

RESOLUTION NO. 7620

**CITY OF SOUTH GATE
LOS ANGELES COUNTY, CALIFORNIA**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH
GATE AMENDING THE JOB SPECIFICATIONS FOR THE POSITIONS
OF CIVILIAN CUSTODY OFFICER AND CRIME PREVENTION
SPECIALIST**

WHEREAS, the City must, from time to time, add or otherwise adjust job specifications to satisfy changing needs and demands of the workforce and to more closely match tasks performed by employees in the City's various departments; and

WHEREAS, the City desires to update class specifications to reflect current guidelines of the Americans with Disabilities Act; and

WHEREAS, the City, based on evaluation, has determined that changes are necessary as detailed in the proposed Class Specification and Attributes for the Civilian Custody Officer and Crime Prevention Specialist positions attached hereto as Exhibit "A" and "B"; and

WHEREAS, the City, in consultation with the Personnel Office, and the key personnel in the Police Department, has determined that is proper to make updates to the Civilian Custody Officer and Crime Prevention Specialist position specifications;

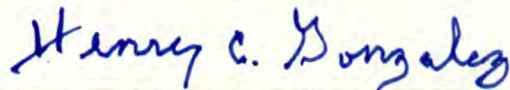
**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES
HEREBY RESOLVE AS FOLLOWS:**

SECTION 1: The City Council hereby approves and adopts the proposed amended Job Specifications for Civilian Custody Officer and Crime Prevention Specialist as detailed in Exhibit "A" and "B."

SECTION 2: The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

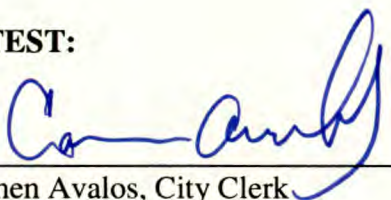
PASSED, APPROVED and ADOPTED this 12th day of August, 2014.

CITY OF SOUTH GATE:

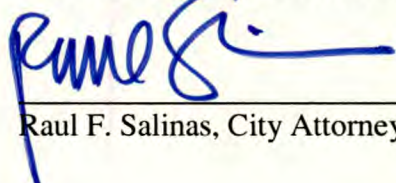


Henry C. Gonzalez, Mayor

ATTEST:


Carmen Avalos, City Clerk

APPROVED AS TO FORM:


Raul F. Salinas, City Attorney

(SEAL)

Exhibit "A"

**Proposed Class
Specification**

**Civilian Custody Officer
(redlined)**

City of South Gate

CLASS SPECIFICATIONS AND ATTRIBUTES

CIVILIAN CUSTODY OFFICER

DESCRIPTION DUTIES OF POSITION

Under general supervision, performs a variety of duties in the booking, processing, ~~provide processing,~~ security, health, safety and feeding of prisoners; processing of related data, maintain a variety of records; perform clerical tasks; perform related duties as assigned.

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CLASS CHARACTERISTICS CLASS CHARACTERISTICS

While distinctively uniformed as a non-sworn, non-peace officer performs duties related to the City jail facility and care of incarcerated prisoners.

SUPERVISION RECEIVED

SUPERVISION RECEIVED

Works under the direct supervision of a Patrol Lieutenant and general supervision of the on-duty Watch Commander.

SUPERVISION EXERCISED SUPERVISION EXERCISED

Does not supervise.

ESSENTIAL FUNCTIONS EXAMPLE OF DUTIES

Duties may include, but are not limited to the following:

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Supervise and oversee the security and welfare of persons in custody within the jail facility, including inmate feeding, visitation and monitoring of telephone calls; receiving and processing bail bonds;

Initiate and process the necessary records and documents involved in the booking and in the release of prisoners, including fingerprinting through Live Scan and photography;

Process paperwork for transfer of prisoners to other facilities; may assist in the transportation transporting of prisoners to outside detention facilities;

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Maintain jail facilities and equipment and inspect regularly for needed repairs; ~~and~~ reorder and store food and miscellaneous supplies;

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Receive, secure and release evidence and personal property of prisoners; transport prisoners to and from court; report on jail condition and prisoners' status to the Watch Commander and other Police Department personnel when requested;

Maintain prisoner, visitor, and housing logs; perform cell searches if deemed necessary, assist fellow employees requesting assistance, perform searches of prisoners;

Report infractions of rules and regulations and irregular and suspicious occurrences and take or recommend appropriate action;

Supervise prisoners' daily activities; perform routine security checks; lock down and secure prisoners; control and restrain combative or intoxicated prisoners. ~~Give Intoxilyzer test as directed. Clean shotguns for Police~~

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Units on an as-needed basis.

