

# SMYRNA SCHOOL DISTRICT

## *POLICY*

<b>Section:</b>	2000 Administration	<b>Office Responsible:</b>	Board of Education
<b>Policy:</b>	2200 Constable Job Description		
<b>Related Policies:</b>	N/A	<b>Administrative Procedure:</b>	N/A

### I. Purpose

To identify the job description and responsibilities for the position of Constable in the Smyrna School District.

### II. Authority

*Delaware Code, Title 14 and Title 10*

### III. Definitions

None

### IV. Policy Statement

**POSITION:** Constable (10 month)

#### **QUALIFICATIONS:**

- State of Delaware Constable Certification or eligibility for Delaware Constable Certification.
- Successfully pass criminal background check and MMPI (Minnesota Multiphasic Personality Inventory).
- Successfully obtain yearly Constable License from the State of Delaware
- Successfully obtain Constable Training Certification from the State of Delaware.
- Successfully obtain a license to carry a firearm from the State of Delaware.
- Successfully complete any additional training or education as needed.
- Successfully qualify for Firearms Certification with three qualifying shoots per year.
- Be approved by the Board of Examiners: a constable applicant shall meet the minimum standards established by the Board and shall participate in such other training as the Board requires.
- Has separated in good standing from law enforcement agency.
- Possesses the physical stamina required for patrolling school campus/district properties
- Possesses or is willing to obtain first aid and CPR certification.
- Has demonstrated evidence of good habits in job attendance and punctuality.
- Clean Criminal Background Check, TB Test, and Child Protection Registry Clearance must be completed prior to the start of employment.
- Five years of successful law enforcement employment.

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- Uniform and approved badge/markings required.
- Possess a valid driver's license

### **DESIRED QUALIFICATIONS:**

- 10 years of successful law enforcement employment.
- Experience working with school aged children (examples: SRO, Youth Aide Officer, Coach, Mentor)

**SALARY:** In accordance with State of Delaware and local salary schedules, based upon experience and degree. **NOTE:** Direct Deposit of pay is a condition of hire.

### **Constable**

**Reports To:** School Climate and Safety Supervisor

### **Performance Responsibilities:**

- The Primary duty of the Constable is to enhance and ensure a safe environment for all staff and students.
- Coordinate daily tasks and assignments with building administration.
- Serve as first-responder to any onsite emergency
- Collaborate with the SRO and administration to make sure the schools are safe, secure, and in good order.
- Monitors the interior and exterior of the school building and campus before, during, and after school to ensure the safety and welfare of students, staff, volunteers and visitors and to ensure the security of school facilities and assets.
- Responsible for validating that the exterior doors are secure throughout the school day.
- Provides crowd control in hallways, parking lots, cafeteria playground and/or other gathering spaces.
- Intercedes in fights and other disturbances.
- Monitors for disturbances, fights, unauthorized visitors and/or criminal activity. Assesses danger and intervenes to halt or prevent fights, disturbances, and diffuses threatening or confrontational situations between students and others.
- Assists building administrators with student incidences, including but not limited to bullying, fights, thefts, weapons, vandalism, and substance abuse.
- Provide guidance to district administrators with investigations as needed.
- Communicates with students and staff to discuss altercations, behavior and/or progress, and to provide reinforcement of expected behavior.
- Assists SRO's and local and state law enforcement agency when required.
- Escorts unauthorized personnel from the school campus as needed.
- Assist with safety drills.
- Serve as a member of the school building Safety Team and Threat Assessment team.
- Provide professional development on safety measures for staff.

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- Provide educational support to students and families regarding safety.
- Use proactive strategies to build relationships with students and their families.
- Provide support to the school administrative teams during arrival/dismissal times, lunch, recess, assemblies, class changes, as well as the possibility of after-hours events including but not limited to athletics, productions, open houses, and graduation.
- Assist with de-escalating situations involving students, staff and/or school visitors.
- Maintains knowledge of local and state laws, the *Smyrna School District Code of Conduct*, and other *Smyrna School Board Policies and Administrative Procedures*.
- Supports future Constables as a mentor and collaborative member of the Constable team.
- Attend ongoing training to maintain skills and safety practices.
- Performs other duties as assigned.

**Evaluation:** Performance of this job will be evaluated in accordance with the Smyrna Board of Education.

### **Board Approval Acknowledged by:**



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Kristi Pelezo, President  
Smyrna School District Board of Education

### **Policy Actions**

Adopted: 05/10/2023

Revised: