

**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.