

# **Cultural Liaison Officer Special Assignment**

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serves as a resource for education about law enforcement matters affecting recent immigrant communities.
- Maintains current knowledge and thorough understanding of multiple world cultures and religions including the differences in laws between various groups' native countries and the U.S. by attending seminars, networking, and independent study.
- Develops materials and teaches classes to refugees on federal, state and local laws, lifestyle expectations, appropriate behavior, interactions with schools, and other relevant topics to the communities. Provides information and answers questions.
- Provides a variety of educational resources to the refugee community including law enforcement information and advice; provides education and informs other Police Officers on issues of cultural understanding and an awareness of the issues.
- Conducts seminars and provides information for various non-profit groups and public and private agencies working with New Americans to increase understanding of the new American's plight, how to interact with various groups.
- Provides the department, as well as public and private agencies, with ongoing information on concerns being expressed by different cultural communities.
- Maintains knowledge on services provided by other agencies to relay to cultural groups.
- Provides a monthly update on activities, concerns and trends to the supervisor.
- Works to resolve crime issues affecting cultural communities.
- Monitors and analyzes crime trends within groups and increases work in communities with increased criminal activity.
- Conducts follow-up investigations referred from patrol officers for criminal issues and non-criminal issues pertaining to members of cultural communities.
- Works closely with multiple local, state and federal agencies to assist in maintaining clear lines of communication on current issues of concern and to assist them in their investigations.
- Establishes trust and maintains good working relationships with the formal and informal leaders of various local communities. Exchanges information to increase mutual understanding. Attends various community events.
- Establishes and maintains working relationships with numerous interpreters. Schedules interpreters for investigations, meetings and events.

## **MINIMUM QUALIFICATIONS**

- Three years of previous experience as a West Fargo Police Officer.