

**Chequamegon School District**  
Job Description – Police Liaison Officer

**Job Title:** Police Liaison Officer  
**Department:** Chequamegon School District  
**Reports to:** District Principals  
**Workers Supervised:** None

**Position Summary:** Provide police services to the school district

**Qualifications** Park Falls City Police Officer.  
Certification as a law enforcement officer in the State of Wisconsin.  
Excellent knowledge of federal laws, state statutes, and local ordinances.  
Ability to communicate effectively in verbal and written form.  
Ability to work with youth in a positive way.  
Ability to demonstrate sensitivity and respect for the educational environment.  
Licensed to operate motor vehicles (automobile, van, or truck).  
Ability to use computer keyboard.  
Such other qualifications as the Board of Education deem necessary or desirable.

**Education:** As required by Park Falls Police Department

**Certifications:** As required by Park Falls Police Department

**AODA Statement:** The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the district.

---

**Essential Job Functions/Tasks**

- Give students an opportunity to get acquainted with an officer of the law in an informal, non-authoritarian setting.
- Provide a convenient and confidential setting where children may feel at ease to talk about the law where they have a concern.
- Provide classroom presentations and discussion periods with the students in areas of mutual concern or interest.
- Be available for parent/student conferences.
- Provide the school administrative staff and teachers with a readily available police contact to give them a better understanding of what the law provides under the Children’s Code.
- Speak within the community on youth-related topics.
- Direct students to appropriate agencies for help. This would include encouraging students to self-refer.
- Provide assistance to social agencies working with school children.

**Chequamegon School District**  
Job Description – Police Liaison Officer

- 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.
- Take appropriate enforcement action as a police officer when circumstances dictate.
- Provide statistical information with reference to student contacts and problems.
- Work cooperatively with the staff and District in fulfilling the District’s vision, mission, and focus.
- Perform all other duties as may be assigned by the District Administrator or Building Principals.

## **Essential Requirements**

**Public Safety and Security** – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

**Customer and Personal Service** – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Psychology** – Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

---

## **Competencies**

**Active Listening** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Monitoring** – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Instructing** – Teaching others how to do something.

**Social Perceptiveness** – Being aware of others’ reactions and understanding why they react as they do.

**Service Orientation** – Actively looking for ways to help people.

**Speaking** – Talking to others to convey information effectively.

**Critical Thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Chequamegon School District**

**Job Description – Police Liaison Officer**

**Judgment and Decision Making** – Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Learning Strategies** – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

**Time Management** – Managing one’s own time and the time of others.

**Knowledge**

**Working Conditions**

---

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Approval:**

---

Employee

---

Date

---

Manager

---

Date