GENERAL DEFINITION OF WORK:
Performs responsible protective service work providing school security, enforcing school safety programs and enforcing laws; does related work as required. The work may be performed under emergency conditions and involve considerable personal hazard. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:
Providing a safe environment for students; ensuring building security; enforcing laws; conducting criminal investigations; collecting evidence; preparing reports; testifying in court. (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)
- Develops presentations in various subjects such as understanding laws.
- Differentiates crime from school conduct violations.
- Takes law enforcement action if necessary; documents all reported crime violations.
- Ensures the investigation and enforcement of criminal law violations.
- Provides a visible deterrence to crime while presenting a positive impression of a law enforcement officer within the school.
- Handles calls for service at the school.
- Informs the students of their rights and responsibilities as citizens.
- Maintains liaison with the school’s principal, faculty and students.
- Coordinates all law enforcement response/service at the school.
- Prevents juvenile delinquency through close contact with students and school personnel.
- Assists law enforcement officers with outside investigations concerning students.
- Protects lives and property for the citizens and students.
- Investigates criminal activity committed on school property.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:
General knowledge of police methods, practices and procedures; general knowledge of the geography of the County and location of important buildings; general knowledge of the rules and regulations of the Sheriff’s Department; general knowledge of school policies; ability to understand and carry out oral and written instructions and to prepare clear reports; ability to deal courteously but firmly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; skill in the use of firearms and the operation of an automobile; ability to establish and maintain effective relationship with associates and the general public.

EDUCATION AND EXPERIENCE:
Any combination of education and experience equivalent to graduation from high school and some law enforcement experience.

PHYSICAL REQUIREMENTS:
This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects; work requires climbing, balancing, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal
spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts of or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

**SPECIAL REQUIREMENTS:**
Possession of an appropriate driver’s license valid in the Commonwealth of Virginia. Possession of basic law enforcement, firearms, SRO School and D.A.R.E. parent certifications. Must meet and maintain minimum training and experience requirements for the position as established by the department and the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

FLSA Status: □ Exempt – Executive Discretionary
□ Exempt – Professional Compensatory
□ Exempt – Administrative Compensatory
☑ Non-Exempt

Pay Grade: 13

Approved as to form: ___________________________     __________________

Approved:   ___________________________     __________________
Sheriff     Date

Approved:   ___________________________     __________________
County Administrator     Date

**Approved by Board of Supervisors: June 2, 2004.**