

**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):  
(Draft job specification attached.)***

| <b>Item #</b> | <b>DEPT/<br/>DIVISION</b> | <b>Class/Title</b>                |
|---------------|---------------------------|-----------------------------------|
| 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](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

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**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.

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**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.

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**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

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CITY AND COUNTY OF SAN FRANCISCO  
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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.

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**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  
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**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, 9/11/09

**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.*

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**BUSINESS UNIT(S):** COMMN

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