

TITLE: POLICE LIAISON OFFICER

QUALIFICATIONS: This part-time specialized position is open to any qualified patrol officer who demonstrates interest and potential for working with and counseling teenagers and will be appointed by the Chief of Police of Coal City considering recommendations from the School Board.
Must be reliable, self-motivated, be able to work effectively with little direct supervision and possess exceptional interpersonal skills.

REPORTS TO: Building Principals
Superintendent
Chief of Police

JOB GOAL: To promote a positive and healthy relationship between police, students and parents.
To establish a solid communications link between police department and school district personnel at the operational level.
To prevent delinquency and minimize anti-social behavior by early detection, counseling and correction.
To maintain order, provide security, investigate and enforce violation of the law.

RESPONSIBILITIES:

The list of duties below is not all encompassing. By its nature, the position of school resource officer will have attached to it a variety of non-specific tasks and activities. If done in furtherance of these goals and objectives they will be considered a valid function of the position. The following list shall serve as a guideline for the police liaison officer duties, but is not meant as a limit to creativity by any person involved in this program:

1. Establish a close working relationship with students, parents, school administration, faculty and staff.
2. Investigate, document and take appropriate action regarding violations of the law, which may occur on school grounds.
3. Work closely with the school administration and faculty to assist in matters concerning conduct and discipline in regards to criminal and anti-social behavior.
4. Spend an appropriate amount of time observing student's behavior throughout the day with emphasis on problem areas at the request of the school.
5. Provide security of the school building and parking lots to include checking loiterers, trespassers, and parking violators taking appropriate action in each instance.
6. Establish and maintain an office to provide open office hours for students, parents, and other concerned parties.
7. Serve as an instructor and/or lecturer in areas where specific expertise is deemed appropriate.

8. Work in conjunction with school administration to establish a referral system for reporting violations of school policy as opposed to criminal activity.
9. Become familiar with area social service agencies, which are in a position to assist youths and their families in taking corrective action regarding anti-social behavior. Included should be court services, social agencies, churches, mental health organizations and drug and alcohol rehabilitation facilities.
10. Assist school personnel in handling truancy problems.
11. Maintain a written record of daily activities and submit to the Chief of Police for review.
12. Perform any other duties as assigned by the chief of police and/or the district administration.

TERMS OF EMPLOYMENT:

Normal hours of employment will be determined by the Coal City Chief of Police and the District #1 Superintendent. The police liaison officer's duties will be conducted twenty hours per week. This time will be spent in all five schools, however the majority of time will be spent at the high school and middle school conducting prevention programs. The remaining hours and duties of the work week will be determined by the Coal City Chief of Police.

EVALUATION:

Once a year the personnel involved shall evaluate the program with the Chief of Police and in conjunction with input from district administrators.

Approved: 3/6/2013