

**CITY OF FAIRMONT****POSITION DESCRIPTION**

**POSITION:** Community Service Officer (CSO)

**DIVISION:** Public Safety

**DEPARTMENT:** Police

**CLASSIFICATION:** Non-Union – Non-Exempt, Non-Sworn

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**POSITION SUMMARY:** Performs a variety of service involving education and enforcement of City Code such as animal control, ordinance enforcement, parking enforcement, and assisting in a support services role for police department officers and staff. The position is a civilian, non-sworn employee with the ability and responsibility to enforce city ordinances and provide public service and problem solving with a primary focus on animal control and ordinance enforcement.

**POSITION AUTHORITY:** Works somewhat independently within state and local laws and police department guidelines.

**RELATIONSHIPS**

**IMMEDIATE SUPERVISOR:** Police Captain. Sergeant or Officer in Charge in absence of Captain.

**SUPERVISES:** None.

**EMPLOYEE CONTACTS:** Police department personnel and city staff as needed.

**OUTSIDE CONTACTS:** Martin County law enforcement personnel, legal and court system personnel, the general public, state and county Humane Society personnel, City Building and Code Enforcement, other local resources.

**RESPONSIBILITIES**

Proactively investigates violations of city ordinances and issues warnings or citations as required or appropriate; serves various criminal or civil notices or papers and appears in court to testify regarding cases. Assists in detecting, deterring and resolving problems and issues as they relate to the CSO position within the community.

Proactively enforces animal control related ordinances and coordinates animal care/control responsibilities with Martin County Humane Society.

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Provides support and assistance to licensed peace officers as required or directed.

Provides support and assistance to the Records Technicians as applicable or as directed.

Conducts city auctions of vehicles and equipment and maintains the department impound.

Recovers and transports abandoned or found property. Logs items into evidence.

Responds to complaints concerning violations of various city ordinances, including but not limited to animals running at large, bites/injuries, wildlife, parking complaints, junk/garbage violations, long grass, and other ordinance violations. Takes appropriate actions as necessary and documents actions taken. Focus on problem solving and service.

Writes detailed and accurate reports of incidents handled.

Works an assigned shift using own judgment in deciding course of action being expected to handle situations without assistance.

The CSO is not authorized to operate an assigned squad car as an emergency vehicle, but may be called upon to assist with traffic direction using the assigned squad car or on foot.

Performs required records and reporting on incidents handled and investigated.

Wears and maintains assigned uniform to professionally represent the department.

Provides support and assistance to licensed peace officers as required or directed.

Performs other related duties and assignments as required or directed.

## **EMPLOYMENT STANDARDS**

**EDUCATION AND EXPERIENCE:** Minimum: Must be at least 18 years old with a High School diploma or equivalent. Two-year Associate of Arts Degree or equivalent in relevant field preferred. Valid Minnesota Class D driver's license or out of state equivalent with good driving history. General knowledge of Windows based computer programs and ability to learn and utilize computer based records management system. Must be able to successfully pass a thorough law enforcement background investigation. Must successfully pass department training program.

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NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Some general knowledge of objective law enforcement principles, procedures, techniques and equipment or the ability to learn and apply this knowledge effectively. High level of effective customer service.

Working knowledge of animal restraint and care techniques. Ability to learn and apply techniques for safely dealing with animals at large.

Ability to learn the applicable laws, ordinances and department rules and regulations.

Excellent verbal and written communication skills.

Ability to establish and maintain effective working relationships with co-workers, supervisors, professional contacts, and the public.

Ability to exercise sound judgment in evaluating situations and in making decisions that may include enforcement actions including issuing citations.

Ability to follow verbal and written instructions.

Ability to fairly and objective apply and enforce city ordinances.

Ability to learn the city's geography.

Ability to understand Minnesota Data Practices Laws and maintain confidentiality of the position and information within the department.

Shall display self-confidence, integrity, and follow through with commitments.

Some skills in operating the tools and equipment listed below.

TOOLS AND EQUIPMENT USED: Including but not limited to: service vehicle, portable radio, first aid equipment, desk top and squad computer, telephone, animal capture equipment, live traps, Net Gun, all other equipment trained with or supplied as part of official duties.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

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In performing the duties of this job, the employee is frequently required to sit, talk, hear and walk. The employee is required occasionally to stand, run, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; and taste or smell.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, and the ability to adjust focus.

WORK ENVIROMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work schedule will be set and assigned by police administration.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places and is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The position is not a classification in the LELS police union contract and is not a licensed peace officer position. A person holding this job title and description may apply with other qualified applicants during a general hiring process for a vacant patrol officer position. There will be no right to be directly promoted from this position to any other vacant position.