



CITY OF INGLESIDE JOB DESCRIPTION

Community Services Officer

Department: Police
FLSA Status: Non-Exempt
Effective Date: 02/24/2020

POSITION SUMMARY

Performs intermediate protective service work serving as a liaison between the community and the police department, developing social projects and programs to address crime trends, developing, and providing community education through social media and onsite instruction and related work as apparent or assigned. Work is performed under the moderate supervision of the Chief of Police or designated representative

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as the primary link between the Police Department and community businesses and neighborhoods.
- Monitors crime trends.
- Establishes and maintains community partnerships; facilitates problem-solving within the community.
- Educates residents through in-person training and on social media.
- Implements programs in the community such as Neighborhood Watch, Cellular on Patrol, & Youth Activities.
- Serves the citizens in a directed patrol response, conducts patrols of assigned areas by foot, bicycle, or vehicular patrols.
- Directs traffic as required, escorts vehicles.
- Enforces state laws and local ordinances.
- Serves warrants and make arrests.
- Interviews suspects, witnesses, and complainants to retrieve valuable information pertinent to a case; assists in criminal investigations; gathers and preserves evidence.
- Appears in court and provides testimony as required.
- Attends continuing education workshops to maintain certifications and improve job skills.
- Performs upkeep and simple maintenance of department vehicles.
- Performs the duties of a Patrol Officer as needed.
- Complete assigned health and safety courses to create a safe work environment

SUPERVISION RECEIVED AND EXERCISED

- Work is performed under direction of the Chief of Police
- Moderate Supervision

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education – High School / GED

Experience – Extensive experience as a law enforcement officer.

License or Certificate –

Must meet and maintain all department, State, and Federal training and education requirements for position
Valid Driver's License in the State of Texas

Special Requirements – Possession of Texas Commission on Law Enforcement (TCOLE) Base Peace Officer's License upon hire

Obtain Texas Commission on Law Enforcement (TCOLE) Basic Instructor certification within six months

Required Education	High School / GED
Required Experience	Extensive Experience
Combination OK?	Yes

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- General knowledge of police methods, practices, and procedures
- General knowledge of the geography of the City and location of important buildings
- General knowledge of the rules and regulations of the Police Department
- Ability to communicate ideas effectively orally and in writing
- Skill in using firearms and operating a motor vehicle
- Ability to understand and carry out oral and written instructions and to prepare clear reports
- Ability to deal courteously, but firmly with the public
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances
- Ability to establish and maintain effective relationship with associates, legal representatives, public safety personnel, and the public.

Admin. Training:	Memos and reports Public
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PHYSICAL DEMANDS

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

- This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force
- Work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires tasting or smelling
- Work has standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound

Weight	10-50 lbs.
Environment	Mod. noisy
Physical Activity	Moderate

- Work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities
- Work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Personnel and Policy Handbook section 3-C

“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Signature

Date