

CITY OF BREA

POLICE SERVICES OFFICER

DEFINITION

To prepare police reports and perform crime scene investigations not requiring the presence of a sworn police officer; patrol City areas to enforce parking laws; assist in traffic accident investigations; respond to citizen service requests. Coordinate crime prevention programs and activities for the Police Department; make public presentations to community groups and facilitate community crime prevention efforts; perform various public relations and administrative tasks related to crime prevention. Assist other police department personnel in a variety of duties; and perform related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Police Sergeant or Lieutenant. Technical or functional supervision may be provided by other sworn police personnel. Responsibilities may include indirect supervision of clerical or part-time staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Prepare crime incident, traffic collision, and miscellaneous police reports.

Conduct crime scene investigations; conduct follow-up accident investigations.

Receive and respond to citizen inquiries regarding criminal, civil, and traffic problems, as well as miscellaneous incidents; assist public, answer questions and refer difficult problems to other personnel or referral agencies when appropriate.

Prepare and maintain various records in accordance with established format and procedure.

Operate radio, telephone, audio/visual, Teletype equipment, and computer terminal.

Gather and analyze data; prepare monthly reports.

Present crime prevention programs to the public on rape, auto theft, burglar alarm systems and other subjects.

Coordinate Neighborhood Watch programs.

Develop or prepare a variety of crime prevention materials; including, newsletter, pamphlets, brochures, and press releases. Work closely with Communications and Marketing staff and/or news media to promote crime prevention.

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Collect and analyze statistical data to support crime prevention efforts.

Testify and present evidence in court.

May conduct property inspections to identify security problems on homes of vacationing residents.

Perform parking enforcement, check equipment violation corrections, and traffic control.

May be trained and assigned to perform temporary or part-time duties as a Jailer.

May assist in Police Records; may serve as crossing guard.

When assigned as Court Liaison on behalf of Brea with the District Attorney's office: review, track, and file cases; provide status reports to investigators; process and serve subpoenas; and coordinate the scheduling of officers for court and off-duty on-call court assignments.

SPECIAL ASSIGNMENTS

Police Services Officers may be formally assigned to assist with the operations of the jail, crime analysis, or crime scene investigations.

QUALIFICATIONS

Knowledge of:

Laws relating to crime, traffic, and parking, as described under the California Penal Code, Municipal Code, and Vehicle Code.

Police procedures in criminal and traffic investigation, crime scene techniques, crime scene protection, and traffic control.

Geography of the cities of Brea and Yorba Linda.

Correct English usage, spelling, punctuation, and grammar.

Principles and techniques of community relations and public speaking.

General knowledge of crime prevention and practices.

General knowledge of the criminal justice system and police science.

Ability to:

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Understand, interpret, and apply criminal, traffic and parking laws, and city regulations.

Obtain information through interview and observation.

Work independently and effectively.

Prepare accurate criminal, traffic, incident, and miscellaneous reports, and conduct follow-up investigations.

Establish and maintain cooperative relationships with those contacted in the course of work.

Remain calm and act effectively in emergency/stressful situations.

Communicate effectively, orally and in writing.

Assume responsibility for the department's crime prevention program.

Prepare literature on crime prevention.

Reach a substantial audience and increase crime prevention awareness.

Conduct statistical analysis and research.

Perform duties in a variety of weather conditions.

Perform duties requiring physical strength, dexterity and endurance.

Work on variable shifts, or other irregular hours as assigned; work overtime, on-call, holidays, and weekends.

EXPERIENCE AND EDUCATION

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities and enable the individual to successfully perform the duties of the position. A typical combination is:

Experience:

One or two years of responsibility in a position with substantial public contact and/or a police related field.

Education:

Equivalent to the completion of the twelfth grade. Associate of Arts Degree from an

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accredited college or university with major coursework in criminology, public administration, public relations, or a related field is desirable.

LICENSES AND CERTIFICATES

Possession of a valid California driver's license issued by California Department of Motor Vehicles.

When assigned to assist in the jail, completion of a City approved jail academy.

When assigned to assist with crime scene investigation, completion of a City approved basic applied forensic science certificate.

When assigned to crime scene analysis, completion of a City approved crime and intelligence analysis certificate.

OTHER:

Must have no felony convictions, or misdemeanor convictions involving moral turpitude.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS include, but are not limited to the following:

Ability to:

Frequently stand for extended periods; frequently reach, lean, twist, turn, grasp, lift and carry, push, pull, bend, kneel, and sit.

Hear and speak to the general public, City staff and suspects in person and on the telephone.

Hear and speak via police radio communications equipment.

Read and write reports, logs and other records.

Input data into the computer, typewriter and calculator.

Exposure to:

Vibrations and pitch of computer, typewriter, and other office equipment.

Computer glare.

Direct sunlight, heat, humidity, rain, and cold while working outdoors.

Noises such as, but not limited to, sirens, alarms, vehicular traffic, gunfire, and radio

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communication equipment.

Automotive traffic.

Effective March 16, 1988, new employees shall, as a condition of their continued employment, refrain from using tobacco at any time on or off duty. Violation of this condition of employment may subject the employee to disciplinary action.

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