

CITY OF ADELANTO
COMMUNITY SAFETY OFFICER I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs duties involved in the enforcement of **both** the animal control and code compliance programs within the Community Safety Department. Officers may be responsible for the capture, care, and transport of impounded animals; provide public education; operate vehicles and; performs other related duties as required.

Additionally, Officers will learn to inspect residential and commercial properties and transient businesses to determine compliance with applicable federal, state, and local codes, laws, and regulations relating to the maintenance of properties, structures and business licensing; initiate legal action to gain compliance, and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Community Safety Officer I

The **Community Safety Officer I** is the entry level class in the Community Safety Department that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments while learning City policies and procedures. As experience is gained, there is greater independence within established guidelines. This classification is alternatively staffed with Community Safety Officer II position(s) and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Community Safety Officer II

The **Community Safety Officer II** is the journey level class in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents are responsible for performing the full range of animal control and code enforcement responsibilities in a broad range of areas, including the capture, care, and transport of animals, zoning, building, housing, weed abatement, health, and safety. The work requires independence and discretion in working with the public and in conducting field response and inspections, and involves a proactive implementation of applicable codes and regulations. This class is distinguished from the next higher classification of Community Safety Manager in that the Manager performs more complex duties related to animal control and code enforcement and provides supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs duties involved in the enforcement of animal control programs; investigates reports on complaints of dogs, cats, or other animals creating a nuisance and takes appropriate action; investigates animal abuse; researches computer files for licensing and historical information on dogs.

- Informs the public of safe and humane methods of animal care; answers questions regarding animal control regulations; provides education to the public on ordinances relating to the keeping and care of animals.
- Responds to complaints of loose, barking, abandoned, and vicious dogs; picks up animals and delivers them to animal shelter; utilizes snares, bite sticks, ketch all poles, pepper spray, leashes, snake tongs, and related equipment to capture and/or control animals.
- Investigates dog and gamecock fighting; notifies the Sheriff in regards to dog and gamecock fighting; assists the Sheriff as needed; investigates animal bite cases; quarantines biting animals; prepares reports and maintain files for all bite cases.
- Learns to perform the full array of residential and commercial property and transient business inspections; determines existence and type of code violation; compiles, analyzes and evaluates findings of investigations and inspections; coordinates with property owners, or their representatives, and other regulatory agencies to take corrective action; performs follow-up inspections and investigation as required; ensures compliance with all applicable municipal codes and regulations; issues verbal warnings and citations for non-compliance; issues stop work orders and refer them to the proper City department if necessary.
- Interprets, applies, and explains applicable municipal codes, zoning ordinances, building codes, vehicle codes, state housing, health and safety codes, and other related laws, codes, and regulations; advises property owners on the requirements for compliance; explains processes and procedures for obtaining compliance or appropriate permits, including re-inspection on applicable permits and notices until compliance is attained.
- Maintains clear, concise, and comprehensive records and reports related to enforcement activities; maintains daily log of contacts or inspections for animal control and code enforcement cases; enters and retrieves information from records systems.
- Photographs violations; gathers evidence and prepares cases for court proceedings; produces photographs and records of violations for evidence; files criminal complaints in court when necessary with the Director's approval; represents the City in court regarding non-compliance if required; obtains warrants for inspections of property and abatement of trash as necessary.
- Assists at the front counter; answers questions at the counter and by phone regarding code enforcement; receives complaints; prepares a variety of reports and correspondence, including notices of violations and follow-up letters.
- Reports situations relating to possible child abuse to the proper authorities as required by law.
- Responds to questions and concerns from the public, department staff, and other agencies; provides information as appropriate and resolves service issues and complaints; cooperates with other agencies.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when making inspections, reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. The need to lift, carry, and push tools, equipment, supplies and animals weighing 75 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, cold, and windy. Incumbents may frequently deal with irate members of the public. The nature of the work also requires the incumbent to drive motorized vehicles, work in heavy vehicle traffic conditions, and often work with regular interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Community Safety Officer I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Animal Control or Code Enforcement Officer I

Experience in municipal government animal control, code enforcement, building, business licensing, construction, or a related field is highly desirable, and high school diploma or G.E.D.

License/Certificate:

Possession of a valid Class C California driver's license. Ability to obtain P.C. 832 within first year of employment.

KNOWLEDGE/ABILITIES/SKILLS:

Knowledge of:

Modern principles, practices, and methods used in the enforcement of a variety of codes, permits, and regulations, including housing and building codes, business license codes, fire codes, and health laws, and laws related to the care and treatment of animals; methods and techniques used in enforcement and investigation; law enforcement procedures and administrative techniques; rules of evidence and court procedures; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Inspect and analyze a variety of buildings and properties and identify code violations; appropriately apply codes and regulations to varying situations; effectively deal with angry and non-cooperative people; keep up with changing laws and learn more complex principles, practices, techniques, and regulations pertaining to assigned duties; facilitate appropriate corrective action from property owners regarding violations; perform mathematical calculations quickly and accurately; implement, explain, and apply

applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze complex issues, and develop and implement appropriate responses; follow written and oral directions; observe safety principles and work in a safe manner; communicates clearly and concisely, both orally and in writing; establish and maintain effective working relationships. Report to work regularly and on time.