



City of Racine Police Department
Policy and Procedure

Number: 354

Subject: Duties and Responsibilities – Police Officer – School COP Officer		
Date Issued: 9/13/16	Date Revised:	Revision Number: 0

1. The Chief of Police shall appoint the School COP Officer upon the recommendation of the Position Selection Committee.
2. The School COP Officer shall:
 - a. Report to the Deputy Chief of School Safety and Security.
 - b. Maintain a Racine Unified School calendar and work schedule (Mon-Fri).
 - c. Summer Months will require School Community Policing Officers to work summer school schedule (Mon-Fri).
 - d. Be expected to vary the hours and days off worked in order to accommodate meetings, after school problems, and events that are deemed essential to the effective performance of the school.
 - e. Be capable of performing all of the essential functions of a sworn police officer which include, at a minimum, but are not limited to the following:
 - (1) Regular and predictable attendance at work
 - (2) Get along with and work well with others
 - (3) Make forcible arrests
 - (4) Operate a motor vehicle under emergency conditions
 - (5) Qualify with Department firearms
 - (6) Write clear, concise, accurate reports
 - (7) Work with computers and programs used by the Department and Racine Unified School District.
 - f. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives pertaining specifically or generally to this position.
 - g. Check RPD and RUSD E-Mail, Voice Mail, and any assigned mailboxes at least once each workday.
 - h. Be knowledgeable of all police-related activity within the assigned school.
 - i. Respond to on campus calls, emergencies, and off campus crimes within immediate proximity of the school. Including but not limited to parking, neighborhood events involving students, when available.
 - j. Gather intelligence regarding on-going criminal activity within the assigned school, and forward that information in written form to the Deputy Chief of School Safety and Security.
 - k. Deter on-campus violence and criminal activity.
 - l. Coordinate efforts with other Department Divisions or Units, assisting with the investigation of criminal offenses within the assigned school.
 - m. Knowing the role of School COP officer as educators, informal counselors, and law enforcers.
 - n. Become acquainted with the teachers, staff, administrators, and students of the school, and assist them in identifying and solving problem areas or concerns.
 - o. Use problem-solving techniques to formulate plans to solve problems within the school and surrounding neighborhood.
 - p. Focus the services of City Departments and private agencies in an effort to resolve identified problems.
 - q. Be required to develop and attend weekly school security meetings, monthly joint school safety meetings, and be a part of the school district's safety committee.
 - r. Monitor, and work with school police officers to assure complete coverage of police personnel on campus at all times, including afterschool events.
 - s. Develop and deliver presentations on topics that have been identified as concerns and/or problems.

- t. Properly complete a weekly activity report. Information from the weekly activity report on problems the School COP officer is working will be forwarded to the Deputy Chief of School Safety and Security or his designee.
- u. Properly complete a monthly report.
- v. Should be the primary officer for PSA's (Problem Solving Assignments) in assigned school.
- w. Perform other duties as directed.

RELATED PROCEDURES

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