		COUNCIL ACTION	(x)
DATE SUBMITTED	2/28/18	PUBLIC HEARING REQUIRED	( )
SUBMITTED BY	Chief Leonard Barra	RESOLUTION	( )
		ORDINANCE 1ST READING	( )
DATE ACTION REQUIRED	3/7/2018	ORDINANCE 2ND READING	( )
		CITY CLERK'S INITIALS	

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION: APPROVAL OF POLICE SERVICE OFFICER I/II/III JOB DESCRIPTION.

1. APPROVAL OF POLICE SERVICE OFFICER I/II/III JOB DESCRIPTION.

2. ADOPTION OF POLICE SERVICE OFFICER II POSITION AT SALARY RANGE 62.

DEPARTMENT INVOLVED: POLICE DEPARTMENT/ HUMAN RESOURCES

BACKGROUND/SUMMARY:

The City of Imperial Police Department is proposing the creation and adoption of a Police Service Officer I/II/III position and job description. The police department has begun the process of restructuring the police personnel in department to better fit within the organization. This new classification will be used for civilian staff that has to wear many "hats" to meet the needs in a small municipal police department.

The police department is requesting the approval of the new job description and adoption of one (1) police service officer II position which will be utilized at the Law Enforcement Coordination Center (LECC). The salary for this position will be funded by High Intensity Drug Trafficking Area (HIDTA) funds up to $42,000.00 for salary only. The City of Imperial Police Department will only be responsible for the fringe benefits of the employee. Participation from our city in this program allows us to be eligible in any asset forfeiture that is seized based on our participation.

FISCAL IMPACT: Fringe Benefits $14,620	FINANCE DEPT SIGN INITIALS

STAFF RECOMMENDATION: Staff recommends approval of the Police Service Officer I/II/III job description and activation of one (1) Police Service Officer II position at Teamsters salary schedule range 62.	DEPT. INITIALS ML

MANAGER'S RECOMMENDATION:	CITY MANAGER's INITIALS

MOTION:	

SECONDED: AYES: NAYES: ABSENT:	APPROVED ( ) REJECTED ( ) DISAPPROVED ( ) DEFERRED ( ) REFERRED TO:

Job Title: Police Service Officer I/II/III

Job Type: Full-Time

Location: Imperial, CA, California

Under general supervision, performs a variety of non-peace officer law enforcement and support service duties in the office and field in a variety of areas and performs related work as required.

CLASS CHARACTERISTICS:

Positions in this class perform a variety of law enforcement and police support duties that do not require performance by a sworn peace officer in a variety of areas including: dispatch, support services, records, data entry, property and evidence, public education, planning and neighborhood services, animal control, patrol, youth services, investigations, and parking enforcement. Incumbents are expected to work shifts and rotate through a variety of assignments and may be required to work weekends and holidays. Incumbents receive thorough instructions and training when tasks are initially assigned and are expected to perform duties by selecting work methods from a variety of standard methods and procedures referring to the supervisor those problems which involve the establishment of new procedures or which involves solutions which are inconsistent with departmental procedures and policies.

Examples of Duties:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. The representative duties listed include essential and marginal functions that vary by assignment.

Operates police communications center utilizing various equipment such as telephone, radio, computer and CLETS terminal and related telecommunications and office equipment; serves as receptionist at public contact points within the police facility; provides information to the public; answers questions and inquiries; prepares reports concerning crimes, accidents, lost and found property, and other circumstances; assists police officers with functions not requiring sworn peace officer status; collects, organizes and books physical evidence related to crime scene investigations; directs traffic and provides crowd control at crime scenes, accidents, public events; fingerprints and photographs prospective employees and general public; enforces parking laws and ordinances in assigned area either on foot or in a motorized vehicle; issues citations for violations of parking laws, city ordinance violations and testifies in court as required; prepares and maintains logs on police activities; prepares various reports and correspondence; performs data entry utilizing various computer systems and maintains databases; receives, stores, issues and maintains evidence and property; coordinates property disposal with other city departments and outside agencies; conducts training or public education sessions; performs Animal Control functions, including picking up stray animals, verifying animal licenses, caring for animals, maintaining the Animal Shelter, and enforcing laws and city ordinances not needing a sworn peace officer. Assist in the collection and interpretation of a variety of criminal intelligence data and information for the purpose of assisting law enforcement in criminal investigation, apprehension, and prosecution activities. Prepares reports based on information collected and analyzed; assists in dissemination of information to law enforcement agencies both verbally and in writing.

Typical Qualifications:

Any combination of training and experience which is likely to provide the required knowledge and abilities of the position of Police Service Officer would be acceptable for employment.

DISTINGUISHING CHARACTERISTICS:

Police Service Officer I: A typical background for the Police Service Officer I is education equivalent to graduation from high school and completion of P.C. 832 course within 12 months of employment.

Police Service Officer II: This is the full journey-level class in the Police Service Officer series. This class performs the more complex tasks and duties. Incumbents have previous work experience in the police field.

Police Service Officer III: This is the advanced journey-level classification in the Police Service Officer series. Incumbents perform the more complex duties requiring highly specialized knowledge, skills, and abilities in a designated work assignment. Employees within this class are distinguished from the Police Service Officer I/II by responsibility to exercise lead supervision over staff of the unit and by the performance of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

LICENSE REQUIRED

Possession of a valid California driver's license and a good driving record.

EDUCATION AND EXPERIENCE

Education:

Education equivalent to the completion of the twelfth (12th) grade.

Experience:

One (1) year of experience involving public contact work.

Incumbents may be assigned to duties which would include law enforcement and police support duties in a variety of areas including: dispatch, support services, records, data entry, property and evidence, public education, planning and neighborhood services, animal control, patrol, youth services, investigations support, crime analysis, intelligence analyst, report writing and parking enforcement.

CITY OF IMPERIAL
CLASS SPECIFICATION

Police Service Officer   I - FLSA Non-Exempt Union Position - Range 60
Police Service Officer II - FLSA Non-Exempt Union Position - Range 62
Police Service Officer III - FLSA Non-Exempt Union Position - Range 67

This job flyer does not constitute a contract and its
terms and conditions can change without notice.

THE CITY OF IMPERIAL IS AN EQUAL OPPORTUNITY EMPLOYER