

PUBLIC NOTICE

JOB OPENING-SCHOOL RESOURCE OFFICER-POLICE DEPT.

The City of Rainbow City is now taking applications for a School Resource Officer in the Police Dept. in accordance to the State SRO statute. Benefits include (100% paid BCBS health/dental insurance, LTD, vacation, sick, and State of Alabama Retirement, \$25k life insurance, longevity pay, and 10 paid holidays per year). Job Description is attached.

Closing Date: Friday, December 5, 2025 at 4:00 p.m.

An equal opportunity employer in compliance with ADA regulations, Alabama Drug-Free Workplace Policy, and a participant of E-Verify.

I, Beth Lee, City Clerk of the City of Rainbow City, Alabama, do hereby certify that the foregoing job opening was duly posted on the 1st day of December 2025 at the following locations:

Rainbow City Hall
Winn Dixie
Local Joe's
www.rbcAlabama.com



CITY OF RAINBOW CITY

JOB DESCRIPTION

Job Title: School Resources Officer (SRO)

Department: Police

FLSA:

Grade:

Safety Sensitive Job: Yes

Security Sensitive Job: Yes

Job Description Prepared: June 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: SRO Supervisor

Subordinate Staff: None

Internal Contacts: All City Departments

External Contacts: General Public; Sheriff; Alabama Law Enforcement Agency (ALEA); Alabama Department of Transportation (ALDOT); Department of Human Resources (DHR); Alabama Peace Officers' Standards and Training Commission (APOSTC); Etowah County Board of Education; Probate Judge; Schools; Mental Health; Hospitals; Southside Police Department; Etowah County Sheriff; Other Law Enforcement Agencies; Juvenile Probation; Attorneys; District Attorney; Circuit Judge; Department of Homeland Security (DHS); SRO Counterparts; Civic Organizations; Parents; National Association of School Resource Officers (NASRO)

Job Summary

Under the supervision of the SRO Supervisor, the employee acts as the representative of the Police Department on school campuses. This officer is the first contact for students, faculty, administration, and staff in law enforcement related or criminal issues. The SRO performs three roles in the schools: law enforcement officer; law-related counselor; law-related education teacher. Duties related to these three roles include, but are not limited

to, providing education on school campuses, general law enforcement responsibilities necessary to provide for the safety and good order of the school, students, faculty, and staff. The employee investigates allegations of criminal incidents per police department policies and procedures; enforces state and local laws and ordinances; makes appropriate referrals to juvenile authorities or other governmental agencies; and works to prevent juvenile delinquency through close contact and positive relationships with students during school hours or extracurricular activities. The employee also develops and presents crime prevention programs and conducts security inspections to deter criminal or delinquent activities. The employee monitors crime statistics and works with local patrol officers and students together to design crime prevention strategies; establishes and maintains a close partnership with school administrators in order to provide for a safe school environment; and assists school officials with their efforts to enforce Board of Education policies and procedures. Employee also performs patrol duties as required. Independent judgment, initiative, and understanding must be exercised in interpreting orders, rules, and regulations while dealing with school-aged youth. Work is performed in accordance with well-defined procedures, established rules, regulations, and instructions from superior officers; work is reviewed upon completion. This job is considered safety- and security-sensitive and is subject to pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: School Campus Duties and Security. The employee provides campus security by patrolling school grounds and investigating criminal activity.

1. Patrols assigned school campuses, buildings, hallways, dining areas, courtyards, bus lines, parking lots, roads, or other areas to detect/deter criminal activity and traffic violations.
2. Maintains order throughout school grounds during school hours or extracurricular activities to ensure a safe and secure environment for students and teachers.
3. Interacts with/observes students during class changes and school events.
4. Develops positive relationships with students and faculty.
5. Monitors hallways during, before and after school hours and during breaks.
6. Intervenes in fights/disputes causing disturbances or disruptions; mediates conflicts.
7. Prevents/discovers commission of crime on campuses; monitors conduct and actions of students or other individuals; checks suspicious vehicles, persons, or situations.

8. Conducts searches of suspects or arrestees; collects illegal objects from students; writes citations, pursues suspects, or makes arrests.
9. Completes criminal reports of criminal activity on school grounds.
10. Questions visitors and ensures they have a visitor's pass.
11. Assists with fire drills, intruder exercises, and active shooter drills.
12. Investigates criminal activity on school grounds; interviews witnesses, collects evidence, etc.
13. Receives complaints from bus drivers of drivers not obeying traffic laws (stopping while bus is loading) and notifies Patrol Division.
14. Makes arrests for criminal activities.
15. Coordinates K-9 searches of the school grounds and parking lot; searches for narcotics on all searches.
16. Patrols school grounds when school is not in session.
17. Coordinates security for special events; attends or participates in various youth-oriented activities, such as drug-free clubs, sports events, meetings, and community functions.
18. Maintains a daily activity log; provides weekly report to supervisor.

ESSENTIAL FUNCTION: Drug Abuse Resistance Education (DARE) Programs. The employee prepares for and teaches DARE courses within assigned schools.

1. Schedules DARE programs and activities with school officials and community members.
2. Promotes and publicizes DARE programs and activities.
3. Prepares for DARE presentations.
4. Presents DARE program classes to students.
5. Maintains DARE class records.
6. Conducts research on topics and updates class presentations.
7. Provides certificates of completion at conclusion of DARE courses.
8. Organizes DARE awards and graduation events.
9. Attends seminars and conferences to receive lesson updates and to maintain certification.

ESSENTIAL FUNCTION: Public Relations Presentations and Assistance. The employee attends various meetings with faculty and board members and assists with various courses throughout the school system and community.

1. Promotes positive community relations and breakdown of barriers between law enforcement and community youth by educating, counseling, motivating, and working to re-direct negative behaviors.
2. Presents information to health classes about the effects of drug use.
3. Assists school administration to develop and maintain school crisis plan.
4. Meets with Parent Teacher Organizations (PTOs) and discusses the characteristics of drug use in students.

5. Counsels students and parents with student behavior problems; refers students and parents to specific services; and ensures discussions are in front of a guidance counselor.
6. Answers questions about laws and student safety.
7. Assists DHR with home visits when requested by social workers.
8. Ensures plans are in place for assigned school in case of emergencies, severe weather, or necessary evacuations.
9. Attends in-service meetings and safety meetings at schools with teachers and educators.
10. Plans and coordinates active shooter exercises.
11. Attends Board of Education meetings.
12. Serves as point-of-contact for schools to file reports or make changes in program.
13. Maintains visibility on campus.
14. Prepares written security system recommendations to schools.

ESSENTIAL FUNCTION: Law Enforcement; Civil and Criminal Processes. The employee conducts patrol operations during school holidays and breaks.

1. Performs patrol duties during periods when schools are closed for summer vacation and other school holidays and breaks.
2. Patrols City businesses, schools, churches, private residences, and other special areas as directed by supervisor and makes building searches of anything found open or disturbed.
3. Makes note during patrol of any situation that does not appear normal for the area, time of day, weather conditions, volume of traffic, assemblage of persons, etc.
4. Varies patrol route to prevent establishing a predictable pattern.
5. Responds to and investigates any complaints received; prepares a written report for each investigation.
6. Initiates investigation of complaints and prepares to brief the supervisor and investigator of known facts, suspects, and situation.
7. Provides backup support for other law enforcement officers, including those from other agencies.
8. Assists stranded motorists; keeps traffic moving smoothly and safely; watches for traffic violations; operates department speed detection devices in accordance with departmental rules and regulations; maintains device log and other documents as required for purposes of evidence; directs traffic as required; assists with or provides escorts for funeral processions; perform emergency relays such as blood transports.
9. Assists in medical emergencies as needed by rendering first aid or assisting medical personnel.
10. Operates two-way radio in accordance with approved procedures; maintains radio contact with dispatcher; provides point-to-point communication with multi-agency responses requiring separate frequency utilization.

