

Durant Full Time School Resource Officer Position

The City of Durant, Iowa is accepting applications for a full time School Resource Officer. Current ILEA certified required. Officer must be a resident of the State of Iowa and will need be required to meet residency requirement of the Durant Police Department. Hourly wage will be based upon experience. A school resource officer will serve as an employee of the Durant Police Department but will work seventy five percent of their full time position at Durant Community Schools. The goal of this position is for officer to demonstrate ability to apply critical thinking skills in rendering various solutions that arise in the Durant schools with public, school personnel and students. This officer will be responsible for managing behavior of victims, witnesses and others when handling or responding to incidents that are Durant School related while also providing educational topics for our youth and adults. Applications may be picked up at City Hall or the Durant Police Department. Please send cover letter, applications and resumes in care of SRO Position, City Hall, P.O. Box 818, Durant IA 52747-0818. Deadline Friday May 17th at Noon. No faxed or emailed applications accepted.

The City of Durant, an Equal Opportunity Employer, does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, or age.



City of Durant (Ph) 563.785.4451
402 6th Street PO Box 818 (Fax) 563.785.6809
Durant, IA 52747-0818

EMPLOYMENT APPLICATION-School Resource Officer

The City of Durant Iowa does not discriminate in hiring on the basis of sex, age, race, color, religious creed, marital status, national origin, or physical or mental disability unrelated to ability to perform the work required.

Full Name: _____ Date _____
 First Middle Last

Address: _____ Social Sec. No. _____

Telephone _____ Cell Phone No. _____

Position applying for with City of Durant: _____

Are you age 18 or Older: Yes ___ No ___ Have you previously applied? Yes ___ No ___

Are you willing to work any shift? Yes ___ No ___

You must be available to work weekends and holidays.

Are you eligible to work in the United States? Yes ___ No ___ *proof required upon employment.*

Military Service: *The following section is required by Iowa Code 35 C.1*

Have you ever served on active duty in the Armed Forces of the United States?

Yes ___ No ___ Branch _____ Serial # _____ From _____ To _____

Rank upon discharge _____ Duties: _____

Highest Rank attained: _____ Type of discharge: _____

For what war or conflict did you serve? _____

Member of Reserve/National Guard? Yes ___ No ___

Was any type of formal disciplinary action taken against you in the service? Yes ___ No ___

If Yes, describe: _____

Education:

Indicate by circling highest grade completed:

Grade School :1 2 3 4 5 6 7 8 Name of School: _____

High School : 9 10 11 12 Name of School _____ Yr. Graduated _____

College: 1 2 3 4 Name of College or University: _____

Other: _____

Please list any other licenses or certifications completed: _____

EMPLOYMENT RECORD

1. Name _____ From _____ TO _____
Address _____ Telephone _____
Position and Duties: _____
Supervisor _____ Wage Start _____ End _____
Reason for leaving: _____

2. Name _____ From _____ TO _____
Address _____ Telephone _____
Position and Duties: _____
Supervisor _____ Wage Start _____ End _____
Reason for leaving: _____

3. Name _____ From _____ TO _____
Address _____ Telephone _____
Position and Duties: _____
Supervisor _____ Wage Start _____ End _____
Reason for leaving: _____

REFERENCES- (non-relatives)

1.) Name _____ Address _____
Telephone _____ How long acquainted? _____

2.) Name _____ Address _____
Telephone _____ How long acquainted? _____

References cont'd

3.) Name _____ Address _____

Telephone _____ How long acquainted? _____

Criminal Background

Have you ever been convicted of a serious misdemeanor or felony, or forfeited a bond for any reason? Yes _____ No _____

If yes, list below. Include juvenile as well as adult occurrences.

Nature of Charge	Date	Police Agency	Final disposition

Driving Record

Indicate the type, place of issue, and expiration date and license number of any vehicle operator's license you currently hold. (You will be required to obtain a valid IOWA license if appointed.) _____

Have you ever been licensed under any other name? Yes _____ No _____

If yes, specify the name, place of issue, expiration date and license number.

