

## Police Officer

<b>Title</b>	Police Officer
<b>Purpose</b>	<p>Follow procedures to ensure the safety and security of all school district students, staff members, school buildings, grounds, and property.</p> <ol style="list-style-type: none"> <li>1. This is commissioned law enforcement work providing police protection at School District facilities.</li> <li>2. Work involves enforcement of laws, rules, policies, and regulations applying to the State of Kansas, School District, surrounding municipalities, and units of government. Patrols assigned areas, exercises full law enforcement powers, conducts criminal investigations, collects evidence, and prepares appropriate reports.</li> </ol>
<b>Supervision</b>	USD 265 Chief of Police
<b>Evaluated By</b>	USD 265 Chief of Police or designee
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. High School diploma or equivalent. Some college preferred, degree desirable, but not required.</li> <li>2. Such experience and training as the Chief of Police and/or Superintendent of Schools may find appropriate and acceptable.</li> <li>3. State of Kansas law enforcement certification.</li> <li>4. Demonstrated aptitude and competence for assigned responsibilities.</li> </ol>
<b>Essential Duties</b>	<ol style="list-style-type: none"> <li>1. Patrols schools and school neighborhoods to preserve law and order; to prevent and discover the commission of crime; and to enforce vehicle and parking regulations and correct traffic hazards.</li> <li>2. Answers calls for assistance and crime complaints.</li> <li>3. Responds to school complaints.</li> <li>4. Conducts preliminary investigations, gathers evidence, and interviews witnesses and others.</li> <li>5. Controls and maintains crime scene integrity.</li> <li>6. Interview persons involved in crimes or complaints.</li> </ol>

7. Makes arrests and transports prisoners to the appropriate facilities.
8. Appears in court to present evidence and/or testify as required.
9. Operates a police vehicle in emergency and normal situations.
10. Self-initiates action in emergencies and crime problems.
11. Records and directs information to the proper authorities for permanent records.
12. Works as a member of a team with all other law enforcement members, school staff members, students, parents, all departments, and outside agencies. Conducts police-related community awareness and public relations work.
13. Performs related work as required.

#### **Professional Duties**

1. The USD 265 Police Officer will facilitate interactions between law enforcement agencies, social services, and the school environment.
2. In accordance with applicable Kansas law, including the Kansas Code of Criminal Procedure, the Kansas Juvenile Justice Code, Goddard USD 265 Police Department Policies, and relevant Board of Education policies governing student conduct and safety, the USD 265 School District Police Officer shall, in all enforcement-related decisions, consider student welfare, well-being, and the overall benefit to the student. Officers shall balance public safety and legal obligations with the educational mission of the district, taking into account the student's age, maturity, disability status, if known, and the potential long-term impact of law enforcement involvement. Whenever legally permissible and consistent with district policy, officers are encouraged to consider alternatives to arrest, diversion options, and referrals to appropriate services.
3. The USD 265 Police Officer shall coordinate all activities with his/her immediate police supervisor, the principal, and faculty members. Officers will seek permission, advice, and guidance from their police supervisor and school administrator prior to enacting any program within the school.
4. The USD 265 Police Officer will be responsible for handling all police incidents occurring on the campus of his/her school when he/she is present on school property.

5. The USD 265 Police Officer shall encourage individual and small group discussions with students, based upon material presented in class, to further establish rapport with students.
6. The USD 265 Police Officer may attend parent/faculty meetings to solicit support and understanding of the program.
7. The USD 265 Police Officer shall make himself/herself available for conferences or staffing with students, parents, and faculty members in order to assist them in developing solutions to problems regarding law enforcement or crime prevention.
8. The USD 265 Police Officer shall become familiar with community agencies that offer assistance to youth and their families, such as mental health clinics, drug treatment centers, etc., and shall make referrals to such agencies when necessary, thereby acting as a resource to students, faculty, and staff.
9. The USD 265 Police Officer shall assist the building and district administration in developing plans and strategies to prevent and/or minimize dangerous situations that may result from student unrest.
10. Should it become necessary to conduct formal police interviews with a student on school property, the USD 265 Police Officer shall adhere to police policy and applicable Kansas law with regard to such interviews.
11. The USD 265 Police Officer shall take law enforcement action as required. As soon as possible, the officer shall make the principal aware of such action. At the request of school staff, the GPSPD School District Police Officer shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and related school functions.
12. The USD 265 Police Officer shall develop in-class presentations to lecture students on various subjects, including a basic understanding of the law and timely issues affecting students and the community.
13. The USD 265 Police Officer shall give assistance to other law enforcement personnel in matters regarding his/her school assignment whenever necessary.
14. The USD 265 Police Officer shall maintain detailed and accurate records of the operation of the program and shall complete Officer Daily Observation Reports.
15. The USD 265 Police Officer shall not act as a school administrator or disciplinarian. Officers will not become involved in disciplinary issues or the enforcement of school district policies. However, if the principal believes an incident is a

violation of the law, the principal may contact the USD 265 School District Police Officer, who shall then determine whether law enforcement action is appropriate.

16. The USD 265 School District Police Officer will follow Goddard Public School Police Department policies and regulations when acting in an official manner.