

# **Job Descriptions for Lincoln Police Department Lincoln, NH**

## ***School Resource Officer***

### **Summary**

The School Resource Officer is a sworn certified member who possesses all the requisite

knowledge, skills and physical abilities incumbent upon the position of an entry level officer. The School Resource Officer works in assigned schools, maintaining effective resources between school officials, students, parents and law enforcement officials. The member performs operations and public relation duties and tasks specific to the position.

The School Resource Officer teaches appropriate classes to students, counsels students, attends disciplinary hearings, attends social or athletic events, attends PTA meetings, gathers intelligence, enforces laws, investigates crimes and complaints, and prepares statistical reports.

The most important and essential job function of the position is attitude and includes the following: getting along with co-workers, cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The member may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

### **Education**

High School or GED

Two year College Degree  Preferred

Four Year College Degree  Preferred

### **Required Education, Professional Certification or License:**

New Hampshire driver's license

New Hampshire Full time officers certification

Prefer four (4) year degree with major course work in sociology, psychology, education or related fields

Prefer Instructor's Technique Certification or Basic School Resource Officer class

### **Required Professional Experience:**

One (1) year non-probationary experience as an officer with the Lincoln Police Department

Status  Civilian  Sworn  Certified

### Blood and Viral Pathogen Risk

No Risk  Moderate Risk  Foreseeable Exposure

### Environmental Conditions

Works primarily in an office or classroom environment

Requires some exposure to inclement weather

Sometimes exposed to physical confrontations or violence

### Required Skills and Knowledge

Knowledge of Lincoln Police General orders	Ability to operate a motor vehicle
Knowledge of NH RSA's	Ability to field questions
Knowledge of police procedures and techniques	Ability to process and evaluate information
Knowledge of referral agencies	Basic English grammar skills
Knowledge of Resistance/Control Continuum	Communication skills
Knowledge of emergency procedures	Problem resolution skills
Knowledge of first aid and CPR	Interpersonal skills
Knowledge of crowd control techniques	Public speaking skills
Knowledge of officer safety techniques	Teaching skills
Knowledge of School Board policy	Basic mathematical skills
Ability to read and write English	Interviewing skills

### Physical Requirements

Jump	See at normal range or with accommodations
Climb	Hear at normal level or with accommodations
Lift 90 lbs.	Speak English understandably
Walk	Manual dexterity (normal)
Run	Mobility
Sit for long periods	Physical agility
Stand for long periods	

### Essential Duties

<b>Operations</b>	
Teach classes	Attend disciplinary hearing/parent conference
Prepare statistical reports	Participate in emergency drills
Counsel students	Gather intelligence

Conduct "Gang Resistance Education and Training" class	
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**Public Relations**

Attend social or athletic events	Attend PTA meetings
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