

COMMUNITY LIAISON OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is specialized routine patrol officer work of a highly sensitive nature involving the responsibility for analyzing and resolving law enforcement issues specific to the interests and goals of the various cultural groups within the communities of Rockland County. The work may be performed on motorcycles, horses, and by other alternative means. The work is performed under the supervision of an officer of higher rank and in accordance with specific regulations and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as a liaison between various community groups and law enforcement agencies for the exchange of information in areas of mutual concern;
Speaks at group meetings and forums before social and/or cultural groups to explain law enforcement perspective;
Plans, coordinates and oversees safety procedures to be implemented during special cultural community events;
Accompanies police officers in order to conduct law enforcement activities and resolve problems (e.g., deter crime, disperse crowds) in culturally diverse communities;
Answers questions and directs the general public at cultural community events;
Meets with community groups in order to promote special programs and motivate and educate cultural groups with respect to law-abiding behavior, especially as it pertains to the well-being and safety of individuals;
Conducts meetings with students to discuss mutual law enforcement concerns and issues specifically affecting youth;
Prepares and submits reports on activities as required;
Participates in the recruitment of individuals to perform law enforcement/patrol functions as they pertain to culturally diverse community groups and events;
Attends major special events (e.g., parades), as assigned, in order to ensure peaceful assemblies and resolve problems;
May assist law enforcement in criminal investigations by providing input on issues of cultural diversity.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the geographical makeup of Rockland County; good knowledge of the needs and goals of the various cultural groups within the communities of Rockland County; working knowledge of first aid techniques; working knowledge of firearms; ability to establish and maintain cooperative relationships with diverse cultural groups and with the general public; ability to understand and carry out moderately complex oral and written instructions; ability to prepare reports; ability to communicate effectively, both orally and in writing.

(over)

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of either:

- a. satisfactory full-time, paid work experience (work experience while a full-time high school student is not qualifying); or
- b. active military service; or
- c. education beyond high school when enrolled in a minimum of fifteen (15) credit-hour semester; or
- d. any equivalent combination of (a), (b), and (c) acquired at different periods of time not concurrently.

SPECIAL REQUIREMENTS:

AGE: Minimum is 20 years of age as of the date of appointment and applicants cannot be more than 35 years of age as of the date of the written examination, except as follows: Time spent on military duty or on terminal leave, not exceeding a total of six years, shall, for the purposes of determining whether the maximum age requirement has been met, be subtracted from the age of any applicant who has passed his 35th birthday as provided in subdivision 10-a of Section 243 of the military law.

PHYSICAL AND MEDICAL: Minimum physical and medical standards as prescribed by the Municipal Police Training Council of the State of New York. Current specific standards are available from the Examinations Unit of the Department of Personnel.

LICENSE: Possession of valid New York State motor vehicle license.

TRAINING: Satisfactory completion of the municipal police basic training program, as required by the General Municipal Law (Section 209-q). Appointments to this title shall not become permanent until such training requirements are satisfied.