

RESOLUTION NO. 2016-15

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK
AUTHORIZING THE ADDITION OF A FULL TIME COMMUNITY SERVICES
OFFICER POSITION IN THE PUBLIC SAFETY DEPARTMENT**

WHEREAS, there is sufficient work load and mitigation funding to add a full time Community Services Officer (CSO), which is a job class that the City currently has; and

WHEREAS, staff recommends the new CSO position be placed in the RPPSOA bargaining unit; and

WHEREAS, staff recommends current salary range 69 of \$3,882 - \$4,713 per month and that the new CSO position be placed in this range; and

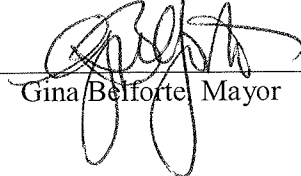
WHEREAS, staff recommends approval of the new CSO position to enhance the Department's abilities to achieve Community Outreach to combat an increase in criminal activity since the opening of the Graton Casino; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby authorize and approve the addition of a full-time Community Services Officer position in the Public Safety Department, and utilize the existing job description and salary range 69 (\$3,882 - \$4,713 per month), which are attached hereto and incorporated herein by this reference.

BE IT FURTHER RESOLVED that the Finance Director is hereby authorized to increase appropriations to fund this position from Casino mitigation funds.

DULY AND REGULARLY ADOPTED this 23rd day of February, 2016.

CITY OF ROHNERT PARK



Gina Belforte, Mayor

ATTEST:



JoAnne M. Buerger, City Clerk

Attachment: Exhibit A

AHANOTU: Aye CALLINAN: Aye STAFFORD: Aye MACKENZIE: Absent BELFORTE: Aye

AYES: (4) NOES: (0) ABSENT: (1) ABSTAIN: (0)

Exhibit A



CITY OF ROHNERT PARK
Established Date: Nov 4, 2008
Revision Date: Mar 19, 2009

Community Services Officer

Class Code:
CSO

Bargaining Unit: Public Safety Sworn &
Non-Sworn

SALARY RANGE

\$3,882.00 - \$4,712.00 Monthly

DESCRIPTION: DEFINITION

Performs a variety of non-sworn assignments in support of the City's Public Safety Department. These duties include: animal control, parking enforcement, municipal code enforcement, taking reports, assisting in the facilitation of the neighborhood watch and crime prevention programs, property technician, and performs other duties as required.

DISTINGUISHING CHARACTERISTICS

The Community Services Officer is a non-sworn, uniformed class that provides assistance in the completion of a variety of programs such as animal control, code enforcement, property technician duties, and crime prevention in the Public Safety Department. This class is distinguished from the Public Safety Officer class, which is a sworn peace officer position.

SUPERVISION RECEIVED/EXERCISED

General supervision is provided by a Public Safety Lieutenant, Public Safety Sergeant, Fire Marshall, or Records Supervisor depending on the assignment. May be assigned as a Field Training Officer over newly assigned staff.

ESSENTIAL JOB FUNCTIONS:

- Performs animal control duties (domestic & wildlife) including the capture and transportation of animals to the City Shelter
- Gathers information, interviews witnesses and victims, and completes reports of neighborhood issues, petty thefts, automobile thefts, non-injury accidents, malicious mischief, lost and found property, writing suspect reports, and other crimes in response to citizen calls where suspects are not present
- Issues citations for violation of various municipal ordinances
- Assists in crowd control and traffic control when assigned at public gatherings, traffic accidents, and other emergency scenes
- Assists in conducting fire inspections
- Prepares and presents programs in response to requests from citizens, civic groups, schools, and community leaders pertaining to crime prevention, fire prevention and education, and other department activities
- Assists in the gathering and retention of evidence and taking fingerprints
- Transports evidence to laboratories for testing
- Receives and processes evidence in accordance with department policies
- Performs bicycle and parking enforcement duties, including issuing citations, and providing information to the public regarding parking regulations

