

**POLICE DEPARTMENT  
JOB DESCRIPTION**

**POLICE OFFICER-Community Resource Officer**

**GENERAL STATEMENT OF JOB:**

The Community Resource Officer (CRO) is primarily responsible for building and maintaining a positive relationship with school age children in the community. This is done by developing a working relationship with students, school faculty and staff, and the parents of students in the Richland Center community. The CRO will be required to perform the functions of a law enforcement officer and law-related counselor (CRO's are not expected to engage in the responsibilities of a certified counselor) while becoming an integral member of the community.

A CRO is expected to perform a variety of routine and complex public safety work consisting of but not limited to preventative patrol, community policing activities, criminal investigations, vehicle crash investigations, enforcement of Federal and State Statutes, enforcement of Municipal Ordinances, emergency medical responsibilities, traffic control activities, provide response to citizen requests, and perform all other police functions within the City of Richland Center.

**DISTINGUISHING FEATURES OF THE POSITION:**

The CRO must be able to work and communicate with children, parents, school faculty and staff, and community organizations and members.

The CRO must develop familiarity with the interior and exterior of the schools and other areas frequented by children. Daily patrol of these areas is expected.

The CRO must exhibit skills in organization, time management, and curriculum development and presentations.

The CRO must be able to speak to groups of people and manage group participation.

**EXAMPLES OF WORK PERFORMED:**

1. Assist with the creation of a safe school and community environment for students, faculty and staff.
2. Provide security for special school events or functions as determined by the principals and/or the Chief of Police.
3. Confer with the principals and other school officials to develop plans and strategies to prevent and/or minimize dangerous situations on or near the schools or involving students at school-related activities.

4. Assist in the development, revision, and implementation of school crisis response plans to include Shooter/Active Threat/School Intrusion incidents and reunification plans.
5. Develop and offer appropriate training for staff, students, parents, and community members, on different law enforcement issues.
6. Assist school staff with threat assessments regarding on-going or developing situations.
7. Perform typical law enforcement duties such as handling assaults, disturbances, theft, burglary, bomb threats, weapons related incidents, and drug/alcohol incidents.
8. Attend school and community activities as scheduled, provide a visible and positive image, and ensure the peaceful operation of such activities.
9. Assist other law enforcement officers with outside investigations concerning students.
10. Attend meetings of student, parent, school staff and community groups, to solicit their support and understanding of the CRO program and to promote awareness of law enforcement functions as needed.
11. Patrol a designated area of the city on foot, by bicycle, or in a squad car, to preserve law and order, to prevent and discover the commission of crime, to aid citizens in need, to note and report situations which endanger the health, safety, and convenience of the public and to enforce traffic and parking regulations.
12. Answer assigned calls for service and impartially investigate assigned complaints.
13. Investigates crimes, legally arrest persons, participate in prosecutions, educate, and work with citizens to reduce crime in the community.
14. Investigate Municipal Ordinance violations, issue Municipal Citations, participate in prosecution of city cases, educate, and work with citizens to reduce ordinance violations.
15. Enforce traffic laws, investigate traffic accidents, issue traffic citations, participate in prosecutions of traffic cases, educate, and work with citizens in an effort to reduce traffic problems and increase the safe flow of traffic in the community.
16. Provide other services to citizens as permitted by the department's resources (i.e. funeral escorts, medical assists, motorist assists, and many other services.)
17. Enforce parking laws, educate, and work with citizens to reduce parking violations.
18. Complete all required reports including daily activity reports documenting calls for service, programs achieved, patrol duties, and student, community, and school staff interactions.
19. Safeguard and preserve all property under the control of the police department.
20. Protect and respect the constitutional rights of all persons.
21. Identify and propose improvements while following department policies, procedures, rules, regulations, and written directives.
22. Carry out the lawful orders of a superior.
23. Perform other duties as requested or as needed.
24. The CRO **will not** be involved in the enforcement of disciplinary infractions that do not constitute violations of the law.
25. Attend truancy meetings and home visits for students who are habitually truant.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Logical or scientific thinking to solve problems or interpret instructions by using several abstract and concrete variables simultaneously. Arithmetic calculations involving fractions, decimals, and percentages. Knowledge of modern law enforcement practices. Ability to communicate

effectively, in English, both verbally and/or in writing, with customers and the general public. Operation of tools and equipment provided for carrying out job duties.

