

Police Code Enforcement Officer

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision of the Police Support Services Supervisor, performs a variety of non-sworn law enforcement duties in support of Police Department operations and services; enforces various City and State traffic and parking codes, ordinances, regulations, and laws; fingerprints applicants, criminals and registrants using LiveScan as well as ink processes; performs other duties in support of Police Department operations including those related to vehicle abatement, towing, and providing assistance at the Police Department's front counter; and provides general information and assistance to the public.

IDENTIFYING CHARACTERISTICS

The Police Code Enforcement Officer is a non-sworn Police Department class that provides code enforcement and other police support services. Positions assigned to this class are expected to perform the full range of duties as assigned, working independently, applying program knowledge, and exercising judgment and initiative while having a great deal of public contact. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Patrols assigned areas on foot or in a vehicle to enforce City and State traffic related codes, ordinances, regulations, and laws including those related to expired registration as well as parking related violations; patrols shopping centers and schools for fire lane and handicapped zone violations; patrols parking permit zones; marks vehicles noting time vehicles are marked and type of mark for possible parking violations, issues citations.
2. Runs license numbers and citations through the Department of Motor Vehicle computer system; obtains registered owner information.
3. Observes and notes information useful to the general public as well as safety and law enforcement agencies; reports traffic accidents, abandoned vehicles, and traffic hazards encountered in the course of work; reports needed street and sign repairs.
4. Uses police radio to receive assignments and information.
5. Assists the public by providing directions and responding to questions and inquiries; listens to complaints and refers them to proper authority.
6. Handles complaints from citizens regarding nuisance vehicles; provides notices to interested parties; coordinates abandoned vehicle towing; provides slips for abated vehicles; makes required notification to the Department of Justice and Department of Motor Vehicles; maintains records and statistical reports for the Joint Powers Agreement.

7. Performs fingerprinting including LiveScan and ink fingerprinting; fingerprints criminals, registrants, and applicants; fingerprints members of the public for identification cards.
8. Testifies in court as necessary including regarding expired vehicle registration violations.
9. Participates in the interdepartmental review of violation appeals; provides recommendations on parking violation appeals.
10. Attends and reports to various committees, commissions, and associations including the Traffic Safety Committee and Downtown Merchants Association.
11. Performs a range of other duties in support of Police Department operations; provides assistance at the Police Department's front counter including support to the records function; delivers items to the Court, District Attorney, and City Hall.
12. Performs general maintenance on assigned vehicle.
13. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Basic law enforcement theory, principles, and practices and their application to a wide variety of non-sworn services, operations, and programs including code enforcement, vehicle abatement, and fingerprinting operations.
2. Basic operational characteristics, services, and activities of various non-sworn Police Department operations including police related code enforcement, vehicle abatement, and fingerprinting operations.
3. Pertinent federal, state, and local laws, codes, and regulations including those related to parking and traffic.
4. Proper procedures for fingerprinting including LiveScan and ink methods and techniques.
5. Principles and procedures of record keeping including proper procedures for the maintenance of activity logs and reports.
6. Basic court procedures.
7. General office procedures, methods, and equipment.
8. Geography of the City, including the location and layout of streets.
9. Occupational hazards and standard safety practices.

Ability to:

1. Perform a variety of non-sworn law enforcement duties including those related to police code enforcement, vehicle abatement, and fingerprinting.
2. Interpret and correctly, fairly and impartially apply and enforce laws, ordinances, and

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departmental policies and procedures including those related to vehicle abatement and parking regulations.

3. Maintain a current knowledge of procedures related to areas of assignment.
4. Observe and retain details and incidents accurately.
5. Prepare factual, clear, and concise reports.
6. Research and maintain records, logs, and files.
7. Explain parking and other ordinances to merchants and other members of the public.
8. Deal tactfully and courteously with the public and law enforcement personnel.
9. Maintain appropriate professional demeanor when dealing with irate members of the public.
10. Respond to requests and inquiries from the general public.
11. Operate modern office equipment including computers and applicable software.
12. Operate a motor scooter and other vehicles safely.
13. Analyze situations and adopt a course of action.
14. Exercise sound judgment in emergency situations.
15. Understand and carry out oral and written directions.
16. Work independently in the absence of supervision.
17. Communicate clearly and concisely, both orally and in writing.
18. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in law enforcement, criminal justice, or a related field is desirable.

Experience:

One year of responsible experience dealing with the public and in interpreting and enforcing ordinances and regulations, preferably in a law enforcement or criminal justice setting.

License or Certificate:

Possession of, or ability to obtain by date of appointment, an appropriate driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in an office and field environment; travel to different sites; exposure to inclement weather conditions; exposure to irate and abusive individuals; exposure to mechanical hazards and to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office and field setting; to walk or sit for prolonged periods of time; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to operate assigned equipment and vehicle; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.