



Town of Danville

COMMUNITY SERVICES OFFICER

DEFINITION

The Community Services Officer (CSO) is a civilian, non-sworn, uniformed position that performs field and administrative duties. The CSO position may require front office duties such as clerical work and dealing with the community.

SUPERVISION RECEIVED AND EXERCISED

The CSO is under the general supervision of the administrative Police Sergeant. The employee will be evaluated by the Sergeant three times a year; the fourth quarter will be an annual evaluation. On occasion, the CSO will supervise volunteers in clerical responsibilities

ESSENTIAL JOB FUNCTIONS / DUTIES

- Maintain record files.
- Assist the general public at the front counter.
- Provide fingerprinting service for citizens; both card/ink and live scan.
- Release police information to outside parties as directed.
- Processes and mails to requesting parties police reports, as needed.
- Prepare itemized DUI billings for under the influence driving arrests.
- Perform a variety of research and staff work.
- Input and retrieve citation data.
- Inventory and order all forms and supplies.
- Coordinate monthly statistics.
- Filing / indexing traffic and criminal reports.
- Assist with quarterly performance indicators.
- Release towed vehicles.
- Monitors radio and assists officers in criminal information requests.
- Distributes mail.
- Format ASR's.
- Log officer overtime.
- Crime scene processing in field, on call-out basis.
- Performs duties within OSHA standards.
- Perform related duties as assigned.

NON ESSENTIAL JOB FUNCTIONS / DUTIES

- Provide tours of the Police Department.
- Coordinate ceremonial / award functions.
- Participate in Town committee.

- Community Education speeches/presentations.

QUALIFICATIONS / PREREQUISITES

Knowledge:

Organization and functions of a municipal law enforcement agency; department regulations, evidence collection, processing procedures and work methods; basic fingerprint techniques; California Civil and Penal Codes; City Ordinances and codes; general office duties and heavy phone experience.

Ability to:

Interpret and apply codes, ordinances, laws, rules, regulations and policies; understand and follow verbal and written instructions; work cooperatively with others contacted in the course of work; operate radio equipment and utilize appropriate codes; work independently with little supervision; ability to type 40 WPM.

EXPERIENCE AND EDUCATION

Experience:

One year in a non-sworn capacity with a municipal police agency involving frequent public contact. Experience with law enforcement specific record / criminal law enforcement computer systems.

Education: High school diploma or equivalent.

Licenses: California driver's license. C.L.E.T.S. certifications, upon hire.

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