



## JOB DESCRIPTION

<b>JOB TITLE:</b>	School District Police Officer	<b>PAGE:</b>	1
<b>DIVISION/DEPARTMENT:</b>	AASD Police Services	<b>FLSA STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Director of Safety & Security Services		
<b>DIRECTLY SUPERVISES:</b>	N/A		

### **OVERALL PURPOSE**

This position is responsible to assist the Director of Police Services and ensure the safety, and welfare of all students and staff within the confines of the AASD. Enforce all state and local laws within the scope of the School District Police Officer position.

This position is required to conduct business in a professional and cordial manner that will uphold the integrity and reputation of the Altoona Area School District (AASD). This position maintains a thorough working knowledge of and adheres to the policies, regulations, and procedures of AASD.

### **ESSENTIAL FUNCTIONS (other duties may be assigned)**

1. Monitor students arriving for school, patrol school grounds and various school buildings. Check all school grounds and properties for any form of Criminal Mischief/ Vandalism. Intervene with students on a daily basis.
2. Conduct Investigations at all AASD locations and provide assistance to other local law enforcement agencies when it is deemed appropriate. Conduct internal investigations when assigned. Collect and maintain chain of evidence pertaining to major investigations/arrests. File appropriate charges at the different judicial systems.
3. Enforce Truancy and other School Board policies by patrolling the city for truant students and transport AASD students to appropriate schools when necessary. Monitor school grounds and adjacent properties for any type of illegal activity. Enforce the No Trespassing Laws for all violators.
4. Assist in Traffic Control around School District Properties when the School Guard or Police officer is unable to work assigned post. Direct Traffic for various sporting events. Assist Local Law Enforcement with enforcing the local laws and ordinances for the Commonwealth. Monitor the local radio bands for all types of Emergencies.
5. Provide crowd control and implement security measures at all AASD sporting events. Provide a safe environment for outside agencies that utilize our facilities. Oversee the use and implementation of Metal Detector Devices at AASD locations when they are deemed necessary by the Director of AASD Police Services.
6. Assist with the delivery of Board Agenda, make bank deposits at local banking institutions and deliver paperwork to homes for services that are needed to carry out the standards set forth by the school district. Assist the Special Education and AASD Administrators with paperwork delivery.
7. Prepare cases for presentation in a Court setting or at the District Justice level. Make arrests when the local laws or any infraction takes place that is covered under the PA Crimes Code. Proceed with steps to file prosecution when an investigation reveals suspects and required evidence. Prepare Juvenile Allegation complaints and be able to demonstrate the case in front of a Judge or a Juvenile Court Master. Prepare and file appropriate Incident Reports to the Director of Police Services.
8. Make Home Visits to residences when students refuse to attend school or when there is some type of problem within the confines of the home. Transport students to their respective schools when the parents request intervention with their child.

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## **OTHER DUTIES**

- Public Speaking engagements and presentations to members of the community.
- Attend mandatory Post and Department Training to maintain Police Standards.
- Assist in setting up Hot Line phone numbers to report any type of illegal behavior.
- Relay complaint and Emergency request information to the appropriate agency emergency dispatchers.
- Issue Parking Tickets and warnings on District Properties and to the surrounding city streets and neighborhoods.
- Maintain access to and the security of highly sensitive materials.
- Provide a service to students and citizens that have locked their keys inside of a vehicle.
- Respond to alarms at all AASD buildings 24 hours a day seven days a week.
- Implement the AASD Emergency Plan.
- Assist Juvenile Probation Officers and or Children and Youth Services caseworkers in activities on School grounds.

## **QUALIFICATIONS**

### **EDUCATION/EXPERIENCE AND/OR TRAINING**

- Associate Degree in Criminal Justice
- 2-3 years experience in related field required

### **LICENSES OR CERTIFICATIONS**

- Act 120 Certified (Municipal Police Training), required for new hires as of 2004
- Act 235 Certified, required
- CPR and First Aid Certified, required
- Valid Pennsylvania driver's license, required

### **WORK-RELATED KNOWLEDGE**

- School police powers in PA

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **PROBLEM-SOLVING SKILLS**

- Identify problems, inform others, and provide information to assist with solving the problem.

### **VERBAL COMMUNICATION SKILLS**

- Use verbal skills to communicate with co-workers or customers.

### **WRITTEN COMMUNICATION SKILLS**

- Complete and maintain documentation/records; to effectively convey ideas and information both in written and oral form.

### **MATH SKILLS**

- Addition, subtraction, multiplication, division, percentages, ratios.

### **COMPUTER SKILLS**

- Internet/e-mail
- Word processing software

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## **TOOLS AND EQUIPMENT:**

- General Office Equipment
- Guns and other protective devices

## **MENTAL DEMANDS typically required**

- Respond to unpredictability
- High level of record keeping
- High pressure for results
- Respond to angry and upset individuals
- Read, comprehend and follow instructions and work orders
- Relate to others

## **PHYSICAL DEMANDS typically required**

- **CONSTANTLY INCURRED** (more than 75% time on job)
  - Repetitive finger movement
  - Ability to use both hands
  - Ability to communicate orally
  - Ability to hear conversation
- **FREQUENTLY INCURRED** (25 – 75% time on job)
  - Ability to stand
  - Ability to walk
  - Ability to sit
  - Ability to lift up to 25 lbs.
  - Ability to use both legs
- **OCCASIONALLY INCURRED** (up to 25% time on job)
  - Ability to lift up to 40 lbs.
  - Reaching at high or low level
  - Ability to climb stairs
  - Specific visual requirements
  - Use of depth perception
  - Use of color vision

## **WORKING CONDITIONS typically required**

This position *typically* requires work in a normal office environment.

- **OCCASIONALLY INCURRED** (up to 25% time on job)
  - Work outside
  - Work outside and inside
  - Exposure to blood and bodily fluids

## **PERSONAL PROTECTIVE EQUIPMENT**

This position *typically* does not require the use of personal protective equipment.

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To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

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Signature of Employee

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Date

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Signature of HR Representative

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Date