

# 123. PROFESSIONAL DEVELOPMENT: JUVENILE INVESTIGATOR/SCHOOL LIAISON OFFICER



**RICHFIELD  
POLICE  
DEPARTMENT  
POLICY**

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Authority: Chief Jay Henthorne

*NOTE: This policy is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.*

## I. PURPOSE

This Department Policy outlines the duties and an expectation of officers assigned as the Juvenile Investigator/School Liaison Officer and establishes the selection criteria and process for appointing officers to this assignment.

## II. POLICY

It is the policy of this Department to provide police services and resources at all schools as needed during the school year in a manner consistent with the mission and goals of the Richfield Police Department and in partnership with the various schools.

## III. PROCEDURE

### ASSIGNMENT OF OFFICERS

- An officer to be eligible for an assignment, must:
- Have completed 1 year of service with the Richfield Police Department.
- Meet satisfactory performance standards established for their regular duty assignment.

#### 1) Selection Process

- Eligible officer(s) need to submit a "Professional Development Assignment Request Form" to their immediate supervisor detailing their interest, qualifications and the assignment's applicability to their career goals and objectives.
- Immediate supervisor(s) must submit a recommendation/non-recommendation letter for the officer regarding the assignment.
- The Police Chief has the unilateral right to make, change, create or eliminate assignments.
- The Police Chief has sole discretion on determination of appointment including length of appointment and/or reappointment of the officer.

#### 2) Assignment Duration

Officers assigned as the Juvenile Investigator/School Liaison Officer are not subject to a specific time period; however, the following factors will be considered throughout the duration of the assignment:


- Officer's performance/evaluations
- The needs of the Department
- The Police Chief's discretion.

## **DUTIES AND EXPECTATIONS**

Officers assigned to the Juvenile Investigator/School Liaison Officer at the Richfield Middle School or the Richfield High School are expected to abide by Richfield Police Policy #233 JUVENILE OPERATIONS and local and state statutes. In addition, Juvenile Investigator/School Liaison Officers are expected to:

- Promote the safety and welfare of students by working effectively with the school administrators and staff in the prevention of delinquency and the investigation of criminal or delinquent conduct.
- Work to prevent juvenile delinquency through close contact and positive relationships with students.
- Ensure school safety by being present on campus when school is in session. The Juvenile Investigator/School Liaison Officer must coordinate time off when the students are not in class.
- Participate in community and school efforts to promote positive youth development. Maintain a flexible work schedule to attend and participate in school functions. Build positive working relationships with the school's staff as well as with student and parent groups.
- Initiate interaction with students in the classroom and general areas of the school building. Promote the profession of police officer and be a positive role model. Encourage positive attitudes toward the law, law enforcement and the responsible exercise of authority.
- Increase the visibility and accessibility of police to the school community.
- Assist school administrators in emergency crisis planning and advise school administration on matters relating to school building security and occupant safety.
- Deter crime, delinquency, child abuse and neglect and assist school administration in determining the proper course of action when physical violence, disorder, or similar problems involving the school population arise. Assist in conflict resolution.
- Investigate juvenile related cases as assigned and make proper referrals of petitions to court as serious matters may require.
- Work effectively with various agencies including; Hennepin County Child Protection, County Attorney's Office and other Social Services.
- Maintain awareness of all investigations or interrogations being done in the schools and when necessary, assist other officer in the performance of their duties.
- Must be able to work with little direction supervision and be able to self-initiate activities within the school community.
- Perform other duties and assume other responsibilities as may be agreed to between the Director of Public Safety and the building Principals.
- Performs other police and public safety work as assigned.

By Order Of:

  
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Chief of Police