11. Notifies supervisor of unusual problems or complaints encountered.
12. Promotes good public relations.
13. Prepares written reports of offenses investigated, arrests, daily activities, unusual events, force used, buildings checked, field interviews, etc.
14. Performs severe weather area-spotter requirements during severe weather watches; evacuates residents and motorists; relays condition observations as required to Emergency Management to aid in qualifying alerts and warnings; participates in Disaster Preparedness drills as directed.
15. Remains on watch for property, business, and dwelling fires; upon discovery, notify the appropriate responding agencies and evacuates all persons from the structure or area; provides any assistance necessary to the responding agencies.
16. Operates the department designated breath testing device when certified for obtaining scientific evidence in suspected driving under the influence (DUI) related cases; performs tests for other agencies as directed; maintains Department of Public Health, Department of Public Safety and court related documents and evidence information as required.
17. Makes arrests in accordance with legal statutes, apprehends fleeing individuals, and utilizes force as required.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills, and Abilities

(*Can be acquired on the job)

1. *Knowledge of local school districts and system.
2. Knowledge of City and Departmental policies, procedures, and guidelines.
3. Knowledge of City layout and road system and traffic regulations.
4. Knowledge of civil and criminal law and court procedures.
5. Knowledge of first-aid, cardio-pulmonary resuscitation (CPR) procedures, safety procedures, self-defense, and emergency procedures.
6. Knowledge of modern law enforcement principles, practices, and procedures.
7. Knowledge of law enforcement investigative techniques of identification.
8. Knowledge of rules of evidence and laws of search and seizure.
9. Knowledge of the criminal justice system.
10. Knowledge of state and local laws and statutes.
11. Knowledge of basic computer applications and law enforcement databases.
12. Knowledge and ability to maintain and effectively use all weapons.
13. Knowledge of School Resource Officer (SRO) and DARE programs.
14. General knowledge of the philosophy, objectives and practices of counseling particularly as related to juveniles.
15. General knowledge of the fundamental principles of adolescent psychology.
16. Knowledge of safety rules including accident causation and prevention.

17. Communication skills to effectively communicate internally and externally, both orally and in writing.
18. Reading skills to comprehend operator manuals, directives, procedures, and instructions.
19. Verbal skills to communicate effectively with supervisor and co-workers.
20. Writing skills to prepare plans, procedures, reports, compose letters and documents, using correct English, grammar, spelling, and punctuation.
21. Math skills to analyze, compute and prepare budgets.
22. Listening skills to understand complaints, instructions, discussions with subordinates and the general public.
23. Driving skills to operate vehicle properly and safely under adverse conditions and situations.
24. Ability to plan, assign, and supervise the work and training of subordinates and to command their respect.
25. Ability to lift and carry heavy items, objects, and individuals, weighing more than 50 pounds, and subdue belligerent individuals, climb on top of or under structures and to pursue and detain a fleeing suspect.
26. Ability to effectively communicate information to co-workers, supervisors, general public, and court personnel in person, via phone or two-way radio.
27. Ability to safely fire a weapon at a moving target at a distance, distinguish color, identify persons and objects at a distance, such as suspects, tag numbers, etc., and in low-light environments.
28. Ability to speak in front of large groups of parents and students.
29. Ability to deliver SRO programs and other presentations.
30. Ability to direct and supervise subordinate employees.
31. Ability to establish effective working relationships with juveniles, parents, school officials, fellow workers, and the public.
32. Ability to deal effectively with juveniles and adults.
33. Ability to analyze evidence; ability to question and interview skillfully.
34. Ability to organize and prepare clear and concise oral and written reports.
35. Ability to manage all types of behaviors and remain level-headed in stressful situations.
36. Ability to analyze situations and make quick, effective, and reasonable decisions under stressful conditions.
37. Ability to work independently without close supervision.
38. Ability to work outdoors under adverse weather conditions.
39. Ability to remember names, faces and details of incidents.
40. Ability to operate two-way radio.
41. Ability to wear personal protective equipment (PPE).
42. Ability to drive.

Minimum Qualifications

1. Possess and maintain Alabama Peace Officers' Standards and Training Commission (APOSTC) certification.
2. Minimum of two (2) years of law enforcement experience.

3. Possess a current and valid driver's license; must be insurable.
4. Ability to complete Basic SRO training within six (6) months of promotion to this job.
5. Ability to complete DARE Instructor certification within six (6) months of promotion to this job.
6. Ability to work non-standard hours and be on-call.
7. Ability to travel.
8. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working under extreme weather conditions, subject to physical attack, or similar situations where conditions cannot be controlled.

Equal Opportunity Employment Statement

Rainbow City is an equal opportunity/affirmative action employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Rainbow City makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Acknowledgment

I acknowledge that I have received a copy of my job description.

I am aware that any questions about my job performance expectations should be referred to my supervisor or department director.

Printed name

Signature

Date