



City of Canyon Lake Classification Specification

POLICE CAPTAIN

THE POSITION

Under administrative direction, the Police Captain is responsible for administrative and technical work, oversees the enforcement of laws, operations, department procedures, and manages assigned officers while coordinating field operations. The Police Captain instructs and leads department officers in their work and analyzes department efficiency. This role supports the Chief of Police with administrative or specialized activities as assigned. Work is performed within the established departmental rules and regulations. Within the Canyon Lake Police Department the Police Captain is second in command and in the absence of the Chief of Police, the Captain will assume the role of acting Chief of Police.

DISTINGUISHING CHARACTERISTICS

This position receives direct supervision from the Chief of Police. This position is distinguished from the Sergeant classification by its broader scope of responsibility, including department planning and management, involvement in departmental policy development, and a greater emphasis on administrative duties. The Captain exercises a higher level of independent judgment and decision-making and is expected to lead with minimal supervision while providing direct supervision to Sergeants and other subordinate staff.

REPRESENTATIVE DUTIES

- Plan, supervise, and coordinate the activities of an assigned division, such as Patrol, Investigations, or Administrative Services.
- Oversee daily operations and provide guidance and direction to Sergeants and line-level officers.
- Ensure proper enforcement of laws, ordinances, and department policies; reviews reports and monitors field activities for quality control and compliance.
- Assist in developing and implementing departmental policies, procedures, goals, and objectives.
- Prepare and review schedules to ensure adequate coverage and effective use of personnel.
- Participate in the recruitment, training, evaluation, and discipline of personnel; provides coaching and mentoring to subordinate staff.
- Review performance of Police Officers and civilian personnel under their command regularly.
- Respond to major incidents, crime scenes, or emergencies and assumes command when appropriate.
- Conduct or oversee internal investigations and handles citizen complaints in coordination with command staff.
- Prepare and present reports, correspondence, and documentation related to operations and personnel matters.

- Coordinate with other city departments, outside agencies, and community organizations to support law enforcement efforts and public safety initiatives.
- Participate in budget planning and monitor expenditures within assigned areas.
- Represent the department at community meetings, interagency committees, or public events as assigned.

POSITION SUMMARY DISCLAIMER

This job description is intended to describe the general nature and level of work performed by the person assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. The City reserves the right to modify job duties or assign additional responsibilities as necessary to meet operational needs, consistent with applicable laws. At the discretion of the City Manager or their designee, adjustments to the job description may be made to address changing organizational requirements, provided such changes do not substantially alter the overall nature, essential functions, or classification of the position. Reasonable accommodations may be made to enable individuals to perform the essential functions of the position.

KNOWLEDGE AND ABILITIES

Knowledge:

- Principles, practices, and procedures of modern law enforcement, including patrol, investigations, traffic enforcement, and crime prevention.
- Supervisory and management principles, including team leadership, training, performance evaluation, and employee development.
- Federal, state, and local laws, ordinances, and court decisions affecting law enforcement operations.
- Department policies, procedures, rules, and regulations.
- Techniques of criminal investigation, including proper procedures for obtaining, preserving, and documenting evidence, and preparing cases for prosecution.
- Methods and techniques used in conducting criminal and traffic accident investigations.
- Community-oriented policing principles and public engagement strategies.
- Incident command system (ICS) and emergency response protocols.
- Report writing, documentation standards, and recordkeeping requirements.
- Municipal budget development and resource management at the division level.
- Use of law enforcement technology and software, including CAD/RMS systems and body-worn cameras.
- Geography of the local area and the availability and use of law enforcement resources.
- Procedures and practices related to police identification and investigative operations.
- Principles of workplace safety, risk management, and officer wellness.

Abilities:

- Plan, supervise, and coordinate the work of sworn and non-sworn personnel effectively.
- Make sound decisions quickly and calmly in high-pressure or emergency situations.
- Interpret and apply laws, regulations, policies, and procedures consistently and fairly.
- Analyze operational issues, identify problems, and implement effective solutions.
- Conduct thorough investigations and administrative reviews.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with subordinates, peers, other departments, outside agencies, and the community.
- Lead by example and maintain high standards of integrity, professionalism, and accountability.
- Manage time and resources efficiently; prioritize tasks and delegate responsibilities appropriately.

- Prepare clear, concise, and accurate reports, correspondence, and presentations.
- Operate police equipment, vehicles, firearms, communication devices, and standard office equipment.
- Perform criminal investigations involving complex and sensitive situations.
- Supervise and manage major incidents and crime scenes.
- Identify and respond to sensitive community and organizational needs.
- Remain calm in emergency situations and always perform responsibilities in a competent manner.
- Handle and safeguard confidential and sensitive information with discretion.
- Interpret and effectively execute both oral and written instructions.

EDUCATION AND EXPERIENCE

Education

- A Bachelor's degree from an accredited college or university with major course work in criminal justice, public administration, is preferred, but may be substituted with experience at the discretion of the Chief of Police.

Experience

- Six years of increasingly responsible law enforcement experience as a sworn peace officer, including two years at a supervisory or management level.
- Additional years of applicable experience may be substituted for education.

Certifications and Licenses

- Possession of a valid Class "C" California driver's license and a satisfactory driving record.
- Possession of a Police Officer Standards and Training (P.O.S.T) Supervisory Certificate is required or must be obtained within 12 months of hire.
- Possession of a Police Officer Standards and Training (P.O.S.T) management Certificate is preferred.
- Certification in CPR and Basic First Aid
- Possession and maintenance of firearms qualification.

WORKING CONDITIONS

Environment

- Work is performed in both office and field settings, including emergency and high-stress situations.
- May be exposed to varying weather conditions, hazardous materials, and potentially dangerous individuals or situations.
- Regular interaction with the public, city officials, law enforcement personnel, and other agencies.
- May be required to work irregular hours, including nights, weekends, holidays, and during emergencies or special events.
- Operates standard office equipment, police vehicles, radios, and law enforcement tools.

Physical Demands

- Frequently required to sit, stand, walk, and drive for extended periods.
- Occasional physical activity may be required, including running, climbing, lifting, or restraining individuals.
- Must be able to meet physical standards for peace officers, including firearms qualifications and defensive tactics.

- Vision and auditory acuity must be sufficient to perform essential duties, including surveillance and emergency response.
- Must be able to operate standard law enforcement equipment and communicate effectively in high-stress environments.
- Ability to lift and carry equipment weighing up to 50 pounds.

Equal Opportunity Employer:

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City of Canyon Lake Classification Specification

POLICE SERGEANT

THE POSITION

Under direction of the Police Captain, the Police Sergeant is responsible for first-line supervision over sworn and non-sworn personnel engaged in law enforcement duties, including patrol, investigations, traffic enforcement, and community policing activities. The Sergeant ensures that personnel follow department policies and procedures, provides training and guidance, evaluates performance, and assists in coordinating daily operations. The position may also involve field supervision, responding to major incidents, assuming command in the absence of a higher-ranking officer, and actively participating in the investigation of traffic collisions, criminal cases, and homicides, in addition to overseeing investigative efforts.

DISTINGUISHING CHARACTERISTICS

The position is a sworn supervisory classification and serves as the immediate supervisor to Police Officers and other assigned staff. This position is distinguished from Police Officer by its responsibility for direct supervision, shift coordination, and performance management. It is distinguished from the Police Captain by a narrower scope of administrative responsibility and less involvement in policy development and division-level planning. The Sergeant acts as a critical link between line-level staff and command personnel, ensuring the effective implementation of departmental goals and objectives.

REPRESENTATIVE DUTIES

- Supervise and coordinate the work of assigned Police Officers and civilian personnel during a shift or within a specialized unit (e.g., investigations, traffic, community policing), while also actively participating in operations and tasks as needed. May also be assigned to special duties such as field training, task forces, or other departmental initiatives requiring both leadership and hands-on involvement.
- Review reports, case files, and citations for accuracy, completeness, and compliance with department policy and legal standards.
- Provide field supervision; respond to major incidents, crime scenes, or public disturbances to oversee operations and ensure appropriate procedures are followed.
- Conduct briefings and communicate operational priorities, policy updates, and safety information to shift personnel.
- Evaluate employee performance, provide coaching and training, and initiate disciplinary action when necessary.
- Assist in developing operational plans and deploying resources to address community concerns, crime trends, and special events.
- Act as a liaison between officers, command staff, and the community to foster effective communication and public trust.

- Investigate internal complaints and citizen concerns under the direction of higher command staff.
- Ensure the proper use and maintenance of equipment, vehicles, and departmental resources.
- Prepare a variety of written reports, including incident summaries, performance evaluations, and shift activity logs.
- Will serve as the Daily watch commander for patrol operations.

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KNOWLEDGE AND ABILITIES

Knowledge:

- Principles, practices, and techniques of modern law enforcement, patrol procedures, and criminal investigations.
- California Penal Code, Vehicle Code, and other applicable federal, state, and local laws and regulations.
- Department policies, procedures, rules, and regulations.
- Supervisory principles and practices, including training, performance evaluation, and progressive discipline.
- Court procedures and rules of evidence.
- Report writing standards and recordkeeping practices.
- Emergency response procedures, including incident command and officer safety protocols.
- Community policing strategies and public engagement techniques.
- Use and maintenance of firearms, radios, and other law enforcement equipment.
- Basic First Aid and Pulmonary Resuscitation Techniques (CPR).
- Principles of workplace safety and risk management.

Abilities:

- Supervise, train, and evaluate the work of assigned personnel effectively.
- Analyze situations quickly and objectively, and make sound decisions under pressure.
- Interpret and apply laws, regulations, and department policies consistently.
- Communicate clearly and effectively, both orally and in writing.
- Prepare detailed, accurate, and timely reports.
- Establish and maintain effective working relationships with subordinates, peers, supervisors, and members of the public.
- Maintain composure and professionalism in high-stress or emergency situations.
- Lead by example and demonstrate integrity, sound judgment, and accountability.
- Use law enforcement tools and equipment safely and proficiently.
- Respond to and manage critical incidents and coordinate resources as needed.
- Administer first aid.
- Observe and memorize faces, events and situations.
- Work independently and as part of a team.

EDUCATION AND EXPERIENCE

Education

- Associate's degree from an accredited college or university (or 60 semester/90 quarter college units leading to a Bachelor's degree) with major coursework in Police Science, Criminal Justice Administration, Public Administration, or a related field is required. (Education May be substituted for prior work experience, at the discretion of the Chief of Police).

