

CITY OF RIDGECREST
Job Announcement

Community Service Officer

Salary: \$17.53 - \$24.70 per hour, plus benefits and incentives. The applicant's experience and qualifications determine appointment level.

Definition Under general supervision, performs general to more complex and responsible paraprofessional duties in a non-sworn capacity in support of police department operations, services, and functions including, but not limited to the areas of patrol, traffic, records, community policing, front-desk, investigations, crime scene processing, dispatch, animal control, code enforcement and program or project implementation and management. Works closely with and provides support to sworn police officers to relieve sworn police officers of technical police related duties in the field and in the office and performs a variety of other duties based on the needs of the department including those related to special assignments.

Duties: The Ridgecrest Police Department provides a wide range of functions to the community. Assignments may include:

- Transport arrestees or detainees who are determined to be non-violent to a jail, hospital, mental health facility, juvenile hall, or similar identified holding locations
- When transporting prisoners must have the certification to be armed
- Processes prisoners through the City jail, including advising of procedures and telephone rights, searching prisoners for weapons, drugs or other hazards and contraband, inventorying and releasing property, interviewing and assigning detention areas to prisoners for medical, psychiatric and other conditions, and releasing prisoners
- Investigate and complete criminal reports where there is no known direct suspect information. Crimes such as burglary, petty theft, vehicle theft, grand theft, non-injury traffic collisions, and vandalism would be investigated by a C.S.O.
- Assists detectives on routine follow-up investigations
- Collects identifies, preserves, examines and processes crime scene evidence, prepares reports, assists in criminal investigations, and provides support services in the form of specialized and technical crime scene processing, fingerprint identification, forensic photography, and documentation;
- Testifies in court proceedings as required. Prepares exhibits for the District Attorney and court as assigned.
- Performs traffic control and non-violent crowd control
- Completes effective presentations to community groups, provides crime prevention information, helps with community events and related duties
- May carry self-defense propellants and a baton for self-defense purposes
- Administers first aid as necessary
- Ability to carry and be proficient in the use of a firearm

Minimum Requirements:

Any combination of education, and/or experience, that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example of combinations include; successful completion of high school or equivalent. Must be 21 years of age and possess or have the ability to obtain a Class C, California Driver's License and maintain a satisfactory driving record. Possess a POST Level 3 Reserve Certificate or greater or a Core Corrections Certificate with an 832PC certification within the first year of appointment. Receive satisfactory results from a background investigation, physical and psychological examination, drug testing and administrative screening which meet the established qualification standards.

Benefits: The City of Ridgecrest provides employees a tiered cafeteria plan with a minimum of \$575.00 per month to purchase medical, dental and life insurance. A tuition reimbursement plan is available, as is incentive pay. New employees earn a minimum of 80 hours vacation, 104 hours of sick, 11 regular holidays and 48 hours of floating holiday time annually.

Please submit application and resume to:

Ridgecrest Police Department
Attn: Lori Blowers
100 W. California Ave. Ridgecrest, CA 93555
<http://ridgecrest-ca.gov/city-clerk/city-forms>