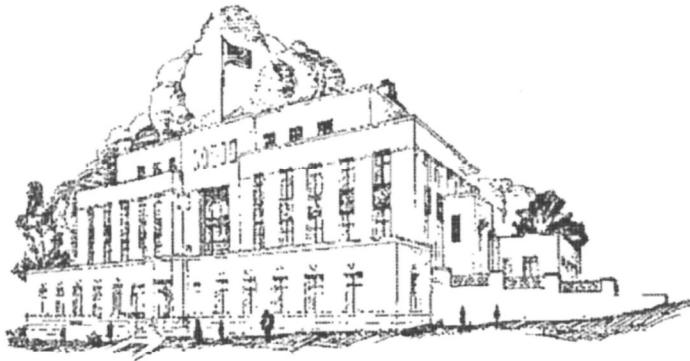


**Alex Bakken**  
Sheriff



**Shawn Kelley**  
Undersheriff

**Captain Leo Black**  
Jail Administrator

**Sheriff of Carbon County**  
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Rawlins, Wyoming 82301  
307-324-2776

**POSITION VACANCY ANNOUNCEMENT: School Resource Officer (SRO) CCSD: 2**

**CLOSING DATE: 07/24/2023**

**POSITION: School Resource Officer (SRO) CCSD: 2**

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**Minimum requirements:**

1. Education and Experience:
  - a. At least two (2) years of experience in Patrol and/or Investigations.
  - b. Must be certified as a Basic Peace Officer or higher by the Wyoming Peace Officer Standards and Training Commission.

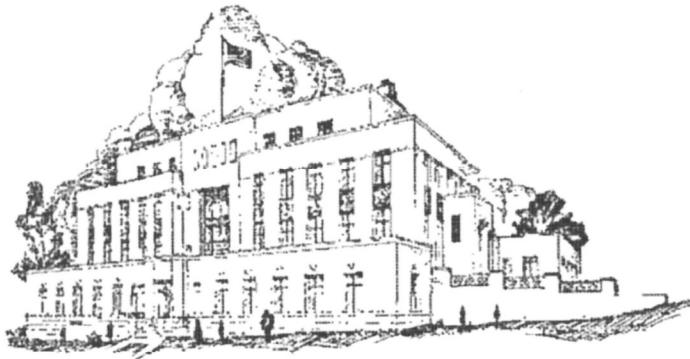
Preference will be given to candidates with the following:

1. Associate Degree or higher.
2. Previous work experience in detention, patrol, or corrections.

**Duties and Responsibilities:**

1. Work to ensure safety and security of students and schools within the school district.
2. Effectively enforce the law and take appropriate action for criminal offenses that occur on school grounds and property.
3. Act swiftly and cooperatively when responding to disruptions and criminal offenses at school or on school property and all school campuses.
4. Build and maintain strong relationships between the students, staff, and Carbon County Sheriff's Office.
5. Provide direct and effective interventions for children who are victims of crime, witnesses of criminal offenses, or may be perpetrators of violent crime in our schools.
6. Follow all policies and protocols established by the Sheriff's Office for investigating and reporting of criminal offenses that may occur on school campuses.
7. Assist other deputies of the Sheriff's Office or other law enforcement agencies in their investigations of criminal offenses which are alleged to occur off campus but may be related to school activities.
8. Work with the Sheriff's Office and school staff to ensure traffic safety on school campuses, in school zones throughout the District, and along designated school bus routes.

