



Job Code: 0640
FLSA: NE
Unit: PCEA
Revised:

COMMUNITY SERVICE OFFICER

DEFINITION

The Community Service Officer (CSO) is a civilian, non-sworn position. Under supervision, the CSO is principally responsible for the performance of a variety of routine, non-hazardous municipal law enforcement duties for which sworn personnel are not required. Additionally, the CSO performs a variety of other tasks in support of Police Department operations; performs related duties, as required. Persons in this classification are required to wear a uniform, work shifts as assigned, and work weekends.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from a Police Sergeant or Police Lieutenant; exercises no supervisory responsibility.

TYPICAL DUTIES

1. Takes reports and interviews victims, witnesses and other persons associated with routine, non-hazardous crimes, e.g., burglaries, thefts, malicious mischief, etc.
2. Directs traffic, enforces parking regulations, issues traffic citations and prepares traffic accident reports.
3. As required, testifies in court.
4. Receives complaints and reports of routine criminal and non-criminal incidents from the public; prepares associated reports.
5. Assists with crime scene control; receives and identifies evidence and found property; maintains proper control of same; disposes of evidence and found property, as directed.
6. Assists with the rendering of first aid and CPR in the field.

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7. As assigned, speaks before schools, community and neighborhood groups on a variety of law enforcement topics.
8. Performs security checks of buildings and facilities, etc., in the field, as assigned.
9. Fingerprints prisoners.
10. Collects and tabulates data associated with departmental operations; enters and retrieves computerized data.
11. Performs clerical duties, to include typing and filing.
12. Maintains departmental supplies and equipment; disposes of latter, as directed.

MINIMUM QUALIFICATIONS

Skill to:

1. Interview/question individuals, obtaining specific information there from.
2. Hear, observe, retrieve, retain and recall information accurately.
3. Relay, explain and describe accurately, information in both oral and written form.
4. Read, understand and follow written policies, regulations and both oral and written instructions.
5. Learn and apply first aid and CPR.
6. Act purposefully and calmly in emergency situations.
7. Speak before groups.
8. Perform basic clerical skills, typing skills desirable.
9. Learn basic equipment maintenance tasks.

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Education:

High school graduation, or GED equivalent is required; additional college training is desirable.

Experience:

Experience in a field(s) in which required skills are applied desirable.

License:

Valid Class C California driver's license.

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