

CITY OF OCEANSIDE

REVISED: JAN 2006
CLASS CODE:
UNIT: OPOA (NS)

CLASS SPECIFICATION

COMMUNITY SAFETY ASSISTANT

*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 within the job.*

DEFINITION

Under general supervision, to perform a variety of routine community service duties in support of police functions in assigned divisions of the Police Department and performs related work as required

CLASS CHARACTERISTICS

Incumbents in this class assist in a variety of non-sworn and non-hazardous responsibilities supporting law enforcement functions that are limited to duties of a routine nature such as clerical duties and occasional field work. The work involves frequent public contact with all segments of society regarding a wide variety of civil and criminal issues. Situations encountered are often emotionally tense requiring the exercise of patience, tact, discretion, and responsiveness.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Receive and respond to citizen inquiries and requests for police services and information at a public counter, over the telephone and in the field; write a variety of reports including civil and criminal issues, traffic accidents, animal bites, lost or found and missing persons reports; book and fingerprint applicants and prisoners; provide information to officers in the field; distinguish criminal issues from non-criminal issues; advise and assist as appropriate; transport individuals to proper agencies; register sex, narcotics and other criminal offenders; provide court testimony; and maintain log books and records; mark, impound, and release vehicles.

May be required to search prisoners; escort prisoners to the rest rooms; serve subpoenas on Police Department employees; conduct public presentations; conduct security inspections; recommend security devices and protective measures to the public; enforce selected City codes; and direct and control crowds and traffic.

MINIMUM QUALIFICATIONS

Knowledge of:

- Legal guidelines, regulations, laws and procedures governing the confidentiality, security and processing of law enforcement related records;
- Police terminology and law enforcement codes;
- Principles of record keeping and automated information systems;
- Police Department organization and procedures as they relate to the processing of police records.

Ability to:

- Maintain confidentiality in stressful situations;
- Analyze situations appropriately and take an effective course of action;
- Communicate effectively both orally and in writing;
- Work variable shifts, during weekends and holidays;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Maintain mental capacity which allows for effective interaction and communication with others;
- Use computer terminal and various computer programs;
- Maintain records, logs, and files;
- Work with fellow employees as a team;
- Remain courteous and calm while interacting with hostile citizens; and
- Follow oral and written directions

Experience and Training Guidelines

Equivalent to graduation from high school and one year of full time responsible public contact experience. Familiarity of law enforcement functions is desirable.

Physical Demands:

Must possess the physical agility to control prisoners; walk or stand for long periods of time; perform unarmed defensive tactics; and any other physical action necessary in the conduct of duties.

Special Conditions

- Rotating shifts including weekends and holidays; and
- Required to pass a background investigation (which will include a background reference check, polygraph, psychological test and a medical examination which will include drug screening).
- Possession of a valid California drivers' license.

WORKING CONDITIONS

Environmental Conditions: Office environment.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting; sitting or standing for prolonged periods of time.