

### POLICE COMMUNITY SERVICE OFFICER

| **Reports to:**  | Police Sergeant |  |  |
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| **Dept:** | Police | **Range:** | 16 |
| **FLSA:** | Nonexempt | **EEO:** | Technical/Paraprofessional  |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under limited supervision, provide security patrol and safety checks for all campuses via vehicle, foot and bicycle on a graveyard or weekend shift; provide safety escorts; and perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS:

Police Community Service Officer is distinguished from Police Services Officer in that incum­bents in the former class work a night shift with no sworn staff on duty and do not have eviden­tiary responsibilities.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Conduct security patrols on foot, bicycle or in a vehicle throughout assigned district campus, facilities and sites on a graveyard or weekend shift; examine doors, windows and gates to ensure they are secure; identify security and safety hazards and problems; watch for and report irregularities, such as fire/safety hazards and unauthorized individuals on campus; contact supervisor or outside law enforcement authori­ties for assessment of any observed violations or problems.
2. Ensure assigned campus buildings are properly secured; perform safety checks and clear buildings; provide escort services to students, faculty and visitors, when needed.
3. Provide assistance to disabled motorists; help open locked vehicles and provide jump­starts to vehicles with dead batteries.
4. Enter, modify, update and retrieve computer data; maintain records and prepare reports; attend meetings; participate in department training including handcuff techniques and the use of OC spray.

### OTHER DUTIES:

1. Perform first aid and CPR as needed.
2. Collect and process evidence at minor crime scenes.
3. Contact facilities or custodial staff as needed.
4. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

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1. General functions, operations and activities of a police department.
2. Security and safety principles applicable to the work.
3. Police terminology and pertinent federal, state and local laws, rules, regulations and proce­dures relating to campus security, police records, parking enforcement and citation.
4. Proper operation and care of radio and telephone equipment and operational characteristics of emergency communication system equipment.
5. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
6. Operate a computer and standard business software.
7. State laws, rules and regulations relating to privacy, confidential information and liabilities including the California Law Enforcement Telecommunications System (CLETS), Family Educational Right to Privacy Act (FERPA) and victim confidentiality.
8. Written and oral communication skills including correct English usage, grammar, spell­ing, punctuation and vocabulary.

### ABILITY TO:

1. Maintain campus safety and security.
2. Prepare clear and accurate police reports, documents, data entries and files.
3. Analyze situations accurately and adopt effective courses of action.
4. Remain alert, visible and observant.
5. Properly use nonlethal force utilizing a baton, pepper spray, TASER, etc.
6. Communicate effectively, both orally and in writing.
7. Understand and follow written and oral instructions.
8. Operate a computer and use standard business software.
9. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

### Graduation from high school or GED equivalent, and at least one year of experience in law enforcement or security, and providing assistance/information to the public; or an equivalent combina­tion of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

Valid first aid and CPR certificates.

Successful completion of a comprehensive background investigation is required, including a review of employment history, criminal conviction record, credit history, use of intoxicants and/or other controlled substances.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

None

**CONTACTS:**

District administrators, faculty, staff, students, other police agencies and members of the public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Constant standing and walking for extended periods; occasional light lifting, carrying, pulling and/or pushing of objects weighing up to 25 pounds; manual dexterity and light, repeti­tive use of hands, wrists and forearms; specific vision abilities required for this job include close vision, distance vision, use of both eyes, and the ability to adjust focus.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving appropriate interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; interact with others encountered in the course of work, including frequent contact with the public and dissatis­fied, abusive and traumatized individuals.

**WORKING CONDITIONS:**

Indoor and outdoor environments; subject to public contact ; intermit­tent exposure to individuals acting in a disagreeable fashion; may be required to work at any district location during evening hours including weekends and/or holidays.