

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**POLICE SERVICE OFFICER I - 1392**

NOTE: formerly COMMUNITY SERVICE OFFICER I

**DEFINITION:**

Under immediate supervision, in a training capacity, to perform the more routine community service and non-hazardous police functions; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This is the entry level class in the Police Service Officer series. This class differs from the Police Service Officer II classification, in that the latter performs a variety of more difficult, journey-level Police Service Officer tasks under general supervision.

\* **EXAMPLES OF DUTIES:**

- Responds to requests for non-hazardous police services;
- Takes reports of misdemeanors such as lost valuables, petty thefts, and malicious mischief where there are no immediate suspects;
- Directs traffic at accident scenes, fires, or other locations;
- Assists with searching for lost children and elders;
- Checks reports of health and safety hazards in the community;
- Protects crime scenes from bystanders and assists with collecting crime scene evidence;
- Assists in transporting seized, found, lost, or abandoned property or evidence, non-injured accident victims, witnesses, victims of crimes, and police personnel;
- Assists in investigating minor traffic collisions and assists at vehicle accident scenes;
- Interviews and records information from victims and witnesses and prepares accident reports;
- Assists with inspecting regulated businesses which sell used merchandise;
- Issues misdemeanor citations for improprieties and places holds on stolen property;
- Assists with installing hidden cameras and alarms and performing fixed post surveillance;
- Interviews witnesses and prepares identification composites;
- Reports observed crimes in progress that require immediate police attention;
- Provides information to the public relative to community alert programs, crime prevention programs, and referral information to the appropriate social service agencies;
- Assists with coordinating public meetings such as the Neighborhood Watch Program;
- Conducts security checks of residences;
- Issues parking citations;
- Enters and retrieves data using desktop or laptop computers.

**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.

High school graduation, G.E.D., or a California High School Certificate of Proficiency. Possession of a valid California Class C Driver License. Ability to type at least 30 words per minute.

- \* **EXAMPLES OF DUTIES** 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.