A. