

CITY COUNCIL MEETING  
JUNE 4, 1986

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COMMUNITY SERVICE  
OFFICER JOB  
SPECIFICATIONS  
APPROVED

Council approved Job Specifications for Community Service  
Officer.

CC-34

# COUNCIL COMMUNICATION

TO: THE CITY COUNCIL

FROM: THE CITY MANAGER'S OFFICE

DATE

May 15, 1986

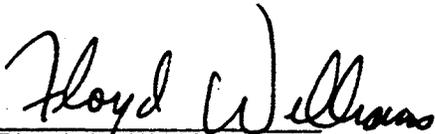
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SUBJECT:

Community Service Officer Job Specification

Request approval of Job Specification for Community Service Officer.

This is needed in order to advertise for the position.



Floyd A. Williams  
Chief of Police

## JOB SPECIFICATION

### COMMUNITY SERVICE OFFICER

#### Definition

Under supervision, carries out assignments that assist Sworn Police Officers in investigations, crime prevention activities, community relations and other related work as required.

#### Supervision Received and Exercised

General supervision is provided by the Police Captain assigned to the Patrol Division. Technical and/or functional supervision is provided by the on-duty Watch Commander.

#### Examples of Duties

Duties may include, but are not limited to the following:

Receives training in the application of regulations, investigation techniques, interviewing, report writing, oral presentations and other related activities. Gathers information and completes report of thefts, minor noise complaints, malicious mischief, abandoned vehicles, lost and found property, and other non-hazardous situations requiring the attention of the Police Department. May be called upon to assist in traffic and crowd control, to take counter/phone reports, or to present Crime Prevention programs to community groups. May be called upon to answer questions from the public regarding law enforcement issues and make referrals as appropriate.

#### Qualifications

##### Knowledge of:

English usage, spelling, grammar and punctuation in simple records and reports; basic mathematics, social problems, and basic working knowledge of audio/visual equipment.

##### Ability to:

Give oral presentations on a variety of topics to community groups; think clearly, quickly and accurately in emergencies; learn Police Department Policies and Procedures; compile, analyze and report information; establish and maintain cooperative relationships with those contacted during the course of work; act resourcefully with minimum supervision; understand and carry out oral and written instructions; read and write at a level required for successful job performance.

Special Requirements

License:

Possession of a valid California Class 3 Drivers License

Background:

Prior to appointment, applicants must successfully complete a thorough background investigation

Age:

Must be 18 or over at the time of appointment

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and ability would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of public contact experience.

Education:

Equivalent to the completion of twelfth grade.