

# UPSHUR COUNTY SHERIFF'S OFFICE

## SCHOOL RESOURCE OFFICER (SRO)

### POSITION SUMMARY

The Upshur County Sheriff's Office is accepting applications for the position of School Resource Officer (SRO). The SRO is a commissioned peace officer assigned to a school campus to provide a safe, secure, and positive learning environment for students, faculty, and staff.

In addition to traditional law enforcement duties, the SRO serves as an educator, mentor, and positive role model. The SRO works collaboratively with school administrators and staff to promote student safety, lawful behavior, and responsible decision-making through education, prevention, and early intervention.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Law Enforcement and Safety

- Maintain a visible and approachable law enforcement presence on assigned campus(es)
- Protect students, staff, and visitors by responding to criminal incidents, threats, and emergencies
- Enforce Texas laws and applicable school district policies in a fair and age-appropriate manner
- Conduct investigations involving criminal activity occurring on school property
- Respond to crisis situations, weapons incidents, and safety threats
- Assist with traffic control and campus security during arrival, dismissal, and school events

#### Educational and Preventive Role

- Serve as a resource and educator for students on topics including law-related education, personal safety, drug and alcohol awareness, bullying, cyber safety, and conflict resolution
- Participate in classroom presentations and school safety programs when requested
- Provide guidance, mentoring, and positive role modeling for students
- Support early intervention efforts by identifying potential safety concerns and working with school staff to address them proactively
- Build positive relationships with students to encourage trust, communication, and cooperation

#### Collaboration and Community Engagement

- Work closely with school administrators, counselors, teachers, and parents regarding safety and student concerns
- Participate in threat assessments, safety planning, and emergency drills

- Serve as a liaison between the Sheriff's Office, school district, and community
  - Prepare accurate reports and maintain required documentation
  - Testify in court or school-related proceedings when required
  - Comply with all Upshur County Sheriff's Office policies, procedures, and training requirements
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## MINIMUM QUALIFICATIONS

- Must be 21 years of age or older
  - Must be a United States citizen
  - Possess a valid Texas driver's license
  - High school diploma or GED
  - Must be TCOLE licensed Texas Peace Officer in good standing
  - Meet all TCOLE and Upshur County hiring standards
  - No felony convictions or disqualifying criminal history
  - Ability to pass a comprehensive background investigation, psychological evaluation, medical examination, and drug screening
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## PREFERRED QUALIFICATIONS

- Prior patrol or school-based law enforcement experience
  - Experience working with juveniles or in educational settings
  - Completion of TCOLE School-Based Law Enforcement or SRO training
  - Strong presentation, communication, and interpersonal skills
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## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Texas laws, juvenile justice procedures, and school safety practices
  - Ability to communicate effectively with students of varying ages and backgrounds
  - Ability to balance enforcement responsibilities with education and mentorship
  - Strong written and verbal communication skills
  - Ability to remain calm, professional, and approachable in school environments
  - Physical ability to perform law enforcement duties
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## WORKING CONDITIONS

- Primarily daytime hours aligned with school schedules
- Occasional evening, weekend, or after-hours school events

- Work performed in school buildings, classrooms, and outdoor campus areas
  - Exposure to stressful or emergency situations
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#### SALARY AND BENEFITS

- Base Pay: \$40,044.48 annually
  - Certification Pay: Eligible based on TCOLE certification level
  - Longevity Pay: Based on years of service
  - Retirement: Participation in the Texas County and District Retirement System (TCDRS)
  - Health Insurance: Employee-paid health benefits
  - Leave Benefits: Vacation leave and sick leave
  - Holiday Pay: Paid holidays in accordance with county policy
  - Training: Ongoing law enforcement and school-based training opportunities
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Upshur County Sheriff's Office  
Equal Opportunity Employer