



California agencies

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COMMUNITY SERVICE OFFICERS

Community Service Officers are civilian personnel who assist sworn officers by performing non-hazardous law enforcement duties. Salaries range from \$3,056.80 - \$3,715.59 per month.

Field assignments vary considerably, but essentially they are duties that do not require a sworn police officer. Assignments might include taking burglary, stolen vehicle, missing person, vandalism and non-injury traffic collision reports, performing traffic control, nonviolent crowd control, administering first aid, transporting victims, witnesses and equipment, and testifying in court or at hearings regarding case records.

Community Service Officers attend a no-cost, 7-week Sacramento Police Department Academy and receive salary and benefits. CSOs may be assigned to any shift. This is a full-time classification; it does not automatically transition to Police Officer.

Requirements

Sacramento, California

- High school diploma or GED.
- Must be 18 years old by the final filing deadline for the desired test date.
- Valid California Class C Driver's License. Those with an invalid license or driving record with four or more negligent operator points will not be considered for appointment.
- Work in this class sometimes requires the wearing of respiratory protective equipment. Facial hair must be shaven when it interferes with the safe fitting of this equipment.
- Conviction of a crime is not necessarily a bar to employment, however, failure to list convictions on the application may result in termination from the examination process. Each case is considered separately.
- Must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship

Application Process

In order to be considered for the written examination, interested and qualified persons are required to submit a SCANTRON application to the City of Sacramento Employment Office. Applicants will also be required to complete a City of Sacramento Employment Application. Although no experience is necessary, be prepared to complete prior employment information.

Mail Applications to:

Historic City Hall
915 I Street, Plaza Level
Sacramento, CA 95814
or call (916) 808-5726
24-Hour Job Line: (916) 808-8568

Examination Process

Candidates for Community Service Officer must pass a P.O.S.T. Certified Entry-Level Law Enforcement written test and complete an essay, both administered by the City of Sacramento. The written test is identical to the police cadet written examination. A P.O.S.T. Entry-Level Exam Guide is available at the City of Sacramento Employment Office and at the Police Personnel Office. Candidates who pass the written exam will be contacted to participate in an oral interview. Successful candidates will be placed on a list used by the Police Department to fill vacancies. An applicant may only take the written test once every 12 months.

Prior to appointment, the applicant will undergo a background investigation that includes a polygraph test, fingerprinting, and drug usage history. Candidates also must successfully pass a medical exam and pre-employment drug screening. [Standards for Drug Usage](#)

Deadlines:

(Due) Friday, July 1, 2005 (Test) Saturday, July 16, 2005

(Due) Friday, September 9, 2005 (Test) Saturday, October 1, 2005

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5770 Freeport Boulevard, Suite 100, Sacramento, CA 95822
Local Job Line: (916) 808-5627
Toll-Free Job Line: 1-877-773-5627
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