

POLICE/SCHOOL LIAISON OFFICER

- QUALIFICATIONS:**
1. Certified as a police officer in the State of Wisconsin
 2. Ability to achieve medical first responder status
 3. Valid Wisconsin driver's license
 4. Deputized by the City of Waupaca Police Department
 5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Principal

CONTRACT: 188 Day Position, 8 hours per day

JOB GOAL: Within our society, the school holds a central place among agencies which affect the ideas and activities of children. Beyond the family, it is the first institution which has the opportunity to perceive and analyze the problems of children. It is logical, therefore, that if outward symptoms of anti-social behavior (delinquency) are discernible at the school level, then it is appropriate to implement a program aimed primarily at prevention of this behavior through education, communication, and understanding between the school/youth/police and the community (i.e., District Police/School Liaison Officer Program).

The concept of the Police/School Liaison Officer (PSLO) Program may be defined within several areas. S/he is visualized as a counselor, resource person, and educational aide, in addition to being a law enforcement officer, who by definition has an obligation to serve, protect, and uphold the law.

A second role of the PSLO is to be a resource person to/for the student, his/her family, the school, and the community.

The third role is that of being a referral agent. A major part of his/her helping function would be to get people in contact with helping agencies that can aid them in matters which are beyond the PSLO depth to solve.

Lastly, the PSLO may serve an educational function by assisting in the provision of courses of study designed to acquaint students with the law, the ways in which it operates on the local/state level and how it touches their lives.

PERFORMANCE RESPONSIBILITIES:

1. To take appropriate law enforcement actions as a police officer when circumstances dictate;
2. To provide assistance to human services and social agencies working with school age children and their parents;

3. To provide students, school administrators, and teachers with a readily available police counselor to give them a better understanding of what the law provides under the juvenile/children's code;
4. To act as a resource person for classroom lectures, demonstrations, and discussions with students on law enforcement related topics;
5. To act as a referring agent in child abuse and neglect;
6. To speak at community service organizations on youth related topics;
7. To direct students to appropriate agencies for help (This would include encouraging students to "self-refer.");
8. To provide a convenient and confidential resource, in a setting where students may feel at ease to talk about an area of the law where they would have a concern;
9. To give students an opportunity to get acquainted with an officer of the law in an informal, non-authoritarian setting;
10. To provide preventive patrol in the school areas in order to reduce loitering on or around the school premises, reduce vandalism, truancy, drug and alcohol use, traffic management, assaults, and other actions of anti-social behavior;
11. To provide statistical information with reference to student contact and problems;
12. To provide assistance to social agencies working with school age children;
13. To enforce city ordinances, and state statutes by issuing warnings and citations to students;
14. To communicate and deal effectively with students, school personnel, and community members to promote public relations;
15. Perform other tasks and assume other responsibilities within the overall scope of the position which the supervisor may assign.

EVALUATION:

Policies, procedures, rules, and regulations of the Waupaca City Police Department shall be followed and this job description shall not be interpreted to supersede them.