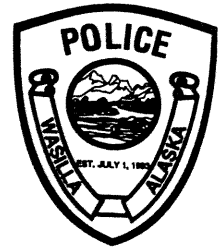




WASILLA POLICE DEPARTMENT

250 N. KNIK STREET
WASILLA, AK 99654-7014
(907) 373 - 9077
(907) 373 - 9051 FAX



Information Memo 95-20

5-22-95

To: Wasilla City Council
From: Irl Stambaugh, Chief of Police
Thru: John Stein, Mayor
Re: School Liaison Position Description

Per Mr. Carney's request I have attached a sample job description for the Police Officer/ School Liaison Position for your review.

If you have other questions or need more information I am available at your convenience.



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Job Description

for

Police Officer

School Liaison Position

Nature of Work:

Under the direct supervision of the Chief of Police the officer performs police work, academic work and counseling targeted at adolescents in the Wasilla School System.

Lessons are presented in different subject areas related to law enforcement and are presented to classes from kindergarten through the high school level.

The officer assigned to this position serves as a counselor to students apart from and in conjunction with school personnel. In this role, the officer refers students to the most appropriate community agency for ongoing counseling or other assistance as needed.

The officer assigned to this position maintains liaison between the chief of police and the faculty at the area schools. Liaison is also maintained with the parents, the community and interest groups in the area.

Examples of Duties:

Prepare and teach a course of instruction on such subjects as drug and alcohol abuse, juveniles and the law, personal safety, shoplifting, vandalism, theft and the role of the police officer in the Criminal Justice system.

Maintain monthly statistical information on number and types of classes taught, number and type of counseling sessions either conducted or involved with and any enforcement action taken.

Assist teachers and faculty, act as a referral resource for students, teachers and faculty.

Provide input to the chief of police and school administrators for any decisions that involve the school liaison position.

Serves as liaison between the school, Division of Family and Youth Services and the police department.

Serve as a resource to any community groups and police officers at all jurisdiction levels who need to contact or relay information to the students within the school system.

Attend joint staff meeting between representatives of the police department, the school district and service organizations.

Knowledge, Skills and Abilities:

Thorough knowledge of the following documents:

1. Police Department Rules and Regulations and Procedural Instructions.
2. Goals and objectives of the school liaison position.
3. Mat-Su Borough School District procedures that are applicable to the position.

Thorough knowledge and understanding of the following subjects:

1. Criminal Investigation
2. Rules of evidence

3. Laws of arrest
4. Court procedures
5. Crime prevention theory, principals and practices

Qualifications:

Meet all city of Wasilla and Wasilla Police Department requirements for hire.

Two years experience as a police officer.

Possess a basic police officer certificate from the State of Alaska Police Standards Council.

Show an interest in and be willing to work with children.

Obtain a method of instruction certificate within six months of selection.



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Officer Guidelines for Police / School Liaison Officer Position

You are a patrol officer assigned to the Police/ School Liaison Program out of the Wasilla Police Department. You will be considered a staff member of the schools in the Wasilla area, however, as a sworn officer of the Wasilla Police Department, you receive operational and supervisory directives from the chain of command at the Wasilla Police Department and primarily from the chief of police. As a staff member you will be subject to indirect supervision from the principals at the schools where you work. The following duties are considered to be incumbent upon your role but are not to be considered totally inclusive. Your responsibilities fall into five major categories:

1. Instructional
2. Counseling
3. Administrative
4. Public relations
5. Enforcement

I. Instructional

A. Provide and/or arrange for instruction on a variety of topics relating to law enforcement as requested by staff at the area schools.

1. Develop appropriate blocks of instruction based on the varied age groups at the area schools.
2. Subject areas may include:
 - a. Drug and Alcohol Abuse Awareness
 - b. Driving while intoxicated
 - c. Refusal skills
 - d. Social skills development

- e. Coping skills development
- f. Law related education
- g. Personal safety
- h. Cops - kids - community

- B. Supplement personal safety and D.A.R.E. or other similar curriculum at area schools.

II. Counseling

- A. Serve as a coping and refusal skills counselor to students apart from or in conjunction with school personnel.
 - 1. Refer students to most appropriate community agency for ongoing counseling and maintain follow-up support relationship with students.

- B. Institute intervention activities on behalf of students who have entered the juvenile justice system as a victim of a criminal act or the suspect in criminal activity.
 - 1. Identify student behaviors in school, especially attendance and discipline problems, that may indicate a deeper problem that the police/school liaison officer should be aware of.
 - a. As information is received from teachers, faculty and students open criminal cases and conduct thorough investigations to protect the welfare of the student or other victim(s) that may be involved.
 - b. Assist students who have been previously arrested to establish self discipline and a positive self concept. Provide ongoing personal support.

- C. Maintain contacts with the parents or guardians of students experiencing behavior problems in order to help them cope with the child's actions, maintain a line of communication and offers of assistance to them.

III. Administrative

- A. Maintain close working relationships with teachers, counselors, Assistant principals and principals in order to identify problem behaviors and troubled students as early as possible.
- B. Maintain statistical information showing the work being accomplished with the program during the school year and those times that school is not in session.

IV. Public Relations

- A. Represent the police department in the field of preventing juvenile delinquency before community groups such as: PTA, service clubs, youth clubs, church groups, business groups, etc.
- B. Recreational Participation
 - 1. Participate as an observer, officer and/or counselor at student athletic or social activities.

V. Enforcement

- A. Take appropriate enforcement action as required in the schools or any other area when serious violations of the law are observed or reported to you.
- B. During the summer months and other times that the students are out of school maintain contact with the juveniles and provide positive support and/or enforcement action as needed during patrols of the malls, parks and other teenage locations that are known to the police.