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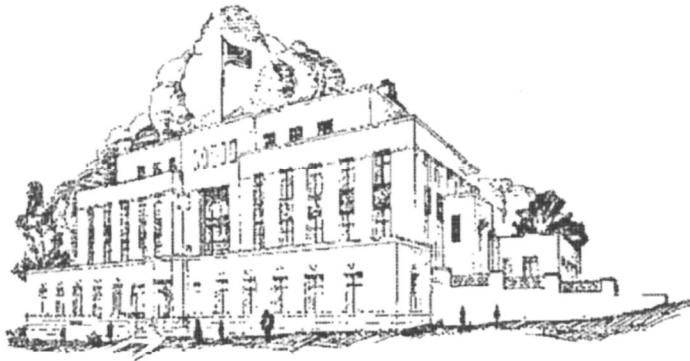
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9. Implement various programs for special target populations in the community as needed to address concerns involving student and school safety.
10. Develop programs unique to elementary, middle school, and high school students specifically pertaining to relevant topics in drug awareness, alcohol awareness, gang activity, violence, bullying, theft, vandalism, trespassing, traffic safety, etc.
11. Conduct lectures, workshops, classes, or give presentations related to criminal activity within the schools and assist school officials in doing so.
12. Educate participants and youth regarding law enforcement practices, and community health and safety.
13. Participate as a member of committees and task forces or other cooperative agency programs related to gang activity, school safety, and other high-profile concerns of the Sheriff's Department and school district. The SRO will participate as a member of the combined school safety committee and on assigned sub-committees.
14. Perform duties and services mutually agreed upon by the Sheriff and school administration.
15. Participate in Parent Teacher Organization or similar organization meetings as requested.
16. Teach tobacco/nicotine cessation classes for school aged children in the community.
17. Work with the Single Point of Entry committee and Child Protection Team as assigned by the Sheriff's Office.
18. Work with school threat assessment teams as assigned by the Sheriff.
19. Properly care for and maintain all law enforcement equipment and vehicle.
20. Maintain knowledge and skills necessary to understand and execute school safety and crisis action protocols and coordinate such activities and training with the school district and Sheriff's Office.
21. Prepare monthly reports maintaining and accurate accounting of cases worked, training received, number and type of presentations given and to whom, overtime worked, and other information worthy of reporting as assigned by the Sheriff, and be able to present and summarize the reports to Sheriff Office Command Staff, School District Staff, or the board of County Commissioners.
22. Keep supervising officer informed of investigations and ongoing school or community safety issues that are brought to the attention of the School Resource Officer.
23. Any other duties as assigned by Sheriff or Designee.

**Requisite Knowledge/Skills:**

1. Ability to understand and apply applicable federal and state laws, departmental procedures and directives, rules and regulations, and county policies.
2. Personal integrity, attention to detail, and be physiologically and psychologically able to perform the essential duties of a peace officer.
3. Ability to understand, demonstrate, and implement problem solving techniques utilizing critical thinking.
4. Ability to analyze problems, establish facts, draw sound conclusions, and take

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appropriate action.

5. Proficiency and knowledge in arrest and control tactics, firearms, and other departmental weapons.
6. Knowledge of laws regarding arrests, search and seizure, and the ability to disseminate this information to patrol deputies.
7. Demonstrated ability to effectively coordinate and direct resources at a crime scene.
8. Demonstrated ability to handle public contacts in a tactful and professional manner.
9. Demonstrated ability to complete reports, investigations, and proper case documentation.
10. Demonstrated ability to display excellent work ethic, initiative, and leadership ability.

**Selection Process:**

1. **Application:**
  - a. Your application memorandum requesting this position must be submitted to the Carbon County Sheriff no later than **July 24<sup>th</sup>, 2023**. Your application memorandum will be used in the calculation of your overall score.
  - b. Application Memorandum:
    - i. Your application memorandum should contain the following information:
      1. Current assignment.
      2. Prior experience/assignments within the department.
      3. Prior experience/assignments held with other law enforcement agencies.
      4. Education level and specialized training.
      5. A statement explaining your interest in the position.
      6. Explanation of minimum qualifications waiver (if requested.)
    - ii. Application memorandum is to be submitted directly to the Carbon County Sheriff at [alexbakken@carbonwy.com](mailto:alexbakken@carbonwy.com) with the subject title “CCSD #2 School Resource Officer.”
  2. **Interview Panel:**
    - a. A School Resource Officer will be a previously approved officer or be selected by means of a joint selection committee, comprised of three (3) representatives from Carbon County School District No. 1 who will be appointed by the Superintendent or designee and three (3) representatives from the Carbon County Sheriff's Department who will be appointed by the Carbon County Sheriff or designee. The Selection Committee shall provide written recommendations to the Sheriff.

**Posting Requirement:**

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1. Posting this document for departmental view remains the responsibility of the Sheriff.