How many moving traffic violations have you had in the last 3 years? _____

Has your driver's license in any state ever been revoked? Yes _____ No _____

Do you have any unpaid traffic tickets? Yes _____ No _____

Describe the nature of any and all motor vehicle accidents in which you were involved as a driver. _____

Have you ever been sued as a result of a traffic accident? Yes _____ No _____

Have you ever been convicted of operating a motor vehicle while intoxicated? Yes _____ No _____

Are you aware of any physical and/or mental limitation that might possibly prevent you from handling your duties? Yes _____ No _____

If yes, please explain: _____

Do you use any tobacco products on a regular basis? Yes ___ No ___

If yes, please describe: _____

Within the last three years, have you used any form of narcotics or controlled substance not prescribed by your physician? Yes ___ No ___

If yes, please explain: _____

Potential candidates for this full time School Resource officer position will be required to pass a background check performed by the Durant police Department and other agencies if required.

Please read carefully before signing:

I certify that I have made no willful falsification, misrepresentation or omission in completing this application, and that the entries made by me herein are true, complete and accurate to the best of my knowledge. I understand that, if employed, false or misleading statement on this application shall be considered sufficient cause for dismissal. I further understand that an incomplete application or an absence of my signature below is just cause for rejection on this application.

Signature of Applicant

Date

I hereby acknowledge that the selection process for this position is subject to Iowa open meetings and records. To the extent allowed by law, I request my application be kept confidential. I further request that the sessions in which my qualifications are reviewed and discussed be done in closed session as to protect my reputation.

Signature of Applicant

Date

If you choose to not sign this acknowledgement or request, your application may become public record and considerations of your application may be done in open session.

**Please mail applications to City of Durant
Public Safety Committee
PO Box 818
Durant IA 52747-0818**

You may drop applications off at: City Hall 402 6th Street Durant IA 52747

No faxing or emailing of application accepted.

Cover letter and Resumes are also required with the applications. Any questions, please call city hall 563-785-4451 or email dcavin@cityofdurantiowa.com.

City of Durant

Job Description for SCHOOL RESOURCE OFFICER

REPORTS TO: Sgt. And/or Chief of Police

Full Time Position

POSITION SUMMARY: The School Resource Officer supports and facilitates the educational process within the Durant Public School System by providing a safe and secure environment through building and establishing meaningful relationships with students and staff and proactively interacting with the school community to ensure the enforcement of city and state laws, preservation of public order, protection of life and the prevention, detection, or investigation of crime. The School Resource Officer will work effectively with students, parents, school personnel and community agencies to support teaching and learning in the schools. The School Resource Officer will patrol district property in an attempt to protect students, staff and visitors from physical harm and prevent loss to district property resulting from criminal activity.

Essential Functions:

1. Patrol district property for suspicious activity, unauthorized persons on campus, or unauthorized entry after hours.
2. Provide in-service training to help administrators be better prepared to deal with security –related matters and serve as a wrap-around services team member to support student success.
3. Work closely with the principal and staff of the school to foster a better understanding of the law enforcement function to maintain a secure learning environment. Proactively work with the school’s leadership team and collaborate with school’s administrative team on safety protocols and procedures.
4. Serve as a visible and active law enforcement officer on campus dealing with law-related areas such as drugs, traffic, trespassing, fighting, and thefts. Enforce campus rules and regulations.
5. Conduct routine patrols of assigned facilities to include buildings, parking lots and district owned, leased, or rented property; Operate district equipment to include alarm systems, surveillance equipment, and patrol units when necessary.
6. Take law enforcement action to protect against unwanted intruders. Identify and prevent (through counseling and referral) delinquent behavior, including substance abuse. Make arrests only when necessary to protect students, staff and school property.
7. Work collaboratively with public safety agencies to serve as a liaison between school and community to deter criminal and delinquent behavior.
8. Conduct courses and workshops for students, staff and parents to promote social awareness, relationship skills, self-management, self-awareness and responsible decision making.
9. Coordinate security for crowd and vehicle control at extra-curricular activities and special events. Monitor and instruct students, visitors, and district personnel on proper and lawful campus or facility behavior. Help to define and maintain a respectful code of conduct.

