

# City of Merkel, Texas

[www.merkeltexas.com](http://www.merkeltexas.com)

100 Kent Street

Merkel Texas 79536 325.928.4911 ☎

325.928.3171 🖨

**Job Title:** School Resource Officer  
**Department:** Police

**FLSA:** NON-EXEMPT  
**Pay Rate:** 18.32 – 20.60 HR

## JOB SUMMARY

This position is a fully commissioned Peace Officer who works with and aids the administration and student body of the Merkel Independent School District schools. Serves as a consultant, instructor and problem solver and works to reduce crime through education and the promotion of positive police/student relations. This position is tasked as the dedicated departmental juvenile investigator whose primary responsibility is all criminal investigations where a juvenile is specifically named as a primary suspect and crimes against person(s) cases where a juvenile is the primary victim.

## ORGINIZATIONAL STRUCTURE

**Reports to:** Chief of Police

**Directs:** N/A

**Other:** This position holds an administrative rank of Sergeant. In certain instances, as delegated by the Chief of Police, may have supervisory responsibilities throughout the duration of certain investigations where additional departmental staff is required/requested.

## DUTIES, FUNCTIONS AND RESPONSIBILITIES

Essential duties and functions include the following:

- Educate youth by providing relevant and informative educational programs as requested by staff.
- Provide problem resolution, counseling and enforcement when necessary.
- Serve as liaison between MISD and the MPD by coordinating police/school shared activities.
- Solicit, promote and present crime prevention and police community relation programs in school and/or any youth/parent/school group that has a potential impact on juvenile crime.
- Consult with students, parents, teachers, and school officials and generally render assistance at every reasonable opportunity.
- Be knowledgeable on referral agencies and their services and provide this information to any requesting party.
- Divert juveniles from criminal activity and when possible, out of the criminal justice system.
- Maintain an active, productive calendar of scheduled school security activities.
- Be responsible for learning applicable services and be able to present them on short notice.

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- Work with other team members and management in a positive, productive manner.
- Provide information to all requesting police agencies that aids their school security/crime prevention/community relations programs and/or affects their juvenile crime.
- Perform Law Enforcement and/or social maintenance role as the need arises.
- Perform any task, service or assignment as requested by MISD and approved by the Merkel Police Department.
- Disseminate citizen input to the appropriate administration as applicable. This includes, but is not limited to, suggestions on training, citizen's praise or criticism of officers or policies, etc.
- Promote and participate in community youth recreation programs.
- When school is out for summer, work with the MISD and MPD, as directed.

Essential duties and functions also include; (Standardized Duties for Police Officer)

- Patrols an assigned zone on foot, on bicycle, and by vehicle to detect and deter criminal activity and traffic violations.
- Enforces traffic and parking laws.
- Receives information on activity in an area and assists in plans to address problems.
- Responds to calls relayed by Communications Officers, including but not limited to domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.
- Gathers information/probable cause to secure either arrest or search warrants as needed.
- Conducts preliminary investigations into traffic accidents and other incidents, including but not limited to interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes.
- Process crime scenes to recognize, collect and preserve evidence.
- Apprehends arrest, and process offenders, including fugitives; subpoenas witnesses and serves warrants.
- Provides assistance and backup support to other officers and emergency service providers as necessary.
- Assists motorists.
- Performs bailiff duties at Municipal Court.

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- May provide first-aid and CPR to victims as necessary.
  - Provides traffic direction as needed for special events such as parades, funerals, athletic events, and school crossings.
  - Preparing for and attending court proceedings as necessary.
  - Completes all required reports and forms, including accident and incident reports.
  - Inspects and maintains assigned patrol car, uniform, and equipment.
  - May serve as Hazardous Materials Technician.
  - Serves criminal and court-related paperwork.
  - Participating in mandatory and elective training.
  - May serve as a member of the department's SRT team.
  - May serve as a field-training officer for the department.
  - May serve as School Resource Officer/Juvenile Officer; provides mentorship and instruction to school children.
  - May serve as relief supervisor in the absence of the Chief of Police.
  - May be on call after hours to respond to emergency situations.
  - Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION**

- Basic NASRO Certification – Required or attainable within allotted time period.
- Familiar with Texas Penal Code, Texas Code of Criminal Procedure, Texas Transportation Code and Texas Family Code.
- Knowledge of relevant federal and state laws, criminal and traffic codes, juvenile law, search and seizure laws, and city ordinances.
- Knowledge of City of Merkel Police Department rules and regulations as well as City of Merkel ordinances.
- Knowledge of City, department and safety policies and procedures.
- Knowledge of Merkel Independent School Districts Policies and Procedures as it specifically relates to MISD Security and SRO guidelines; familiar with interlocal agreement.

