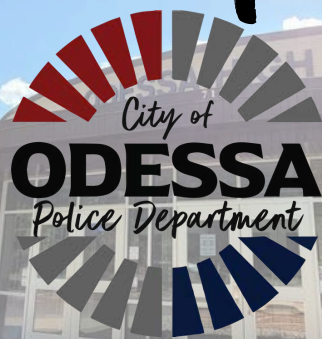


# We're Hiring!



Join our team as a

## SCHOOL RESOURCE OFFICER

The City of Odessa is seeking a full-time School Resource Officer. Odessa is a vibrant, historic community of approximately 5,500 people in a strategic location for future growth, while being able to maintain the small, hometown feel that residents desire. The community is known for its family-friendly way of living, superior school system, moderate cost of living, and is strongly supported by numerous civic organizations. Today, Odessa is the largest and fastest growing community in Lafayette County situated in western Lafayette County at the intersections of US Interstate 70 and Missouri State Highway 131. Odessa occupies about 4.1 square miles and is approximately 35 miles east of the heart of downtown Kansas City. It operates as a fourth class city and is served by a Mayor and Board of Aldermen with the City Administrator overseeing the day-to-day operations of the organization.



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Missouri

Position will remain open until filled.

Qualified persons should send resume, cover letter, and references to:

Josh Thompson, Odessa Police Chief

310 S First Street, Odessa, MO 64076

[josh.thompson@cityofodessamo.com](mailto:josh.thompson@cityofodessamo.com) | [www.cityofodessamo.com](http://www.cityofodessamo.com)

# CITY OF ODESSA, MISSOURI

## CITY OF ODESSA, MISSOURI JOB DESCRIPTION

<i>Position Title</i>	<i>School Resource Officer</i>
<i>Department</i>	<i>Police Department</i>
<i>Supervisor</i>	<i>Chief of Police</i>
<i>Grade</i>	<i>8</i>
<i>Salary Range</i>	<i>\$20.23 to \$30.60</i>
<i>Position/Category</i>	<i>Regular/Full-time</i>
<i>FLSA Classification</i>	<i>Non-Exempt</i>
<i>Revised</i>	<i>01/2025</i>



### JOB SUMMARY

Performs police patrol at and around the Odessa R-VII School District facilities and grounds, enforces all State Statutes, laws and ordinances, protects life and property, and performs police-related assignments and educational activities such as the DARE Program.

### JOB SCOPE

Works under the general supervision of the Chief of Police, Captain and Lieutenant.

Generally, no supervisory or budgetary responsibilities.

### DUTIES AND RESPONSIBILITIES AS SCHOOL RESOURCE OFFICER (SRO)

Maintain a peaceful District campus environment for students, faculty/staff, parents, and patrons of the District and City of Odessa;

Interact with students and District faculty/staff on a daily basis; while interacting with students and faculty/staff, gather information regarding potential problems such as criminal activity; security of students, parents, and faculty/staff on the school campus; student unrest and disorder; and identification of individual student behavior that might be disruptive to the school community;

Meet often with the School Principals; sharing information and discussing proactive approaches to solving problems related to crime, violence, safety, and security;

Act as a liaison between the District and other local law enforcement agencies, providing appropriate information to these agencies related to the school community served by the SRO;

Act as a liaison between the District and other social service agencies; providing appropriate information to these agencies related to the school community served by the SRO;

Serve as a source of information and as a role model for students seeking to pursue law enforcement and criminal justice as a career choice, talking to students as individuals and as groups;

Provide training to faculty/staff on violence prevention, school safety and security, violence diffusion, and substance abuse and tobacco activities;

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## **CITY OF ODESSA, MISSOURI**

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Present programs and provide information to parents and patrons on issues related to criminal activity, school safety and security, violence diffusion and prevention, and tobacco, alcohol and other drug abuse issues, as requested by a School Principal and approved by the Chief of Police;

Plan and carry out a security audit of school grounds and facilities for the School Principals and assist in the identification of physical changes in the District campus environment that may reduce crime in or around the school buildings;

Assist the School Principals, as appropriate, on Homeland Security/Anti-Terrorism planning and assist in developing bomb threat protocols, evacuation plans, and shelter-in-place plans;

Provide educational programs and information to both students and faculty/staff as requested by a School Principal and approved by the Chief of Police;

Provide the District with the expertise needed so that the School Principal and SRO can create a program to reduce the number of crimes, incidents of tobacco, alcohol and drug abuse and possession, and violent behavior and disorder on the school campus; and

Take the appropriate steps, consistent with a Police Officer's duty, when a crime occurs.

### **GENERAL DUTIES AND RESPONSIBILITIES**

Works assigned shifts performing school security patrols; traffic control; investigates and administers first aid at the scene of vehicular accidents; detection, investigation and arrest of persons involved in crimes or misconduct.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law with primary focus surrounding the schools; controls vehicular traffic; prevents or detects and investigates misconduct involving misdemeanors, felonies, and other law violations and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Prevents and discovers the commission of crimes to promote the safety of the general public, school staff, students and guests at school facilities; to respond and help citizens as needed with such matters as locked or stalled vehicles, crime prevention, drug resistance, and traffic safety.

Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at the scene of vehicular accidents; takes measurements and draws diagrams of crime scenes.

Responds to calls and complaints involving traffic accidents and performs routine traffic control on and around school property.

Participates in traffic law enforcement by patrolling, directing traffic, issuing citations, or placing violators under arrest.

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## **CITY OF ODESSA, MISSOURI**

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Conducts preliminary investigations; gathers evidence, identifies witnesses; makes arrests and takes prisoners into custody in accordance with laws and ordinances. Seeks out and questions victims, witnesses and suspects. Develops leads and tips; prepares cases of giving testimony and testifies in court proceedings.

Prepares a variety of reports and records including reports of investigations, arrest reports, juvenile referrals, alcohol influence reports, traffic accident reports, etc.

Participates in investigating criminal law violations occurring within the city limits, obtaining evidence and compiling information regarding these crimes; prepares cases for filing of charges; testifies in Court; and related activities.

Works on assigned shift using own judgment in deciding the course of action; expected to handle difficult and emergency situations without assistance.

Maintains contact with police supervisory personnel to coordinate investigation activities and provides mutual assistance during emergency situations and provides information about department activities.

Maintains contact with school administration to coordinate investigation activities and provides mutual assistance during emergency situations.

Performs in other related work as required by ordinance, or assigned supervisor.

Coordinates activities with other officers or other City departments, as needed, and exchanges information with officers in other law enforcement agencies. Participates in training of tactical and development of skills and in some cases activities such as Bicycle Safety, K-9 Operations, SWAT Multi-Agency Team, Crime Scene Team, or any other multi-agency teams.

Complies with all City policies and procedures. Complies with Department policies and procedures. Complies with Odessa R-VII policies. Must maintain regular and acceptable attendance.

Safely performs the essential functions of the position without posing a direct threat or significant risk of substantial harm to the safety or health of himself/herself or others.

Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the City's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel.

Must be regularly available and willing to work at least 8 hours per day, 40 hours per week, or such other hours per day or hours per week as determined necessary or desirable to meet the City needs and School District needs. Must be available and willing to work such weekends and holidays as determined is necessary or desirable to meet the determined needs.

### **MINIMUM EDUCATION, EXPERIENCE, AND CERTIFICATION REQUIREMENTS**

- High School diploma or equivalent required; and
- Basic Law Enforcement Training (POST) certification or equivalent; and
- Minimum of one (1) year work experience as a fully commissioned police officer; or
- Equivalent combination of education and experience.
- Possess and maintain a valid Missouri State driver's license.



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# CITY OF ODESSA, MISSOURI

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## SKILLS, KNOWLEDGE, AND ABILITIES

- Skill in the operation of the tools and equipment listed below.
- Missouri Police Chiefs Charitable Foundation Basic School Resource Officer curriculum or equivalent preferred.
- Missouri Police Chiefs Charitable Foundation DARE Officers training program preferred.
- Some knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances, and department rules and regulation; knowledge of the City's geography.
- Ability to analyze situations quickly and objectively and to determine a proper course of action to be taken; ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others; ability to perform work requiring good physical condition; ability to communicate effectively, orally and in writing; ability to establish and maintain an effective working relationship with peers and supervisors; ability to exercise sound judgment in evaluating situations and making decisions; ability to give verbal and written instructions; and ability to meet the special requirements listed below.

## TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required; baton; handcuffs; breathalyzer; first-aid equipment, officer equipment; and detection equipment.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear for extended periods of time. The employee is frequently required to stand and walk; use hands to finger, handle or operate objects, controls or tools listed above; reach with hands and arms. The employee is frequently required to climb, balance, stoop, kneel, crouch, crawl, taste and smell.

The employee must have the ability to react instantly to changing situations, strength, endurance and speed as required by law or regulation.

The employee must occasionally lift and/or move more than approximately one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals. The employee is frequently exposed to the risk of working in traffic and moving equipment.

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## CITY OF ODESSA, MISSOURI

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The noise level in the work environment is usually quiet with periods of moderate to loud noise levels.

### SELECTION GUIDELINE

Formal application, rating of education and experience, oral interview and reference check, polygraph examination, psychological, and other job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Traits to be considered in the selection include the candidate's willingness and ability to work with youth; the level of maturity, patience, industry, courtesy, tact, flexibility, and approachability; and the candidate's verbal and written communication skills. A successful SRO must be a good role model for the youth of our community.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Josh Thompson, Chief of Police

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Shawna Davis, City Administrator