

# **Exhibit A**

## **DULUTH POLICE DEPARTMENT JOB SPECIFICATION**

### **Publicly Owned & Managed Housing Community Based Police Officer (HRA Community Officer)**

#### **I. SUMMARY / PURPOSE**

The Housing & Redevelopment Authority (HRA) Community Officer will work to improve social conditions which otherwise foster drug use, criminal activities, public disruption and other abuses at Duluth HRA publicly owned & managed housing sites. The HRA Community Officer will act as a liaison with HRA staff, HRA residents, and other community partners to problem solve issues, reduce the amount of calls for service, increase safety in the City of Duluth and work with the overall Community Policing Team. The HRA Community Officer will also act as a facilitator to promote problem solving and Community relationship building with all other units in the Duluth Police Department.

#### **II. ASSIGNMENT**

The HRA Housing Officer will be assigned to the West Area Community Policing Lieutenant and work under the direct supervision of the Community Policing Sergeant. The HRA Community Officer will be assigned an 8 or 9 hour shift and will be expected to work afternoons, nights and weekends. This position is open to an officer who has completed probation, has a sustained track record of organizational success, and whose work embodies the mission of the Duluth Police Department. This officer will have a flexible schedule to accommodate necessary requests by HRA staff when the need arises to facilitate problem solving in a timely manner. The HRA sites to be served by the Public Housing Officer are: King Manor, Grandview Manor, Tri-Towers, Ramsey Manor, Midtowne Manors I and II, Esmond Building, Harbor Highlands and other properties that may be owned or managed by the Duluth HRA. Assignment to the HRA Housing 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 three (3) years and will be evaluated annually based on performance.

#### **III. DUTIES AND RESPONSIBILITIES**

1. Build trust between the residents of HRA housing and the Duluth Police Department by improving the delivery of police services to the properties owned and managed by Duluth area HRA.
2. Encourage residents of all public housing to take an active role in making their community a safer place.

3. Engage and liaise with HRA staff and residents, other district officers, criminal justice entities, public and private organizations to effectively problem solve.
4. Perform public relations, community engagement and crime prevention activities.
5. Identify neighborhood concerns and facilitate responsive problem solving.
6. Develop and strengthen community partnerships through attendance of community meetings.
7. Meet regularly, or as needed, with the HRA Executive Director or their designee to review issues of concern and implement strategies for a peaceful resolution.
8. Provide weekly reports to HRA property managers regarding calls for service to their respective sites.
9. Attend resident club meetings.
10. Periodic “knock and talks” when requested or indicated.
11. Address excessive noise disturbances by residents or guests of HRA properties.
12. Investigate “unauthorized” persons suspected of residing in HRA properties.
13. Assist with the eviction of tenants to include testimony and/or providing documentation for violations of lease or behavioral issues.
14. Respond to HRA properties immediately, if on duty, when emergencies or special circumstances exist.
15. Assist with the monitoring of conflict resolution between residents.
16. Initiate the investigation of criminal behavior, intruders, and suspicious behavior.
17. Periodically walk through parking lots, stairwells, and hallways of HRA properties.
18. Periodically monitor visitors coming to and from the HRA owned and managed hi-rises.
19. Create a presence which will deter undesirable behavior.
20. Be pro-active in providing educational material or speaking engagements which will educate and build relationships with HRA residents, visitors, staff and people who live in the surrounding neighborhoods.
21. Nurture a safe environment for residents.

#### **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 develop and maintain community collaborations.
5. Above average 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 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 of work hours to effectively address concerns and problem solve.