

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE SERVICE OFFICER II - 1377

NOTE: formerly COMMUNITY SERVICE OFFICER II

DEFINITION:

Under general supervision, at the journey-level, to perform the more complex community service and non-hazardous police functions, and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level class in the Police Service Officer series. Positions classified at this level may be underfilled with Police Service Officer I in accordance with the City's Career Advancement Program.

* **EXAMPLES OF DUTIES:**

- Responds to requests for non-hazardous police services;
- Processes and lifts latent prints at designated cold crime scenes;
- Identifies, processes and collects crime scene evidence;
- Investigates and reports vandalism, grand theft, and annoying or threatening phone calls;
- Investigates and reports certain residential and commercial burglaries and crimes against property;
- Investigates assigned non-injury and minor-injury vehicle accidents with fault determination and field reporting;
- Takes reports of misdemeanors such as lost valuables, petty thefts, and malicious mischief where there are no immediate suspects;
- Prepares missing adult, hit-and-run and other similar reports;
- Assists in transporting seized, found, lost, or abandoned property or evidence, non-injured accident victims, witnesses, victims of crimes, and police personnel;
- Provides information to the public relative to community alert programs, crime prevention programs, and referral information to the appropriate social service agencies;
- Inspects regulated businesses which sell used merchandise;
- Issues misdemeanor citations for improprieties and places holds on stolen property;
- Installs hidden cameras and alarms, and performs fixed post surveillance;
- Interviews witnesses and prepares identification composites;
- Reports observed crimes in progress that require immediate police attention;
- Conducts security checks of residences;
- Directs traffic at accident scenes, fires, or other locations
- Issues parking citations;
- Enters and retrieves data using desktop or laptop computers;
- May testify in court;
- May assist in the training of new employees and less experienced subordinates.

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.

Three years of experience performing community service and non-hazardous police functions. Possession of a valid California Class C Driver License.

- * **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.