

## **ALSIP, ILLINOIS-- POLICE DEPARTMENT**

### **POSITION DESCRIPTION**

**JOB TITLE:** COMMUNITY SERVICE OFFICER

**DATE ISSUED:** 09/02/2003

**REPORTS TO:** POLICE SERGEANT-PATROL

**DATE ISSUED:** 09/02/2003

**JOB CLASSIFICATION:** COMMUNITY SERVICE OFFICER

**DATE REVIEWED:** 01/31/2018

**FLSA STATUS:** NON-EXEMPT

**COLLECTIVE BARGAINING:** NON-EXEMPT

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THIS POSITION DESCRIPTION BASED UPON A JOB TASK ANALYSIS COMPLETED IN: **SEPTEMBER, 2003.**

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**BASIC POSITION FUNCTIONS:** BRIEF DESCRIPTION OF THE TYPES OF DUTIES OR RESPONSIBILITIES OF THE JOB TITLE.

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TO PERFORM A WIDE VARIETY OF TASKS IN SUPPORT OF LAW ENFORCEMENT AND CRIME PREVENTION WITHIN THE COMMUNITY. WILL PATROL THE VILLAGE AND ENFORCE ORDINANCES. WILL ANSWER CALLS FOR SERVICE FROM CITIZENS OR BUSINESSES. WILL INVESTIGATE REPORTS OF ORDINANCE VIOLATIONS AND PREPARE WRITTEN REPORTS. WILL ASSIST OTHER AGENCIES OR MUNICIPAL DEPARTMENT IN SERVICE RELATED NON-POLICE MATTERS. WILL CONDUCT PRIVATE PROPERTY NON-INJURY TRAFFIC ACCIDENT INVESTIGATIONS. REQUIRES CONSISTENT ATTENTION TO DEPARTMENT MISSION AND GOALS.

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**DUTIES AND RESPONSIBILITIES:** ESSENTIAL AND OTHER RESPONSIBILITIES OR DUTIES. MAY INCLUDE, BUT ARE NOT LIMITED TO:

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ATTEND ROLL CALL, DEBRIEFING AND OTHER ADMINISTRATIVE MEETINGS. OBTAIN INFORMATION ON PROBLEM AREAS. PAYS CONSISTENT ATTENTION TO ACHIEVING DEPARTMENT MISSION OR GOALS.

PREPARE WRITTEN REPORTS ON ORDINANCE VIOLATIONS OR OTHER ACTIVITIES. COMPLETE ADMINISTRATIVE REPORTS; TYPE REPORTS AND FORMS OR PHOTOCOPY DOCUMENTS WHEN REQUIRED.

PATROL THE VILLAGE AND INVESTIGATE ORDINANCE VIOLATIONS. RESPOND TO GENERAL SERVICE CALLS NOT REQUIRING A SWORN OFFICER INCLUDING ABANDONED AUTOS, HOUSING CODE VIOLATIONS, CIVIL COMPLAINTS OR OTHER RELATED ISSUES.

UTILIZE AND CHECK DEPARTMENT OR PERSONAL EQUIPMENT SUCH AS MOTOR VEHICLES, COMPUTER TERMINALS, MOBILE DATA TERMINALS, PORTABLE OR MOBILE RADIOS.

ENFORCE PARKING REGULATIONS AND ISSUE CITATIONS; PERFORM TRAFFIC CONTROL AT ACCIDENT OR OTHER INCIDENTS OR SCENES; INVESTIGATE PRIVATE PROPERTY MOTOR VEHICLE ACCIDENTS.

CONDUCT BUSINESS, RESIDENTIAL, VACATION HOUSE, OR OTHER SPECIAL ATTENTION CHECKS IN PROBLEM AREAS.

ATTEND AND TESTIFY IN COURT PROCEEDINGS FOR ORDINANCE OR CIVIL MATTERS.

ENFORCE VILLAGE MUNICIPAL CODE AND APPROPRIATE CIVIL STATUTES AND ISSUE CITATIONS WHEN NECESSARY; CONDUCT PRELIMINARY INVESTIGATIONS; PREPARE REPORTS, INTERVIEW WITNESSES, VICTIMS AND ORDINANCE VIOLATORS. CONDUCT MINOR FOLLOWUP INVESTIGATIONS BY TELEPHONE OR IN PERSON.

ASSIST THE PUBLIC IN NON-POLICE MATTERS; ADVISE OR INFORM ON CIVIL OR CRIMINAL REMEDIES OR OPTIONS; PROVIDE MOTORIST ASSISTANCE.

INTERACT AND WORK WITH CITIZENS REGARDING EXISTING OR FUTURE LAW ENFORCEMENT PROBLEMS; PRESERVE GOOD RELATIONSHIPS WITH GENERAL PUBLIC; ASSUME PROACTIVE ROLE IN EDUCATING PUBLIC REGARDING VILLAGE ORDINANCES AND CRIME PREVENTION.

PROVIDE FIRST AID TO INJURED PERSONS.

PERFORM OTHER RELATED DUTIES AS REQUIRED.

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**SKILLS, KNOWLEDGE & ABILITIES:** TO PERFORM THE REQUIRED DUTIES AS LISTED, BUT NOT NECESSARILY LIMITED TO THE FOLLOWING:

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KNOWLEDGE OF THE GEOGRAPHY OF THE VILLAGE OF ALSIP AND THE SURROUNDING AREA.

KNOWLEDGE OF THE VARIOUS FEDERAL, STATE AND LOCAL LAWS, ORDINANCES OR REGULATIONS THAT PERTAIN TO THE JOB. ABILITY TO INTERPRET AND APPLY THOSE LAWS APPLICABLE IN DAY TO DAY OR SPECIAL SITUATIONS.

SKILL IN OPERATING VARIOUS SPECIALIZED EQUIPMENT WHICH MAY INCLUDE MOBILE DATA OR REGULAR COMPUTER TERMINALS, PORTABLE AND MOBILE RADIOS; SKILL IN OPERATING A MOTOR VEHICLE;

KNOWLEDGE OF PROPER ENGLISH USEAGE, SPELLING AND WRITING; KNOWLEDGE OF POLICE REPORTING METHODS; ABILITY TO PREPARE CLEAR AND CONCISE REPORTS.

KNOWLEDGE OF VARIOUS LAW ENFORCEMENT OR CRIME PREVENTION FUNCTIONS INCLUDING TRAFFIC CONTROL, CARE OR CUSTODY OF PROPERTY, INVESTIGATIONS AND IDENTIFICATION OF ORDINANCE VIOLATIONS AND OFFENDERS, PREVENTIVE OR REGULAR PATROL TECHNIQUES.

KNOWLEDGE OF LOCAL PROBLEM AREAS.

KNOWLEDGE OF POLICIES AND PROCEDURES OF THE ALSIP POLICE DEPARTMENT. ABILITY TO INTERPRET, APPLY AND EXPLAIN THEM; ABILITY TO WORK IN A PARAMILITARY SETTING; UNDERSTAND AND RESPOND QUICKLY AND ACCURATELY TO WRITTEN OR VERBAL DIRECTIONS, ORDERS OR REQUESTS.

ABILITY TO TESTIFY EFFECTIVELY AT COURT PROCEEDINGS.

ABILITY TO PASS ALL PRE-EMPLOYMENT EXAMINATIONS INCLUDING AN ORAL INTERVIEW, CRIMINAL BACKGROUND INVESTIGATION, AND A MEDICAL EXAMINATION.

ABILITY TO WORK INDEPENDENTLY WITHOUT DIRECT SUPERVISION.

ABILITY TO WORK UNDER STRESS AND USE GOOD JUDGEMENT IN CRITICAL SITUATIONS;  
ABILITY TO WORK IN ALL TYPES OF WEATHER CONDITIONS; ABILITY TO WORK IN POOR  
LIGHTING CONDITIONS WITHOUT AVAILABILITY OR ARTIFICIAL LIGHT.

ABILITY TO MAINTAIN AND ESTABLISH A COOPERATIVE WORKING RELATIONSHIP WITH THOSE  
YOU COME IN CONTACT WITH DURING THE COURSE OF YOUR WORK; ABILITY TO MAINTAIN  
CONFIDENTIAL INFORMATION.

ABILITY TO RESOLVE SITUATIONS INVOLVING CONFLICT.

ABILITY TO MAINTAIN PHYSICAL CONDITION AND ABILITIES IN ORDER TO PERFORM ASSIGNED  
DUTIES AND RESPONSIBILITIES THAT MAY INCLUDE: READING; WRITING; LISTENING; MAKING  
OBSERVATIONS; TALKING OR COMMUNICATING WITH OTHERS; STOOPING; CLIMBING STAIRS  
AND/OR LADDERS; STANDING OR SITTING FOR PROLONGED PERIODS OF TIME AND OPERATING  
ASSIGNED VEHICLES OR EQUIPMENT.

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**MISCELLANEOUS QUALIFYING FACTORS:** OTHER FACTORS THAT ARE NECESSARY IN SECUR-  
ING OR MAINTAINING THE JOB TITLE.

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MUST BE ABLE TO POSSESS OR OBTAIN A VALID ILLINOIS DRIVER LICENSE.

MUST BE A HIGH SCHOOL GRADUATE AND MEET BACKGROUND REQUIREMENTS OF A SWORN  
OFFICER.

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**ACCEPTANCE:** THIS POSITION DESCRIPTION APTLY DESCRIBES THE DUTIES AND/OR ASSIGN-  
MENTS BEING PERFORMED BY THE JOB TITLE.

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**DEPARTMENT HEAD**

**CHIEF EXECUTIVE**

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TYPED NAME: \_\_\_\_\_

TYPED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_