



Police Department Community Service Officer

Mayor Pamela Bobst

Reports To:	Executive Staff Assistant	Salary:	\$17.15 - \$19.98 per hour
Shift:	7:00 A.M. – 2:00 P.M. (Up to 25 hours a week)	FLSA Status:	Non-Exempt
	Work days vary 7 days a week		

Position Overview: Under the general supervision of the Executive Staff Assistant/Lieutenant, supports Police Department staff with duties that can be performed by a non-commissioned officer including lockouts, impound lot duties, prisoner assistance, back-up for road assistance, and dispatch. The work is performed in a relatively secure office area where admittance is controlled and monitored, and in a field environment which may involve exposure to various conditions including adverse weather, threatening or harmful conditions. The Community Service Officer utilizes standard office equipment including, but not limited to the City's telephone system, computers, copy and fax machines, police cruiser radios, mobile data terminal, console and mobile two-way radios, and lockout tools. The Community Service Officer drives a patrol car as needed.

Duties:

Prisoner Support

- Performs various duties involved in prisoner control and maintenance
 - Processes and releases prisoners according to department regulations
 - Monitors prisoners housed in the RRPD as needed
 - Assists prisoners with various needs including showering, meal distribution, etc.
 - Arraigns prisoners via telephone lines from RRPD to RRMC

General Road Patrol

- Patrols City streets to allow business owners, general public, and residents to observe police presence in the community.
- Assists motorists (flat tires, out of gas, special attention) to homes where owners are on vacation
- Provides escorts for Rocky River Municipal Court and local business as needed

Impound Lot

- Releases vehicles from impound lot after fees for tow and storage are paid.
- Supervises the release of personal property.
- Permits insurance adjusters to inspect vehicles
- Inventories vehicles/waits for tows

Lock-Out

- Assists in entering locked vehicles or locked homes

Miscellaneous:

The position requires knowledge of:

- City of Rocky River Police Department policies and procedures*
- Various local, state and federal laws including but not limited to criminal, civil, and traffic laws*
- City geography, streets, neighborhoods, business locations and landmarks*
- Current crime prevention and law enforcement methods, practices and procedures*
- Rules of Evidence, jail procedures and prisoner protocol and Court procedures*
- Various social problems and issues*
- Ohio Jail Rules

The position requires skills and abilities to:

- Develop and maintain effective working relationships with local, county, state and federal agencies as well as with co-workers, City officials and the public*
- Adhere to the Rules and Regulations of the RRPD*
- Communicate persuasively to influence behavior of the public including suspects or criminals*
- Exercise independent judgment and make decisions in stressful or dangerous situations*
- Maintain composure during stressful, confrontational or threatening situations*
- Maintain confidentiality of police and/or court records and document police activities and prepare routine paperwork and reports*
- Observe, monitor and recall details of situations and behavior*
- Operate specialized law enforcement computer programs*
- Operate and utilize various equipment including flashlights, cameras, police cruiser radios, mobile data terminal, console two-way radios and hand-held radios*
- Operate a police vehicle and occasionally drive under conditions of stress or danger*

Minimum Qualifications:

- A valid Driver's License required.
- High school diploma or GED is required and at least three (3) years of related experience involving a general understanding of law enforcement/police duties in a non-supervisory capacity; or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. **Preference given to OPOTA Certification /Correction(s) Certification**
- Prior law enforcement experience with state and local government.
- Proficient knowledge of police/jail rules and guidelines
- Must be able to lift and carry up to 50 lbs.

Position will be posted until filled. Applications may be obtained at http://s500873721.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall. Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116**

The City of Rocky River is an Equal Opportunity Employer