

TOWN OF SAN ANSELMO

POLICE COMMUNITY SERVICE OFFICER

DEFINITION

The purpose of this job classification is to perform field and office tasks related to the investigation of specified criminal activities; collect information and evidence; prepare reports; serve subpoenas; enforce parking violations; provide testimony in a court of law; and impound vehicles.

DISTINGUISHING CHARACTERISTICS

The Police Community Service Officer is responsible for working as a part of a team or independently at a variety of crime scenes requiring technical and specialized knowledge.

SUPERVISION RECEIVED AND EXERCISED

The on-duty watch commander provides general supervision and the on-scene supervisor provides crime scene supervision. Incumbents exercise a considerable amount of independent judgment and are expected to make sound decisions sometimes under a high degree of pressure. This classification may be called upon to provide training and technical guidance to sworn or civilian departmental personnel.

EXAMPLE OF DUTIES -- The following duties are considered essential for this job classification:

Assist in field investigations of criminal activities with no-suspect contact.

Enforce parking regulations.

Process a wide variety of crime scene technician work including, but not limited to, scene photography, scene diagramming, collection and packaging of evidence; interview and obtain statements from victims and witnesses.

Conduct investigations on non-injury and minor-injury traffic collisions and misdemeanor property and similar crimes.

Operate department telephone and communications systems to take and relay information.

Conduct routine fingerprinting.

Receive, record, process and secure physical evidence recovered from crime scenes.

Coordinate, assist and plan community policing efforts.

ADDITIONAL DUTIES -- In addition to the essential duties listed in the section above, each employee in this classification may perform the following duties:

Perform residential and commercial security checks.

Contact and cooperate with other law enforcement and non-law enforcement agencies in matters related to investigations of offenses.

Make presentations to schools and other groups in the community.

Train and evaluate new personnel.

Conduct specialized crime prevention programs.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Functions of a municipal law enforcement agency, including department regulations, procedures and work methods.

Equipment, techniques and procedures for successful collection and preservation of items of evidence.

Basic traffic collision investigation.

Basic investigative techniques including interviewing, basic report writing, basic fingerprinting, and basic photography.

California Penal, Vehicle and Evidence Codes, Town Ordinances.

Courtroom protocol and procedures.

English usage, spelling, grammar, and punctuation.

Basic arithmetic.

Ability to:

Collect, process, and document evidence and fingerprints.

Complete accurate and complex sketches of crime scenes.

Learn, utilize and stay current with evidence collection techniques and equipment.

Recall facts in order to testify in court; observe accurately and remember faces, numbers, incidents, and places.

Judge situations and people accurately.

Think and act quickly in emergencies.

Maintain a professional demeanor during stressful situations.

Learn, understand and interpret laws, rules, regulations and policies.

Communicate clearly and concisely, orally and in writing; prepare clear, complete, accurate and grammatically correct reports; learn standard broadcasting procedures of a police radio system.

Utilize defensive driving techniques.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Understand and carry out oral and written directions.

Perform effectively and maintain professional composure at unpleasant crime and accident scene situations.

Understand and follow safety procedures.

Use a laptop computer and a personal computer to write reports and retrieve information; use office technology including telephone, fax, postage meter and photocopy machines.

Experience and Education:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- **Training:** Equivalent of completion of the twelfth grade. College course work is desired.
- **Experience:** Two years of increasingly responsible work in an organization providing services to the community and/or involving substantial public contact.

Prior to the end of probation, the incumbent must successfully complete the P.O.S.T. Certified Field Evidence School, Basic Traffic Collision Investigation and Report Writing courses as a condition of continued employment.

License or Certificate:

This classification requires the use of a Town vehicle while conducting Town business. Individuals must be physically capable of operating the vehicle safely and must possess an appropriate valid California motor vehicles operator's license.

WORKING CONDITIONS

Incumbents in this classification are required to work 10-hour shifts and may be required to work hours beyond an assigned shift with little or no notice. The work schedule requires shift work including weekends, days, evenings, graveyards, and holidays. Additionally, incumbents are required to work in an on-call status periodically throughout the year.

Due to the varied and unpredictable nature of the work, incumbents in this classification are subject to the following conditions: operate equipment and enter data into a computer requiring repetitive arm-hand movement in confined spaces such as when operating a lap top while in a vehicle.

Police Community Service Officers may stand for extended periods of time such as when directing traffic or investigating crime scenes. Employees use calibrated instruments when processing crime scenes. Gathering evidence requires the incumbent to bend or stoop repeatedly, a similar movement is required to get in and out of a car. Coordinated movement of more than one limb simultaneously is required, such as when using a hand radio while driving, using a flashlight while driving, or when directing traffic.

A Police Community Service Officer typically spends 7 - 8 hours per day driving or sitting in a vehicle, which requires the continuous support of lower back muscles. Incumbents may be required to climb ladders, rocks and or walls and search rooftops, which requires lifting arms above shoulders and working at heights greater than ten feet. Community Service Officers may be called upon to search for lost or missing persons or process crime scenes that require walking over rough, uneven, slippery or rocky surfaces such as fields, parks, hillsides, creek sides, or wading into bodies of water. Incumbents are required to listen for alarms, screams, breaking glass, or other suspicious noise that may require investigation.

Community Service Officers may be required to lift and carry heavy objects such as equipment or evidence weighing up to 30 pounds.

The work requires the incumbent to work outdoors in a variety of weather conditions with exposure to the elements including hot and very cold temperatures. When processing crimes scenes Community Service Officers may be exposed to airborne and contact pathogens, bio-hazardous conditions such as blood or body fluids, unidentified chemicals, or narcotics.

Date: _____

Approved: _____

Town Manager