NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: January 18, 2012

Re: Notice of Proposed Classification Actions –Final Notice No. 28 FY 2011/2012 (copy attached)

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective January 18, 2012.

Micki Callahan
Human Resources Director

by:

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Employee Relations Unit
DHR – Class and Comp Unit
DHR – Recruitment and Assessment Unit
DHR – Support Services
Micki Callahan, DHR
Anita Sanchez, CSC
Linda Cosico, DHR
Maria Newport, SFERS
E-File
NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 28
Fiscal Year: 2011/2012
Posted Date: 1/9/2012

AMEND THE FOLLOWING JOB SPECIFICATION(S): (Job specification(s) attached.)

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<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>8217</td>
<td>Community Police Services Aide Supervisor</td>
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For additional information regarding the above proposed action, please contact Christina Penland at (415) 557-4848 or email her at Christina.Penland@sfgov.org.

Requests to meet on an item should be addressed to the Human Resources Director, at the Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. Faxed copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Department of Human Resources or from DHR's website at: http://sfdhr.org/index.aspx?page=109.

cc: All Employee Organizations
    All Departmental Personnel Officers
    DHR – Employee Relations Unit
    DHR – Class and Comp Unit
    DHR – Recruitment and Assessment Unit
    DHR – Support Services
    Anita Sanchez, CSC
    Linda Cosico, DHR
    Maria Newport, SFERS
    E-File
Title: Community Police Services Aide Supervisor  
Job Code: 8217

INTRODUCTION
This classification is allocated to both the Police and Sheriff’s Departments.

Police Department:
Under general supervision, a Community Police Services Aide Supervisor serves as the first line supervisor of Class 9209 Community Police Services Aide and performs a variety of duties for the Police Department; including the supervision of staff who control access to secured areas, direct traffic, report safety and traffic hazards, enforce parking and security regulation ordinances and laws. Incumbents are required to wear a uniform but are unarmed. Incumbents perform other job related duties as assigned.

Sheriff’s Department:
Under general supervision, assists sheriff personnel in the processing, custody and control of arrestees in a district station, jail, or hospital facility; may supervise employees engaged in the cleaning and routine maintenance of jails, stations and other police facilities; accepts and maintains accountability for evidential property taken into custody; and performs related duties as required. Requires responsibility for carrying out and enforcing policies, rules and regulations regarding the processing and custody of arrestees; making continual contact with arrestees, police personnel and the general public in connection with the custody and control of prisoners in a jail facility and accountability for prisoners’ and evidential property; preparing reports describing unusual situations or incidents related to custody and control, of arrestees; nature of the duties involves exposure to physical hazards when working in the proximity of arrestees.

DISTINGUISHING FEATURES

Police Department:
The Community Police Services Aide Supervisor is a paraprofessional civilian supervisory position which does not require the training and status of a Peace Officer in the Police Department. This a working supervisory classification and is distinguished from the 9209 Community Services Police Aide classification by its focus on coaching, reviewing, correcting and supervising the work of subordinate staff and recommending disciplinary action when appropriate.

Sheriff’s Department:
The Community Police Services Aide Supervisor is a civilian employee of the Sheriff’s Department who normally wears a uniform and badge and may be required to carry weapons under certain circumstances. Their basic function is to relieve sworn personnel of a variety of routine tasks which do not require the training or status of a peace officer. They must adjust to the environment, discipline and procedures common to jails, stations and other police facilities. Assignments may include assisting sworn personnel in the booking and initial processing of arrestees, the custody and control of prisoners in a police station, jail or hospital facility and the custody of evidential property.
MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

Police Department:

1. Plan, direct, coordinate and may participate in the work of Community Police Services Aides engaged in controlling public access to secured areas and the enforcement of parking and security regulations.

2. Oversee the training of new Community Police Services Aide staff in the proper use of communication and computer equipment and proper way to perform their important and essential duties.

3. Plan and schedule Community Police Services Aide work assignments; oversee the maintenance of attendance records for employees on assigned shift; maintain records of activities such as subordinate time and attendance, use and condition of PIC radios, etc.

4. Evaluate the performance of Community Police Services Aide and recommend disciplinary action when appropriate.

5. Review subordinate documents, forms and reports for accuracy, consistency, and completeness; direct corrections or request supplemental materials when appropriate.