Experience

- Five years of service as a full-time, sworn Police Officer in a California law enforcement agency, with at least two years of patrol and/or investigations experience.

Certifications and Licenses

- Possession of a valid Class "C" California driver's license and a satisfactory driving record.
- Possession of a Police Officer Standards and Training (P.O.S.T) Intermediate Certificate is required or must be obtained within 12 months of hire.
- Possession of a Police Officer Standards and Training (P.O.S.T) Advanced Certificate is preferred.
- Certification in CPR and Basic First Aid.
- Possession and maintenance of firearms qualification.
- Experience in specialized assignments (e.g., field training officer, investigations, traffic enforcement, or community policing) is preferred.

WORKING CONDITIONS

Environment

- Work is performed in both office and field settings, including routine patrol, traffic control, and emergency response situations.
- Exposure to varying weather conditions, hazardous materials, potentially hostile individuals, and stressful or dangerous situations.
- May be required to work extended hours, shift work, weekends, holidays, and be on-call, depending on operational needs.
- Frequent interaction with the public, city staff, law enforcement personnel, and outside agencies.
- Operates police vehicles, radios, firearms, and other standard law enforcement equipment.

Physical Demands

- Frequently required to walk, sit, stand, run, climb, kneel, stoop, and lift or carry objects weighing up to 50 pounds.
- Must possess the physical strength, stamina, and agility to perform the essential functions of the job, including apprehending suspects and responding to emergencies.
- Requires sufficient vision, hearing, and speech to perform duties safely and effectively, including operating a vehicle, using firearms, and communicating with others.
- Must meet and maintain California POST physical standards for peace officers.
- May be required to wear a uniform and personal protective equipment (PPE) including a duty belt and ballistic vest.

Equal Opportunity Employer:

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City of Canyon Lake Classification Specification

POLICE DETECTIVE

THE POSITION

Under direction of the Police Captain, the Police Detective is expected to perform comprehensive criminal investigation work; law enforcement and crime prevention work; to enforce state and local laws and ordinances; to train and mentor officers. The police detective is responsible for field supervision of crime scenes. When needed the Police Detective can be called upon to be the first-line supervisor over sworn and non-sworn personnel engaged in law enforcement duties for patrol operations. The position may also involve field supervision, responding to major incidents, assuming command in the absence of a higher-ranking officer, and actively supervising the investigation of traffic collisions, criminal cases, and homicides, in addition to overseeing investigative efforts, utilizing additional staff.

DISTINGUISHING CHARACTERISTICS

The Detective classification is assigned advanced journey level investigative and leadwork and may be called upon to act as the first line supervisor in the absence of the Sergeant. An incumbent in this class will be called upon to lead criminal investigation activities as determined by the captain.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to the following:

- Respond to in-progress calls requiring immediate law enforcement assistance.
- Conduct criminal and special investigations, including domestic violence, burglaries, thefts, robberies, assaults, homicides and the enforcement of City, County, and State laws.
- Prepare case documentation for filing with the District Attorney and present case evidence in Court as required.
- Receive calls from and assist other law enforcement agencies in emergencies or with requests for assistance with investigations.
- Coordinate with supervisor on progress and problems concerning assigned cases.
- Supervise crime scene investigations.
- Maintain records on investigative assignments.
- May perform duties in other areas of the Police Department, when called upon to do so.
- Assist other officers and sergeants with follow-up investigations and is actively involved in the routine gathering of evidence, questioning of witnesses and apprehension of suspects.
- Assist officers in preparing case reports for trial and preparing for appearances in court to present evidence testimony.
- Maintain facilitates and actively participate in the achievement of the Canyon Lake Police Department Mission, Goals and Values.

- Provide information and guidance to the public/victims regarding case status and processes.
- May review reports submitted by officers and/or other Detectives to ensure completeness.
- Conduct in-service training and provide input in the performance appraisal process for officers.

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KNOWLEDGE AND ABILITIES

Knowledge:

- Principles, practices, and techniques of modern law enforcement, patrol procedures, and criminal investigations.
- California Penal Code, Vehicle Code, and other applicable federal, state, and local laws and regulations.
- Department policies, procedures, rules, and regulations.
- Supervisory principles and practices, including training, performance evaluation, and progressive discipline.
- Court procedures and rules of evidence.
- Report writing standards and recordkeeping practices.
- Emergency response procedures, including incident command and officer safety protocols.
- Community policing strategies and public engagement techniques.
- Use and maintenance of firearms, radios, and other law enforcement equipment.
- Basic First Aid and Pulmonary Resuscitation Techniques (CPR).
- Principles of workplace safety and risk management.

Abilities:

- Gather, assemble, analyze, and evaluate facts and evidence.
- Draw logical conclusions from information and make proper recommendations.
- Interpret and apply laws and regulations.
- Train and mentor officers in the full range of investigative procedures.
- Analyze situations quickly and accurately, and take effective courses of action.
- Demonstrate keen powers of observation and memory.
- Meet established standards of physical endurance, agility, and vision.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Practically apply the philosophy of Community Policing, toward achieving the organizational mission statement.

EDUCATION AND EXPERIENCE

Education

- Associate's degree from an accredited college or university (or 60 semester/90 quarter college units leading to a Bachelor's degree) with major coursework in Police Science, Criminal Justice Administration, Public Administration, or a related field is required. (Education May be substituted for prior work experience, at the discretion of the Chief of Police).