10. Assist other law enforcement agencies with incidents involving local criminal activity that may impact the safety of the environment for students and staff. Serve as the initial first responder and school safety coordinator for campus emergencies.
11. Respond to calls on crimes against person or property in progress, report crimes that have already occurred, and intrusion/fire alarms; perform preliminary investigation at the scene (e.g. gather and preserve evidence, take statements). Prepare written reports, maintain daily logs, and obtain and serve arrest and search warrants as necessary; testify in court as required.
12. Subdue offenders and criminals by using the minimum amount of force needed to protect the officer and other persons.
13. Provide classroom presentations as requested by school staff and administration. Teach law related education, de-escalation techniques, and conflict resolution to students and staff.
14. Provide instructions and directions to others as it pertains to law enforcement matters and emergency situations.
15. Conduct security building assessments for schools; guard, check and secure doors, rooms, buildings and equipment.
16. Operate required radio, communication equipment, laptop and qualify with a department issued firearm.
17. Perform other duties as assigned by appropriate supervisory personnel of the Durant Police Department, including but not limited to patrol officer when school functions are not required.

Knowledge and Skills:

- Basic computer skills, and office equipment knowledge
 - Knowledge of municipal, county, state and federal motor vehicle and related laws, ordinances, codes, and administrative regulations.
 - Ability to solve a wide range of intellectual and practical problems while communicating policy.
 - Ability to safely operate a patrol car and equipment within, including radar, intoxilizer, radio, lights, sirens, and cameras.
 - Ability to attain proficiency with firearms, handcuffs, Taser, baton, pepper spray and other equipment used in law enforcement.
 - Familiarity with investigative techniques including development of latent fingerprints, crime scene photography, evidence collection and preservation, interviewing and courtroom testimony.
- Must be able to work flexible hours, evenings and staggered shifts, holidays and weekends and/or in emergency situations and to direct traffic/pedestrians crossing busy streets around schools or on school grounds when necessary; ability to investigate suspicious circumstances, persons, vehicles, etc.

Required to work overtime including evenings, weekends and athletic events as assigned

by the Chief to provide maximum security coverage; must be able to work in inclement weather and able to walk, run, climb, crawl or sit for extended periods of time.

Must be able to demonstrate the ability to apply critical thinking skills in rendering solutions to various issues that arise in the schools; must be able to effectively communicate with both public and school personnel; extensive communications (verbal and written) with students, staff and internal/external stakeholders is required; will be responsible for managing behavior of victims, witnesses and others when handling or responding to incidents; requires the use of sound judgment; ability to work with youth and adults; ability to teach mini-courses to youth and adults.

Must not have any open internal affairs investigations or P.O.S.T. investigations.

Requirements

- High School Diploma or General Equivalency Diploma (G.E.D)
- ILEA certified:
- Five to Seven years of experience as patrol officer
- Safety Training, CPR and First Aid, Blood Borne Pathogens

Valid driver's license is required.

WORK EXPERIENCE: A minimum of 3 – 5 years of work experience in law enforcement in a traditional law enforcement agency or school environment required. Ability to work with youth and adults in the school setting. Must pass criminal history and background investigation, psychological and agility test.

PHYSICAL DEMANDS:

Typical requirements: Ability to walk, run, climb crawl or sit for extended periods of time. Work in inclement weather. Overtime work including evenings, weekends and athletic events as assigned by the Chief to provide maximum security coverage is required. Officer may spend extended periods of time patrolling and investigating crimes on District property, both in automobiles and on foot. Officer may be required to physically restrain parties involved in a conflict. In extreme cases, Officer may be exposed to violent and/or armed confrontations. Physical fitness tests are required yearly. This position may involve routine exposure to blood or body fluids. Regular attendance is required for this position.

Light Work: exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and /or up to 10 pounds of force constantly to move objects.

NOTE: The City Council has the right to add or change essential duties at any time. The duties listed above and below are not inclusive of all tasks that employees of this classification may be required to perform.