

## ORDINANCE 2017-14

An Ordinance amending provisions of the City of Harrodsburg Ordinance # 2006-13.

**WHEREAS**, the Board of Commissioners of the City of Harrodsburg desires to amend a portion of the Classification plan, Compensation plan, and Job Description of Ordinance 2006-13.

**NOW, THEREFORE**, be it enacted by the City of Harrodsburg, Kentucky, that a portion of the Ordinance under "Job classifications/descriptions for School Resource Officer", be established as follows:

### Class Title

School Resource Officer (SRO)

### Characteristics of the Class

Under the general direction of the Police Chief or other superior officers, performs all duties required in the enforcement of laws and ordinances, the prevention of crime, and the protection of life and property. Performs related work as required.

### Examples of Duties or Responsibilities of the Classification

(Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to add or otherwise alter the duties and responsibilities of a position. The use of an individual expression or illustration as to duties or responsibilities shall not be regarded as excluding assignment of others, not mentioned, which are of similar kind or quality.)

Pursuant to the agreement between the City of Harrodsburg and the Mercer County School District, the School Resource Officer will work to enhance the safety of our school campuses and support a positive learning environment for all students. This will be achieved by building and establishing meaningful relationships with students and staff and proactively interacting with the school community to ensure the enforcement of city and state laws, preservation of public order, protection of life and the prevention, detection or investigation of crime. The SRO is a sworn police officer and at the same time is an agent of the school district. The SRO will patrol district property to protect students, staff, and visitors from physical harm and prevent loss to district property resulting from criminal activity, both during the school day and during school events. The SRO will also continually promote open communication and mutual understanding between the police department, the school district, and the students. Under the direction of superior officers, patrols assigned areas of the city in a police vehicle or on foot. Investigates complaints and responds appropriately. Makes arrests and/or citations to persons in violation of state law or city ordinances. Serves court documents, including warrants and subpoenas. Provides traffic control in connection with school crossing, accidents, inoperative electronic traffic control devices, fires and special events. At the scene of a crime or accident, conducts preliminary investigations, gathers evidence, interviews witnesses and makes arrests as appropriate and takes

prisoners to jail. Qualified officers may administer Breathalyzer tests as needed. Assists rescue and fire units in emergency situations. Prepare required reports relating to crimes or accidents. Appears in court as required. Gives advice on laws and ordinances and general information to the public. Maintains order in crowds, parades and public gatherings. Works with social service agencies and public schools as needed to accomplish program objectives. Participates in approved/required law enforcement training courses in modern police methods and procedures, first aid, firearms instruction and related procedures as well as an accredited School Resource Officers course. Performs other related duties as required.

### Typical Working Conditions and Unique Physical Requirements

(Persons employed in this classifications will typically perform their primary job duties under these conditions. However, these conditions may change on occasion in performing the duties of an individual position.)

Depending on the duties performed, on-duty time is spent in the schools, office, police cruiser or outdoors. Must respond to calls in all weather conditions and in any type of terrain. Extreme physical exertion may be required in the pursuit and apprehension of prisoners, or in related work. Extreme mental stress due to personal danger or danger to others may also occur due to the nature of police response.

### Minimum Qualifications

#### Training and Experience

Graduate from an accredited high school or equivalent (GED), and at least twenty-one (21) years of age. Certification as a Certified Peace Officers as required by KRS 15.382, including successful completion of required basic police training, and forty (40) hours of School Resource Officer training administered by or approved by the Department of Criminal Justice Training. Must also, comply with annual in-service training requirements mandated by KRS 95.955.

#### Special Licensing Requirements

Valid driver's license

Certified Police Officer

#### Special Knowledge, Skills, and Abilities

Comprehensive knowledge of police methods, practices, and procedures, with the ability to apply knowledge to specific situations. Extensive knowledge and application of federal, state and local laws. Working knowledge of, or the ability to quickly learn, the geography of the city. Ability to carry out oral

and written instructions. Ability to analyze situations and adopt quick, effective and reasonable courses of action, with regard to surrounding hazards and circumstances. Proficiency in the use of firearms. Ability to establish and maintain effective working relationships with employees, other officials and the general public. Physical and intellectual ability to perform duties effectively in high-stress situations. Willingness to work long, fluctuating work schedules. Ability to pass appropriate physical and medical examinations. Effective communications skills. Ability to maintain important records efficiently and accurately, and to prepare concise, clear reports from this information.

Overtime Status

Non-Exempt

**WHEREFORE**, this Ordinance was approved by the City Commissioners of Harrodsburg on the \_\_ day of \_\_\_\_\_, 2017.

This Ordinance shall become effective upon its passage, approval and publication as required by law.

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Eddie Long, Mayor

City Of Harrodsburg

ATTEST:

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City Clerk/Treasurer

Given 1<sup>st</sup> Reading and Passed on the \_\_ day of \_\_\_\_\_, 2017.

Given 2<sup>nd</sup> Reading and Passed on the \_\_ day of \_\_\_\_\_, 2017.

Published in the paper on the \_ day of \_\_\_\_\_, 2017.