

## ORDINANCE NO. 02-35 AC CMS

### AN ORDINANCE APPROVING A JOB DESCRIPTION FOR A PART-TIME COMMUNITY SERVICES OFFICER FOR THE OBERLIN POLICE DEPARTMENT AND DECLARING AN EMERGENCY

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain,  
State of Ohio, five-sevenths (5/7ths) of all members elected thereto concurring:

SECTION 1. That the attached proposed job description for a part-time  
Community Services Officer for the Oberlin Police Department is hereby  
approved.

SECTION 2. It is hereby found and determined that all formal actions of this  
Council concerning or related to the adoption of this ordinance were adopted in  
an open meeting of this Council and that all deliberations of this Council and of  
any of its committees that resulted in such formal action, were in meetings open  
to the public in compliance with all legal requirements, including Section 121.22  
of the Ohio Revised Code.

SECTION 3. That this ordinance is hereby declared to be an emergency  
measure necessary for the immediate preservation of the public peace, safety  
and welfare of the citizens of the City of Oberlin, Ohio, to wit:

"to establish a community service officer in the Oberlin Police Department  
as soon as possible in order to better service the citizens of Oberlin",

and shall take effect immediately upon passage.

PASSED: 1<sup>st</sup> Reading - March 18, 2002 (E)  
2<sup>nd</sup> Reading -  
3<sup>rd</sup> Reading -

ATTEST:

  
CLERK OF COUNCIL

  
CHAIR OF COUNCIL

POSTED: 3/19/2002

EFFECTIVE DATE: 3/19/2002

## COMMUNITY SERVICE OFFICER (CSO)

### General Statement of Duties

Assists the Public Works Department, Code Enforcer and the Police Department. Enforces City parking; pedestrian; bicycle; animal; health, safety and sanitation; garbage and rubbish collection; and City Park and Recreation areas ordinances. Reports hazardous conditions. Responds to emergency situations and offers aid as necessary.

### Supervision Received

Works, according to the Department chain of command, under the supervision of the Chief of Police, Captain, Sergeants and Patrol Officers.

### Supervision Exercised

May supervise Dispatchers, Auxiliary Officers and Police Explorers according to the Department chain of command.

### Job Duties

- Provide security for residents, businesses, commercial buildings and public property within the City of Oberlin.
- Enforce City ordinances:
  - Chapter 351: Parking (sections 351.01 through 351.19).
  - Chapter 371: Pedestrians (sections 371.01 through 371.11).
  - Chapter 373: Bicycles and Motorized Bicycles.
    - 373.02
    - 373.03 (can enforce provision against bicyclist, skater, etc. but not against the operator of a motor vehicle.
    - 373.04 (can enforce provision against bicyclist but not motorcycle operator).
    - 373.05 through 373.14.
  - Chapter 505: Animals and Fowl (sections 505.02, 505.03, 505.04, 505.09, 505.11 and 505.12).
  - Chapter 521: Health, Safety and Sanitation (sections 521.03 through 521.08 and 521.10).
  - Chapter 923: Municipal Reservoirs (section 923.01).
  - Chapter 925: Garbage and Rubbish Collection (sections 925.02, 925.03, 925.05, 925.09, 925.11, 925.12, 925.13 and 925.17).
  - Chapter 927: City Parks and Recreation Areas (sections 927.02 through 927.27).
- Answer emergency calls and provide assistance and aid as needed.

- Maintain job-related equipment.
- Maintain records.
- Report ordinance violations.
- Inspect all properties of the City for security, including homes of senior citizens and vacationing residents, upon request.
- Assist other Police Department officers as needed.
- Conduct bicycle registrations.
- Receive stolen bicycle reports and retrieve abandoned bicycles.
- Fingerprint civilians and arrestees.
- Attend various police-related schools and seminars.
- Participate in Police Department training.
- Assist in the Police Explorer Post.
- Perform other related duties as assigned.

#### Minimum Qualifications

Must meet requirements of an Oberlin Police Auxiliary Officer. Must pass oral interview, background check, written test, physical and psychological examination. Ability to read, write, type and speak clearly. Good physical condition. Must be able to function in emergency situations. Must have good driving skills. Must be able to obtain and maintain a valid Ohio Driver's License.

#### Description of position:

A permanent part-time uniformed officer. Works an average of 20 hours per week. Will be scheduled by the Chief of Police to address the needs of the Department. Required to work different shifts, various days, holidays and during all types of weather in hazardous environments. Not authorized to carry lethal weapons. May carry baton, stun guns and chemical agents when trained by the Department. Is required to report for duty in a designated emergency situation. Must comply with all Oberlin Police Department regulations and standards of conduct. Will work closely with other City departments, including Code Administration and Public Works.

Pay range 7.

F. L. S. A. Rating:

Classification: N/A

Civil Service Rating: Unclassified