

CITY OF HALF MOON BAY
JOB CLASS SPECIFICATION
COMMUNITY SERVICE OFFICER

DEFINITION

This is a non-sworn public service position suitable for full-time or part-time/temporary program(s). The Community Service Officer performs a variety of law enforcement activities to supplement patrol personnel in their routine duties.

SUPERVISION RECEIVED/EXERCISED

General supervision is provided by a Police Sergeant or Records Supervisor. Technical or functional supervision may be provided by higher-level police personnel. No supervision is exercised over other personnel.

ESSENTIAL AND IMPORTANT DUTIES

Work a set number of hours on assigned rotating shifts, performing security patrols and doing enforcement activities on foot and in a police vehicle on streets, in parks, commercial and residential areas to prevent or detect and investigate misconduct involving misdemeanors or infractions.

Enforce parking laws and control vehicular traffic when required.

Receive incoming telephone and radio calls. Determine the nature and urgency of calls then coordinate the appropriate response.

Remain visible and actively seek out and identify code enforcement violations.

Inspect public establishments for required licenses to ensure compliance. Conduct vacation house checks. Serve subpoenas.

Carry out duties in conformance with all applicable laws and ordinances. Use own judgment in deciding course of action with minimum assistance. Provide assistance during emergency situations.

Enter data into the records management computer system and operate NCIC criminal data and other law enforcement information systems. Record and file citations. Assign case numbers to incidents and maintains report files. Maintain evidence and associated record keeping. Establish and maintain records systems using moderately independent judgment.

Prepare or assist in the preparation of a variety of reports and records of activities performed, hazards and unusual incidents observed, and disturbances encountered, including Officer's Daily Log, investigation reports, field interrogation reports, alcohol and drug influence reports, breathalyzer check lists, bad check forms, vehicle impoundment forms, traffic hazard reports, etc., in a timely fashion, usually the same day the act occurs.

Compose a variety of correspondence, reports and other materials requiring independent judgment as to content, accuracy and completeness.

Conduct both preliminary and follow-up investigations of minor criminal incidents committed during assigned shift. Seek out and question victims, witnesses and suspects. Develop leads and tips. Search for clues. Collect, preserve and maintain evidence and property found that is involved with suspected crimes. Analyze and evaluate evidence and take appropriate law enforcement action as necessary. Prepare cases and testify and present evidence in court proceedings. Search, fingerprint, and transport designated prisoners.

Respond to calls related to traffic incidents and vehicular accidents then investigate or render assistance as necessary. Render first aid and/or summon ambulances and other law enforcement vehicles if needed. Conduct both preliminary and follow-up investigations. Take measurements and draws diagrams of scenes. Performs traffic control by monitoring and controlling routine and unusual traffic conditions. Assist and advise motorists. Direct traffic at fires, special events, and other emergency or congested situations.

Undertake community oriented police work and assist citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse/gang resistance education, traffic safety, fingerprinting, etc. Answer questions from the public concerning State and local laws, procedures and activities of the Department. Seek citizen in-put regarding potential law enforcement problems. Develop and maintain good relationships with the general public, including informants and contacts, which may be helpful in criminal investigations.

Maintain contact with police supervisory personnel to coordinate activities with other officers or City departments as needed. Exchange information with officers in other law enforcement agencies, and obtain advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.

PERIPHERAL DUTIES

Maintain departmental equipment, supplies and facilities.

Schedule and arrange a variety of appointments, meetings, and conferences.

KNOWLEDGE, SKILLS AND ABILITIES

Some Knowledge of:

- Modern law enforcement principles, procedures, techniques, and equipment are preferred.

Some Skill to:

- Operate and care for a police car, police radio, radar gun, sidehandle baton, handcuffs, O.C. spray, flashlight, breathalyzer, pager, first aid equipment, personal computer including word processing and records management software, phone, typewriter, calculator, fax machine, copy machine, paper and pencils.

Ability to:

- Learn, understand, and interpret the applicable laws, ordinances, and department rules and regulations.
- Perform work requiring good physical condition.
- Stand for long periods of time while writing reports, directing traffic, investigating crimes, etc. and remain constantly aware of surroundings and hazards in the immediate area.
- Communicate effectively both orally and in writing.
- Run and walk over even and uneven terrain.
- Climb stairs or ladders, and sit for long periods while driving or riding in a car on patrol.

- Stoop, bend and assume awkward positions to gather evidence.
- Write long, detailed, cogent, legible, accurate and grammatically correct reports.
- Observe accurately and remember faces, numbers, incidents, and places.
- Learn standard codes and broadcasting procedures of a police radio system.
- Establish and maintain effective working relationships with subordinates, peers and supervisors.
- Think and act quickly in emergencies.
- Exercise sound judgment in evaluating situations and in making decisions in accordance with laws, regulations, and policies.
- Understand and follow verbal and written instructions.
- Learn the City's geography.
- Wear a uniform and 10-20 pounds of safety equipment attached to a belt worn on the hips.
- Recognize problems that need to be addressed and propose solutions.
- Read and write the English language.
- Work irregular hours and weekends.
- Work outside exposed to all types of weather.
- Meet the Department's physical standards.

EDUCATION AND EXPERIENCE

Any combination of education and experience that has provided the knowledge, skills and abilities necessary to perform the duties of a **Community Service Officer** is required. A typical way of obtaining the required qualifications is to possess a High school diploma or GED equivalent. Current enrollment in college or vocational school training in

police science, law enforcement, criminal justice administration, public administration, or a related field is desirable.

SPECIAL REQUIREMENTS

The individual appointed to this position must meet the following requirements:

- Be 18 years or older at the time of employment.
- Be of good moral character and demonstrate temperate and industrious habits.
- Be found to be free from any physical, emotional, or mental conditions that might adversely affect his/her ability to perform the essential job functions.
- Have no felony convictions.
- Have no disqualifying criminal history within past seven years.
- Be a United States citizen or eligible to work in the United States as prescribed by law.
- Be able to successfully complete a pre-employment background investigation, including a polygraph exam and a fingerprint check by the California Department of Justice and the FBI.

TOOLS AND EQUIPMENT USED

Tools and equipment used by a Community Service Officer include a police car, police radio, radar gun, sidehandle baton, handcuffs, O.C. spray, flashlight, breathalyzer, pager, first aid equipment, personal computer including word processing and records management software, phone, typewriter, calculator, fax machine, copy machine, paper and pencils.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, and see. The employee is occasionally required to stand, walk, or run; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; jump, climb, kick or balance; stoop, kneel, crouch, bend, twist, turn, or crawl; push or pull objects and people; drive at high speeds; taste and smell.

The Community Service Officer must possess sufficient manual dexterity to operate a patrol car, car radio, handcuffs, keys, pencil and pen with which to write on paper, baton, ticket book, tape recorder and cassette tapes, typewriter, personal computer, etc.

The Community Service Officer must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Community Service Officer occasionally works in outside weather conditions. He/she occasionally works near moving mechanical parts; in high, precarious places; and with explosives; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold or heat, and vibrations.

The noise level in the work environment is usually quiet in the office to moderately noisy in the field with police radio noise always present. While driving, the car window will be down in order to hear sounds or cries for help so wind noise will also be present. The Community Service Officer must be able to cope with general traffic noises, traffic collisions, yelling and screaming, use of profanity, very loud sirens and other loud noises.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possess, or obtain by time of hire, a valid California Driver's License without record of suspension or revocation in any state within the past five (5) years.