

River Valley School District  
Police School Liaison Office (PSLO) Job Description

Job Goal

To serve as a positive, helping individual who serves as a resource person, to engage in crime prevention, detection, education, and investigation activities, and to act as a resource person for the school staff, students, and the students' parents on law enforcement matters, character education, and safety issues as defined by school curriculum and/or law enforcement agency training.

Reports To

Chief of Police, Building Principal or his/her designee, District Administrator. The PSLO of the River Valley School District reports directly to the Spring Green Chief of Police. However, on day-to-day matters, the officer will be supervised through the combined efforts of the law enforcement agency and school administrators.

Responsibilities

PSLO responsibilities are applicable to all River Valley School District school buildings and students of the River Valley School District to the extent allowed by state law. The PSLO will cooperate with law enforcement agencies of various villages and counties to maximize the cooperative efforts of all law enforcement agencies.

**Interpersonal Relationships**

- a. The PSLO will have contacts with law enforcement agency employees, school staff, school district employees, students, students' parents, general public, and community groups.
- b. The PSLO must be sensitive to the school officials' responsibilities. There should be a concerted effort to develop and maintain a cooperative atmosphere while following all school policies and procedures.
- c. The PSLO has a professional responsibility to conduct him/herself in a courteous, purposeful, and cooperative manner.
- d. The PSLO should not take advantage of the school's "captive audience" for routine law enforcement investigations. The school's primary purpose is to educate. Nonessential interviews by law enforcement and others may be disruptive to the school.
- e. The PSLO should contact designated school officials prior to personally requesting information, interviewing students, or taking a student into custody. Students will be informed of their rights before interviews in accordance with state and federal law.
- f. The PSLO will discuss the disposition of school-related cases with appropriate school officials and come to a mutual agreement regarding the disposition that would best aid the youth and his/her family.
- g. Disagreements should be discussed privately between involved law enforcement and school administration. Failure to reach a mutually satisfactory course of action should be resolved by referral to the District Administrator and Chief of Police.
- h. The PSLO shall consider the facts of the particular offense, the juvenile's past record and past dispositions, the attitude of the child, parents, and the complainant in the offense. After weighing these factors, one of the following dispositions may be made:
  1. Counsel and release
  2. Referral to school staff, community agency, church, etc.
  3. Referral to court
  4. Referral to appropriate County Social Services

5. Referral to other law enforcement agencies
6. Issue a citation

### **Prevention/Education Duties**

- a. The PSLO will engage in preventive patrol within the schools and on school property located on the Spring Green campus.
- b. The PSLO will alert law enforcement agency officers of potential problems within the respective communities as such information becomes available.
- c. The PSLO will provide inservice training for law enforcement agency employees regarding youth, their problems, concerns, and frame of reference as required by the Spring Green Chief of Police.
- d. The PSLO will participate in law enforcement training and maintain required State of Wisconsin certification for law enforcement officers while also participating in training provided by school officials.
- e. The PSLO will meet with school administration, staff, and students to help reduce crime and respond to specific law enforcement concerns while promoting school safety at all times.
- f. The PSLO will provide classroom presentations involving law enforcement, the law, safety, juvenile justice system, courts, student rights and responsibilities related to state law and city ordinance, and character education as requested by school administration.
- g. The PSLO will attend and assist at selected school functions, athletic events, dances, and concerts. Work hours will be scheduled by the Chief of Police as available and at the request of school administration.
- h. The PSLO will make presentations to school staff and parent groups on law enforcement-related subjects, school safety, and character education as requested by school administration.
- i. The PSLO will serve as a contact person for school staff regarding questions or concerns about the law.
- j. The PSLO will serve as a contact person for students who have questions or concerns regarding the law as it affects them.
- k. The PSLO will attend school faculty meetings as required by the school administration.
- l. The PSLO will alert school administration to potential problems within the school as such information becomes available.
- m. The PSLO will be the liaison to residents and businesses neighboring the school regarding their concerns or problems concerning students.

### **Resource/Referral**

- a. The PSLO will work with school counselors, psychologists, and social workers in making appropriate referrals to community and county agencies.
- b. The PSLO will testify in court as needed.

### **Enforcement**

- a. The PSLO will respond to and investigate incidents of crime, disorder, alcohol and drug related matters, and traffic offenses on school property.
- b. The PSLO will conduct follow-up investigations involving students as victims or offenders.
- c. The PSLO will enforce state statutes and state, county, and municipal ordinances.
- d. The PSLO will conduct lawful searches of persons and property and confiscate and secure evidence and contraband in compliance with law, department, and school policy.
- e. The PSLO will make arrests and take offenders into custody in compliance with law and department policy.

- f. The PSLO will interview victims, witnesses, and suspects in crime and disorder investigations in accordance with law, department policy, and school policy.
- g. The PSLO will complete reports as required.
- h. The PSLO will alert law enforcement agency officials to potential problems within the community before they occur.
- i. The PSLO will assist other investigative units or agencies when appropriate.

### **School Visits**

- a. The PSLO is scheduled to visit the assigned school(s) on a regular basis.
  - 1. The PSLO shall be regarded as a classroom resource person.
  - 2. Regular office hours shall be scheduled at each school by the school administration and the Chief of Police.
  - 3. Student interviews may be scheduled as required by administrative referrals.
  - 4. General visibility within the buildings is expected.
- b. While in the buildings, the PSLO will comply with school district regulations and policies and will cooperate with school administrators. However, as a law enforcement officer, the PSLO is subject to the directions of the Chief of Police and will be employed by the Spring Green Police Department. The River Valley School District will subcontract with the Village of Spring Green through a purchased services agreement for the PSLO during the regular school year.
- c. School meeting space will be provided. Students will be free to visit the PSLO during free time and are allowed to make appointments through each school secretary.
- d. Official Interrogation
  - 1. When it becomes necessary for a student to become involved with the PSLO regarding criminal or delinquent activities that require Miranda warnings, the officer may conduct a non student-initiated interrogation of students on school premises but will then be subject to guidelines found in School Board Policy #Rule 447.1 – Procedure for Police Interview of Students.

### **Confidentiality of Information and Records**

Sharing of confidential information and/or student record content with the PSLO shall fully comply with statutory provisions and school district policies.

### **Qualifications**

- a. Previous experience as a PSLO is preferred.
- b. Certification as a law enforcement officer in the State of Wisconsin.
- c. Excellent knowledge of federal laws, state statutes, local ordinances, and school district policies and procedures.
- d. Ability to communicate effectively in verbal and written form.
- e. Ability to work with teenagers in a positive way.
- f. Ability to demonstrate sensitivity and respect for the educational environment.
- g. Ability to use typewriter and/or computer keyboard preferred.