Must be available to work a flexible schedule including nights, weekends and holidays as needed.

Perform related duties as assigned.**QUALIFICATIONS**Training and Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. **QUALIFICATIONS**

FORMAL TRAINING AND EXPERIENCE: Any combination equivalent to **graduation from high school or equivalent. Be of the minimum age of eighteen (18) years at time of application.**

License/Certification/Special Requirements

Possession of a valid California Class C Driver's License, proof of insurance and a satisfactory driving record is required at time of appointment and throughout employment in this position. Must be a legal resident of the United States at the time of appointment. Ability to pass a thorough medical examination and a background evaluation. Fluency to speak Spanish and English is highly desirable.

Knowledge, Skills and Abilities **KNOWLEDGE AND ABILITIES:**

Knowledge of: basic safety standards and procedures in a jail environment; booking procedures and policies; City Municipal Code and related state/federal statutes and case law, modern office procedures and practices, **correct** punctuation, **spelling and grammatical** ~~good~~ **English usage:** filing, indexing and cross-referencing methods and of effective public contact methods.

Ability to: think and act quickly in emergencies; operate a typewriter, keep records and make written reports; work effectively with the police personnel; meet and deal courteously and effectively with the public; aptitude, integrity, honesty and stability are necessary to perform custodial duties and related tasks; learn a variety of laws, policies and procedures covering police work; establish and maintain effective working relationships with others; maintain order and discipline with the ability to use reasonable force to overcome resistant or violent inmates; interact tactfully, effectively and sensitively with City Officials, Officials of other organizations, members of other agencies, community organizations, community leaders, the media and especially the public; understand and be sensitive to the needs and concerns of ethnic and cultural groups in the City; evaluate sensitive situations quickly and initiate appropriate action to diffuse situations and/or resolve problems, become a certified jailer within the time frame allotted.

Skills: Type 25 words per minute net.

SPECIAL REQUIREMENTS OF POSITION:

1. Ability to pass a thorough medical examination and a background evaluation.
2. Availability for night, weekend and holiday duty.
3. Possession of a valid California Driver's License.
4. Be a legal resident of the United States.

ADDITIONAL INFORMATION:**CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) PULL NOTICE SYSTEM:**

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's

license status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment 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 functions. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear and may stand for extended periods of time. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally exert, lift and/or move up to 100 pounds of force, and/or up to 50 pounds frequently, and/or up to 20 pounds constantly to move objects. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is required to go through the six (6) week 200 hour Academy and complete the Corrections Officer Core Course. The employee will be required to complete a "body drag", which is a 165 lb. dummy. The noise level in the work environment is usually quiet in the office and moderately loud when outdoors and in the jail facility. Incumbents are occasionally exposed to outside weather conditions, traffic, dust, gas, fumes and chemicals.

CIVILIAN CUSTODY OFFICER

CREATED 05/1982

REVISED, 08/1997

REVISED, 10/2007

REVISED, 08/2014

Exhibit "B"

**Proposed Class
Specification**

**Crime Prevention
Specialist (redlined)**

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

CRIME PREVENTION SPECIALIST

DESCRIPTION-JOB SUMMARY

Under general direction, coordinate community meetings and projects; educate the public in the area of crime prevention, personal safety, CPR and related topics; performs professional and administrative work with responsibility for developing and administering Neighborhood Watch Programs, including planning, developing, and promoting program activities; conferring with and coordinating activities with the police department and community groups, businesses, and residents of the City of South Gate. Perform related duties as assigned.

CLASS CHARACTERISTICS

This classification is a single position supporting specialized activities related to the Police Department.

SUPERVISION RECEIVED

Works under the direct supervision of the Police Administration Sergeant and general supervision of the Police Administration Captain.

SUPERVISION EXERCISED

Does not exercise supervisory responsibility.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

EXAMPLE OF DUTIES

Coordinate community meetings and projects; educate the public in the area of crime prevention and personal safety, CPR and related topics;

May recruit, coordinate and supervise work for volunteers; coordinate the Blockwatch Program;

Perform residential and commercial inspections for crime prevention purposes;

Administer, develop, coordinate, plan, promote, and manage the City's Neighborhood Watch Program; coordinate and conduct Neighborhood Watch meetings and Neighborhood Watch leadership training meetings and forums. Conducts oral presentations before special interest and citizen groups to disseminate information, answer questions, and generate support for the Neighborhood Watch Program.

