



Job Description – Community Services Officer I/Corrections Officer I

Salary Class & Designation: 57A

FLSA Status: Non-Exempt

Employment Status: Public Safety

Reports to: Police Sergeant or OIC/Dispatch Center Supervisor

Position Summary: Under general supervision, a Community Services Officer/Corrections Officer I (CSO/CO I) performs a wide variety of technical tasks to ensure a safe and humane environment for the prisoners as well as the Willits Police Department Staff. The CSO/CO I, in the absence of a CSO/CO II, will be responsible for the management and day to day operations of the property and evidence room. It is necessary that CSO/CO's be available to work a variety of shift assignments including day, swing, and graveyard shifts, weekends, and holidays.

Essential Functions: Hand dexterity, vision, hearing, smell, touch sensitivity, comprehension abilities, verbal communication, sound mental capacity, ability to reach intelligent conclusions, remain calm during times of emergency.

Typical Duties and Responsibilities

(These examples of duties are illustrative but are neither restricted to, nor all-encompassing of, the duties to be performed under this job title.)

- Greets telephone callers and visitors to department; screens and handles inquiries of a general or specific nature; takes messages.
- Investigates and prepares reports on burglary, petty theft, lost and found property, missing persons, property damage, accidents, City Ordinance violations, abandoned vehicles and other incidents.
- Provides assistance in processing suspects by taking fingerprints and photographs.
- Books, searches, examines and instructs prisoners.
- Transports prisoners to County Jail and other locations.
- Performs security and welfare checks on prisoners.
- Operates teletype and computer terminals and a variety of other office equipment.
- Routes completed case reports and assembles case packets.
- Researches files for case information.
- Provides general clerical and telephone support for the Department.
- Under direction of CSO/CO II, assists with maintaining evidence and property in the Evidence Room.
- Under direction of CSO/CO II, assists with receiving and cataloging evidence and found property, maintaining records of property movement, processing, and disposition.
- Under direction of CSO/CO II, assist with maintaining logs, records, current status, and location of property in custody.
- Under the direction of CSO/CO II, assists with transporting, storing, photographing, releasing, or destroying property pursuant to state law and established procedures.
- Processes and serves subpoenas.
- Performs and other related duties as assigned.

Desirable Skills, Knowledge and Abilities

Knowledge of:

- Correct English usage, spelling, grammar and punctuation.
- General office practices and procedures.
- Modern police practices and methods.
- Police Department rules, regulations and procedures.
- Title 15 and Title 22 California Code of Regulations.
- General functions and activities of municipal government.

Ability to:

- Work effectively with the public.
- Tactfully and effectively deal with various racial, ethnic, and economic groups.
- Communicate effectively both orally and in writing.
- Learn and understand laws, codes and procedures.
- Understand and follow verbal and written instructions.
- Prepare reports in accordance with required standards.
- Maintain detailed logs and records.
- Operate teletype and computer terminals and typewriters.
- Meet all skills and abilities of a Dispatcher.
- Learn the organization and operations of municipal police departments.
- Learn general office, record keeping, and filing methods and systems.
- Learn Department rules, regulations, policies and procedures.
- Learn basic photographic methods.
- Learn basic computer skills.
- Ability to legally possess and use firearms during course of employment.

Education and Experience: High School Diploma or equivalent; Successful completion of an STC certified Corrections Officer core course or ability to successfully complete the course within 18 months of employment in the position; Completion of a POST or STC certified 832 PC course or ability to complete the course within 180 days of employment in the position; any combination equivalent to one (1) year experience in public contact work environment, preferably in a law enforcement agency.

Necessary Requirements:

- Possession of a valid California Class C driver's license.
- Excellent physical condition: free from any disqualifying conditions cited in the document "Medical Screening Manual for California Law Enforcement", published by the Commission on Peace Officer Standards and Training.
- Achieved an acceptable rating in the City's psychological evaluation prior to initial hiring.
- Vision: Both eyes corrected to 20/20 or 20/40 uncorrected.

Physical Requirements: Frequent walking, running, crawling, twisting, grabbing, fighting, wrestling, struggling, climbing, sitting, standing, walking on uneven and/or slippery surfaces,

carrying an 80 pound object or dragging a 150 pound object for 80 feet; occasional squatting for hiding, kneeling, laying in a prone position, jumping; must be flexible, have a static-explosive-dynamic-trunk strength in order to overcome combative suspects, good coordination and equilibrium; arm and hand steadiness for shooting firearms and doing articulate evidentiary collection; good hand dexterity and coordination for computer and other related duties; good vision both far and near as well as color; good hearing; good physical conditioning for stamina, mobility and effort utilized on the job.