

COMMUNITY SERVICES OFFICER

DEFINITION

Under general supervision, performs a variety of activities in administering non-sworn law enforcement support services and programs for the City's Police Department including crime scene investigation, parking enforcement, traffic control, evidence collection and processing, abandon vehicle abatement, neighborhood watch and public outreach, cold case investigation and report preparation. This is not a sworn Peace Officer position; no weapon will be authorized.

EXAMPLES OF DUTIES

Performs a variety of assigned duties relative to non-sworn support services programs within the police department. These assignments include but are not limited to:

- Investigate and collect information regarding burglaries, fraud, stolen vehicles, thefts, vandalism, abandon vehicles, vehicle collisions, lost and found property, and other incidents that do not require the presence of a sworn law enforcement officer. Write reports, draw collision diagrams, serve subpoenas: testify in court as needed.
- Process and documents crime scenes, including photographing, collecting, identifying, preserving, and analyzing physical evidence and latent fingerprints; collect witness statements.
- Serve subpoenas
- Patrol and enforce traffic, parking, and municipal codes: follow up on complaints, investigates and document abandoned vehicles, arrange for the towing or other abatement processes of abandoned or nuisance vehicles
- Direct traffic at special events, parades, crime and collision scenes, or other events where manual traffic control is necessary
- Develop and administer public information and education outreach programs, presentations, events, and activities related to crime prevention, safety, and neighborhood watches
- Testify in court
- Observe and report hazardous conditions, obstructions to traffic, and other emergencies
- Maintain accurate departmental and law enforcement records, databases, and files; researches and compile information for various reports

JOB SPECIFICATION
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- Attend training and shift briefing sessions; monitor changes in regulations and policies that may affect operation; implement policy and procedural changes after adoption
- Perform front desk duties
- Other duties as assigned by supervisory or management staff

MINIMUM QUALIFICATIONS

Ability to: Understand and follow verbal and written directions and Department rules and regulations; learn standard broadcasting procedures of a police radio; prepare clear and concise written reports; observe accurately and remember names, faces, numbers, incidents and places, think and act quickly in emergencies, interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Education: Graduation from high school or equivalent.

Experience:

One (1) year of experience performing increasingly responsible non-sworn law enforcement support duties is desirable.

Age: Must be 18 years of age for entrance.

Physical: Have the physical strength, stamina, and agility adequate to perform all duties of a Community Services Officer.

License: Possession of a valid Class C California Driver's License.

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