

**POLICE/SCHOOL LIAISON OFFICER  
(JOB DESCRIPTION)**

**TITLE: PUBLIC/SCHOOL LIAISON OFFICER**

**QUALIFICATIONS:**

1. Experience in law enforcement.
2. Certification as a law enforcement officer in the State of Wisconsin.
3. Excellent knowledge of federal laws, state statutes, and local ordinances.
4. Ability to communicate effectively in verbal and written form.
5. Ability to work with youth in a positive way.
6. Ability to demonstrate sensitivity and respect for the educational environment.
7. Licensed to operate motor vehicles (automobile, van, or truck).
8. Ability to use computer keyboard.
9. Such other qualifications as the Board of Education deem necessary or desirable.

**REPORTS TO:** District Administrator or designees

**JOB GOAL:** See Policy/Procedure 883.1 which is related to police liaison position.

**PERFORMANCE RESPONSIBILITIES:**

1. Give students an opportunity to get acquainted with an officer of the law in an informal, non-authoritarian setting.
2. Provide a convenient and confidential setting where children may feel at ease to talk about the law where they have a concern.
3. Provide classroom presentations and discussion periods with the students in areas of mutual concern or interest.
4. Be available for parent/student conferences.

5. Provide the school administrative staff and teachers with a readily available police counselor to give them a better understanding of what the law provides under the Children's Code.
6. Speak within the community on youth-related topics.
7. Direct students to appropriate agencies for help. This would include encouraging students to self-refer.
8. Provide assistance to social agencies working with school children.
9. Provide preventive patrol in the school areas in order to reduce loitering on or around the school premises, reduce vandalism, drug and alcohol traffic, assaults, and other actions of anti-social behavior.
10. Provide personal preventive patrol as requested by the school administration for special school functions such as athletic events, school dances, band concerts, etc.
11. Take appropriate enforcement action as a police officer when circumstances dictate.
12. Provide statistical information with reference to student contacts and problems.
13. Work cooperatively with the staff and District in fulfilling the District's vision, mission, and focus.
14. Perform all other duties as may be assigned by the District Administrator or Building Principals.

**EVALUATION:**

District Administrator

ADOPTION DATE: August 11, 1997

REVISION DATE(S): May 9, 2005

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE: