

KICKAPOO TRIBE IN KANSAS POSITION DESCRIPTION
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TITLE: School Resource Officer

POSITON: Full-Time

LOCATION: Kickapoo Nation School

SUPERVISOR: Chief of Police

Position Description:

Provides support and leadership to students, parents and faculty members, addressing tobacco, alcohol, other drug issues, gang activities, violence diffusion, violence prevention, crime prevention and safety issues in the school community. Reports to the Kickapoo Nation Chief of Police and the Kickapoo Nation School Superintendent.

Essential Responsibilities:

- Works closely with school Superintendent, meeting at least once weekly.
- Provides communications as liaison with law enforcement agencies and basic information concerning students on campus.
- Document information regarding potential problems such as criminal, gang activity, student unrest and identify particular individuals who may be a disruptive influence to the school and/or students.
- Take the appropriate steps, and consistent with Law Enforcement Officers duty when a crime occurs.
- Refers students and their families to the appropriate agencies for assistance when need is determined.
- SRO shall not function as a school disciplinarian.
- Shall attend meetings of parent groups and faculty-wide-in-service sessions also be available for conferences with students, parents and faculty.
- Confer with school administration to develop strategies to prevent or minimize dangerous situation on or near the campus.
- Promote citizen awareness of law enforcement efforts on campus to ensure peaceful operations of school related programs and build support with students.
- Attend school functions or extracurricular school events whenever possible.
- File police reports as required by local agency.
- Abide by school board policies and consult with or coordinate activities through the school principal or superintendent.
- Remain fully responsive to the chain of command of the law enforcement agency in all matters related to employment.
- Will work a nine month school year SRO duty and summer school session, if not summer school session. Will report to the Tribal Police Department and be assigned duties by the Chief of Police.

- SRO are not to be assigned duties regularly assigned to school personnel such as lunchroom or hall duty, noting should preclude and SRO from being available in areas where interaction with students is expected.
- When conducting normal police interviews on a school campus with a student, police personnel shall abide by school board policy concerning such interviews.

Qualifications:

- Must have two (2) years of Law Enforcement certification.
- High School diploma or equivalent.
- Must pass initial criminal background investigation.
- Required to pass with negative results employment drug test and be subject to random drug testing.
- Must possess a valid driver's license from state of residency and be insurable.

Privacy Policy:

Employee must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5USB, 552a) (i)(1).

Drug-Free Workplace Policy:

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Indian Preference:

Preference in filing vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

Job description: School Resource Officer

Employee Signature

Date