COMMUNITY SERVICE AIDE

DEFINITION

Under the supervision of a Police Sergeant, incumbents in this non-sworn, civilian classification perform a variety of activities in support of the police function related to report writing, investigation assistance, non-moving vehicle violation citation, public relations, and transportation of goods, staff, and citizens; perform related work as required.

EXAMPLES OF DUTIES

- Mark abandoned vehicles; maintain file of marked vehicles; cite vehicle/owner for violation after a given period of time of being marked; arrange for tow of vehicle.
- For crimes with no suspect, lost and found cases, and non-injury collisions. Interview witnesses or others involved; search for, collect, and identify evidence; write reports.
- Search files for information which will aid in problem resolution, i.e., in apprehending a criminal, returning lost property, or determining the disposition of a vehicle.
- Issue vehicle parking and registration citations.
- Serve subpoenas.
- Drive a marked police vehicle; transport children to foster care facilities, citizens including stranded motorists, and city staff; deliver messages, property, and evidence as dispatched to court, citizens, or other agencies.
- Receive and transmit calls for service over the police radio.
- Direct traffic at major injury collisions, chemical spills, malfunctioning traffic signals, and special events.
- Search and/or obtain specimens from same sex prisoners.
- Testify in court.
- Assist with clerical functions.
- Engage in general patrol observation; report any suspicious activity to dispatch and patrol officers.
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QUALIFICATIONS

Knowledge of:

English including spelling, punctuation, and grammar; report writing; departmental policies and procedures; laws, ordinances, codes, rules, and regulations applicable to reporting, investigative, support, and other duties.

Ability to:

➢ Read, comprehend, and utilize departmental directives and manuals; understand and carry out written and verbal instructions.

➢ Drive a police vehicle; operate a police radio; interview and elicit accurate detailed information.

➢ Work independently; tolerate stressful situations; collect, analyze, and report information both in written and verbal form.

➢ Deal tactfully and effectively with the public.

➢ Read maps; prepare and maintain accurate records.

➢ Lift moderately heavy and bulky objects; possess the physical ability to perform job duties.

Other Requirements:

Must possess a valid California Driver’s License and satisfactory driving record.

Equivalent to high school graduation, G.E.D., or California High School Proficiency and one year experience in clerical, police services, or related work, or 15 semester units of college level work in law enforcement/criminal justice, or successful completion of a basic police academy.