

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### COMMUNITY RELATIONS ASSISTANT TO THE POLICE CHIEF

##### DEFINITION:

Under direction, to perform varied, difficult, and sensitive liaison work in community and minority group relations for the Police Department; to perform general law enforcement and crime prevention duties; and to perform related work.

##### \* EXAMPLES OF DUTIES:

- Provides liaison between the minority community and the Police Department;
- Reports directly to the Police Chief or his designated alternate and identifies and interprets minority community problems;
- Makes recommendations on training, policies, philosophies, and other matters that affect minority community relations;
- Advises police officers in establishing and maintaining effective relations with all citizens and citizen groups;
- Meets with citizens, community groups, and representatives of public and private agencies to discuss matters concerning law enforcement;
- Represents the Chief of Police at civic presentations;
- Attends community events to establish a positive working relationship;
- Communicates to the minority community the concerns and activities of the Police Department;
- Identifies police behavior that is contrary to department policy;
- Responds to emergency calls;
- Serves as a resource to other officers by providing information, and identifying and solving special problems.

##### MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Successful completion of 60 semester or 90 quarter college units or an A.A. or A.S. degree, **OR** possession of a California Intermediate P.O.S.T. certificate; **AND** four years of paid experience as a sworn peace officer performing the full range of law enforcement duties, including a minimum of one year as a Police Officer in the San Diego Police Department in Media Affairs, Public Relations, Community Relations, or Crime Prevention.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.