Ability to learn the applicable laws, ordinances, and department policies, rules and regulations; ability to perform work requiring good physical condition; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to follow verbal and written instructions; ability to learn the city's geography. Employee will be familiar with details of general tasks and be able to perform the tasks reasonably well within 1 year.

### **TOOLS AND EQUIPMENT USED:**

Police car, police radios, radar, laser, handgun, rifle, shotgun, less lethal, taser, baton, handcuffs, pepper spray, intoximeter, first aid equipment, personal computer including a variety of software packages and telephone.

### **CONFIDENTIAL DATA:**

The CRO may be exposed to confidential data which includes all police records. A few examples of these records are as follows: criminal records, requests for services, traffic information, juvenile records, domestic abuse complaints, child abuse complaints, employee personnel files, and all written and computerized records. There are legal and internal controls on the release of any information from the Police Department, which need to be adhered to.

The school district designates the CRO as a "school official" as provided in the Federal Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g, and 118.125(2)(d) of the Wisconsin Statutes. A CRO may be provided access to student records information maintained by the school district only as needed by the CRO to perform his or her duties as CRO. A CRO may also be granted access to student records information in the event of an emergency situation threatening the health or safety of a student or other individual. The CRO may only re-disclose student records information consistent with FERPA and Wisconsin pupil records law.

Records created and maintained by a CRO for the purpose of ensuring the safety and security of persons or property in the school district or for the enforcement of local, state, federal laws or ordinances, shall not be considered student records - even when such records may serve the dual purpose of enforcing school rules - and are not subject to the same prohibitions of access or disclosure by the CRO. (This provision does not prohibit school personnel from complying with the notice and reporting requirements of seclusion or restraint of a student by the CRO as specified in 118.305(4) of the Wisconsin Statutes.)

### **ESSENTIAL PHYSICAL JOB REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

In addition, the Richland Center Police Commission adopted the following physical demands for all sworn police officers: standing, walking, running, sitting, lifting/carrying (Max. an injured or ill individual), pushing, pulling, pulling hand-over-hand, climbing stairs, climbing - use of legs/arms, balancing, stooping, kneeling, repeated bending, crawling, reaching high/low/level, finger movement/repetitive, repetitive twisting or pressure involving wrists or hands, both hands required, both legs required, ability for rapid mental/muscular coordination simultaneously, oral communication - ability to speak clearly in English, hearing/conversation, near/far visual requirements, depth perception, color vision: distinguish basic shades, color vision: distinguish basic colors, operation of a police vehicle.

#### **ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:**

The following elements serve to identify the required acceptable experience and qualifications:

1. Sixty (60) credits from an accredited University or College.
2. Certification by the Wisconsin Law Enforcement Standards Board (successful completion of a Wisconsin Basic Law Enforcement Recruit Academy)
3. As established by the Wisconsin Department of Justice Training and Standards Board, the Richland Center Police Commission, and the Richland School District.

#### **STATEMENT OF WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally work in outside weather conditions; near moving mechanical parts; in high, precarious places; with explosives; and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibrations. The noise level in the work environment is usually moderate.

#### **POSITION ACCOUNTABILITY:**

REPORTS TO: Chief of Police or his/her designee

**SELECTION GUIDELINES:**

The selection process is clearly outlined in the Police and Fire Commission’s “Bylaws and Rules of Procedure”. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Chief of Police

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date:

Revision History: New position description

