Position Description

Job Title	Police School Liaison Officer (PSLO)
Department	Police
Employment Status	Full time or Part Time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position is responsible for all aspects of police protection and related activities, including traffic control, crime prevention, criminal investigation and the protection of public property. This position is also responsible for education about crime and crime prevention.

Supervision

Received	Patrol or Detective Sergeant, Captain and Chief of Police
Exercised	None

Essential Job Functions **The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.**

Police School Liaison Officers may be expected to handle all of the following duties:

- Investigative Duties: Perform investigations and communicate with the students to help them gain an understanding of the laws and to maintain order and resolve problems both within and outside the schools. The PSLO assigned to Waupaca High School will handle all minor investigations within Waupaca High School. The PSLO assigned to Waupaca Middle School will handle all minor investigations at Waupaca Middle School and the two Waupaca Elementary Schools. Any major investigations with be assigned by the Chief of Police or his designee.
- Relationships: Build relationships with School District Staff, Students, and their parents to prevent inappropriate behaviors. By building a working relationship with students and staff, the expectations

within the buildings must be made clear to the juveniles and adults alike. PSLOs must respond to and maintain communication with parents when appropriate.

- Education: Each PSLO is responsible for performing or coordinating educational events and classes within their assigned buildings. An example of this would be CounterAct education, but would also include a teachers request to teach a class that may have something to pertain Safety, the Law, or Law Enforcement.
- Referrals: The PSLO shall take appropriate legal actions at the conclusion of their investigations. The final decision as to the outcome of the investigation is at the determination of the PSLO and may include but not limited to any of the following: Allowing School to handled Consequences (No Action), Verbal Warning, Written Warning, Citation, Referral to Juvenile Intake and/or the District Attorney's Office, Criminal Arrest.
- Court: Be able to regularly and accurately testify in court proceedings as well as be able to communicate the court process to students. Either or Both PSLOs may be assigned to the Juvenile Citation Intake Court and will accurately report data to the presiding judge.
- Truancy: Must maintain communication with the administrator in charge of truancy in their assigned buildings, speak to students and parents about attendance and take appropriate enforcement action to gain compliance. PSLO must be certain that the School Administrator in charge is following their guidelines prior to the issuance of a citation.
- Special Events: Be willing to assist the School District of Waupaca with any special events that may occur both in and outside the school day. Examples of this would include but not be limited to Sporting Events, Individual Education Plan meetings, Dances, Parades, and Expulsion Hearings. The two PSLOs may work together for scheduling purposes.
- School Safety: PSLO is expected to assist the School District of Waupaca with maintaining student and building security based off their training and experiences. This would include but not be limited to placement of cameras, door locks, safety meetings, and coordinating searches of the buildings with or without K9 units.
- Public Relations: The PSLO will assist with maintaining good public relations
- Patrol: The PSLO shall be familiar with and able to handle all job functions and responsibilities of a Patrol Officer. The PSLO shall work Patrol shifts when school is not in session following the guidelines of the current contract, when school is canceled for any reason, or at the direction of the Chief of Police. The PSLO may leave the school to assist Patrol with major incidents, remembering that their primary job requirements are to be met first.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with an Associate's Degree in Criminal Justice or Police Science, plus at least 1 year of police experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	• The principles and practices of modern police administration, organization, management and supervision. • Laws, rules, regulations, policies and procedures pertaining to law enforcement and the ability to interpret and apply them.

	• Department rules, policies and procedures. • City streets and boundaries. • Modern police patrol techniques, criminal investigations and crime prevention methods. • Business English (grammar, spelling, punctuation, tone). • The use of standard office equipment including computers and relevant software.
Ability to	• Work under stress and resolve problems involving conflict and danger; make sound decisions while utilizing available resources. • Testify effectively in court proceedings and at commission hearings. • Multitask and prioritize workload. • Establish and maintain effective working relationships with public officials, state and federal authorities, civic leaders, employees and the general public. • Maintain confidential information. • Maintain physical fitness required to perform job tasks.
Skill in	• Public relations. • Oral and written communications. • Dealing tactfully, courteously and professionally with all with whom the position must come in contact, exercising sound and effective judgment in doing so.

Necessary Special Requirements

Certified Law Enforcement Officer; valid Wisconsin driver's license; ability to pass a criminal and financial background check.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed both outdoors and in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to bend, climb, balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds, and sometimes in excess of 50 pounds.
- The employee may be exposed to severe weather and other unpleasant conditions while performing tasks, including extreme heat, cold, wetness and humidity; smoke, toxic agents, hazardous sites and dangerous situations or conditions; heavy machinery, violence, disease and potentially life-threatening situations.