

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

COMMUNITY SERVICE OFFICER
SUBJECT

DATE: March 1, 2005

NO: K-1

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: **Community Service Officer (CSO)**

I. POLICY

The duties of Community Service Officers will vary according to their immediate assignment, goals of the department, and the discretion of the Chief of Police.

II. FUNCTION

The Community Service Officer will function at the discretion of the Chief of Police and supplement the individual divisions as needed.

- A. Under general supervision, relieves sworn police officers of non-hazardous police-related duties, serves as liaison between the community and the Police Department for crime prevention purposes, performs related work as assigned.
- B. Community Service Officers will conduct Neighborhood Watch meetings, provide traffic control, and perform selective enforcement for designated problems while accompanied by a sworn police officer.

III. DUTIES AND RESPONSIBILITIES

At the discretion of the Chief of Police, Community Service Officers will be assigned to handle minor calls of a non-hazardous nature. These may include, but are not limited to, the following:

- A. Relieve sworn police personnel by handling time-consuming, non-hazardous calls and giving and receiving information to and from the public.
- B. Provide traffic/crowd control for accidents, parades, and other special functions.
- C. Conduct Neighborhood Watch meetings and make Neighborhood Watch contacts through door-to-door recruitment and surveys.
- D. Perform selective enforcement for designated problems.
- E. Assist in the location of missing juveniles and adults.
- F. Maintain visibility by patrolling residential and commercial areas and making special checks in response to citizen requests.
- G. Transport evidence and other items to outside agencies and persons.
- H. Respond to citizen letters directed to the Police Department, prepare data for crime prevention in targeted city areas, assist with special projects and assignments.

- I. Fingerprint persons in the community.
- J. Coordinate and participate in school activities, Traffic Safety Patrol program, Safe Kids Academy program, Red Ribbon program, and various other programs associated with the schools.
- K. Bilingual Community Service Officers will be utilized for translation whenever practical.
- L. Deliver messages, except death notifications.
- M. Conduct tours of the police facility.
- N. Prepare, write, edit, and distribute newsletters, pamphlets, and other informational materials.
- O. Coordinate special Police Department functions, community projects, speakers bureaus, etc.
- P. Enter and remove all missing, unidentified persons into the Missing Unidentified Persons System (MUPS).
- Q. Assist with parent-involved abduction cases.
- R. Assists with runaways and at-risk youths under the age of 12 years.
- S. Conduct searches for missing adults with mental/physical handicaps.
- T. Issue blight related Administrative Citations, after being trained to do so by Neighborhood Services personnel.
- U. Distribute posters of missing persons to different agencies.
- V. Mail out urine/blood samples to laboratory.
- W. Deliver narcotics to Department of Justice/Modesto for evidence/lab analyzation.
- X. Keep supplies for gang/vice narcotics units.
- Y. Log asset seizure information.
- Z. Compile gang statistics.
- AA. Parent notification program for at-risk youth.