

# Corning Police Department



Applications are being accepted for  
the position of

## COMMUNITY SERVICE OFFICER - FULL-TIME

Starting Salary: \$3949.00 monthly/\$22.78 hourly

### POSITION SUMMARY

Under general supervision, the Community Service Officer will: perform a wide variety of non-sworn field and office law enforcement and animal control tasks, including animal control, parking enforcement, traffic and crowd control, evidence collection, processing and maintenance, fingerprinting, registration of criminal offenders, abandoned vehicle identification and abatement, nuisance abatement, report taking, general office work, and leadership to the part-time Community Service Officers, as required, and crime prevention activities. Community Service Officers will also operate a two-way radio using standard broadcasting procedures and rules; operate local, state and national computer systems; learn the geographic layout and street locations of Corning and the surrounding area; effectively communicate with the public in the police business office; provide information and referrals to the appropriate agency or City department; prepare complaints and report submissions to the District Attorney, Courts, Probation, County and State offices in a timely manner; maintain police records and confidential criminal history files; be able to exercise judgement and work with minimum supervision; process applications for special licensing and other related work; search prisoners and assist with interviews and statements, when necessary. A typical anticipated work schedule is Monday through Friday 8:00am to 5:00pm. The Police Department is a 24-hour operation, so shift work (evenings, late nights, weekends, and holidays) may be required for the position. Please refer to the attached Community Service Officer job description for complete details regarding this position.

### THE DEPARTMENT

The Corning Police Department is currently staffed by a Chief of Police, one Administrative Secretary, four Patrol Sergeants, seven Police Officers, four full-time Dispatcher/Clerks, one Dispatcher/Records Supervisor, one Detective, and one full-time Community Service Officer.

### THE CITY

Corning is a rural community with a population of approximately 8000 residents. It is situated in the Sacramento Valley in Tehama County, 112 miles north of Sacramento on Interstate 5, and 25 miles

northwest of Chico. The area offers ample opportunity for those interested in hiking, hunting, fishing, and all phases of recreation. Additional community facilities include excellent schools, a modern library and 21 churches. Advanced educational opportunities at Shasta and Butte Community Colleges and the California State University, Chico are all available and within an hour drive. We offer an excellent environment for the growth and development of individuals and families.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to the following:

***Serve as Parking Enforcement Officer:*** Patrol City streets and enforce laws and regulations applicable to non-moving vehicles; write citations for parking violations; assist in identifying and abating abandoned vehicles; assist in directing traffic and participating in special traffic control functions.

***Serve as Animal Control Officer:*** Patrol City streets apprehending and confining stray, unwanted, sick, lost and found animals; follow up on animal bite incidents; prepare and write required animal control reports; assist in dog licensing process; issue warnings and animal violation citations, and; other animal control duties as required.

***Evidence/Property Room:*** Processing of evidence and property and its release, auction, destruction, and delivery to court, laboratories, and other locations; and maintains property and evidence according to prescribed procedures.

***Training:*** The Full-Time Community Service Officers will provide training, and leadership to the part-time Community Service Officers, as required.

***Miscellaneous:*** Take and document non-injury traffic collisions, minor crime and non-criminal incident reports where interviewing only non-suspect victims and witnesses are required; maintain video and photo equipment; assist in the nuisance abatement program; serve as a court and District Attorney liaison; assemble reports; submit information to other departments as required; serve as a liaison between the Department and the public; coordinate and publicize a variety of programs including crime prevention, Neighborhood Watch, child safety programs and other public safety related programs; inspect and sign off minor traffic citations; serve subpoenas; testify in court as required; fingerprint applicants and register criminal offenders who are required by law to register with the Police Department; search prisoners; general clerical duties as required, such as typing, filing, writing receipts for money received; destruction of files as authorized by law; perform other duties as assigned.

## **REQUIRED QUALIFICATIONS**

### **APPLICANTS MUST:**

- Possess a valid California driver's license and have a satisfactory driving record
- Be a minimum of 18 years old at the time of appointment
- Be a US citizen or a permanent resident alien who is eligible, and has applied for, US citizenship
- Complete a POST approved 832 PC course within one year of hire.
- Possess physical characteristics that include proportional height/weight, normal hearing and

visual acuity (correctable to 20/30)

- Have the ability to communicate effectively, solve problems, make sound judgments under pressure, have excellent observational skills, have a willingness to confront problems, have an interest in people, have a desire for self-improvement, have appropriate grooming standards, be dependable, have integrity, be able to operate a motor vehicle, have credibility as a witness in court
- Meet background investigation, medical and psychological standards
- Ability to complete DOJ-certified CLETS training
- May be required to assume rotating shift assignments, to include weekends and holidays as needed
- Possess a working knowledge of computers and associated technology
- Must be physically able to stand and/or sit for long periods of time; reach for and lift file boxes; stoop, bend, and squat, etc.; stretch to retrieve various resources/items
- Spanish speaking ability is desirable, but not required
- No prior police experience is required; however, it is desirable for applicants to have a work history related to public service.
- Basic English grammar, spelling, punctuation, and report writing techniques.

### **SALARY AND BENEFITS:**

This position is covered under the Miscellaneous Unit MOU and subject to benefits as specified for that Unit. Please refer to the City's website [www.Corning.org](http://www.Corning.org) for information regarding Holiday and Vacation pay, Compensatory Time Off, Sick Leave, Retirement, and Insurance.

### **COMPETITIVE SELECTION PROCESS**

**APPLICATION REVIEW BOARD:** All applicants must submit a complete City of Corning application with clear, concise, and complete information regarding their qualifications for the position. Those candidates whose qualifications best meet the City's requirements will be invited to participate further.

**WRITTEN EXAMINATION:** This examination shall include the POST Written/Practical Exam. This Exam is a three-hour test and consists of eleven areas that test verbal ability, reasoning, memory, and perceptual ability.

**ORAL APPRAISAL INTERVIEW:** This interview is to evaluate training, experience, and personal qualifications.

**BACKGROUND INVESTIGATION:** Candidates successfully completing all prior phases of the selection process will be subject to a thorough background investigation. This investigation is used to determine a candidate's moral character and suitability for employment with law enforcement. The investigation may include (but not be limited to): a computerized voice-stress analysis, criminal and military record check, driving and credit history, and previous employer(s) and references.

**PSYCHOLOGICAL EVALUATION:** Candidates will be evaluated for their suitability for employment as a Corning Community Service Officer.

**MEDICAL EXAMINATION:** Prior to appointment, candidates must successfully complete a medical examination, including a drug screen, to determine if they meet the City's medical standards for this position.

## **TO APPLY**

### **TO APPLY**

Applications can be completed and submitted online at the City's website located at <https://www.corning.org/job-application-form/>. All applications must be accompanied by a resume.

For additional information contact Rubi Ordaz at (530) 824-7033.

When a sufficient number of applicants have been preliminarily qualified, they will be invited to participate in the selection process. In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage in the testing process, please provide advanced notice and your request will be considered.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

**THE CITY OF CORNING IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY  
PROVIDER AND EMPLOYER**

# **PRE-EMPLOYMENT BEHAVIORAL STANDARDS**

The Corning Police Department has established pre-employment behavioral standards. The standards are designed to ensure that the Corning Police Department employs people who have demonstrated sound judgment, maturity, honesty, and respect for and adherence to the laws of the State of California while taking into account youthful indiscretion and experimentation.

Positions of public trust require people who have demonstrated honesty, sound judgment, personal discipline, and responsibility.

The following standards are applicable to applicants for the Corning Police Department:

## **A. HONESTY**

Criminal justice employees have access to sensitive information. They are subject to be witnesses in court. Honesty and integrity are the cornerstones of trust and credibility. Hence, an applicant who is dishonest in any portion of the pre-employment process shall be disqualified from further consideration for employment. Dishonesty includes misstating or misrepresenting identifying information, or qualifications whether orally or in writing; misleading any person involved in the pre-employment screening by either misstating, misrepresenting or failing to completely answer any questions; not accurately or completely completing applications, background questionnaires, personal history statements, medical screening documents, or any other document used in the pre-employment process to determine the applicant's suitability for the position; or any other act of deceit or deception. The pre-employment process includes the employment application, the oral interview, background investigation including the interviews conducted as part of the investigation, the Chief's interview, the polygraph, the psychological evaluation, and the medical screening.

## **B. INTERPERSONAL CONDUCT**

Criminal justice employees and peace officers are required to interact daily with their fellow employees. They must have a history of stable interpersonal conduct, sensitivity in their dealings with others, and respect for other's rights. There are certain criminal acts which will make an applicant unsuitable for employment as a criminal justice employee or a peace officer. These acts include, among others, murder, rape, robbery, any violent assault upon another, including spousal battery, mayhem, sexual battery, or other acts of violence. This shall include any crime involving or directed against a child or any criminal sexual act which could be classified as a felony.

## **C. CONDUCT AGAINST SOCIETY**

Criminal justice employees and peace officers must have demonstrated sound judgement and maturity in their lives. As public employees, there are certain acts which are incompatible with public service because the act itself is felonious conduct which will disqualify the applicant. Applicants who have manufactured, transported, cultivated, brokered, or sold any controlled substance shall not be eligible for employment. Applicants who have committed arson; burglarized an occupied building; stole any significant amount of money, goods, or services from their employers; stole any significant item, goods, or amount of money, while in a position of trust, or any other act which demonstrates lack of respect for other's property shall not be eligible for employment.

## **D. HISTORY OF STABILITY**

Criminal justice employees and peace officers must have a history of stability as demonstrated

by their prior employment history. An applicant who has resigned from employment in lieu of termination except where a hostile work environment has been alleged, has been terminated for cause from employment, has been terminated while on probation (except for reduction in work force within the last three years), or those who have held more than three permanent job positions (not including promotions) within five years (with the exception of students and construction workers), shall be disqualified from employment.

**E. ABILITY TO LEARN**

Constantly evolving technology and changes in law and procedures require employees who are able to assimilate new concepts. The ability to learn can be demonstrated by an applicant’s employment history or academic history.

**F. ABILITY TO OPERATE A MOTOR VEHICLE**

Community Service Officers shall be expected to be able to operate a motor vehicle in a safe and efficient manner. Applicants shall be expected to have demonstrated the ability to safely operate a motor vehicle as evidenced by their driving history. Applicants shall not have had more than two chargeable accidents where they have been found most at fault by the investigating agency in the past four years. Applicants may not have more than three infraction moving violations within the past five years. Applicants shall not have any record of alcohol-related incidents, such as drunk driving, or such a charge reduced to reckless driving, within the past three years. Any applicant who has more than one such offense shall not be eligible for employment.

**G. JUDGMENT AND CREDIBILITY AS A WITNESS**

Community Service Officers are expected to have demonstrated a pattern of sound judgment. They must be a credible witness in a court of law. Applicants who have a history of committing repeated misdemeanors or felony offenses are not credible witnesses. Possession of controlled substances are violations of State and Federal Laws and a history of violating the law does not show sound judgment and hence, is not compatible with law enforcement.

**H. PRE-EMPLOYMENT DRUG POSSESSION**

The Corning Police Department has adopted the following standards for pre-employment drug possession. Possession shall be defined as each time the drug was in the applicant’s personal possession, either within the body or in the hands, clothing, vehicle, home residence, or any other area where the applicant has control.

Substance	Possession/Usage within the past	Maximum Lifetime Usage
Marijuana or any derivative	3 years	25
Amphetamines	5 years	5
Nonprescribed Anabolic Steroids	5 years	5
Barbiturates	5 years	5
Cocaine	5 years	5
Illegal Use of Prescription Drugs	5 years	5
Methamphetamines	5 years	5
Crack	Never	0
Heroin/Non-prescribed Opiates	Never	0
Intravenous Illegal Use	Never	0
LSD/Mushrooms/Hallucinogens	Never	0
PCP	Never	0
Any Other Illegal Drugs	Never	0

**I. PHYSICAL ABILITY**

Community Service Officers must be able to perform their duties. They must be able to lift objects, operate equipment (including computers), hear voice, radio, and telephone communications, read license plates. Community Service Officers must be able to work varying shifts, including nights and holidays.

## COMMUNITY SERVICES OFFICER

### DEFINITION

**Under general supervision, to perform a wide variety of non-sworn field and office tasks, including but not limited to animal control, parking enforcement, traffic and crowd control, evidence control, fingerprinting, registration of criminal offenders, abandoned vehicle identification and abatement, crime prevention / education, report preparation and general office work; to train and supervise part-time Community Service Officers; and to perform related duties as assigned.**

### DISTINGUISHING CHARACTERISTICS

**The classification of Community Services Officer is responsible for performing a variety of law enforcement and office tasks not requiring law enforcement certification, but requiring frequent public contact and thorough knowledge of the functions, activities and methods of a law enforcement agency. Incumbents enforce applicable regulations in a civilian capacity with limited peace officer authority.**

### EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

#### *Parking Enforcement:*

- Patrols City streets and enforces laws and regulations applicable to non-moving vehicles.
- Prepares citations for parking violations.
- Arranges for towing as necessary.
- Assists in identifying and abating abandoned vehicles.
- Assists in directing traffic and participates in special traffic control functions as assigned.

#### *Animal Control:*

- Patrols assigned areas of the City to monitor and enforce compliance with state and local laws, codes and ordinances related to the care and control of domestic, livestock and wild animals.
- Investigates complaints from the public and other agencies regarding nuisance, stray, uncontrolled, dangerous, wild or diseased animals.
- Captures wild, stray and unlicensed animals for impounding.
- Transports captured / injured animals to the shelter, rescue agency or veterinary facilities as appropriate.
- Investigates animal bites and arranges for appropriate identification and quarantine.
- Evaluates ill, injured, unwanted or aged animals for euthanasia; assists with euthanasia as necessary.
- Removes dead animals from public and private properties.
- Issues live animal traps to the public as requested.
- Explains to the public the state and local laws, codes and ordinances related to the control of animals and the filing of complaints.
- Issues warnings and citations for violations of applicable regulations.
- Participates in the care and feeding of animals and in the cleaning and maintenance of animal shelter facilities as necessary.
- Assists in processing dog license applications and issuing licenses.
- Assists with processing animal adoptions and in returning animals to rightful owners.
- Assists with the rabies vaccination program.

#### *Evidence/Property Room:*

- Documents, processes and stores evidence and other property.
- Delivers evidence to court, laboratories and other locations as required.
- Works with the District Attorney's office to prepare for trial all necessary items of evidence to be used in the prosecution of criminals; testifies in court as necessary.
- Purges property and evidence; arranges for property release, destruction, public sale or other disposal method.

- Maintains evidence / property room according to prescribed procedures.

*Miscellaneous Duties:*

- Assists sworn police officers with various duties as requested, including but not limited to monitoring and transporting prisoners, searching for suspects and other persons, collecting evidence from crime scenes, assisting with booking / release of prisoners, conducting routine surveillance, delivering / picking up radar trailer to and from surveillance points, etc.
- Completes non-injury traffic collision, minor crime and non-criminal incident reports.
- Reviews and approves minor traffic citations
- Serves subpoenas.
- Fingerprints job applicants.
- Searches prisoners.
- Registers criminal offenders who are required to register with the Police Department.
- Assembles police reports; submits information to other departments as required; retains / destroys files as authorized by law.
- Coordinates department activities with those of the court and District Attorney's office.
- Serves as liaison between the department and the community.
- Coordinates and promotes a variety of department programs, including but not limited to crime prevention, neighborhood watch, child safety programs, Police Activities League, and other public safety-related programs.
- Prepares a variety of incident, crime, evidence, animal control and other reports and records as required.
- Receives, receipts and records various fees and fines.
- Orders and stocks office / law enforcement supplies, materials and equipment as needed.
- Assists in maintaining department vehicles and equipment.
- Assists with dispatch duties as requested.
- Performs general clerical / office duties as necessary, including but not limited to entering and retrieving computer data, typing or word processing reports and correspondence, copying and filing documents, answering the telephone and greeting office visitors, delivering paperwork and packages to staff and other agencies, processing mail, etc.
- May provide training and leadership of part-time Community Services Officers as assigned.
- Attends meetings, training, seminars, etc., as appropriate to enhance job knowledge and skills.

## MINIMUM QUALIFICATIONS

Knowledge of:

- Pertinent federal, state and local laws, codes and regulations.
- Basic principles, practices, techniques and equipment of law enforcement operations.
- Methods of code and ordinance enforcement.
- Use of automated safety dispatch equipment and criminal record systems.
- Principles and procedures used in collecting, preserving and storing evidence.
- Basic species and breed identification of a variety of domestic and common wild animals.
- Symptoms and behavior associated with rabies and other common diseases of animals.
- Behavior and handling of common domestic or wild animals.
- Principles and practices of animal care, impoundment, quarantine and disposition.
- Basic principles of training and leadership.
- Program development and coordination.
- Basic record-keeping, report preparation and filing systems and methods.
- Proper English usage, spelling, grammar and punctuation.
- Basic mathematics.

Ability to:

- Understand and act in accordance with Police Department and City rules, regulations and ordinances.
- Learn and apply City, County and department policies and procedures.
- Coordinate and implement public safety programs as assigned.
- Enforce City and state ordinances and laws governing the care and keeping of animals.
- Learn and apply proper and safe techniques for impounding, caring for, disposing of and other handling of unwanted animals.
- Control and capture dangerous animals.
- Appraise situations and people accurately and quickly, and adopt an effective course of action.
- Understand and carry out oral and written directions.
- Prepare accurate records and reports as required.
- Work under stressful or dangerous conditions, often involving personal risk or risk to others.
- Meet accepted standards of adequate physical endurance, ability, health and vision.
- Deal courteously, yet firmly and effectively with the public in emergency situations.
- Perform required mathematical computations with accuracy.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Communicate effectively with culturally, socially and economically diverse populations.
- Learn standard radio broadcasting procedures and rules.
- Use automated safety dispatch and criminal records systems.
- Learn local geographic features and streets.
- Provide training and leadership of other officers as assigned.

Education and Experience:

Any combination of education and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A high school diploma or GED equivalent.

Experience:

**Two years of increasingly responsible and extensive public contact experience. Community Services Officer, Animal Control Officer or other related experience is highly desirable.**

Other Requirements:

Must possess a California driver's license and have a satisfactory driving record.

Must complete a P.O.S.T.-approved 832 PC course or have the ability to obtain one within the first six months of employment.

Must possess or be able to acquire First Aid and CPR certifications within one year of emp