Experience

- Five years of service as a full-time, sworn Police Officer in a California law enforcement agency, with at least two years of patrol and/or investigations experience.

Certifications and Licenses

- Possession of a valid Class "C" California driver's license and a satisfactory driving record.
- Possession of a Police Officer Standards and Training (P.O.S.T) Intermediate Certificate is required or must be obtained within 12 months of hire.
- Possession of a Police Officer Standards and Training (P.O.S.T) Advanced Certificate is preferred.
- Certification in CPR and Basic First Aid.
- Possession and maintenance of firearms qualification.
- Experience in specialized assignments (e.g., field training officer, investigations, traffic enforcement, or community policing) is preferred.

WORKING CONDITIONS

Environment

- Work is performed in both office and field settings, including routine patrol, traffic control, and emergency response situations.
- Exposure to varying weather conditions, hazardous materials, potentially hostile individuals, and stressful or dangerous situations.
- May be required to work extended hours, shift work, weekends, holidays, and be on-call, depending on operational needs.
- Frequent interaction with the public, city staff, law enforcement personnel, and outside agencies.
- Operates police vehicles, radios, firearms, and other standard law enforcement equipment.

Physical Demands

- Frequently required to walk, sit, stand, run, climb, kneel, stoop, and lift or carry objects weighing up to 50 pounds.
- Must possess the physical strength, stamina, and agility to perform the essential functions of the job, including apprehending suspects and responding to emergencies.
- Requires sufficient vision, hearing, and speech to perform duties safely and effectively, including operating a vehicle, using firearms, and communicating with others.
- Must meet and maintain California POST physical standards for peace officers.
- May be required to wear a uniform and personal protective equipment (PPE) including a duty belt and ballistic vest.

Equal Opportunity Employer:

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City of Canyon Lake Classification Specification

POLICE OFFICER

THE POSITION

Under general supervision, the Police Officer performs a variety of law enforcement and crime prevention duties to protect life and property, maintain public order, enforce laws and ordinances, and build community relationships. Duties include patrolling assigned areas, responding to calls for service, investigating crimes and traffic accidents, making arrests, and preparing detailed reports. Police Officers also participate in crime deterrence and community policing activities.

DISTINGUISHING CHARACTERISTICS

The Police Officer is a fully sworn peace officer position and is the entry-level classification in the sworn law enforcement series. It is distinguished from higher-ranking positions such as Police Sergeant, or Lieutenant by the absence of supervisory responsibilities. Officers may work independently or as part of a team under the direction of a Police Chief's designee and are expected to use sound judgment and discretion in handling routine and emergency situations.

REPRESENTATIVE DUTIES

- Patrols assigned areas by vehicle or on foot to prevent and detect criminal activity, ensure public safety, and enforce laws and ordinances.
- Respond to calls for service, including disturbances, crimes in progress, traffic accidents, medical emergencies, and other incidents.
- Conduct preliminary and follow-up investigations of crimes, gathers evidence, interview witnesses and suspects, and prepares detailed police reports.
- Make arrests, serve warrants and subpoenas, and transport prisoners as necessary.
- Enforce traffic and parking regulations; issue citations and direct traffic as needed.
- Testify in court and prepare necessary documentation for legal proceedings.
- Engage in community policing efforts by building relationships with residents, local businesses, and community organizations to identify and solve public safety concerns.
- Provide assistance and information to the public in a courteous and professional manner.
- Participate in training sessions, firearms qualifications, and ongoing professional development as required by POST and department policy.
- Maintain and properly uses departmental-issued equipment, including firearms, radios, vehicles, and protective gear.
- May be assigned to specialized units such as traffic, investigations, or field training officer, depending on department needs.

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KNOWLEDGE AND ABILITIES

Knowledge:

- Basic principles, practices, and procedures of modern law enforcement and public safety.
- Federal, state, and local laws, regulations, and ordinances, including the California Penal Code, Vehicle Code, and applicable municipal codes.
- Departmental policies, procedures, rules, and regulations.
- Community policing and crime prevention strategies.
- Techniques for conducting preliminary investigations and writing clear, concise reports.
- Defensive tactics, arrest and control techniques, and the lawful use of force.
- Safe operation and maintenance of police vehicles, firearms, and other standard law enforcement equipment.
- Court procedures and legal requirements for collecting and preserving evidence.
- Basic first aid and CPR techniques.

Abilities:

- Interpret and apply laws, regulations, and departmental policies consistently and appropriately.
- Analyze situations quickly and objectively and determine an appropriate course of action under stress.
- Communicate clearly and effectively, both verbally and in writing.
- Prepare accurate and comprehensive reports, citations, and other documentation.
- Establish and maintain effective working relationships with fellow officers, other agencies, and the public.
- Maintain professionalism, composure, and sound judgment in emergency or confrontational situations.
- Safely operate motor vehicles and use firearms and other law enforcement tools.
- Meet physical and psychological standards required for peace officer duties.
- Work independently and as part of a team in a variety of assignments and conditions.
- Engage with community members to promote public trust and resolve neighborhood concerns.

EDUCATION AND EXPERIENCE

Education

- High school diploma or equivalent is required.
- College coursework in criminal justice, law enforcement, or a related field is preferred.

Experience

- Prior experience in a law enforcement or public safety support role (e.g., reserve officer, police cadet, community service officer) is preferred.
- Additional years of applicable experience may be substituted for education.

Certifications and Licenses

- Possession of a valid Class “C” California driver's license and a satisfactory driving record.
- Possession of a Police Officer Standards and Training (P.O.S.T) Basic Certificate is required.
- Certification in CPR and Basic First Aid
- Possession and maintenance of firearms qualification.

WORKING CONDITIONS

Environment

- Work is performed in various environments including office, field, and vehicle settings.
- Regular exposure to all types of weather conditions, potentially hazardous situations, and dangerous individuals.
- May encounter hostile or emotionally charged individuals and situations, including emergencies, accidents, and crime scenes.
- Subject to shift work, including nights, weekends, holidays, and occasional overtime.
- Frequent interaction with the public, other law enforcement agencies, emergency services, and city personnel.
- Operates patrol vehicles and uses radios, firearms, and other law enforcement equipment on a daily basis.

Physical Demands

- Frequently required to walk, run, stand, sit, climb, kneel, and bend.
- Must be able to physically pursue and apprehend suspects, restrain individuals, and respond to emergencies.
- Occasionally lifts, carries, or drags objects or individuals weighing up to 100 pounds.
- Requires sufficient strength, stamina, agility, and coordination to perform law enforcement duties.
- Must have vision and hearing abilities sufficient to perform essential job functions, including operating a vehicle, identifying suspects, and responding to calls.
- Required to wear a duty belt and carry firearms and other standard police gear throughout the shift.
- Must meet and maintain POST-mandated physical and medical standards for peace officers.

Equal Opportunity Employer:

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City of Canyon Lake Classification Specification

COMMUNITY SERVICES OFFICER

THE POSITION

A Community Services Officer (CSO) is a civilian member of the police department who provides support to law enforcement operations by handling non-sworn duties, often related to public assistance, field reporting, traffic services, and administrative functions that follow or supplement primary emergency response. These duties typically include taking reports, assisting with traffic incidents, providing public information, and engaging in community outreach and crime prevention efforts. CSOs enhance department efficiency by handling service calls that do not require a sworn officer, allowing police officers to focus on critical law enforcement responsibilities.

DISTINGUISHING CHARACTERISTICS

This position is a non-sworn, civilian member of the police department who performs a range of public safety support duties without carrying a firearm or exercising arrest powers. In a small city setting, the CSO is often cross-trained in various functions and expected to work independently, providing vital support in areas such as traffic control, report writing, community outreach, and crime prevention. This position is distinguished by its strong emphasis on community engagement and service-oriented responsibilities. CSOs serve as a visible, approachable presence within the community and play a key role in fostering public trust and cooperation with law enforcement.

REPRESENTATIVE DUTIES

- Provide comprehensive non-sworn staff support to the Police Department on a wide variety of programs, projects, and services.
- Patrol the City in a marked vehicle to provide security support; responds to radio and phone dispatches of emergency and non-emergency calls; follows department protocols in actions to be taken.
- Take reports for incidents such as petty theft, vandalism, lost property, and vehicle burglaries.
- Issue parking citations, assist with vehicle abatement, and direct traffic at accident scenes, special events, or during road closures.
- Assist in documenting non-injury traffic collisions, photographing evidence, and collecting basic information at crime or accident scenes.
- Take information from the public regarding burglaries, thefts, missing persons, lost and found property, and other incidents that do not require the presence of a law enforcement officer at the scene; completes standard police reports for review by sworn officers.
- Participate in public outreach such as neighborhood watch programs, school visits, and community safety events.
- Assist with the enforcement of municipal codes (e.g., illegal dumping, abandoned vehicles) and follow up on minor code complaints.
- Follows-up on complaints regarding abandoned vehicles; issues citations and arranges for the towing or abatement of abandoned or illegally parked vehicles.

- Collect, document, and transport evidence or found property in accordance with department policy and chain-of-custody procedures.
- Complete police reports, data entry, filing, and assist the public at the police department front desk or over the phone.
- Deliver court documents, provide court testimony, and support logistical operations such as transporting supplies.
- Conduct basic vehicle inspections and report maintenance issues.
- Transport detainees, from crime scenes, to the holding area at the police station and or the county jail for booking.

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KNOWLEDGE AND ABILITIES

Knowledge:

- Basic law enforcement terminology, procedures, and practices.
- City codes, ordinances, and relevant local, state, and federal laws.
- Department protocols for responding to emergency and non-emergency calls.
- Police department policies, report writing, and documentation standards.
- Methods and techniques of interviewing and documenting victim and witness statements.
- Basic traffic control and parking regulations.
- Principles of community relations and customer service.
- Proper handling and storage of evidence and property.
- Radio communication procedures and use of public safety equipment.
- Office software applications (e.g., Microsoft Office, records management systems).
- Report writing techniques and basic investigative methods.

Abilities:

- Perform a diverse range of non-sworn tasks in support of the City's law enforcement program.
- Communicate clearly and effectively, both orally and in writing.
- Maintain professionalism and composure in stressful or sensitive situations.
- Work independently and exercise sound judgment in the field.
- Interpret and apply laws, regulations, and department policies accurately.
- Handle routine public safety incidents with tact and diplomacy.
- Prepare accurate reports and documentation.
- Establish and maintain positive relationships with the public and coworkers.
- Safely operate city vehicles and standard public safety equipment.
- Adapt quickly to changing priorities and respond to community needs.
- Learn and use police dispatch and records systems.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Perform physical tasks such as walking, standing, or lifting during fieldwork.

EDUCATION AND EXPERIENCE

Education

- High school diploma or equivalent is required.
- College coursework in criminal justice, public administration, or a related field is preferred.

Experience

- One year of public-facing experience is required, preferably in a law enforcement, public safety, or municipal services environment.
- Experience in report writing, fieldwork, or customer service.
- Prior work in a support role for a police or sheriff's department is preferred but not required.

Certifications and Licenses

- Possession of a valid California driver's license is required.
- Must possess, or be able to obtain within 12 months of hire, certification through the National Crime Information Center (NCIC).
- Certification in CPR and Basic First Aid (or ability to obtain within six months of appointment).

WORKING CONDITIONS

Environment

- Indoors in an office setting and outdoors in a variety of weather conditions.
- Exposure to traffic, noise, and environmental hazards during fieldwork.
- Loud or distracting noises from traffic, construction, or public events.
- Potentially hostile or emotionally distressed individuals during public interactions.
- May be required to work near moving vehicles and occasionally in low-visibility or nighttime conditions.
- Work hours may include evenings, weekends, holidays, and emergency response situations.

Physical Demands

- Frequent walking, standing, and sitting for extended periods.
- Repeated entry and exit from city vehicles.
- Occasional lifting and carrying of objects up to 30 lbs (e.g., traffic cones and barricades).
- Repetitive hand and arm movements for writing, typing, or using tools and equipment.
- Visual and auditory acuity for situational awareness and documentation.
- Occasional kneeling, bending, and reaching during inspections or field activities.
- Must be able to operate a motor vehicle for extended periods.

Equal Opportunity Employer:

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City of Canyon Lake Classification Specification

BUILDING OFFICIAL/SENIOR BUILDING INSPECTOR

THE POSITION

Under general direction of the City Manager or designee, provides oversight and technical expert guidance to engineers, Building Department staff, and the public on a variety of complex building and safety programs and projects; operates a computer; inspects work quality for compliance with applicable codes and materials used in a variety of commercial and industrial projects; oversees and monitors construction, repair, maintenance, or alterations to ensure conformance with approved plans, specifications, and regulations; conducts field inspections of building construction and safety, grading, off-site streets, code enforcement, and fire sprinklers; reviews plans and building change specifications; oversees and supervises the work of assigned Building Permit Technicians; performs other duties as assigned.

REPRESENTATIVE DUTIES

- Oversees and manages the Building Department; provides leadership to employees, including training and guidance; monitors and evaluates assigned department employee performance; supervises and directs the work of subordinates; assists staff in resolving complex or technical problems; coordinates in-house training; operates a computer.
- Manages field inspections of grading and building; develops and implements goals, policies, and procedures; performs inspections to ensure compliance with applicable codes, ordinances, and regulations; inspects foundation, concrete, framing, plastering, heating, and electrical installations.
- Conducts preliminary examination of plans and specifications of routine building, plumbing, mechanical and electrical facilities to determine compliance with the provisions of the construction codes, ordinances, and regulations.
- Observes work during various phases and upon completion; ensures safety procedures are followed; works collaboratively with vendors, contractors and building organizations on construction specifications and procedures; ensures compliance with City guidelines, requirements, procedures and regulations.
- Prepares a variety of inspection and activity reports as requested; maintains files and reports regarding inspection and plan check activities and findings; issues notice to comply on violations; prepares and issues correspondence including stop work and correction notices pursuant to job site field inspections; discusses job progress with inspectors and ensure that inspections are performed to City standards.
- Coordinates and supervises the City's building permit process; oversees and provides training for permit processing; guides; assists building permit staff in responding to and resolving difficult and sensitive citizen inquiries and complaints concerning construction and repair projects.
- Prepares and monitors project budgets and expenditures; drafts revenue projections; develops a variety of administrative reports, records and documents.
- Gathers data, researches, and prepares correspondence, memoranda, and technical advisory reports; develops new ordinances and municipal codes.

OTHER DUTIES AS ASSIGNED

- Performs related duties and functions as assigned.

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

KNOWLEDGE AND ABILITIES

Knowledge:

- Principles, methods, materials, equipment and techniques of municipal building inspection work.
- Building construction materials and methods used at various stages of construction.
- Methods and techniques applied to the design and construction of commercial and industrial buildings.
- Applicable laws, regulations, codes, ordinances, and policies governing construction, including the Uniform Building, Plumbing, Mechanical, Electrical, and Structural codes.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Accepted safety standards and methods of construction activities.
- Modern office methods, practices, procedures, and equipment including a computer.
- Mathematics including algebra, geometry, and trigonometry as applied to construction inspection work

Abilities:

- Interpret and apply pertinent Federal, State, and local laws, codes, and regulations.
- Read and interpret plans and specifications.
- Determine if construction conforms to plans, regulations, and City code requirements.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Respond to emergency and problem situations in an effective manner.
- Make mathematical computations rapidly and accurately.
- Operate a computer.
- Prepare a variety of reports and maintain accurate records.
- Enforce necessary regulations with firmness and tact.
- Understand, explain and apply policies and procedures.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.

