



Job Description

Title:	Community Compliance Officer		Created:	12/2025
Salary Level:	23		FLSA Status:	Non-Exempt
Supervisor:	Sergeant	Supervises:	None	
Job Family:	None	Bargaining Unit:	OMEBU	

JOB SUMMARY:

Under general supervision, the Community Compliance Officer performs a variety of field and office duties related to municipal code compliance, parking regulation enforcement, and support for the Police Department's Property and Evidence Unit. The role ensures community safety, maintains public order, and supports accurate documentation and chain-of-custody processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Parking Enforcement

- Patrol assigned areas to enforce parking ordinances and regulations.
- Issue parking citations for violations of municipal and state laws.
- Respond to parking complaints and inquiries from the public.
- Identify abandoned vehicles and initiate appropriate procedures.
- Document violations through photographs and written notes.
- Communicate clearly and professionally with the public, even in difficult situations.

Code Enforcement/Water Conservation

- Conduct field inspections to identify violations of municipal codes, including nuisance, property maintenance, zoning, and other regulatory requirements.
- Respond to citizen complaints regarding code issues such as weeds, trash, illegal dumping, signage, and property blight.
- Prepare written notices, warnings, and reports; maintain accurate, timely case files.
- Educate property owners and tenants regarding code requirements and compliance expectations.
- Coordinate compliance activities with other city departments as needed.

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- Attend administrative hearings or court proceedings as required.

Property & Evidence Assistance

- Assist with receiving, logging, storing, releasing, and disposing of property and evidence.
- Maintain chain-of-custody documentation in compliance with Police Department policies.
- Assist investigators or officers in locating and retrieving stored evidence.
- Perform routine audits and inventory checks.
- Maintain a secure, organized, and sanitary evidence facility.
- Provide general clerical support such as data entry, filing, and record keeping.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to:

- Demonstrate experience in the use of Microsoft and Windows Computer Software and Hardware, including general proficiency in MS Word.
- Demonstrate tact and diplomacy with the public.
- Analyze complex situations, problems and data, and use sound judgment in decision-making.
- Learn applicable environmental laws and regulations.
- Communicate effectively both orally and in writing.
- Work effectively and efficiently under stressful situations and with minimum supervision.
- Handle multiple priorities at the same time.
- Read maps and learn the city's geography.

Knowledge of:

- Modern police practices, techniques and methods.
- Principles and practices of organization, budget, systems management and personnel management.

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- Technical and administrative phases of law enforcement including investigation and identification, record keeping, and care and custody of persons and property.
- Pertinent federal, state and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, traffic and evidence.
- Police department rules, regulations and procedures.
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, graphic presentations and other needed software applications, as well as internet and electronic communication usage and methods.

Required Qualifications

- High school diploma or equivalent.
- Valid driver's license with a satisfactory driving record.
- Ability to work independently in the field and exercise sound judgment.
- Strong written and verbal communication skills.
- Ability to remain calm and professional when dealing with confrontational situations.
- Basic computer proficiency (e.g., email, report-writing software, citation devices).
- Ability to learn municipal codes, state laws, and departmental policies.
- One year of experience dealing with an enforcement, inspection, investigation or customer service capacity is highly desirable.

PHYSICAL DEMANDS

The physical demands 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 regularly required to talk or hear. The employee is occasionally required to sit and use hands to finger, handle, or feel. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in field and office settings. Considerable outdoor work is required in the inspection of various land uses and other matters. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.