



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: September 22, 2009

Re: **Notice of Proposed Classification Actions –Final Notice No. 9 FY 2009/2010 (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 September 22, 2009.

Micki Callahan
Human Resources Director

by:

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
Micki Callahan, DHR
Cathy Abela DHR
Carmela Villasica, DHR
Linda Cosico, DHR
Christina Fong, DHR
Rich David, DHR
John Leon, DHR
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Tinhha Luong, CON
Ron Bladow, MTA
Johnny Zabala, CON
RAS Team Leader(s)
DHR Support Services
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: 9
Fiscal Year: 2009/2010
Posted Date: September 15, 2009

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Final job specification attached.)

Item #	DEPT/ DIVISION	Class/Title
1	POL	9209 Airport Police Services Aide

For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933.

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 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. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at:
http://www.sfgov.org/site/sfdhr_page.asp?id=102488

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Cathy Abela, DHR
Karen Taylor, MTA
File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Community Police Services Aide
Job Code: 9209**

INTRODUCTION

Under general supervision, a Community Police Services Aide performs a variety of police related duties for the San Francisco Police Department. Essential function may vary depending on assignment and may include: directing traffic and issuing citations for parking violations at the San Francisco International Airport; regulating, directing, and searching vehicles entering the Airport Operations Area; ensuring security of restricted areas and property; utilizing two-way radios; accepting and processing complaints in person or over the telephone; completing reports and forms; maintaining and filing various police records and reports; issuing vehicle releases; maintaining and ordering supplies; interacting with public to obtain and/or provide information and assistance; assisting ill or injured citizens; assisting in receiving, storing, and releasing of property; utilizing a computer terminal to enter and retrieve information; operating a typewriter to complete forms; providing crowd control during events and emergency situations; operating departmental vehicles and performs related duties as required.

DISTINGUISHING FEATURES

This is a paraprofessional generalist class in the Police Department. The basic function of this class is to relieve sworn personnel of a variety of tasks which do not require the training and status of a peace officer. Community Police Services Aides are required to wear uniforms but are unarmed. Incumbents are rotated in assignments in order to broaden experience, equalize workloads, and meet departmental needs. Incumbents are trained and supervised in the area of assignment by sworn Police Officer classifications. After training, incumbents are expected to work under limited supervision.

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.

1. Assists in removing unauthorized and/or disabled vehicles from the airport premises by requesting tow trucks to maintain safety and security.
2. Directs vehicle traffic throughout the San Francisco International Airport to maintain safety and security.
3. Receives, logs and tags lost and found property such as suitcases, boxes and strollers until proper owner is able to retrieve property.
4. Regulates vehicle traffic entering the Airport Operations Area by inspecting the vehicles and occupants and by scanning ID cards through the security card reader system.
5. Interacts with the public in person or over the telephone to obtain or provide information and/or to answer questions regarding police procedures and activities.
6. Assists SFPD Investigators with activities, such as contacting witnesses and local law enforcement agencies, mailing contact cards and Notice to Appear, and assembling

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Community Police Services Aide
Job Code: 9209**

case files.

7. Issues citations for parking violations at San Francisco International Airport.
8. Completes reports and forms consisting of short descriptive phrases and/or fill in the blanks (e.g. incident reports, supplemental reports, towed cars, expired, invalid and/or damaged identification, security breaches, release of property/evidence).
9. Operates two-way radios to communicate with dispatch and other police personnel.
10. Uses a computer terminal to enter and retrieve information regarding names, addresses, vehicle registration, VIN numbers, criminal history, probation/parole information, etc. (e.g. CLETS, NCIC, CAD, Hot Sheet, SF number and prior criminal activity, etc.).
11. Sorts and files incident reports, case investigation files and documents for later retrieval.
12. Administers first aid and/or CPR to individuals until medical aid arrives.
13. Operates a radio-dispatched department vehicle to travel between assignments.
14. Provides crowd control not requiring force during V.I.P. events and emergency situations
15. Maintains and manages records such as crime lab requests, release of property and /or evidence, case closure.
16. Transports and/or retrieves evidence to and from Property Room following established procedures.
17. Responds to requests from public regarding property issues; release property and vehicles to victim and suspects.
18. Monitors security camera at District Station to ensure safety and security of station perimeter.
19. Maintains inventory of supplies and orders as needed.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

General knowledge of: basic crime prevention and general security techniques; the California Vehicle Code and local traffic code; the preparation of incident reports, and such other law enforcement activities not requiring the status of a peace officer.

Ability to: Comprehend and enforce applicable codes and ordinances; exercise sound judgment and function effectively under stress; accurately observe situations; prepare clear and concise reports; deal tactfully and courteously with the general public and others; climb up and down a 4 - 6 feet ladder and work in a noisy environment. Some assignments require extended periods of standing and walking.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Community Police Services Aide
Job Code: 9209**

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

Education and Experience Guidelines:

1. One (1) year (2000 hours) of satisfactory full-time public contact or military experience; AND
2. Possession of a High School Diploma, or proof of successful completion of an equivalency test (GED, or California High School Proficiency Examination).
3. Must be at least 18 years of age.

LICENSE AND CERTIFICATION

Requires possession of a valid state motor vehicle driver's license.

PROMOTIVE LINES

ORIGINATION DATE: 05/21/90

AMENDED DATE: 4/03/06, 9/22/09

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.*

BUSINESS UNIT(S): COMMN