assist the school in planning special events. Assists law enforcement officers from other agencies with their investigations concerning students attending the school where the School Resource Officer is assigned. Operates a two-way radio, maintains vehicle, weapons and other equipment in standard working order. Becomes familiar with the students of the assigned school and assists them in identifying problems and concerns. Gives information and directions to visitors and the general public.

Attends training classes as allowed or required, both by police department and school. Assists administration and faculty in the formulation and presentation of educational programs dealing with legal and social issues. Attends after school events and extracurricular activities such as assemblies, parent-teacher conferences, staff meetings, and graduations. Assists in coordinating/requesting additional officers to assist with events if multiple officers are needed at school events. Participates, when requested, in student/parent meetings and provides mentoring strategies, when applicable. Identifies community resources for support of the students and faculty. Performs other related duties as assigned.

Additional Dallas Police Department Info:

- Will complete Field Training Program before being assigned to the school.
- Schedule is Monday through Friday, 0700 hours to 1500 hours.
- Pay rate will be that of patrol officer salary (including any pay incentives).
- Will be permitted to work Overtime if asked to fill in for shift coverage or non-school related off-duty events.
- Will complete timesheet daily/weekly and turn into the Captain.
- Attire is patrol uniform including vest at all times.
- Will be permitted to leave school to get lunch but will need to bring it back to the school to eat.
- Will be the liaison between the school and the police department. Will be the face the students/parents/staff associates with the police department.
- When school is not in (holidays, teacher workdays, summer months, etc.), officer will be assigned to a patrol shift. That schedule (hours/shifts) will be determined at a later date.
- When needing to call-out sick or request vacation, officer will contact the Captain so arrangements can be made for coverage.
 - Sick/vacation time will work the same as it does for patrol.
 - If hours need to be made up due to the school being closed, it can be done so on a patrol shift; Captain will coordinate.

Hiring range for this position is \$47,633 to \$52,968 DOQ, with a 5% increase following the probationary period. Applications may be obtained at the Town of Dallas Administrative Offices located at 210 N. Holland St., Dallas, NC 28034 or at www.dallasnc.net. Completed applications can be emailed to jobs@dallasnc.net or turned in at the Administrative Offices. Open until filled. EOE