

EXHIBIT A

DULUTH POLICE DEPARTMENT JOB SPECIFICATIONS Duluth Transit Authority Officer

I. PURPOSE

The DTA Officer will work to improve transit riders' safety, reduce crime and disorder, and improve quality of life to all areas serviced by the DTA at stops, hubs, on buses and other modes of transportation. The officer will work to fulfill the DTA's mission to provide a public transit service that is safe, convenient, efficient, and affordable. The DTA officer will also handle an explosive detection Canine providing regional coverage. The DTA Officer position is open to an officer who has completed probation, and has a sustained track record of organizational success and whose work embodies the mission of the Duluth Police Department.

II. ASSIGNMENT

The DTA Transit Officer will be assigned to the East Area Commander and work under the direct supervision of the area community policing sergeant. The Canine Unit Coordinator will supervise canine training and related administrative functions. The DTA Transit Officer will work 1,992 hours per twelve-month period. The DTA Transit Officer will work an 8-hour shift schedule to include days, afternoons, nights, and some weekends. This officer will have a flexible schedule to accommodate the needs of the DTA as they arise as well as ongoing training and regional explosive detection coverage. The DTA Transit Officer's point of contact with the DTA will be the Director of Operations. Assignment to the DTA Transit Officer is temporary and shall not be deemed as a promotion. Reassignment may occur at any time depending on the needs and priorities of the Police Department. The duration of the assignment will be a period of five (5) years and will be evaluated annually based on performance.

III. DUTIES AND RESPONSIBILITIES

1. Meet monthly, or more frequently if needed, with the DTA's Director of Operations and/or General Manager.
2. Provide information to the Area Commanders as needed regarding long-term problem-solving efforts with the DTA.
3. Have a positive presence within the Duluth Transportation Center and ride buses that drivers have documented problems on.
4. Issue parking tickets in bus stops.
5. Follow up on crimes that occur on buses to ensure they are taken to their logical end by officers.
6. Respond to 911 calls on buses and at DTA facilities as able.
7. Assist in problem solving chronic issues with any bus route, shelter location, or transit hub.
8. Provide training to DTA employees if applicable.
9. Work with DTA staff and bus drivers to determine current security and policing issues. Focus on maintaining a safe transit environment.
10. Conduct investigations of all security incidents involving on-street operation, security issues, MN Crimes Against Transit Act, etc.

11. Provide a visible presence patrolling stops with emphasis on passenger safety, enforcement of laws and ordinances, while utilizing a community policing philosophy.
12. Communicate with bus operators and passengers to determine security and policing issues.
13. Communicate with passengers to build confidence and promote a safe and secure environment within the bus.
14. Be an ambassador for the Duluth Police Department, engage in conversation, be a friendly and approachable resource for riders to connect with their police department.
15. Enforce violations of DTA passenger rider policy and City Ordinances.
16. Follow status of crimes charged resulting from investigations involving DTA entities and update the appropriate staff within the DTA.
17. Assist with homeland security issues.
18. Serve as a liaison with law enforcement agencies and DTA staff.
19. Assist DTA staff in determining training needs for security and safety of all employees and riders.
20. Provide support to local law enforcement thereby increasing public and officer safety in locating explosives.
21. Provide Canine assistance to other regional law enforcement agencies.
22. Properly care for a canine to include proper feeding and grooming.
23. Properly care for and maintain canine kennel, at home, in squad and office.
24. Properly maintain all issued canine equipment.
25. Conduct demonstrations for the department and public.
26. Properly document training logs and training reports.
27. Perform maintenance training and produce training plans for other department detection canines.

IV. REQUISITE SKILLS, KNOWLEDGE AND ABILITIES

1. Self-motivation and discipline.
2. Excellent problem solving skills.
3. Excellent ability to problem solve in a team environment.
4. Excellent ability to maintain and develop community collaboration.
5. Personal organizational and time management skills.
6. Demonstrated ability to independently conduct criminal investigations.
7. Demonstrated ability to articulate information and ideas verbally and in writing.
8. Excellent self-control and absence of prejudices.
9. Excellent communication and public speaking skills.
10. Ability to facilitate discussions and meetings
11. Anticipate, recognize, and problem solve neighborhood issues of both a criminal and non-criminal nature as it relates to quality of life.
12. Ability to appreciate and work with diverse groups.
13. Ability to have flexibility in scheduling or work hours to effectively address concerns and problem solve.
14. Ability to attain bike certification.
15. Successfully complete explosive detection training.