



# CITY OF CHINO

## Police Service Officer

### **Definition:**

Under general supervision, performs a wide variety of office and field work to assist sworn personnel.

### **Essential Functions:**

The essential functions serve as examples of the work that may be performed in this position. The lack of a specific statement regarding any job function does not exclude it from the duties required to be carried out if it is work of a similar, related or logical nature tied to this position classification.

- Responds to requests for service at the public counter, via telephone, or in the field.
- Photographs, documents, collects, preserves, and processes evidence at crime scenes and autopsies as directed.
- Prepares detailed reports related to crime scene investigation activities.
- Prepares scale diagrams, charts, sketches, displays, and other exhibits for professional court presentations.
- Provides and coordinates training in crime scene preservation and evidence recognition.
- Assists in the preparation, implementation, and delivery of crime prevention and public awareness programs.
- Develops crime prevention training and community information flyers, bulletins, and brochures utilizing advanced desktop publishing applications and other computer software.
- Performs call-taker duties in the Communications Center on an as needed basis.
- Enforces local parking laws and responds to abandoned vehicle complaints, impounding illegally parked or abandoned vehicles.
- Serves as a Court Liaison.
- Conducts traffic-related investigations at non-fatal traffic collisions and completes written reports on findings.
- Transports prisoners to and from facilities as assigned and upon completion of required training.
- Responsible for management of a caseload of incidents of theft, burglary, fraud, embezzlement, and other criminal investigations not requiring a sworn presence or involving direct contact with known suspects. Submits written reports on those investigations.
- Maintains Police Department inventory records and adequate supplies of necessary materials.
- Performs traffic control duties.
- Testifies and presents evidence in court.
- Operates and performs routine safety and maintenance inspections of computers, radios, vehicles, and other technical equipment.

- Utilizes computer systems to access and retrieve information from local, State and federal computer databases.
- Assists with establishing and maintaining records for various Units and Bureaus throughout the Police Department, as assigned.
- May photograph, search, monitor, and fingerprint suspects, in the field or at the station, as assigned.
- Maintains prompt and regular attendance.
- Performs related duties, all conducted within the parameters of conduct established by the City's Mission Statement and Organizational Values.

**Qualifications Guidelines:**

Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential job duties of the position. The ideal candidate will possess the best combination of training, skills, education and experience.

**Education:**

- High School Diploma or G.E.D. (required).
- Specialized training in public safety support or a related field.

**Knowledge of:**

- Office procedures.
- The operation of office equipment.
- Police records management.
- The collection and processing of crime scene evidence.
- Policies and procedures common to the field of law enforcement.
- Techniques for organizing and presenting information to groups.
- Conducting research.
- Investigation techniques.
- Report writing.

**Ability to:**

- Type and knowledge of computer software programs including Word, PowerPoint, and Excel.
- Exercise good judgment to work safely and efficiently.
- Maintain confidentiality.
- Communicate clearly and concisely, both verbally and in writing.
- Use and edit written work for correct English grammar, punctuation, and spelling.
- Interpret and apply City policies, procedures, rules, and regulations.
- Learn and apply Federal, state, and local civil and criminal law in the area of assignment.
- Identify and solve problems through cooperative efforts.

- Serve City staff and the community in a courteous, tactful, and professional manner.
- Maintain an efficient record keeping system.
- Understand and follow verbal and written directions.
- Perform responsible and complex work demonstrating a sound and logical thought process.
- Take appropriate initiative.
- Operate various programs on the Police Department computer system.
- Handle multiple tasks concurrently.
- Use a variety of Police-related equipment.

**Special Requirements:**

- Possess a valid California Driver License and have a satisfactory driving record.
- Work weekdays, weekends, nights, holidays, and any shift assigned, and be subject to being placed on-call.
- Receive satisfactory results from a background investigation, polygraph test, physical examination which includes a drug screening, and an administrative review, which meet the established qualifications standards.

**Physical Profile**

Category II – Moderate Physical Effort: Work assignments for this category require moderate physical exertion associated with the ability to lift, carry, push, pull or climb.

Characteristics: Classes in this category require a physical capability for sustained physical work of a moderate nature. Physical requirements may vary from position to position, but do not require the strength and endurance usually associated with heavy physical effort. Moderate physical effort is required while performing tasks such as general automotive repair work, painting, supervision, and restraint of juveniles, etc.

**Physical Requirements**

- Moderate Lifting: Lifting 50 lbs. maximum with frequent lifting, pushing, and/or carrying of objects weighing up to 25 lbs.
- Reaching: Reaching above the shoulders to place and/or retrieve objects.
- Standing: Ability to stand with little movement for long periods of time (usually a minimum of two or more hours per day)
- Sitting: Ability to sit with little movement for long periods of time (usually a minimum of two or more hours per day)
- Agility: Ability to move quickly and easily, often including the ability to crawl, stoop or bend.
- Color Vision: Ability to identify and distinguish colors.

## Police Service Officer

- Distant Vision (Acceptable for Driving): Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.
- Temperatures: Work in temperatures sufficiently high or low enough to cause marked bodily discomfort.
- Fumes: Potential inhalation or contact with smoke, vapors, dust, or gases.
- Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.
- Work Environment – Moving Objects: Ability to work around moving objects, machinery, or vehicles.
- Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.

### **Employee Unit:**

Depending upon assignment, Chino Police Professional Employee Association (CPPEA) or Part-time/Temporary/Seasonal.

Revised: 09/04/2019

Replacing Police Service Officer classification specification dated 06/13/08.