6. Investigate and resolve escalated and difficult Community Police Service Aide related matters when dealing with the general public and agency staff; resolve related work and operational problems.

7. Assist in towing unauthorized vehicles to maintain safety and security.

8. Administer first aid and/or CPR to individuals until medical aid arrives.

9. Interact with the public requesting information; identify the services being requested by listening, asking relevant questions, evaluating information obtained and determine the type of service available to handle the service requested; conduct preliminary investigation of citizen complaints; document findings and recommendations.

10. Prepare written documents such as memorandum, correspondence and reports.

11. Supervise specific geographic areas or teams of Community Police Services Aides, under the direction of a police lieutenant.

12. Perform other job related duties as assigned.
Sheriff's Department:
1. Assists sworn personnel in the booking and processing of arrestees, types booking documents; fingerprints arrestees; may escort prisoners to and, from cells.

2. Assists in the feeding and supervision of arrestees in police stations or jails.

3. Assists desk officers by answering citizens’ routine questions relating to police procedures and activities; may be required to perform routine clerical duties in district stations.

4. Accepts evidential property for booking; tags property for identification and maintains a file on all property in custody; stores property for safekeeping.

5. Checks out property to officers for use as evidence; releases property to rightful owners following loss of its evidential value, keeps records and prepares forms associated with the custody of property.

6. May supervise civilian custodial personnel in maintaining jails, stations and other police facilities, including yards and grounds, in a clean and orderly condition; supervises the maintenance and issuance of janitorial supplies.

7. Guards prisoners at a hospital facility or other institution.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Police Department:
Knowledge of:
Basic crime prevention and general security techniques;
The California Vehicle code and local traffic code;
Effective coaching and counseling techniques;
The preparation of reports and other law enforcement activities not requiring the status of Peace Officer.

Ability to:
Take a leadership role;
Direct, supervise and evaluate the work of assigned Community Police Services Aide staff;
Develop and maintain the trust, confidence and cooperation of subordinates;
Propose appropriate and reasonable courses of action to resolve problems;
Prioritize staffing needs;
Investigate and resolve escalated and difficult complaints;
Comprehend and enforce applicable codes and ordinances;
Deal courteously, effectively and tactfully with the general public and others;
Effectively work under pressure including calmly and effectively dealing with escalated or difficult situations;
Give instructions to Community Police Services Aide staff;
Operate communication and computer equipment;
Work harmoniously and cooperatively with departmental staff from a variety of cultural and socioeconomic backgrounds;
Respect the right of privacy and confidentiality;
Be attentive to detail;
Use proper English grammar, spelling, punctuation and sentence structure;
Prepare written documents in a clear, concise, accurate and understandable manner.

Sheriff's Department:
Knowledge of:
Police procedures, activities and security provisions as related to the care and custody of arrestees and evidential property;
The practices and procedures involved in booking and fingerprinting arrestees;
The principles and practices of supervision;
The use, care and maintenance of custodial equipment;
Safety practices as applied to custodial work.

Ability to:
Analyze situations such as occur in the care and custody of arrestees and the protection of life and property;
Comprehend written material and to learn and explain procedures and regulations;
Write clear and comprehensive reports;
Understand and follow directions;
Deal tactfully and effectively with other employees and the public.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:
Possession of a High School Diploma accredited in the United States or proof of successful completion of an equivalency test (GED or California High School Proficiency Examination).
Title: Community Police Services Aide Supervisor  
Job Code: 8217

Experience:
Two years of verifiable full-time paid experience controlling secured areas and reporting safety and traffic hazards when enforcing parking regulations, ordinances and laws equivalent to class 9209; OR
Two years of verifiable full-time paid experience supervising employees engaged in duties similar to class 9209.

LICENSE AND CERTIFICATION
Requires a valid California Class C driver’s license issued by the California Department of Motor Vehicles.
Positions allocated to the Sheriff’s Department may require a PC 832 Certificate.
Positions allocated to the Police Department may be required to obtain and maintain CPR and First Aid certification.

PROMOTIVE LINES
To: No normal line of promotion
From: 9209 Community Police Services Aide or Entrance Examination

ORIGINATION DATE:

AMENDED DATE: 8/24/70; 3/22/71; 10/24/08, Amended: 01/18/2012

REASON FOR AMENDMENT To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.