



## Sunriver Police Department

### Community Service Officer (CSO)

Salary: \$ 25.00 Hourly

\$ 4,333.25 Monthly

\$ 52,000.00 Yearly

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#### Summary

FLSA: Non-Exempt

Positions assigned to this classification perform a wide range of duties in support of departmental operations in one or more of these areas: Bike Patrol Officer coordination, Citizen Volunteer Coordination, evidence support, community liaison for events, animal control, traffic control, traffic crash assistance, minor criminal investigation, parking enforcement, pathway enforcement, community education programs, assistance to patrol and records administrative staff.

#### Supervision

This classification works under the direction of the Patrol Sergeant.

#### Distinguishing Characteristics and Essential Functions

*Essential duties, as defined under the Americans with Disabilities Act, may not include any of the following representative duties and responsibilities performed by employees in this job. It is not intended to serve as a comprehensive list of all duties performed by all employees in this classification; specific position assignments may change and will vary depending on the business needs of the assigned department. The job description does not constitute an employment agreement and is subject to change at any time by the employer.*

#### Essential Duties and Responsibilities

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

#### Primary Duties

##### Evidence Support

- Works with the Administrative Assistant to provide property and evidence room control and processing.
- Assists with the destruction and release of evidentiary items in accordance with Federal and State Laws; as well as the Deschutes County District Attorney's Office.
- Transport of evidence to be destroyed or donated.

##### Bike Patrol Officer & Citizen Volunteer Coordinator

- Responsible for oversight and coordination of citizen volunteers for police related activities and events/ Works directly with Patrol Sergeant with relaying agency matters/goals.
- Coordinates trainings and police-related matters to bike patrol officers.

- Sunriver Police Department community liaison for local events to work with local non-profit foundation and Sunriver area businesses and individuals.

### **Additional Duties**

- Carries out the mission of the agency as defined in the mission statement; models and promotes the core values of the organization.
- Proactively patrols roads, pathways and business areas, in an assigned area, for the enforcement of rules and regulations of the Sunriver Owners Association (SROA).
- Maintains records and prepares accurate reports necessary for effective communication and reporting.
- Assists with automobile accidents, bicycle accidents, administers first-aid as needed; collects found property, assists with minor crimes such as theft, criminal mischief, rules and regulation violations.
- Perform animal apprehension, transport, rescue, and control work.
- Participates in department meetings and attends in-service training classes and other training as assigned.
- Renders assistance to the public.
- Provides credible and truthful testimony in a court of law as well as any other legal proceeding.
- Performs related work as required.

### **Minimum Qualifications**

- Must be willing to work 8, 10, or 12-hour shift assignments. Community Service Officers must be willing to work day, mid or a modified swing shift assignment including weekends and holidays.
- Requires successful completion of a Field Training Program.
- Requires a valid Oregon State driver's license.
- Age: Must be at least 18 years of age.
- Applicants must pass a medical exam and drug screen prior to appointment.
- Criminal Record: Must be free of conviction of a crime other than a minor traffic violation. Dishonorable or undesirable discharge from the military is cause for disqualification. Must be able to provide credible testimony in a court of law.

### **Certifications & Licenses**

High School diploma or GED is required and education or experience in criminal justice or related field is preferred.

### **Mental and Physical Demands**

Requires the ability to carry out the full scope of the position. Ability to exercise sound judgment when acting in routine and stressful situations. Ability to operate cameras, automotive, and radio equipment; to obtain information through interviews and observation; and to prepare informational reports. Ability to communicate clearly and effectively, both orally and in writing. Ability to establish and maintain effective working relationships with fellow employees and with citizens from varied backgrounds.

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Manual dexterity and coordination is required over 50% of the work period while operating equipment such as computers and standard office equipment. Requires the ability to move materials weighing up to 5 pounds on a

regular basis such as files, books, office equipment, etc.: may infrequently require moving materials greater than 25 pounds. Requires sufficient hand/eye coordination to operate department equipment, and apparatus; visual acuity necessary for performing necessary functions of the job; ambulatory ability to walk while at work; ability to subdue apprehend animals at large. Requires speech and auditory abilities sufficient to carry on conversations. Sufficient hand/eye coordination to operate a computer keyboard and recognize words and numbers.

### **Working Environment**

Exposure to air contamination, sirens, engine noise, rig checks occur daily. Extensive close work and computer monitor work is required of this classification.

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Printed name

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Date

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Signature

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Date