

## **School Resource Officer Duties at Beecher Road Elementary School**

- Provide year round (12 months) safety and security to approximately 850 students and 130 staff members in the school on a daily basis.
- Working as a positive role model for students to speak with and serve as the Community Policing Officer available for the parents to talk to if they have any concerns or questions.
- Assure student drop-off and pick-up at opening and dismissal of school is conducted in a safe and timely manner. Working with traffic flow during drop-off and pick-up, parking issues and parking violations during school days. Conducting daily walk-through of the interior and exterior of the building campus. Working at and staying visible at large school events (i.e. Ice Cream Social, Halloween Hoot, Christmas plays, and summer picnics) to ensure safety and communications with staff, parents and students.
- Working on a daily basis with the administration on new and updated protective and restraining orders to ensure children are released to their proper parent(s). Deal with DCF issues or concerns; town resident checks, informing staff of incidents in town for which child and family may need support or assistance at school (i.e. Fires, loss of loved ones, motor vehicle accidents or police matters). In constant communication with Police Department while at the school in case of any emergencies or issues which may affect the daily activity at the school.
- Working as a liaison between the school and the Town of Woodbridge Youth and Human Services Department for families with service needs.
- Member of the Safety Committee and part of the incident command structure which includes drills and actual incidents of school lockdowns, school evacuations, shelter in place, lost child occurrences and fire alarms and drills.
- Investigating motor vehicle violations at school bus stops when reported to me at the school by parents or Beecher Road School Bus Drivers.
- Part of traffic study at Beecher Road School for flow of traffic and steps to keep students and staff safe. Working with school on school bus pick-up and drop-off issues and motor vehicle violations.
- Monitor Video Cameras (exterior) for any suspicious activity or unknown individuals on school grounds and assisting with Live Scan license reader on sign-ins of visitors.
- Teach an 18-week D.A.R.E program for sixth graders about the dangers of drugs and how to make the right decisions in life. Other programs include online Internet safety program through the F.B.I. Continuous year-round safety classes conducted with various grade levels, which include school and school bus safety, Halloween safety, summer and home safety programs. Being asked by teachers to come in to speak with students on issues that may have occurred in classes or at school with their students.
- Provide safety and security for all summer programs (July & August) inclusive of BRS Summer Enrichment, Woodbridge Recreation Department Summer Camp, and the BRS Extended Day Program.