



City of Phoenix

Retired AZ Police Officer – School Resource Officer (NC)

Job Code:	6221R	Job Function:	Police
Salary Plan:	007	Grade:	4SR
FLSA:	Nonexempt	Labor Assign:	Unit 4
Benefit Cat:	004	EEO-4:	Sworn Protective Service
SOC:	33-3051.00	Last Revision:	September 2025

This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DEFINITION:

The fundamental reason this classification exists is to assist in creating a safe and secure environment for students, staff and faculty by maintaining order, monitoring, and ensuring safety on the school campus. By having a visible presence on campus, this classification helps deter potential threats, monitor student activities, intervene in physical altercations, and respond promptly to emergencies.

DISTINGUISHING FEATURES OF THE CLASS:

Normal retirement from the Arizona Public Safety Personnel Retirement System as a Police Officer and current Arizona POST certification are required to hold the position.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from a Police Sergeant or other supervisor.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Work at any assigned school during operational hours
- Monitor and observe the activities of individuals on and around the school campus, including buildings, grounds, and parking areas
- Make arrests as required and manage all variables to execute the arrest, including detaining and handcuffing a suspect
- Monitor and enforce traffic activity to include directing traffic at and immediately around schools
- Use advanced communication skills in the English language in writing, by phone, using a police radio system, or in person in a group or one-on-one setting, including providing detailed and accurate reports on police matters; presenting legal testimony in a court setting, in both criminal and civil matters; and communicating with members of the public in challenging settings
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- Perform duties in situations that range from physically inactive to situations requiring extreme physical exertion
- Keep skills up to date by attending regular training, practicing with firearms and other service weapons, and completing annual firearms qualifications
- Collaborate and maintain contact with law enforcement to address criminal activity on or around the school premises
- Assist with crisis management plans and drills to prepare for potential emergencies such as lockdowns or evacuations
- Develop positive relationships with students, staff and parents to foster a safe and trusting school community
- Provide education programs on safety, substance abuse, bullying and other relevant topics to promote a safe learning environment
- Conduct investigations related to school-related incidents and maintaining appropriate documentation
- Mediate and resolve conflicts among students and address behavioral issues with a focus on restorative practices
- Maintain regular, reliable, and punctual attendance
- City of Phoenix employees must model the City's mission, vision, and values. This includes commitment to exceptional customer service, integrity, transparency, diversity, personal empowerment, teamwork, professionalism, and creativity and innovation
- Maintain AZPOST certification while employed in the position.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Knowledge of the United States and Arizona Constitutions; Federal, State, and City criminal and traffic laws and ordinances; related court decisions; Department policies, and Operations Orders, equipment, policies, procedures, and strategies to promote effective campus security operations for the protection of people and property.
- Principles and practices of campus security and violence prevention
- Principles and practices of dispute resolution and deescalating potentially hostile circumstances.
- Familiarity with security systems, surveillance cameras, and other technology used for campus safety monitoring
- Principles and practices of exercising situational awareness and safety protocols
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Quickly and objectively analyze situations; effectively and efficiently in urgent or emergency situations.
- De-escalate conflicts, diffuse tense situations effectively
- Observe and identify potential safety hazards, suspicious activities, or unauthorized individuals on campus



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- Properly use and care for firearms and other police emergency and law enforcement equipment.
- Communicate clearly and effectively with students, staff, visitors, and report incidents or concerns to appropriate authorities
- Provide initial assistance in case of medical emergencies by administering first aid and CPR
- Safely manage crowds during school events or emergencies
- Collaborate and maintain positive working relationships with others encountered while performing required duties
- Ability to work with exposure to elements/temperature, adverse conditions, traffic hazards, bio fluids, hazardous chemicals, various evidence, and firearms related to school campuses
- Ability to travel across a variety of surfaces and elevations
- Work safely without presenting a direct threat to self or others

Additional Requirements:

- Appointments are subject to meeting appropriate background standards.
- Must be qualified to carry and use chemical agents, restraints, batons, tasers and other non-lethal defensive weapons.
- Must be able to obtain and maintain first aid, AED, and Narcan certification.
- Some positions require to be certified to use CPR, general first aid and AED.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

ACCEPTABLE EXPERIENCE AND TRAINING:

Normal retirement from the Arizona Public Safety Personnel Retirement System as a Police Officer. Must have current Arizona POST certification, or the ability to regain certification prior to employment start date.