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- Knowledge of traffic accident investigation techniques and procedures.
- Knowledge of the geography and streets of the city.
- Knowledge of first aid and CPR techniques.
- Knowledge of the judicial system and court procedures.
- Skill in operating computer and police software.
- Skill in operating police vehicles, firearms, and emergency equipment.
- Skill in operating radios and communications equipment.
- Skill in operating radar equipment.
- Skill in evidence packaging.
- Skill in restraining persons without causing physical harm.
- Skill in decision-making.
- Skill in report writing.
- Skill in controlled substance field-testing.
- Skill in dealing with the public.
- Skill in oral and written communication.

## **SUPERVISORY CONTROLS**

Assigns work in terms of general instructions. Work is reviewed for accuracy, compliance with established procedures, and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include state and federal laws, traffic laws, city ordinances, court rulings, constitutional guidelines, training manuals, city, department, and district policies and procedures, and supervisory instructions. These guidelines are generally clear and specific but require some interpretation in application.

## **COMPLEXITY**

The work consists of related law enforcement duties and duties that are outlined within the interlocal agreement between the MISD and MPD. The varied nature of calls within an ISD campus and the potential for emergencies contribute to the complexity of the work. Officer must display the ability to rapidly make well informed, accurate decisions in critical situations.

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## **SCOPE AND EFFECT**

The purpose of this position is to protect life, property, preserve the peace and enforce federal, state, and local laws within the Merkel Independent School District, including, but not limited to, ISD campuses, vehicles in transit to and from ISD events, and areas of responsibility not on a campus. Successful performance helps ensure the safety and wellbeing of the students and faculty of the district and citizens and contributes to the efficient and effective operation of the department.

## **PERSONAL CONTACTS**

Primary contacts will be MISD faculty and administrators, students, parents, and guardians. Other contacts are typically with co-workers, other city employees, other emergency service providers, court system personnel, attorneys, judges, medical personnel, law enforcement officers from other agencies, and the public.

## **PURPOSE OF CONTACTS**

Contacts are typically to give or exchange information, provide services, interview persons, resolve problems, and negotiate or settle matters.

## **PHYSICAL DEMANDS**

The work is typically performed while sitting, standing, walking, running, bending, crouching or stooping. The work also requires the ability to climb stairs and to work at varying heights. The employee occasionally lifts light or heavy objects, uses equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color and must have vision acuity to read and recognize objects at various distances. The employee must also use the physical force necessary to arrest and restrain persons.

## **WORK ENVIRONMENT**

Routine exposure to children ranging from all ages, inside MISD facilities, buildings, and athletic complexes. The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to inclement weather, noise, dirt, dust, contagious or infectious diseases, and life-threatening situations. The work requires the use of protective clothing and devices.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

Limited

## **ACCEPTABLE EXPERIENCE AND TRAINING**

- High school graduation or its equivalent.
- Three years of experience as a patrol officer; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Associates degree, 60 credit hours from accredited institution of higher learning, or equivalent certification in related field of study. (May be waived for honorable military service)
- Undergraduate Degree (4-year) in related field of study, prefer but not required.

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## **CERTIFICATES AND LICENSES REQUIRED**

- Intermediate Texas Commission on Law Enforcement (TCOLE) Peace Officer License;
- Basic Instructor License by TCOLE;
- Basic NASRO training certification, or ability to attend and obtain basic NASRO certification within (12) twelve months from appointment, and;
- Valid Texas driver's license.

## **DISCLAIMER / ADA / EEOC**

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to execute other duties not mentioned that are of similar kind or level of difficulty.

The City of Merkel will comply with the Americans with Disabilities Act, including the American Disabilities Act Amendment Act, and all other Federal, State and Local legislative requirements. The Facility will ensure that reasonable accommodation may be made to enable a qualified individual with a disability to perform the essential functions of that position.

**EEOC CATEGORY:** Protective Service Worker