



**MIKE CLORE**

*Sheriff*

Milam County

## NOTICE OF JOB OPENING

<b><u>POSITION:</u></b>	<b>School Resource Officer/Deputy</b>
<b><u>DEPARTMENT:</u></b>	MILAM COUNTY SHERIFF'S OFFICE
<b><u>DIVISION:</u></b>	SPECIAL OPERATIONS
<b><u>DATE OF POSTING:</u></b>	MAY 30, 2024 - OPEN UNTIL FILLED
<b><u>REPORTS TO:</u></b>	SPECIAL OPERATIONS LIEUTENANT

### Job Summary

Promote and maintain a school environment that will increase the safety and security of district personnel, students and visitors to school campuses and facilities.

### Primary Responsibilities

- Respond to calls requiring peace officer intervention or service, and initiate activity where needed to ensure a safe and secure environment.
- Enforce laws, policies and provisions of the Texas Penal Code, and the Code of Criminal Procedure Texas Education Code
- Prepare police reports; identify and report potential safety and security hazards, conduct initial investigations, and act on community and district concerns.
- Collaborate with district and campus staff who oversee safety protocols.
- Follow the department's safety procedures including procedures for safe handling and use of firearms.
- Patrol district property to protect all students, staff, and visitors from physical harm and prevent property loss due to theft or vandalism.
- Follow the district Emergency Response Guide and Emergency Operations Procedures (EOP).

## Other Responsibilities

- Regulate traffic and/or enforce traffic laws through the issuance of citations and/or written warnings.
- Identify and arrest people accused of criminal acts, including assault, burglary, theft, etc.
- Give testimony in court proceedings.
- Collect evidence utilizing proper evidence collection methods including but not limited to fingerprinting, bagging, labeling, and/or submission thereof for storage or further State lab processing actions.
- Respond to distress calls or calls for assistance.
- Investigate reports of suspicious activity.
- Interview witnesses and suspects.
- Pursue fleeing suspects on foot or by motor vehicle.
- Engage in criminal and/or narcotics interdiction techniques
- Provide road assistance to motorists and give directions if necessary.
- Book and/or process prisoners.
- Conduct and/or document comprehensive investigation reports involving arrests.
- Respond to accidents or stranded motorists.
- Be proficient in firearms qualifications as set out by the Milam County Sheriff Office.
- Maintain a level of physical and mental fitness that will allow for the performance of the above-described duties.

I have reviewed and understand the job description detailed above.

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Print name

Signature

Date

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