

## **SCHOOL RESOURCE OFFICER - SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position that has supervisory responsibility for assisting the Sheriff in the day-to-day operations of the school resource officer (SRO) program. The work involves responsibility for assigning, inspecting, and scheduling the work of the School Resource Officers (P/T Deputy Sheriff) who are assigned at local school districts, oversees school-based investigations and organizes and coordinates the Office of the Sheriff's activities in the school districts. Work is performed under the general direction of the Sheriff with wide leeway allowed for the exercise of independent judgment in performing assigned responsibilities. The incumbent supervises and assists the school resource officers in coping with difficult law enforcement situations. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises law enforcement services provided to the school, school administration, school grounds, and areas adjacent to the school;

Supervises all members assigned as school resource officers and their day-to-day work within the school districts to which they are assigned;

Ensures availability for conferences with students, parents and school staff regarding law enforcement concerns;

Makes appropriate referrals to juvenile authorities or other governmental agencies;

Establishes and maintains a close partnership with school administrators in order to provide for a safe school environment;

Develops crime prevention programs and conducts security inspections to deter criminal or delinquent activities;

Maintains visibility within the school community;

Attends and participates in school functions;

Builds working relationships with school staff, students and parents;

Assist school administrators in emergency crisis planning and building security matters;

Works closely with teachers in designing and presenting law enforcement related topics and the role of law enforcement officers in our schools and society;

Promotes the profession of Police Officer and be a positive role model for the students;

Oversees the work of the school resource officers and ensures that SRO services are conducted in accordance with prescribed

## **SCHOOL RESOURCE OFFICER-SUPERVISOR-cont'd**

policies, procedures and standards;  
Attends seminars, conferences and workshops to remain current on changes in law, modern school resource officer programs and other matters;  
Serves as the designated Supervisory Field Training Officer for school resource officers and coordinates their professional development and growth;  
Assures training programs including Basic SRO certification, Taser, body worn cameras, defensive tactics, and firearm retention are completed;  
Enforces all school and Office of the Sheriff policy and procedure as it relates to the School Resource Officer program;  
Prepares a variety o reports.

## **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the New York State Penal law, Criminal Procedure Law, Search and Seizure Laws and Rules of Evidence;  
Thorough knowledge of techniques and procedures used in conducting criminal investigations;  
Good knowledge of investigative interviewing techniques;  
Good knowledge of Broome County geographical area and of the multiple police agencies working the Broome County;  
Good knowledge of how evidence, statements, and affidavits are used in investigative work;  
Skill in conducting criminal investigations, including search warrants and wire-taps;  
Ability to conduct detailed confidential investigations;  
Ability to manage the activities of a unit and oversee the work of others;  
Ability to communicate effectively, both orally and in writing;  
Ability to gather, assemble, analyze and evaluate facts, findings and evidence, draw logical conclusions, and make recommendations;  
Ability to establish and maintain cooperative and effective working relationships with a wide variety of people, including law enforcement officers, members of other governmental agencies, attorneys, experts and informants;  
Ability to remain calm and act effectively in tense and potentially dangerous situations;  
Ability to coordinate investigations among law enforcement offers of various municipal agencies;

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Ability to use and care for firearms;  
Ability to prepare and maintain a variety of reports;  
Ability to apply first aid;  
Ability to deal firmly yet courteously with the public;  
Ability to follow and communicate written and oral directions;  
Good powers of observation;  
Sound judgment;

### **MINIMUM QUALIFICATIONS:**

A) Possession of a Bachelor's degree in criminal justice and eight (8) years of experience as a Police Officer in New York State with permanent status\*, three (3) years of which must have been performed in a supervisory rank, or in a supervisory role in a private corporation, business, or security agency; OR

B) Possession of an Associate's degree in criminal justice and ten (10) years of experience as a Police Officer in New York State with permanent status\*, five (5) years of which must have been performed in a supervisory rank, or in a supervisory role in a private corporation, business, or security agency; OR

C) Graduation from high school or possession of an equivalency diploma and twelve (12) years of experience as a Police Officer in New York State with permanent status\*, five (5) years of which must have been performed in a supervisory rank, or in a supervisory role in a private corporation, business, or security agency.

\*Permanent status gained exclusively through appointment from a New York State Police Officer eligible list as defined by Section 58(3) of New York State Civil Service Law.

**SPECIAL REQUIREMENT:** Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintained while in this title.

**NOTE:** Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee