

**KEMP INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** School Resource Officer

**SCHOOL:** District Wide

**REPORTS TO:** Chief of Police

**POSTED:** 2/25/2019

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**Primary Purpose:**

Candidate must be a fully commissioned police officer. Work well with and provide aid to administration and student body of Kemp Independent School District. Generally work to reduce crime through the education and promotion of positive police/student relations. Patrols district to protect all students, personnel, and visitors from physical harm and prevent property loss due to theft or vandalism. Enforces all laws; including municipal ordinances, county ordinances, and state laws. Work independently.

**Qualifications:**

**Education/Certification:**

High School Diploma or GED

Texas Peace Officer license issued by Texas Commission on Law Enforcement (TCOLE) Clear and valid Texas driver's license

School Guardian Plan Training

Basic SRO training certification or ability to attend and obtain SRO training certification

**Special Knowledge/Skills:**

General knowledge of criminal investigations, police report writing and criminal law

Training and ability to subdue offenders, including use of firearms and handcuffs

Bondable as required by the Texas Education Code §37.081(h)

Ability to pass required physical, psychiatric, and drug tests

Ability to work well with youth and adults

Strong public relations, organizational, communication, and interpersonal skills

**Experience:**

2 to 5 years of experience as an SRO with a public school setting

4 years of experience as a patrol officer or any equivalent combination of experience and training providing the required knowledge, skills and abilities.

**Major Responsibilities and Duties:****Law Enforcement**

1. Patrol assigned campuses and routes walking or driving within district jurisdiction.
2. Respond to all calls from campuses concerning crisis situations, accidents, and reports of crime.
3. Investigate criminal offenses that occur within district's jurisdiction.
4. Collect and preserve evidence for criminal investigations including witness statements and physical evidence.
5. Arrest perpetrators, file appropriate charges, and ensure placement in jail or juvenile detention centers for law violations as necessary.
6. Write effective legal incident reports.
7. Testify in court as needed.

**Consultation**

8. Work cooperatively with other police agencies to share information and provide other assistance.

**Safety**

9. Help provide traffic control at athletic events, school closings or openings, or at any time.
10. Provide protection to or escort district personnel as needed.
11. Operate all equipment including firearms according to established safety procedures.

**Administration**

12. Compile, maintain, and file all physical and computerized reports, records and documents required, including affidavits for arrest, incident reports, and activity reports.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** District vehicle, firearms, handcuffs, alarm system, security equipment, two-way radio, fire extinguisher, and standard office equipment including computer and peripherals.

**Posture:** Prolonged sitting and standing

**Motion:** Strenuous walking and climbing; frequent keyboarding and use of mouse; frequent driving.

**Lifting:** Moderate lifting and carrying (15-44 pounds)

**Environment:** Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather), moderate exposure to noise, frequent districtwide travel

**Other:** Specific hearing and visual requirements. May be subject to adverse and hazardous working conditions, including violent and armed confrontations. Ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously.

**Mental Demands:** Maintain emotional control under stress; prolonged hours; on call 24 hours a day.

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**Application Procedures:**

Apply online at [www.teacherjobnet.org](http://www.teacherjobnet.org)

For more information please contact:

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