



**BOTETOURT COUNTY SHERIFF'S OFFICE**  
PATROL DEPUTY JOB DESCRIPTION

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**SCHOOL RESOURCE OFFICER**

Botetourt County Sheriff's Office – Fincastle, VA

**School Resource Officer with the Botetourt County Sheriff's Office**

**Minimum Qualifications:**

- Must be 21 years of age or older.
- High School graduate or equivalent (prefer criminal justice training through accredited academy in Virginia or Criminal Justice degree, but not mandatory)
- No criminal record.
- Valid Virginia driver's license with good driving record.
- Must pass psychological screening test.
- Must pass physical examination.
- Good credit history.
- Citizen of the United States or have valid proof that citizenship is being sought

**PATROL DEPUTY PRIMARY DUTIES:**

- Enforces laws and ordinances on the school campus and conducts patrols of the campus.
- Provides personal counseling, guidance, and referral services to juveniles and parents in school and their home environment.
- Assists school officials in recognizing delinquent tendencies and assists in developing appropriate preventative services and programs.
- Assists in the development of school crisis action plans based on analysis of school plans and programs.
- Provides assistance as an active member of the school's Behavioral Threat Assessment Team.
- Assists in the development and improvement of communications among students, faculty, and law enforcement officers.
- Attends and participates in various school functions.
- Makes presentations to school and civic groups on police community and individual relations.
- Conducts instruction, programs, and activities relating to enforcement of laws and related subjects.
- Maintains records and prepares reports.
- Performs related tasks and assists in the functions of the Services Division, to include the planning and implementation of community outreach events.
- Assigned to the patrol unit when school is not in session (holiday breaks and summer breaks).

## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of police methods, practices, and procedures. Some knowledge of the practices of counseling, particularly as related to juveniles. Some knowledge of the fundamental principles of adolescent psychology. Some knowledge of police investigative techniques and techniques of identification. General knowledge of rules of evidence and laws of search and seizure. The ability to question and interview skillfully. The ability to organize and prepare clear and concise verbal and written reports. The skill in the use of personal computers. Skills as a public speaker. The ability to establish effective working relationships with juveniles, parents, school officials, fellow workers, and the public.

**STARTING SALARY (TRAINED):** \$48,367 annually. Must have a minimum of 2 years of Law Enforcement experience. Salary is negotiable based on experience.

### **BENEFITS:**

- Health, vision, and dental insurance at minimal cost to employees. Dependent or family coverage available at additional cost to employee
- Retirement plan under VRS (Currently employee pays no more than 5% towards VRS if not employed prior to 7/1/2010.)
- 457 deferred compensation plan with some county match
- Life insurance
- LEOS
- Workers Compensation
- Holiday Pay
- Leave and sick time accrual.
- Uniforms and equipment provided.
- Take home vehicle provided

Please submit a completed Virginia State application, available at:

[https://www.botetourtsheriffva.com/\\_files/ugd/b7af8d\\_cf5e53e41b37483082bf52f2ed610e12.pdf](https://www.botetourtsheriffva.com/_files/ugd/b7af8d_cf5e53e41b37483082bf52f2ed610e12.pdf)

Submit application to:

Botetourt County Sheriff's Office  
P.O. Box 18  
Fincastle, VA 24090

Applications will be accepted until the position is filled.