

Community Services Officer

Department: Police
Reports to:
FLSA: Non-Exempt

SUMMARY

Under general supervision, the Community Services Officer performs a variety of generalized public safety work in providing alternative police responses to non-emergency calls for service, answering general telephone inquiries, and taking selected offense reports, and other tasks to support Police operations.

This position is an at-will temporary part-time position per the Winslow Municipal Code Section 3.16.020.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Receives non-emergency calls for service and writes reports within established criteria.
- Responds to citizen inquiries at their location, police department, or via telephone.
- Completes routine follow-up investigation details as requested; completes supplemental reports on assigned cases.
- Responds to non-emergency calls for service when a sworn officer is not required.
- Responds to abandoned vehicle complaints and monitors transport and impound procedures per City ordinance.
- Participates in community-based policing outreach efforts.
- Processes minor crime scenes.
- Receives and issues receipts for bond monies in the absence of records personnel.
- Department's Vehicle Impound Hearing Officer.
- Fingerprints citizens when requested.
- Prepares a variety of reports and records.
- Provides court and criminal investigation testimony as necessary.
- Performs traffic control duties and provides motorist assistance.
- Prisoner processing and transports to a detention facility.
- Performs related duties as assigned or required.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

High school diploma or GED equivalent AND one (1) year of related work experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- Applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Geography of the City and the location of important buildings.
- Criminal justice and court systems including State procedures and protocols.
- Basic criminal, traffic, and juvenile law disposition policies and court procedures.
- Crime scene security.
- Prisoner handling and security.
- Crime scene and evidence processing and rules of evidence.

Skill in:

- Maintaining accurate records, logs, and technical documents.
- Preparing clear and concise reports.
- Interacting tactfully and professionally with City staff, outside agencies, and the public.
- Establishing and maintaining effective working relationships.
- Communicating effectively both verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

Must possess a valid Arizona driver's license without record of suspension or revocation within the last three (3) years.

Must be (18) years of age at the time of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed indoors at various law enforcement facilities and throughout the City.

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions