

JOB DESCRIPTION



COMMUNITY SERVICES OFFICER

DEFINITION

Under general supervision of the Director of Public Safety, to perform varied and routine non-sworn police work; to perform police services in crime prevention, crime investigation, parking enforcement, animal care and control, community intervention, code enforcement, crime response which does not require full police powers, assist police officers in the performance of duties, and related duties as required.

EXAMPLES OF DUTIES: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all encompassing of the duties to be performed under this job title. **(E=Essential Duty; M=Major Portion of Time)**

- Receive reports of commercial, residential, and automobile burglaries, petty thefts, vandalisms, found property, missing persons, auto theft, and other crimes with no known suspects. (E-M)
- Investigate non-injury and minor traffic accidents (E)
- Interview witnesses and take statements. (E-M)
- Investigate and remove abandoned vehicles. (E-M)
- Enforce city parking ordinances and California Vehicle Code Violations related to Parking. (E-M)
- Enforce and investigate City Code Violations (E-M)
- Evidence collection, processing, storage and destruction (E-M)
- Coordinate the Police Volunteer Programs and Schedule Police Department Volunteers (E)
- Respond to animal care and control issues and violations and enforce related laws as necessary. (E-M)
- Serve subpoenas. (E)
- Perform traffic control. (E)
- Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public. (E)
- Assist in crime scene investigations. (E)
- Testify in court. (E)
- Organize and coordinate public outreach activities such as crime prevention, neighborhood watch, & public safety awareness.
- Provide Vehicle Identification Number verifications
- Work rotating shifts, including nights, weekends, and holidays. (E)
- Perform other duties as assigned.

QUALIFICATIONS

Ability to:

- Learn, understand, and interpret laws and regulations.
- Prepare accurate and grammatically correct written reports.
- Learn standard broadcasting procedures of a police radio system.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Understand and carry out oral and written directions.
- Meet standards of physical stature, endurance, and agility established by the City of Ukiah.
- Work rotating shifts and overtime.
- Handle stressful and possibly hazardous situations.
- Operate a motor vehicle in a safe manner.
- Make precise arm-hand positioning movements and maintain static arm-hand position.
- Bend or stoop repeatedly and continuously.
- Wear a 15-pound utility belt.
- Run, walk, and jump.
- Sit for periods of up to 8-12 hours continuously.

- Stand for extended periods of time.
- Climb ladders, fences, or a wall, which requires lifting arms above shoulder level and working at heights greater than 10 feet.
- Walk or run over rough, uneven, slippery, or rocky surfaces, and possibly walk or run for extended periods of time.
- Hear alarms, screams, breaking glass, or other suspicious and unusual noises.
- Smell hazardous chemicals and/or unusual odors.
- See clearly in both eyes with full color perception.
- Move heavy objects and lift at least 50 pounds for distances of up to 50 feet.
- Work in extreme weather conditions.

Education:

High School diploma or equivalent.

Necessary Special Requirements:

- Possession of a valid Class C California Driver's License.
- Not have been convicted of a felony in the State of California or any other state or federal jurisdiction.
- Have normal hearing with not over 15% loss in either ear from 500 to 2000 cycles.
- Have not less than 20/20 corrected vision in both eyes with full color perception.
- As a condition of employment, any person hired in the Police Unit must be a non-user of tobacco products in any form and shall refrain from smoking tobacco or any other substances.
- **Bilingual (English/Spanish) abilities are highly desirable and will be given preference.**

Residency Requirement:

All Community Service Officers shall be expected, within six months of hire, to establish residence allowing response to the station within 45 minutes of notification to report.