



**JOB POSTING**

**BUREAU: Law Enforcement**

**DIVISION: Patrol**

**POSITION: Community Service Aide (Civilian)**

**HOURS: Full Time, 40 hours per week; may include nights and weekends.**

**SALARY: \$30,257.00**

**JOB DESCRIPTION:**

The Community Service Aide Program, hereafter referred to as C.S.A. has been established as a means of assisting the citizens of Lee County, while enabling certified patrol deputies to be more visible and proactive in their law enforcement duties. C.S.A. units can investigate past occurred, non-violent crimes and other calls for service not requiring arrest powers or involving any high risk.

Duties include but are not limited to: Vehicle patrol in business parking lots, parking violation enforcement, documenting citizen complaints, crime scene assistance, neighborhood patrol, canvass, accident investigations, crime scene protection, assisting uniform patrol.

**REQUIREMENTS:**

- ★ Must attend and successfully complete CSA Academy for certification and participate in meetings/training/and or recruiting.
- ★ Must have excellent verbal and written communication skills and demonstrate a polite, helpful, courteous, proud, productive and professional image when engaged in public relations while on duty.
- ★ Respond to traffic accidents/crashes and citizen's calls as well as non-police action calls.
- ★ Be willing to safely remove hazards from roadways and promote public safety.
- ★ Properly dispose of confidential records as authorized.
- ★ Must be able to promptly and accurately collect and prepare reports and affidavits/legal documents.



"The Lee County Sheriff's Office is an Equal Opportunity Employer"

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- ★ Testify at trials, hearings, grand juries or depositions.
- ★ Keep track of events (parades, etc.) and other critical issues (Be-On-the-Look-Out (BOLO), riots, etc.).
- ★ Monitor and report road/traffic conditions and hazards promptly, direct traffic, administer first aid/CPR.
- ★ Must be self-motivated and able to work with or without supervision.
- ★ Must take and pass the Physical Abilities Testing (PAT) with a time of 6:04. PAT scheduling will be completed by the Human Resources Office. **You will have one (1) attempt to pass the PAT test; you must pass on your first attempt in order to continue pre-employment processing for position.** Testing information attached below.

**PREFERRED QUALIFICATIONS:**

- College degree or credits in Criminal Justice
- Military experience
- Work experience in the law enforcement field

**APPLICATION PROCESS:**

Submit a prescreen application **along with resume** to Human Resources, no later than 4pm on or before the closing date of the position.

**NOTICE: All conditions of this job posting are subject to the Sheriff's Discretion. The Sheriff's Office is an equal opportunity employer with Veterans Preference.**

### **PHYSICAL ABILITIES TEST**

The Physical Abilities Test (PAT) OF Florida is consistent with national models and industry standards and is locally validated based on statewide statistics. Components of the test were designed to simulate actual tasks and essential knowledge, skills and abilities required of the job and are conducted in a continuous flow manner that is time-dependent in order to determine the participant's level of physical condition and aerobic capacity while simulating the physical aspects of the job. These skills were identified through job task analysis and a review of critical job responsibilities requiring physical proficiency. Five primary components, in order to simulate essential functions of an entry level criminal justice officer, were identified and incorporated into the PAT:

1. exiting a vehicle/opening a trunk;
2. running 220 yards;
3. completing an obstacle course;
4. dragging a 150 pound dummy;
5. obstacle course;
6. running 220 yards;
7. manipulate a can of OC Spray with each hand; and
8. placing items in a trunk/entering a vehicle.

Applicants begin the PAT seated in a full size automobile with their seat belt on, their hands on the steering wheel at the ten and two o'clock positions. Each applicant wears a pull away flag belt, with a flag over each hip, around his or her waist. The trunk key is in the vehicle's closed glove compartment. A can of OC Spray and a baton are lying in the vehicle's closed trunk.

#### **Task 1:**

Remove your hands from the steering wheel, unfasten the seat belt, open the glove box compartment and take the key out. Get out of the car and go to the trunk (the glove box and door are left open), insert the key, unlock and open the trunk. You must use the key to open the trunk.

Touch each flag with the opposite hand from behind your back and take the belt off. Remove the can of OC Spray and baton from the trunk. Close the trunk, leaving the key in the lock. Move toward the bench or stool. Place the can of OC Spray on the stool; keep baton.

#### **Task 2:**

Run 220 yards on a flat surface toward the obstacle course

#### **Task 3:**

Enter the obstacle course, climb over a 40" wall, run ten feet, and jump over three hurdles (24", 12" and 18") spaced five feet apart. Run ten feet and enter the serpentine.

Run through nine pylons placed in a single row, five feet apart. Run ten feet toward the low crawl, drop to the ground and crawl eight feet under a 27" open air barrier; drop the baton beside the last low crawl pylon.

**You must stop and repeat any portion of the obstacle course if you knock over a hurdle or pylon.**

**Task 4:**

Stand up and sprint 50 feet. Grab the 150 pound dummy and drag it 100 feet on a cut grass surface.

**Task 5:** Drop the dummy and sprint 50 feet toward the pylons. Drop into a low crawl and pick up the baton. Enter the obstacle course in reverse; low crawl eight feet under a 27 inch high open air barrier, stand up and run ten feet toward the serpentine. Run in a serpentine manner through nine pylons placed in a single row, five feet apart. Run ten feet and jump over three hurdles (18", 12" and 24"). Run ten feet and climb over a 40" wall.

**Task 6:**

Run 220 yards

**Task 7:**

Place the baton on the bench, pick up the can of OC Spray and assume proper position. Lift safety device on top of the can and spray once, first using dominant hand and then spray OC Spray once with opposite hand.

**Task 8:**

Pick up the baton (keeping the can of OC Spray) and run to the trunk, turn the key and open the trunk.

Place the can of OC Spray and baton inside the trunk, close trunk and remove the key from the lock. Run to the driver's side door and enter the vehicle. Close the door, place the key in the glove compartment and close it. Securely fasten your seat belt and place your hands on the steering wheel at the ten and two o'clock positions

**Applicant must complete the course in 6:04.**