

Associate Community Officer Task List - 2021

1. Receives and responds to citizens' inquiries and requests for law enforcement service at a public counter, over the telephone, and in the field.
2. Assist a Senior Officer by writing reports and follow-up forms on non-criminal issues which do not require immediate follow-up or suspect information.
3. Observes Officers who are collecting evidence related to civil and criminal issues which may include being present at the service of a search warrant, participation in minor decoys (i.e. ABC operations, assisting officers with OP evidence, etc.) for training purposes.
4. Dispenses a variety of information to members of the community and other LAPD employees at the front desk and over the telephone.
5. Refers the public to other agencies as appropriate (i.e. DOT, Family court, etc).
6. Uses Department resources (i.e. NECS, Detective Case Tracking System, etc.), and software (i.e. Excel, Word, etc.) to enter and retrieve information.
7. Files documents and case packages chronologically and alphabetically.
8. Provides support to Community Relations Officers by assisting with the planning of community events, attending community meetings, and the administration of youth programs.
- ~~9.~~ Assists and participates in traffic control and staffing of command posts during all events including natural disasters and civil unrest.
10. Observes patrol and investigative functions and performs related duties at the direction of sworn personnel during regular ride alongs.
11. Drives non-emergency vehicles for maintenance and repair as necessary at various locations.
12. Participate in the Physical Fitness Qualifier on a monthly basis for the purpose of preparing physically for the transition to the Police Officer classification.