



OFFICE OF THE SHERIFF

500 2nd Ave North
Room 204
Clanton, Alabama 35045

Chilton County
John Shearon, Sheriff

Phone (205) 755-4698
Fax (205) 280-7245

From: Sheriff John Shearon
RE: Full Time SRO
Position: SRO
Division: Patrol
Salary: Salary

Primary Purpose:

Patrols district property to protect all students, personnel, and visitors from physical harm and prevent property loss due to theft or vandalism. Ensure that the students and faculty have a safe, secure, and drug free educational environment. Officers will enforce all laws including county ordinances as well as state laws. Must be able to work independently and use common sense and knowledge to solve problems.

Qualification:

- High School diploma or GED; and
- Current Alabama Peace Officer Training Certification
- Valid Alabama Drivers License
- Hold Basic SRO Certification or be able to obtain certification within 12 months of assignment
- Shall possess ability to provide public speaking and information presentation
- Shall be able to maintain a productive working relationship with the Juvenile Court System, the District Attorney's office, and local Board of Education.

Major Requirements:

- Patrol assigned campus (es) and routes (walking or driving).
- Respond to all calls from campuses concerning crisis situations, accidents, and reports of crime.
- Investigate all criminal offenses that occur within the district's jurisdiction.
- Collect and preserve evidence for criminal investigations including witness statements and physical evidence.
- Arrest perpetrators, file appropriate charges, and ensure placement in jail or juvenile detention centers for law violations as necessary.
- Write effective legal incident reports.
- Testify in court as needed.
- Work cooperatively with other police agencies to share information and provide other assistance.
- Help provide traffic control at athletic events, school closings or openings, or at any other time.
- Operate all equipment including firearms according to established safety procedures.
- Establish a working relationship with all school sponsored clubs and participate in school related activities so as to present a positive understanding among the students and faculty and the Sheriff's Office.
- Notify their immediate supervisor when they are made aware of a serious incident involving employees or students enrolled at their assigned schools, even if the incident occurred outside of school hours and away from school property.
- The SRO shall serve as a member of the school safety planning teams to assist with the identifying of hazards, the mitigation of hazards, and the response/recovery aspects of hazards that might affect the schools.
- The SRO, at all times, shall conduct himself/herself in a professional, fair, and objective manner while in the performance of their duty. The SRO must exhibit character, morals, and ethics to a high standard and maintain respect for the school officials and the student body.

Work Schedule:

The SRO will be on duty and on campus at all times when school is in session. If only one SRO is assigned to the unit, it is understood that due to the numerous events that take place it may not be possible for them to cover every single event. However, he/she will be available as much as possible in order to cover a majority of the events, if upon request the SRO will work away sporting events when requested or needed. If there are more than one SRO's assigned to the unit, a schedule will be worked out amongst them in an attempt to cover the majority of the activities. This will give the SRO, basically the same work schedule as a teacher.

- The SRO will also be off the week(s) of Christmas Holidays, without using leave time, excluding any school events.
- Off Spring Break/AEA week (without using leave time).
- Off Fall Break (without using leave time).
- Off all State/County Holidays (without using leave time).
- During summer break the SRO will be required to work two (2) weeks, one (1) will be to host the Jr Deputy Academy the other will be for training.
- If inclement weather occurs, to which school is canceled, the SRO will contact the division commander to receive job assignments.

Additional:

SRO will be responsible for the Junior Deputy Academy; this will be hosted by the Chilton County Sheriff's Office yearly.

