



CITY OF CHINO

Police Service Officer

Definition:

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

Class Characteristics:

The Police Service Officer is a civilian and single classification. An employee of this class is required to wear a uniform but does not carry a gun or make arrests. Some activities may involve an element of danger, and the employee must take action without direct supervision and exercise independent judgment in handling emergencies. This classification has extensive contact with the general public, which requires considerable patience, tact, and persuasion in interacting with those who are angry, confused, injured, victimized, and/or hostile. Rotating shift work (depending on assignment) is required. Supervision may be received from a sworn or civilian employee, depending on the assignment.

Essential Functions:

- 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, impounds 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.
- 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:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. A typical example includes:

Knowledge of:

- Office procedures.
- Police records management.
- 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:

- 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.
- Learn and apply Federal, State, and local civil and criminal law in the area of assignment.
- Identify and solve problems through cooperative efforts.
- Maintain an efficient record keeping system.
- Understand and follow verbal and written directions.
- Handle multiple tasks concurrently.
- Use a variety of Police-related equipment.

Education:

- High School Diploma or G.E.D. (required).

Experience:

- Specialized training in public safety support or a related field.

Licenses/Certifications:

- Not required for this position.

Training/Safety Requirements:

- Job specific training will be provided according to class specifications during work hours.

Special Requirements:

- Possess a valid California Driver's License and have a satisfactory driving record.
- Work 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.

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- 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.

Details:

Department/Division: Police
Reports To: Sergeant

Possible Career Advancement Opportunities:

From: Police Service Officer
To: Police Recruit

Employee Unit:

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

Revised: 03/16/21.

Replacing Police Service Officer classification specification dated 09/04/19.