

# Bulletin

## **\*\* COMMUNITY SERVICE OFFICER \*\***

The Provincetown Police Department is now accepting employment applications for the 2023 summer season for the position of Police Community Service Officer. Employment applications may be obtained via e-mail from Lieutenant Gregory Hennick at [ghennick@provincetown-ma.gov](mailto:ghennick@provincetown-ma.gov). To be considered, please submit documentation of all required qualifications with the application.

Completed applications must be submitted no later than Friday, February 17, 2023, at 12:00 pm to Human Resources, 260 Commercial Street, Provincetown, MA 02657. *The Town of Provincetown is an Equal Opportunity Employer.*

### **JOB DESCRIPTION**

Community Service Officers are entry-level civilian employees that direct and control the flow of pedestrian and vehicular traffic in areas of heavy congestion. They also alert police officers to areas of concern such as lost persons, motor vehicle collisions, medical episodes, active disturbances, etc.

Examples of work include:

- Conducting foot patrol and developing community relations
- Directing traffic and staffing large events
- Assisting motorists in distress
- Responding to traffic-related calls for service
- Responding to public emergencies, such as medical calls
- Issuing parking citations
- Performing other duties as required

**Applicants MUST meet the following requirements to be considered:**

- ✓ High School Graduate
- ✓ Driver's License
- ✓ Current CPR Certification (in-person)

### **COMPENSATION AND SCHEDULE**

Community Service Officers work 40 hours per week (5 days on / 2 days off) and are scheduled for 8-hour shifts. Applicants will attend 80 hours of paid training upon selection.

Current rates of pay are \$21.98, with planned increases to \$23.50 after July 1, 2023. Paid private duty details may also be available.

**\* Applicants must be available from mid May through mid August. \***