EDUCATION AND EXPERIENCE

Education

- High School diploma, or equivalent, supplemented by technical training in building and construction.

Experience

- Three years of increasingly responsible experience performing combination building inspections in a municipality including lead or supervisory level work.

Licenses and Certifications

- Possession of a valid State of California Driver's License, Class C.
- Possession of International Code Council (ICC) Combination Dwelling or Building Inspector Certificate.

WORKING CONDITIONS

Environment

- Indoor, office environment and at inspection sites environment.
- Exposure to dust, noise, fumes and inclement weather.

Physical Demands

- Lifting, standing, stooping, sitting for extended periods of time.
- Walking on even, uneven, and slippery surfaces.
- Climbing, squatting, crouching, kneeling, bending, leaning, turning, twisting, reaching, grasping, pushing, and pulling.
- Lifting, carrying, and pushing objects weighing up to 50 pounds.
- Inspecting in confined areas.
- Near and far vision required for performing inspections.
- Driving motorized vehicles and work around moving traffic

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City of Canyon Lake Classification Specification

COMMUNITY DEVELOPMENT MANAGER

THE POSITION

Under general direction of the City Manager or designee, the Community Development Manager plans, organizes, manages, and coordinates assigned functions of the Community Development Department, including code enforcement, and related programs. The Manager is responsible for implementing departmental goals, overseeing daily operations, supervising assigned staff, coordinating with other departments and external agencies, and providing professional and technical support to City leadership. The position ensures programs and services are delivered effectively and in compliance with applicable laws and regulations; performs other duties as assigned.

REPRESENTATIVE DUTIES

- Manage and coordinate assigned Community Development Department programs and services, including code enforcement, and related operational activities.
- Assist in the implementation of the City's General Plan and related planning documents; oversee current and long-range planning activities as assigned.
- Oversee and coordinate functions such as business licensing, facility maintenance coordination, waste management contracts, hazard mitigation activities, ADA program coordination, and related administrative programs, as assigned.
- Develop, implement, and recommend departmental goals, policies, procedures, and work standards consistent with City policies and operational needs.
- Supervise, train, and evaluate assigned staff; participate in recruitment, selection and performance management activities.
- Assist in the preparation, administration, and monitoring of the department's budget; track expenditures and recommend adjustments as needed.
- Ensure efficient use of assigned resources, including personnel, equipment, and materials.
- Coordinate departmental activities with other City departments, outside agencies, consultants, and public and private stakeholders.
- Represent the department at meetings with regulatory agencies, community groups, contractors, vendors, and professional organizations.
- Serve as a liaison between the City and residents, business owners, and community organizations on development-related matters.
- Respond to public inquiries, concerns, and complaints related to community development issues and assist in resolving matters in a professional and timely manner.
- Facilitate and participate in public meetings, workshops and hearings, as assigned.
- Assist in coordinating updates and amendments to the General Plan and related policy documents.
- Coordinate with legal counsel and City staff regarding contractual services; assist in the development and administration of consultant and professional service agreements.
- Monitor contracted services to ensure compliance with scope, schedule, and budget requirements.

- Stay informed of legislative and regulatory changes affecting community development and recommend operational or procedural updates.
- Participate in professional development activities and maintain awareness of emerging trends, best practices, and technologies in community development.
- Prepare reports, staff analyses, and presentations for the City Manager, and City Council, as assigned.
- Promote a collaborative and service-oriented work environment that supports continuous improvement.

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OTHER DUTIES AS ASSIGNED

- Performs related duties and functions as assigned.

This job classification/specification is not exhaustive, and employee may perform additional related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge:

- Principles and practices of community development.
- Municipal government operations, administrative procedures, and organizational practices.
- Budget preparation, basic fiscal monitoring, and contract administration.
- Applicable Federal, State, and local laws, codes, regulations, and ordinances related to community development.
- Supervisory principles, including work planning, performance evaluation, and staff development.
- Techniques for customer service, conflict resolution, and public communication.
- Methods for preparing reports, staff analyses, correspondence, and presentations.
- Modern office practices, procedures, and computer applications related to the work.
- English grammar, spelling, punctuation, and business writing standards.

Abilities:

- Plan, organize, and manage assigned programs and operational activities.
- Supervise, train, motivate, and evaluate assigned staff.
- Interpret and apply applicable laws, regulations, and City policies.
- Analyze complex issues, develop recommendations, and implement solutions.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with City staff, elected officials, agencies, and the public.
- Manage multiple projects and priorities while meeting deadlines.
- Exercise sound judgment, initiative, and discretion within established guidelines.
- Operate modern office equipment and software applications.

EDUCATION AND EXPERIENCE

Education

- Equivalent to a Bachelor’s degree from an accredited college or university with major coursework in urban planning, community development, public or business administration, engineering, or a related field.

Additional qualifying experience may be substituted for the required education

- Five (5) years of progressively responsible experience in community development, planning, or a closely related field, including at least two (2) years in a supervisory or lead capacity.

License and Certifications

- Possession of a valid State of California Driver's License, Class C.

WORKING CONDITIONS

Environment

- Indoor, primarily office environment.

Physical Demands

- Lifting, stooping, sitting for extended periods of time.
- Driving a vehicle in the commission of work tasks.

