



## NAMPA POLICE DEPARTMENT NOW HIRING

### Community Service Officer

#### Job Summary

The position of Community Service Officer responds to calls for service and writing police reports for criminal and non-criminal incidents. The position of a Community Service Officer works both in the office and outside of the office throughout the workday. Community Service Officers work 10-hour shifts that might include weekends. Shifts may vary based on calls for service and workload.

#### Essential Duties & Responsibilities

- Enforces City of Nampa Ordinances
- Issues warning or citations for parking offenses and abandoned vehicles
- Responds to cold calls for service including thefts, vandalism, frauds, burglaries, etc.
- Responds to additional calls for service throughout the city including found property, traffic hazards, etc.
- Conducts traffic control for accidents and other police activity
- Conducts follow-up on reports completed by citizens through the online reporting system
- Responds to calls for service both over the phone and in person
- Collects evidence and processing crime scenes for their own calls for service
- Assists detectives in a wide range of tasks such as pawn shop seizures, canvassing for video, etc.
- Attends special events including assisting with traffic control, manning a booth, speaking with citizens
- Become a Child Safety Seat Technician and perform Child Safety Seat checks
- Attends court under subpoena and provides court testimony under oath

#### MINIMUM QUALIFICATIONS

- Must be 19 years of age.
- Must have a valid driver's license with a good driving record.
- High School Diploma or GED.
- No marijuana drug use in the last three years or illicit drug use in the last five years.
- Must be a legal citizen of the United States.
- No felony or serious misdemeanor convictions since the age of 18
- No under the age of 18 adult criminal waivers
- No undetected felony or serious misdemeanors committed by applicant since the age of 18
- No Minor misdemeanor convictions in the last 5 years

#### POSITION QUALIFICATIONS

- Accountability - Ability to accept responsibility and account for his/her actions.
- Commitment to Safety - Understands, encourages and carries out the principles of integrated safety management; complies with or oversees the compliance with safety policies and procedures; completes all required training; takes personal responsibility for safety.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.

- Decision Making - Ability to make critical decisions while following company procedures.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Judgment - The ability to formulate a sound decision using the available information.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Reliability - The trait of being dependable and trustworthy.
- Strategic Thinking/Planning - Ability to develop a vision for the future and create a culture in which the long-range goals can be achieved. Understands and processes complex information and exercises sound judgment, considering the situation, the issues, the key players, and the levels of authority involved. Proposes courses of action that further the objectives, priorities, and vision of the organization.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

## PHYSICAL DEMANDS

- Work is primarily outside of an office environment with some office work
- Outside of the office work will be conducted in varying weather environments
- Requires wearing a uniform with a duty belt including baton, OC, radio, etc.
- Requires frequent driving of a marked Nampa Police Community Service Officer truck
- The job includes the potential for dangerous situations. Protective ballistic vest are optional to wear

N (Not Applicable)

Activity is not applicable to this position.

O (Occasionally)

Position requires this activity up to 33% of the time

F (Frequently)

Position requires this activity from 33%-66% of the time

C (Constantly)

Position requires this activity more than 66% of the time

Physical Demands:

Stand	F	Lift/Carry	O
Walk	F	10lbs or less	O
Sit	F	11-20lbs	O
Manually Manipulate	F	21-50lbs	O
Grasp	F	51-100lbs	O
Reach Outward	O	Over 100lbs	O
Reach Above Shoulder	O		
Speak	C		
Climb	O		
Crawl	O		
Squat or Kneel	O		
Bend	O		

## HIRING PROCESS

- Apply at [policeapp.com](http://policeapp.com)
- Oral Board Exam
- Background investigation
- Polygraph Exam
- Psychological Exam
- Medical/Vision Exam
- Drug Testing

## Preference Points

Preference Points will be given to those individuals who meet one of the following criteria:

- Military experience

\*The City of Nampa is an equal employment opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, national origin, veteran, disability status or any other characteristic protected by federal, state, or local laws. The City of Nampa has a Drug/Alcohol Free Workplace Policy. Any offer of employment is contingent upon passing a pre-employment drug test and background check. All positions may close prior to closing date.