- Performs vehicle abatement activities
- Assists in the ordering and maintenance of a variety of public safety equipment
- Performs a variety of special projects as assigned
- Orders supplies for the Department
- Provides court liaison duties for the Agency
- May perform routine maintenance on fire equipment, fire apparatus, hydrants, hoses, and other support equipment
- May operate engine pumping equipment
- May conduct commercial and residential follow-up fire inspections for fire hazards and compliance with fire prevention codes and ordinances
- May assist in the gathering and preservation of evidence at crime scenes
- May assist in the Department's dispatch operations
- May testify in court regarding chain of custody and other issues
- May operate support apparatus and equipment at emergency scenes unless that apparatus or equipment is directly involved in fire suppression activities
- May transport records, files, and mail to City departments or other public agencies
- May drive fire apparatus for the purposes of maintenance, testing or resource allocation at stations
- May perform duties as a Property Technician: Stores, records, indexes, and secures property and evidence received by the Public Safety Department; releases property to courts or other authorized personnel in compliance with applicable laws, policies, and procedures; stores and releases found property; maintains logs and records regarding guns, narcotics, and cash booked into custody; obtains proper court authorization for the destruction of narcotics and weapons; coordinates the public auctioning of property; researches court files regarding case disposition for the purpose of evidence destruction; maintains appropriate records and controls regarding property and evidence; transports evidence to laboratories for analysis; prepares supplemental reports for cases regarding evidence and property storage
- May be assigned to work as a Disaster Service Worker in the event of a disaster or emergency

RESTRICTED ACTIVITIES

Community Services Officers are restricted from performing the following duties at a fire scene:

- Pulling hoses, working with fire hydrants, operating any fire equipment or apparatus that are associated with fire suppression
- Working within 100 feet of direct fire suppression activities unless the geographical area requires a variance
- Operating in any fire suppression role

QUALIFICATIONS AND REQUIREMENTS:

EXPERIENCE/EDUCATION/TRAINING:

Sufficient experience, education, and training in dealing with the public to perform the duties of a Community Services Officer. A typical way of obtaining the required qualifications is:

Possess the equivalent of two years paid experience working with a public safety or related agency involving public contact. Completion of college-level coursework is highly desirable.

KNOWLEDGE OF:

- State penal and vehicle codes
- City and State policies, rules, codes, and regulations regarding the handling of evidence and taking of reports
- Methods and procedures involved in animal control activities
- Techniques and methodologies for dealing with irate people

- Proper procedures for fingerprinting and taking photographs
- Principles of organization in relation to community volunteers and civic programs
- City and State parking regulations and the issuance of citations
- Proper procedures for the maintenance of activities logs and reports
- General office procedures

SKILL TO:

- Use spreadsheets and word processing software packages
- Organize data and materials
- Prepare reports and documents
- Effectively utilize a Mobile Data Computer

ABILITY TO:

- Prepare clear and concise written materials
- Correctly identify and interpret penal and vehicle codes applicable to the taking of reports
- Enforce municipal codes and parking regulations
- Read and understand a variety of City and State codes, policies, regulations
- Prepare and present informational programs to small and large groups
- Learn to drive and operate effectively and safely the full range of department emergency vehicles
- Learn street locations and physical layout of the City
- Demonstrate a high degree of mechanical aptitude
- Learn the operating and mechanical principles of fire apparatus and equipment
- Work effectively as a member of a team
- Observe and retain details and incidents accurately
- Follow oral and written directions
- Maintain appropriate professional demeanor when dealing with irate members of the public
- Explain codes and ordinances to merchants and other members of the public
- Enter and retrieve data from standard office computers using a windows environment
- Establish and maintain cooperative working relationships
- Learn and utilize new technology

WORKING CONDITIONS:

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, squatting, crouching in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in the preparation of reports and using a computer key board. Additionally, the position requires near, far, night, and color vision in viewing crime scenes or evidence. The incumbent is frequently required to walk on uneven and slippery surfaces. Incumbents work outdoors in all weather conditions, around loud siren noise, moving vehicles, and around animals. This position may require working around chemicals, pesticides, blood, and other potential toxic exposures. Incumbents may be subjected to aggressive, injured and vicious animals, physical threats, verbal abuse, and other stressful situations while enforcing parking and other municipal ordinances. Hearing and speaking is required when interacting with the public and others and to hear sirens. While performing job duties, the incumbent may be required to lift and carry up to 50 pounds.

LICENSE REQUIREMENTS:

Possession of a Class C California driver's license by date of appointment
Possession of a Class B California driver's license may be required, depending on assignment (Restricted to Operating Firefighting Equipment/Apparatus)