

City of Stockton

Established:	Unknown
Resolution:	Unknown
Spec Adopted:	3/21/06
Resolution:	CC06-0138
Spec Amended:	01/09/23
Date to CSC:	01/16/23
Spec Amended:	7/20/23
Date to CSC:	8/17/23
<u>Spec Amended:</u>	
<u>Date to CSC:</u>	
CS Status:	Classified
Unit:	Not Applicable
FLSA Status:	___ Non-Exempt

POLICE AIDE I/II
(Part-time)

DEFINITION

Under general supervision, serve as the City's representative at assigned community events to promote understanding, training, crime awareness and prevention, and other needs relative to Police community service. Performs other duties as assigned.

CLASS CHARACTERISTICS

Police Aide I/II are part-time civilian positions that, under close supervision, learn Police Department and City policies and procedures as part of a career development program. As experience is gained, there is greater independence of action to meet overall goals. Incumbents may be assigned to a variety of duties relating to the community and Police Department's needs. Incumbents may be assigned to any level, depending upon education and experience, while working towards a sworn or non-sworn career with the Stockton Police Department.

PRINCIPAL DUTIES (Illustrative only)

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

Both Levels:

- Participates at various community and organization meetings to promote relations between the Police Department and the community.
- Works with the youth of the community and the Police Department to assist in school attendance, safety, and family concerns.
- Participates with assigned parades, assemblages, and other events.
- Assists with recruitment, special projects, and assignments.
- Maintains current knowledge of issues and services in areas of expertise.
- Meets with the public or confers on the telephone, provides information and referrals in nonhazardous situations, gathers relevant police information on noncriminal and criminal activity, and conducts support/administrative work as necessary.
- Gathers information and complete investigative reports, and, if necessary, follows up on various nonhazardous incidents which may include thefts, malicious mischief, abandoned vehicles, lost and found property, identity theft, and other situations.
- Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Fosters an environment that embraces integrity, service, inclusion, and collaboration.
- Is an integral team player, which involves flexibility, cooperation, and communication.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs related duties as assigned.

Police Aide II Level:

- Operates a computer and assigned software to input citation data, extract information, and generate reports.

- Responds to nonhazardous related duties and performs specialized parking enforcement.
- Meets with members of the community and assists in identifying issues of concern.
- Communicates those concerns to the Police Department to collectively find solutions to problems.

QUALIFICATIONS

Knowledge of:

- Safe work methods and safety regulations pertaining to the work;
- General office practices, including operation of standard office equipment and personal computer;
- Basic record keeping principles and practices; and
- Applicable local and state laws and regulations.

Ability to:

- Make presentations to individuals, groups, and news media on services and resources available in the community;
- Analyze various types of community problems and making recommendations to resolve them;
- Exercise sound independent judgment and discretion within established guidelines;
- Interpret, apply, and explain a variety of ordinances, rules, and regulations pertaining to law enforcement;
- Prepare clear, concise reports, and other written materials;
- Establish and maintain effective working relationships with those contacted in the course of the work; and
- Operate basic computer equipment to enter and obtain information.

Education/Experience:

Police Aide I

- Must be between the ages of 16-17 years of age and enrolled in school.
- Must submit an approved high school work permit.
- Must complete a background investigation.

Police Aide II

- Must possess a high school diploma or GED.
- Must be between the ages of 18-25 years of age.
- Must possess a valid California Class C driver's license.
- Must complete a background investigation and a California Department of Justice fingerprint clearance.

Both Levels:

- Bilingual desirable.
- Must be able to clearly communicate on a two-way radio.

Other Requirements:

Police Aide I

Police Aide I incumbents will engage in a career development plan outlined by the Police Department to provide exposure to various tasks within an office environment and enhance customer service skills.

Police Aide II

Police Aide II incumbents are expected to secure full-time permanent employment within the Stockton Police Department within two years (24 months) of their appointment. Failure to meet this requirement may result in termination from the program. This requirement is a condition of continued employment.

QUALIFICATIONS

Education/Experience:

Police Aide I

- ~~Must be between the ages of 16-17 years of age and enrolled in school.~~
- ~~Must submit an approved high school work permit.~~
- ~~Must complete a background investigation.~~

Police Aide II

- ~~Must possess a high school diploma or GED.~~
- ~~Must be between the ages of 18-23 years of age.~~
- ~~Must possess a valid California Class C driver's license.~~
- ~~Must complete a background investigation and a California Department of Justice fingerprint clearance.~~

Both Levels:

Other Requirements:

- ~~Bilingual desirable.~~
- ~~Must be able to clearly communicate on a two-way radio.~~

Physical/Mental Abilities:

- Mobility – Occasional sitting, walking, bending squatting, climbing, kneeling, crawling and twisting;
- Lifting – Occasional lifting up to 25lbs. (youth) and up to 50lbs (adult).- Occasional carrying required;
- Vision – Constant use of overall visual capabilities for reading, PC screens and display terminals;
- Dexterity – Occasional holding, grasping, typing, pushing, pulling and reaching;
- Hearing/Talking – Constant hearing and talking of normal speech in person and on the telephone;
- Special Requirements – Frequent day work. Occasional evenings, nights, and weekend work.- Occasional driving;
- Emotional/Psychological – Constant concentration, decision making and public contact; exercise sound judgment, handle stressful situations; and working alone;
- Environmental Conditions – Occasional exposure to noise, outdoor conditions, moderate risk to hazardous materials, inclement weather conditions, heights, walking on uneven ground and working around equipment and machinery;
- Working Conditions – Primarily performed in an office environment which is typically moderately quiet, but may be loud at time and at some locations; and
- Mental – Must be able to comprehend, organize, and communicate effectively; must possess reasoning and decision-making abilities.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.- Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:

ROSEMARY RIVAS
DIRECTOR OF HUMAN RESOURCES

DATE: _____