

KILGORE
THE CITY OF STARS
POLICE DEPARTMENT

Service • Respect • Integrity • Professionalism • Accountability • Compassion

Job Title: School Resource Sergeant

Newest Revision: June 18, 2020

Department: Police

Reports To: Operations Lieutenant

Supervisory Responsibility: School Resource Officers

FLSA Status: Non-Exempt

Salary: \$59,400.82 - \$66,531 DOE/Lateral Transfer

Other Benefits: Texas Municipal Retirement System (2-1 match 7% of pay); employee health insurance and certification level incentive pay and participation in deferred compensation.

Applicant Procedure: Interested parties must register with the Kilgore Police Department in order to take the written examination. **Interested parties should provide their name, address, and telephone numbers in person, by telephone or via email by no later than 5:00 p.m. on Friday, July 24, 2020.** Written examination must be passed with a minimum 70% grade to be eligible to complete an employment application.

Physical Address: 909 N. Kilgore St, Kilgore, TX 75662

Email: KilgorePD@cityofkilgore.com

Phone: 903-983-1559; option 4

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Job Summary: The primary responsibility of the SRS is to serve as a supervisor to the School Resource Officers assigned to the Kilgore School District. The SRS is expected to perform regular police duties as well as administrative tasks when necessary. He or she is expected to create relationships with stakeholders (school administrators, parents and students), formulate crime prevention tactics, and make himself or herself available for parent-teacher meetings.

Essential Duties and Responsibilities:

1. Ability to complete a one (1) year probationary period.
2. Ensures that school resource officers follow all policies, laws, and protocol.
3. Ensures that school resource officers complete and submit all proper reports and affidavits.
4. Ensures that school resource officers are properly trained.

5. Approves or rejects vacation and overtime requests and time sheets.
6. Recommends commendations of personnel to Operations Lieutenant.
7. Conducts evaluations on assigned school resource officers.
8. Approves all reports submitted by assigned officers.
9. Issues letters of counseling as needed.
10. Conduct citizen complaint investigations on personnel and recommends corrective actions as required.
11. Patrol assigned areas and be visible to students and staff before school, between class changes, during lunch periods, and after school.
12. Provide security and surveillance of the areas assigned, note and report irregularities, dangerous practices and conditions, accidents, fires, and other acts of circumstances, requiring police or other action, which affect the health and welfare of students and school personnel.
13. Take necessary action as to trespassers, suspicious person and conditions, and report significant action, occurrences and conditions.
14. Investigate criminal activity and accidents committed on or adjacent to school property.
15. Be aware at all times of the responsibility to improve the image of the uniformed law enforcement officer in the eyes of the students and the community.
16. Answer questions that students and parents, or school officials may have about Texas criminal or juvenile law.
17. Assist other law enforcement officers with outside investigations concerning students attending the school(s) to which the School Resource Sergeant is assigned.
18. Provide security for special school events or functions as requested or directed. May also be asked to oversee all UIL functions that require uniformed police to serve as security for these functions.
19. Encourage individual and small group discussions about law enforcement related matters with students, faculty and parents.
20. Refrain completely from functioning as a school disciplinarian. The School Resource Sergeant is not to be involved in the enforcement of disciplinary infractions that do not constitute violations of the law. The School Resource Sergeant is not an employee of the Kilgore ISD.
21. Confer with the principal(s) to develop plans and strategies to prevent and/or minimize dangerous situations or criminal activity on or near the campus or involving students at school related activities.
22. Reaffirm their roles as law enforcement officers by wearing their uniforms, unless doing so would be inappropriate for schedule school activities. The uniform will also be worn at events where it will enhance the image of the officer(s) and their ability to perform their duties.
23. Serve at all times as a role model to students by demonstrating appropriate attitudes, behavior, courtesy, and respect. Remember, you are a role model and a mentor to the students.
24. Responsible for any school provided equipment and report to the appropriate school employee any lost, damaged or stolen equipment.
25. Assist other units as needed. May be assigned to a Patrol position during periods of time that the school is not in session.
26. Patrols to observe criminal and traffic violations; makes arrests and/or issues citations to violators.
27. Attempts to respond to citizen's questions on laws, ordinances, and policies.

