



## CLASS SPECIFICATION

05-25-2017

**ASSOCIATE COMMUNITY OFFICER, 2210**

**Summary of Duties:** In preparation for a career in law enforcement, an Associate Community Officer is a civilian employee of the Police Department who performs a variety of law enforcement support duties under general supervision and performs related work as required. It is expected that Associate Community Officers will be prepared to join the Police Department as Police Officers after time in this class.

**Class Characteristics:** An Associate Community Officer is a civilian employee of the Police Department whose duties are limited to office and field support functions. Positions in this class are assigned to perform a variety of law-enforcement support duties designed to broaden knowledge and develop interest in law enforcement as a career. Assignments are performed under the supervision of fully trained police officers, and require the exercise of minimal independent judgment and no formal or extensive peace officer training. Work assignments may involve public contact through education outreach programs for local school districts and community organizations. Associate Community Officer is a temporary training class as defined by Civil Service Rule 5.30. In accordance with the provisions of Charter Section 110(d), a person shall not complete a probationary period, accumulate seniority, or appeal a suspension or discharge while serving in any position so designated. Since the purpose of this class is to train persons to meet all the requirements necessary to enter the Police Academy as a Police Officer, appointees must promote within five years from date of appointment.

**Examples of Duties:** An Associate Community Officer:

- Receives and responds to citizens' inquiries and requests for law enforcement service at a public counter, over the telephone, and in the field;
- Receives and writes a variety of reports on civil and criminal issues;
- Performs minor evidence collection;
- Completes forms;
- Dispenses information;
- Refers the public to other agencies as appropriate;
- Enters and retrieves data using a personal computer;
- Performs clerical tasks related to assignments;
- May assist and participate in crime prevention education activities;
- May assist in processing prisoners at police stations;
- Writes first reports on minor criminal or non-criminal citizen complaints;
- Provides non-police services as necessary in support of maintaining the integrity of the patrol function;
- May assist and participate in traffic control at scheduled or emergency events;
- Observes patrol and investigative functions and performs related duties at the direction of sworn personnel;
- Delivers vehicles for maintenance and repair and performs utility functions as necessary at police stations.

**QUALIFICATIONS / COMPETENCIES:**

**Knowledge of:**

- Basic Functions and operations of a law enforcement agency;
- Public relations;
- Basic English grammar;
- Basic office and business procedures and practices.

**Ability to:**

- Read and interpret technical documents;
- Communicate effectively with people of diverse education, social, and ethnic backgrounds;
- Prepare written reports and correspondence that are clear, concise, and complete;
- Conduct thorough interviews with others to obtain specific information;
- Gather, record, evaluate, and draw logical conclusions from verbal information;
- Establish and maintain effective working relationships with a wide variety of people;
- Walk and/or stand for long periods of time;
- Lift and carry up to 50 pounds.

**MINIMUM REQUIREMENTS:**

1. Candidates must be 18 years of age at the time of appointment but may take the Personal Qualifications Essay (PQE) if they are at least 17 years of age, **and**
2. Current enrollment in the Police Orientation and Preparation Program (POPP) and a letter of recommendation from the POPP Officer in Charge, **or**
3. Graduation from the Police Orientation and Preparation Program within the last 12 months and a letter of recommendation from the POPP Officer in Charge, **or**
4. Graduation from a Police Academy Magnet School Program within the last two years and a letter of recommendation from the Magnet School Officer, **or**
5. Current participation in the LAPD Cadet Program and a letter of recommendation from the Community Relations Office Officer in Charge.

**BACKGROUND INVESTIGATION:**

Felony convictions are automatically disqualifying. Misdemeanor convictions, depending on number, recency, and severity, may be disqualifying. Prior to appointment candidates will undergo a thorough background check, which will include a review of their employment history, criminal conviction record, habitual use of intoxicants or drugs, and any other factors that may affect the candidate's suitability for law enforcement work. The background investigation may also include a polygraph examination.

**WORKING CONDITIONS:**

Incumbents are expected to wear a uniform and work rotating shifts, including weekends and holidays. During the performance of the job duties, Associate Community Officers may be rotated to varying assignments.

**LICENSE:** Some positions may require a valid California driver's license. A good driving record is required at the time of appointment.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual

basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.**