

City of Yuma – Police Department
Community Service Officer
Job Description

Job Summary

This is a full time, non-sworn, civilian position within the ranks of the police department. Under general supervision, the Community Service Officer performs a wide variety of specialized and technical non-sworn law enforcement duties in support of the patrol division operations and services including in areas of patrol, training, code enforcement, animal control, and other areas as assigned; provides information and assistance to the general public and answers citizen inquiries; and performs a variety of other non-sworn law enforcement, clerical, and administrative functions in support of the patrol division and activities not requiring a sworn Peace Officer status.

Duties and Responsibilities

- Enforce local laws and ordinances as directed by supervision or policy. Initiates field contacts to include code enforcement, animal control, parking, and public relations.
- Receives and investigates citizen complaints related to reported code violations regarding to dogs, weeds, rubbish, etc.
- Capture, contain and secure vicious dogs, non-vicious dogs and dogs at large and transport to shelter or clinic as appropriate.
- Implement quarantine procedures as needed and in cooperation with the Health Department for rabies control.
- Issues warnings, correction notices, and/or citations as necessary to appropriately address issues with violations of Code provisions related to animals, safety, sanitation, health, and municipal code.
- Prepares reports and maintains appropriate records.
- Collects fees and other charges, related to enforcement, as authorized.
- Prepares and submits any required reports to the Chief of Police.
- Testifies in court regarding code violations and animal control violations.
- Maintains animal control equipment, vehicle and supplies.
- Reports violations and hazardous conditions to the Chief of Police. Takes corrective action when necessary.
- Conducts field investigations of potential violations, gathers evidence, questions or interviews complainants, witnesses, and suspects, compares facts to code requirements and makes findings.
- Perform a variety of specialized and technical non-sworn law enforcement duties in support of the patrol division including in the areas of patrol, property, training, juvenile diversion and other areas as assigned.
- Respond to non-hazardous, non-emergency, cold calls for service in lieu of a police officer including traffic collisions, hazard calls including spills and items in roadway; and lost/found property.

- Provide traffic control including at potentially dangerous situations, traffic accidents, crime scenes, fires, funerals, special events, and during power outages and weather related incidents.
- Cleans and maintains the City of Yuma Animal Shelter in accordance with guidelines.
- Ensures that animals contained at the City of Yuma Animal Shelter are fed and properly cared for.
- Other duties as assigned.

EXPECTATIONS:

- To perform the listed job descriptions as required to the best of your ability.
- To continually improve skills, knowledge, job functions, and community relations through training and research.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Qualifications. To perform this job successfully, an individual must be able to perform each essential function of the position, including the duties listed above. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or experience. Currently enrolled as a High School Student in good standing.

Other Qualifications:

- **Language Skills**
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the City.
- **Mathematical Skills**
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Reasoning Ability**
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Interpersonal Skills**
Ability to work cooperatively and establish effective relationships with co-workers, other agencies and the general public.

Other Requirements:

Applicant must possess a valid driver's license issued by the State of Colorado and an acceptable driving record according to City criteria.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually quiet.

Code Enforcement/Animal Control Officer

Date

Chief of Police

Date