

**Tri-County Are School District**  
**Plainfield WI 54966**  
**JOB DESCRIPTION**

**Position Title:** School Liaison/Crime Prevention Officer

**Function:**

The School Liaison Officer will establish and maintain a School Liaison Program that emphasizes prevention of juvenile delinquency and assists with juvenile related problems through a positive-oriented police community relations approach with the schools and parents. Provide and investigative resource for the department by actively engaging in the exchange of information and, when necessary, aid in the investigation of complaints relating to activities surrounding the school environment.

This position is designed to establish a positive image of police officers and prevent juvenile delinquency.

The Crime Prevention Officer will represent the department efforts in crime prevention and education. The Officer will represent the department in presentations to civic organizations and community activities to promote crime reduction. The officer will promote any current programs affiliated with the Sheriff's Department.

The School Liaison/Crime Prevention Officer will be expected to carry out all functions of patrol and investigative assignments during those times that his/her efforts are not required within the school or involved in a crime prevention program in the community.

**Qualifications:**

**A. Education, Training and Experience**

Associate Degree in Police Science, or WI DOJ certified, with five years of law enforcement experience.

Valid Wisconsin Drivers license, no felony convictions.

Completion of specialized training in the area of Police School Liaison and Crime Prevention and problem solving techniques.

**B. Knowledge, Ability and Skills**

Knowledge of Federal, State and County laws relating to children and the school environment. Knowledge of federal laws, state statutes and city ordinances. Knowledge of the principals, practices and techniques in crime prevention. Knowledge of department policies, procedures and rules governing the operation of the Plainfield Police Department.

Ability to prepare and maintain accurate, complete and timely reports. Ability to work cooperatively with fellow officers, school personnel, police support staff and the public. Ability to perform all functions of police patrol. Ability to complete the basic crime prevention officer course. Ability to work a flexible schedule designed to meet the crime prevention needs of the community.

### **Specific Responsibilities:**

- Serves as the Police School Liaison Officer for the Tri-County School District.
- Conducts classes in schools relating to law enforcement, crime prevention and the Criminal justice system.
- Attend schools and training seminars as required.
- Keep records and statistical data in relation to the program.
- Give speeches to civic groups and parent-teacher organizations as requested.
- Attend faculty meetings as request.
- Make arrests and apprehensions when necessary.
- Conduct conferences for parents and student when appropriate.
- Composes routine correspondence.
- Completes special projects and assignments when requested.
- Plans, coordinates and evaluates the effective delivery of police liaison services to the schools.
- Ensures the accurate preparation and timely flow of information.
- Provide counseling, commensurate with ability and in conjunction with school personnel, for juvenile related problems.
- Maintain a positive, open line of communication with the faculty, student body and parents.
- Maintain confidentiality with juvenile files and related information in accordance with Chapter 48 of the Wisconsin Statutes.
- Plan, organize and implement modern crime prevention techniques and programs designed to prevent or reduce crime.
- Coordinate public media relation efforts in the area of crime prevention, crime reduction and community relations.
- Be responsible for the coordination of crime prevention and crime reduction efforts and development.
- Represent the Plainfield Police Department on area committees as they relate to designated activities.
- Coordinate department efforts to meet the needs of youth, business and the elderly.
- Prepare and present programs to civic groups concerning crime prevention, public education and awareness.
- Utilize departmental data to prepare modern and effective crime prevention programs.
- Work with the administration staff to solicit grants from federal and state agencies for crime prevention programs.
- Solicit active participation from community members by providing information to them concerning the need to assist the police in crime deterrents and prevention.
- Schedule meetings and lectures with community representatives.
- Make arranges for public distribution of crime warnings, pamphlets, manuals, audio-visual productions, etc.
- Review crime prevention materials to determine their current value and replace as necessary.
- Other duties as assigned.

### **Supervision and evaluation:**

Reports to the Plainfield Chief of Police, with specific direction from department policy and Wisconsin Statutes. Decisions concerning routine daily work activities can be made independently. Non-routine activities shall be addressed through the chain of command.

There is significant interaction with juvenile agencies, Social Service agencies, Health Care Center, civic organizations, school organizations, other police agencies and the general public.

Evaluation of this job will be done yearly by the Plainfield Police Chief with input from the Administration of the Tri-County School District.