

POLICE COMMUNITY SERVICE OFFICER

Position Title:	Police Community Service Officer	Pay Grade:	3
Department:	Police	FLSA Status:	Non-Exempt
Supervisor's Title:	Police Lieutenant, Officer Manager	Work Status:	Full-time

General Definition of Work

The Community Service Officer is a non-sworn uniformed position established to provide support services for the police department. Support services include but are not limited to: enforcement of animal control ordinances, clerical support, crime prevention assignments, assist the motoring public, assist police officers, perform administrative details and other assignments authorized by supervisors. Work is performed under the limited supervision of the Police Chief., Lieutenant(s) and Office Manager. Should no supervisor be on duty, the CSO shall report to the senior on-duty officer.

Essential Functions

- Investigate and enforce animal control ordinance violations.
- Impound animals and dispose of offal.
- Provide assistance to citizens on animal control matters.
- Assist with general office and clerical duties.
- Assist with non-criminal ordinance violations as assigned.
- Issue citations; prepare reports (both written and verbal), issue written and verbal warnings involving animal control violations and other non-criminal enforcement assignments.
- Assist police officers with accidents, traffic control, medicals, impounds, and other support services.
- Maintain department equipment and vehicles.
- Perform administrative details.
- Testify in court.
- Respond to emergency callouts.
- Fingerprinting of residents and court ordered subjects.
- Manage Property Room. Ensure all evidence is stored properly. Purge evidence according to Department policy.
- Render aid and assistance to the general public.
- Be familiar with and operate by the guidelines set forth in the Department Policy Manual.
- Present a professional image consistent with the goals, philosophy and objectives of the Department.
- Perform all other duties and assume other responsibilities as directed by the Chief of Police or the authorized designee.

Uniform

The Community Service Officer will be a non-sworn officer. The uniform will be different from that of licensed police officers. The CSO shall only wear authorized equipment and clothing approved by the Chief of Police.

Knowledge, Skills and Abilities

Thorough knowledge of police methods, practices and procedures; thorough knowledge of the rules and regulations of the Police Department; general knowledge of the geography of the City and location of important buildings; ability to understand and carry out oral and written instructions and to prepare clear reports; ability to deal professionally,

courteously and fairly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; skill in the use of firearms and the operation of police vehicles; ability to establish and maintain effective relationship with associates and the general public.

Education and Experience

High school graduate or equivalent. Must be willing and able to work outdoors for prolonged periods of time and in inclement weather. Must possess a valid Minnesota Driver's license with a good driving record. Must be able to work various shifts. Must be able to operate and care for assigned equipment and vehicles. Must pass a background investigation, (may include psychological and/or physical).

Must be able to lift several pounds as required in disposing of offal. Must complete 12 month probationary period and continually perform all duties to a satisfactory level.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires walking, sitting, speaking or hearing and repetitive motions, frequently requires standing, using hands to finger, handle or feel, reaching with hands and arms and pushing or pulling and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires

preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment and occasionally requires exposure to the risk of electrical shock and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

CPR and First Responder certification.

Possession of an appropriate driver's license valid in the State of Minnesota.