

Probation Officer: Community Liaison Officer Two-Year Transfer Opportunity

The Department of Corrections has created two Probation Officer transfer opportunities for a period of two years. These positions will function as Community Liaison Officers. One position will be assigned to work with the Brooklyn Park Police Department; the other will work with the Brooklyn Center Police Department. After two years, individuals will be reassigned to regular Probation Officer positions within Community Corrections.

This posting is in accordance with the labor agreement between the County of Hennepin and the American Federation of State, County and Municipal Employees, Council No. 14, Probation/Parole Officer Unit, Local #552.

These positions will report on a daily basis to the Chief of Police; incumbents will also be assigned a supervisor within Adult Field Services.

An information session with Chief Wade Setter of Brooklyn Park and Chief Scott Bechthold of Brooklyn Center will be held on Thursday, July 14 at the Probation Reporting Center, 317 Second Avenue South, Suite 170 (Classroom A), Minneapolis, starting at 1:00 p.m.

Job Description for Community Liaison Officer

Under general supervision, provides a wide variety of non-sworn law enforcement and community corrections support duties for the benefit of minority communities and performs related work as required by Brooklyn Park and Brooklyn Center Police Departments and the Hennepin County Department of Community Corrections.

The Community Liaison Officers will serve as a representative of the police department within the diverse communities of Brooklyn Park and Brooklyn Center while providing information and explanation about police activities within the community. The Liaison will serve as a resource to the Brooklyn Park and Brooklyn Center Police Departments and respective communities by responding to inquiries regarding particular law enforcement events, actions, practices or policies, and will keep the Brooklyn Park and Brooklyn Center Police Departments informed about contemporary community concerns. Although the Liaisons will focus their work in the community in which they are assigned, they are expected to coordinate their efforts when appropriate.

The Liaison will serve as a "situational" employee who can meet the diverse needs and demands of communities while creating connections between these communities and law enforcement personnel and the DOCC, as well as other criminal justice agencies. This position will provide a line of communication between special interest groups in the community, Brooklyn Park and Brooklyn Center Police Departments and the Department of Community Corrections. The goal of this position is to promote cooperation and trust between the two respective police departments, special interest groups within the community, and the Department of Community Corrections.

Scope of Responsibilities

1. Identify the various diverse community groups within the community and establish relationships with their formal and/or informal leadership. The Liaison will meet with the

- groups and/or leadership as necessary to keep abreast of identified problems and to report on progress made toward solutions offered to these problems.
2. Solicit feedback from community groups regarding law enforcement events, practices or policies within the communities.
 3. Represent the respective police department during community functions, and make special presentations to community groups on timely subjects.
 4. Provide information, training, provisions of laws, rules and regulations and policy interpretation to minority groups throughout the communities.
 5. Work with groups to identify and recommend modifications or changes to department policies that are perceived as discriminatory or negative by members of the community.
 6. Be available for call outside of normal business hours to provide assistance to the department and the community on particular issues as needed. The Liaison may be required to respond to the scene of significant events, and to act as an intermediary with the community.
 7. Respond to community inquiries about specific police events. Community members frequently have questions or raise concerns involving police action or activities. The Liaison will serve as a departmental point of contact for these inquiries.
 8. Act as a resource for the community and the department during investigative activities. This includes the facilitation of dialogue between the community and the police department to explain cultural differences and how they are impacted by law enforcement action during a specific police investigation.
 9. Attend meetings, plan, organize and coordinate minority community programs and events for the purpose of maintaining positive relationships between these groups and their respective police department.
 10. Act as a contact between the respective police department and minority newspapers, radio and television stations.
 11. ~~Identify needs and assist in the development of community-based training on law enforcement procedures, practices and policies.~~
 12. Recommend action plans related to minority community issues.
 13. Make recommendations on policies and philosophies within the police department that affect relations between the department and minority groups, and assist with the development of training on diversity issues for departmental employees.
 14. Develop written Police Department materials for special use by a minority community as appropriate.
 15. Make referrals to appropriate social service agencies.

Knowledge

The knowledge and abilities which are required to perform the duties and responsibilities are as follows:

- Accessing culturally appropriate resources and information
- Basic reporting, writing and math skills
- An understanding of the culture of the minority communities to be served
- An understanding of social, legal and related programs and resources applicable to the minority community
- Interviewing and telephone skills
- An understanding of the criminal justice system
- Political acumen
- Ability to meet the public with courtesy and tact

- Demonstrated ability to develop productive relationships within the community in order to identify community needs and safety issues
 - Proven ability to analyze situations, identify potential communication problems and propose creative solutions
 - Demonstrated ability to work autonomously and as a member of a team in a professional and positive manner
 - Available during non-traditional work hours to meet work demands.
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