

SCHOOL BOARD ADMINISTRATIVE RULE
School District of Holmen
Holmen, WI 54636

FILE: 882.1
SCHOOL COMMUNITY RELATIONS

POLICE-SCHOOL LIAISON OFFICER PROGRAM

Philosophical Foundation:

The Holmen schools have a unique opportunity to perceive and analyze the problems of children before they become serious problems for society. For this to be successful, it is important that schools work closely with the Village of Holmen Police Department and other social agencies to prevent and resolve anti-social patterns of behavior. The police-school liaison officer position was established on a cooperative basis to:

1. facilitate school, community and student relationships,
2. serve as a resource person to the school community,
3. assist in the prevention of delinquency among students, and
4. provide law enforcement to the School District of Holmen.

Through education, communication and understanding among the school, police, youth and family, a safer and more productive learning environment will exist.

Administrative Rule Provisions:

The police-liasion officer of the Holmen Police Department reports directly to the Holmen Police Chief. However, on day-to-day matters, the officer will be supervised through the combined efforts of the Police Department and school administrators. The school liaison officer's major responsibilities are to perform prevention and intervention functions as they relate to the following purposes:

1. Function as a role model, developing positive relationships with students, staff and administration.
2. Be a resources person to students, parents, and staff who have questions related to the judicial system.
3. Investigation of crimes where juveniles are the victims, witnesses or defendants. Investigation can be initiated by liaison officer with approval of school district administration.
4. Assist in the supervision of school grounds, extra-curricular school activities, as well as criminal and/or juvenile activities.
5. Issue necessary citations and warnings, and complete written reports in a timely fashion.
6. Keep records of daily activities to include: contacts, reports taken, and tasks completed.
7. Foster community-wide cooperation through liaison activities between juveniles and/or their parents, service organizations, school personnel, and the community in crime control, prevention and reporting activities.
8. Hold conferences with students and parents when necessary regarding matters directly related to police concerns.
9. Work in concert with school administration in a team approach to provide the best service to students.
10. Work in conjunction with school staff to develop and implement educational presentations to students.
11. Keep abreast of juvenile problems and activities in the community, and work towards a resolution of such problems.
12. Provide briefing reports to patrol officers on the School Liaison Program and trends being formed by juvenile activities and crimes against juveniles.
13. Submit a monthly report of activity, including building and classroom visits to the Board of Education and District Administrator.
14. Attend training programs and seminars to improve skills and knowledge in juvenile issues.
15. Assist in the evaluation of the Police School Liaison Program.
16. Provide support to Patrol personnel under special requirements and needs.
17. Perform and tasks assigned by the Chief of Police (or his/her designee) as needed.

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Cross Ref.: Student Search and Seizures, 446
Student Interrogations, 445
Student Code of Conduct, 443

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