28. Operates patrol cars safely as required and performs minor maintenance, such as adding gasoline, checking oil, tires, etc. Also ensures that School Resource Officers drive safely and provide same vehicle care.
29. Attends and testifies in court as required.
30. Responds to calls from individuals needing police assistance (i.e., domestic disturbances, burglaries in progress, disturbances with weapons, traffic accidents, etc.); makes arrests and/or issues citations to violators when required.
31. Ensures crime scenes and related evidence are secured; records information received from victims, witnesses and suspects for inclusion in required reports.
32. Completes incident or accident reports and other related forms for each call
33. Enforces city ordinances, state laws and federal laws by identifying and arresting offenders which may include physically subduing resistant violators.
34. Must be able to proficiently use firearms and pass weapons certification.
35. All other duties as assigned by the Chief of Police, Assistant Chief, or Lieutenant of this agency.

Minimum Qualifications:

1. Possess a high school diploma or equivalent (GED) and some college credit preferred.
2. Minimum of four years of experience as a certified Texas Peace Officer.
3. Currently certified as a Texas Peace Officer with two years of law enforcement supervisory experience, preferably within a similar SRO program.
4. Must have completed and passed both an accredited first line supervisor course and be a certified field training officer.
5. Be of good moral character and maintain a high level of professionalism, attitude, appearance, and enthusiasm within the department.
6. A valid Texas driver's license with a clean driving record for the past three years.
7. A citizen of the United States.
8. NEVER been convicted of, pled guilty or nolo contendere to, nor have been on court-ordered community service/probation or deferred adjudication for, a Class "A" Misdemeanor or a Felony.
9. In the last ten (10) years, have not been convicted of, plead guilty or nolo contendere to, nor have been on court-ordered community service/probation or deferred adjudication for, a Class "B" Misdemeanor (in this or any other state, or while serving in the military).
10. No domestic violence convictions or pleas.
11. No military court martial that resulted in a dishonorable or other discharge based on misconduct which bars future military service.
12. Pass oral interview board.
13. Must pass an extensive background check and drug/alcohol screen.
14. Must pass a polygraph examination.
15. Acceptable medical evaluation.
16. Pass psychological evaluation.
17. Pass administrative staff review.

Additional Knowledge, Skills, or Abilities Needed:

1. Knowledge of federal, state, and city laws and ordinances.
2. Knowledge of federal, state, and city laws and ordinance including rules of criminal procedure and laws governing search and seizure and rules of evidence.
3. Skill in observing situations and to record them clearly and accurately.
4. Ability to understand, carry out and issue oral and written instructions.

5. Ability to communicate effectively both orally and in writing.
6. Ability to perform multiple tasks at any given time.
7. Ability to perform with firearms and maintain applicable standards.
8. Ability to maintain proper self-restraint and composure during and following any altercation or incident.
9. Ability to physically and mentally react in a variety of emergency law enforcement situations.

Additional Demands

As a member of the police department, the job at any time may require the employee to run, lift or carry an injured person, use hand to finger, handle, or feel objects, tools or controls; reach with hands and arms, and may even endure physical altercations. At any time, duties may require the employee to endure physical force and respond with the minimum amount of force necessary to protect life or prevent bodily harm.

This job may require the employee to be exposed to outside weather conditions including extreme heat and cold, wet and dry, and also working after dark and in emergency situations. A potential exposure to infectious diseases exists while dealing with suspects.

Physical Requirements:

The Physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Yes	No
Work involves lifting, pushing, pulling, loading, or carrying 15 pounds	X	
Work involves lifting, pushing, pulling, loading, or carrying 75 pounds or more	X	
Work involves earth moving equipment or commercial motor vehicles		X
Work involves the operation of non-commercial vehicles	X	
Work involves the operation of motorized equipment		X
Work involves bending, twisting, or reaching out in different positions	X	
Work involves climbing up or atop structures	X	
Work involves crawling or being in confined spaces	X	
Work involves being outside or exposed to extreme high or low temperatures over a long period of time	X	
Work involves running or jumping	X	
Work requires distance vision (20 feet or more)	X	
Work involves being able to detect colors	X	
Work involves being able to distinctly hears or detect sounds and understand conversation through voice	X	
Work involves typing on the computer for an extended period of time	X	
Work involves staring at a computer screen for an extended period of time	X	
Work involves long periods of sitting or standing without break	X	