

POLICE COMMUNITY SERVICES SPECIALIST

DEFINITION

Under general supervision, performs responsible community services work in a lead capacity in building security plan checking.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Inspects new construction for compliance with City building security ordinances including testing light levels. At a public counter, checks new construction plans for potential crime problems and compliance with the City Code including performing photometric evaluations. Evaluates construction projects to be presented to the Planning Commission for potential crime problems and serves as the Police Department's representative at Developer, Development Review Committee, and Planning Commission meetings. Develops proposed revisions to building security regulations. Performs residential and business security inspections and alarm system evaluations to inform and make recommendations to citizens. Performs a wide variety of community service functions and other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The incumbent in this class is assigned to the Community Services unit. His or her assignments differ from those of Police Service Officers assigned to the unit by virtue of the complexity and level of responsibility required. The Police Community Service Specialist's duties require the use of independent judgment in matters that could significantly impact development in the City.

RECOMMENDED MINIMUM QUALIFICATIONS

One year of experience comparable to that of a Santa Ana Police Service Officer performing building security/plan check functions. Two years of college with major course work in police science, engineering, architecture, urban planning or a closely related field may be used in combination with experience to provide the knowledge, skills and abilities listed below.

DESIRABLE KNOWLEDGE SKILLS AND ABILITIES

Thorough knowledge of: Santa Ana Municipal Code Building Security Regulations. Knowledge of security devices and crime prevention strategies; organization and operation of the Police Department including rules, regulations, policies and procedures relevant to the classification.

Ability to: read and interpret blueprints and represent the City's interests in a plan checking function; develop and conduct educational seminars and interact effectively with developers, Development Review Committee members and Planning Commission members; write clear, concise reports, such as building security inspection reports, and develop written revisions of building security regulations.

#### CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The appropriate individual is a specialist in physical building security who maintains consistency in the application of rules and regulations when working with developers and is effective in conveying information and advice to City development review committees and coworkers. He or she can provide leadership to others working within the unit and can take a primary role in establishing work procedures and training those new to the unit. The ideal candidate has solid writing skills and a keen interest in making Santa Ana safer for its residents and visitors.

Class Title established per Council Resolution 89-070,  
effective 7-1-89

Class specification prepared and approved 10-89  
Revised: 6/94  
Reviewed: 01/03  
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