Equal Opportunity Employer:

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City of Canyon Lake Classification Specification

ACCOUNTING SPECIALIST

THE POSITION

The Accounting Specialist is responsible for performing a variety of accounting functions to support the financial operations of the City. This involves handling financial transactions, reconciling records, and ensuring compliance with City policies, regulations, and generally accepted accounting principles (GAAP). The Accounting Specialist is skilled in government accounting, focuses on accuracy, and is adept with public sector financial software.

DISTINGUISHING CHARACTERISTICS

This position is distinguished by expertise in government accounting principles, including fund accounting and compliance with regulations such as GASB guidelines. They have strong skills in financial reporting, budgeting, and forecasting, and are proficient in accounting software. The role requires attention to detail, auditing experience, and knowledge of local tax laws. Effective communication, customer service, and the ability to handle sensitive financial information with integrity are key traits. Additionally, the Accounting Specialist must be skilled in reconciling accounts, solving financial issues, and managing multiple tasks with competing deadlines.

REPRESENTATIVE DUTIES

- Participate in a variety of accounting activities, including payroll, accounts payable, accounts receivable; balance cash drawer, prepare deposits and the preparation of departmental reports.
- Perform payroll-related accounting functions, including preparing and processing payroll; verifying timesheet hours worked and accrual usage; reviewing earnings, deductions, and approvals; reconciling payroll reports; and assisting with payroll adjustments, audits, and final payroll approval as assigned.
- Prepare, process, and record purchasing and accounting transactions, including purchase orders, invoices, deposits, and cash receipts; ensure compliance with purchasing policies; scan and upload checks; track deposits; monitor and balance budget accounts; and prepare account reconciliations and monthly cash receipt reconciliations.
- Prepare and process a variety of reports, including AVA and SB-1186, MSHCP, PERMA payroll report; submit quarterly forms to Building Department for SMIP, Green Fee reports, and Transient Occupancy Tax reports.
- Verify, post, and record a variety of financial transactions; prepare and maintain databases, records, and a variety of periodic and special financial, accounting, and statistical reports; generate reports by computer and balance them appropriately.
- Enter and retrieve information and data using accounting and other related electronic information systems specific to the department to which assigned.
- Generate and assist in the preparation of monthly, quarterly, and year-end financial summary reports.
- Accountable for monitoring and processing all utility payments and related invoices online.

- Assist department, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; research issues regarding specific transactions; and update related files and departments on action items.
- Maintain credit card accounts; processes and reconcile receipts to credit card statements.
- Complete Claims and Demands Staff Report for Monthly Council Meetings.
- Prepare and process bank requisitions and related documentation; coordinate with financial institutions as needed to ensure timely and accurate transactions.
- Prepare and process budget adjustments; monitor appropriations and expenditures to ensure accuracy and compliance with approved budgets.
- Prepare, submit, and track journal entries; maintain supporting documentation and ensure entries are properly recorded and reconciled in the financial system.
- Process and reconcile monthly cleared checks from bank statements.
- Manage claims subrogation accounting activities, including tracking recoveries, coordinating with departments and insurers, and ensuring accurate financial recording.
- Perform accounting functions related to the City's rental building, including invoicing, revenue tracking, expense monitoring, and account reconciliation.

OTHER DUTIES AS ASSIGNED

- Performs related duties and functions as assigned.

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

KNOWLEDGE AND ABILITIES

Knowledge:

- Terminology and practices of financial and account document processing and recordkeeping, including accounts payable and accounts receivable.
- Modern principles and practices of municipal accounting.
- General accounting methods and internal control procedures.
- Principles and practices of auditing financial documents.
- Principles and practices of posting financial transactions to the general ledger.
- Methods and techniques of reconciling and balancing financial documents.
- Recordkeeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Computer software programs and data processing applications related to accounting.
- Principles of municipal administration, accounting and auditing, and budget and grants management.
- Related laws, ordinances, and regulations.
- Principles of research, statistical analysis, and report preparation.
- Information and data processing systems/applications.

Abilities:

- Perform technical accounting duties in support of general accounting programs.

- Apply principles of municipal budget preparation and control and personnel management practices and procedures.
- Apply pertinent Federal, State, and local laws, codes, and regulations.
- Compose correspondence and reports independently or from brief instructions.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Interpret and analyze financial and budgetary reports.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff, City officials, and the public.
- Interpret and apply related laws, ordinances, and policies.
- Prepare and present reports on a variety of subjects and maintain accurate records.
- Provide liaison to other City personnel, other agencies, and the public.
- Oversee work of others involved in related activities.
- Communicates clearly and concisely, both orally and in writing.
- Monitor budget expenditures.

EDUCATION AND EXPERIENCE

Education

- High school diploma or equivalent; some college coursework in accounting, or related field.
- A Bachelor's degree from an accredited college or university with major coursework in Accounting, Finance, Human Resources, Business Administration, Public Administration or related field is preferred.

Experience

- Three years of professional administrative, analytic, or budgetary experience
- Experience working in a government or municipal environment is preferred.

WORKING CONDITIONS

Environment

- Indoor, primarily office environment.

Physical Demands

- Lifting, stooping, sitting for extended periods of time.
- Ability to lift and carry office supplies (usually up to 15-20 pounds).

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