Analyze program effectiveness and develops long-range planning; track program achievements and progress towards existing goals; may coordinate networking activities with other neighboring jurisdictions; and attends training seminars or workshops on current trends in crime prevention as needed.

Prepare and maintain reports on neighborhood outreach activities, progress, and results; prepares informational documents and reports.

Work with law enforcement personnel to research and gather data and analysis on crime statistics and prepares reports regarding trends to identify program needs.

Consult with and advise City departments, City officials, and community organizations regarding issues, concerns, and potential solutions to neighborhood concerns and issues.

Plan, organize, prepare, and manage public information and special awareness projects and events to promote the program.

Perform public speaking; represent the Police Department with the schools, residents, businesses, service clubs and other community based organizations;

Schedule, prepare and conduct presentations in the areas of crime prevention, personal safety, CPR and related topics.

Must be available to work a flexible schedule including nights, weekends and holidays as needed.

Perform related duties as assigned.

QUALIFICATIONS

Training and Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. Any combination equivalent to Graduation from high school or equivalent AND a Bachelor's degree from an accredited college in Criminal Justice, Public Administration, Business Administration or a related field AND two (2) years of experience in developing and administering neighborhood/community enhancement programs or non-sworn law enforcement administrative or technical support experience. A minimum of one (1) year full-time work experience involving public contact work.

License Requirement

Possession of a valid California Class C Driver's License, proof of insurance and a satisfactory driving record is required at time of appointment and throughout employment in this position.

Knowledge, Skills, and Abilities

Knowledge of: correct English usage, grammar, spelling, punctuation and vocabulary; modern office practices, procedures and equipment; telephone techniques and etiquette; general office procedures and methods; intermediate level skill in the use of a personal computer, including but not limited to MS Word, Excel, and PowerPoint; some level of computer graphics, event planning, and implementation; basic research, survey, and interview methodologies; project coordination; principles and practices of effective customer service, team building, and public relations; meeting facilitation and making public presentations; geographical area and demographics of the City; law enforcement terminology and operating structure, and crime prevention. **Knowledge of** ~~Poste~~ computer applications; governmental structure/organization of the City of South Gate; governmental function and interrelations of the Police Department; personnel/management rules and procedures of the City of South Gate, including but not limited to affirmative action and equal employment opportunity.

Skill and Ability to: communicate effectively both orally and in writing; work well with people of all ages and cultures; maintain confidential files, records and reports; operate a variety of office machines including computer terminals, communications equipment, audio visual equipment, microcomputers, typewriter and others; develop, implement and revise general orders and procedures; cope with situations firmly, courteously, tactfully and with respect for the rights of others; complete work with constant interruptions; work without direct supervision; meet schedules and time lines; project a professional attitude and appearance in all situations; establish and maintain cooperative and effective

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working relationships with others; prepare a written operational plan; interact tactfully, effectively and sensitively with City Officials, Officials of other organizations, members of other agencies, community organizations, community leaders, the media and especially the public; understand and be sensitive to the needs and concerns of ethnic and cultural groups in the City; evaluate sensitive situations quickly and initiate appropriate action to diffuse situations and/or resolve problems. fluently speak, read, and write Spanish is highly desirable.

SPECIAL REQUIREMENTS OF POSITION

1. Must possess a current California Driver's License with a clean driving record.
2. Must be available to work a flexible schedule including nights and weekends.
3. Bilingual in English and Spanish is required.

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ADDITIONAL INFORMATION:

CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) PULL NOTICE SYSTEM:

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CRIME PREVENTION SPECIALIST

Created 07/09/96

Revised 08/12/97

Revised 08/26/14

RESOLUTION CERTIFICATION PAGE

STATE OF CALIFORNIA)

COUNTY OF LOS ANGELES) SS

CITY OF SOUTH GATE)

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 7620 was adopted by the City Council at their Regular Meeting held on August 12, 2014, by the following vote:

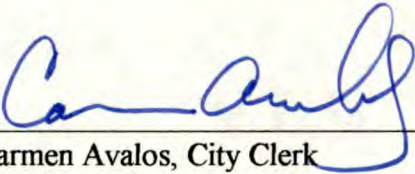
Ayes: Council Members: Gonzalez, Morales, Davila and De Witt

Noes: Council Members: None

Absent: Council Members: Hurtado

Abstain: Council Members: None

Witness my hand and the seal of said City on October 7, 2014.



Carmen Avalos, City Clerk
City of South Gate, California