CLASSIFICATION
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.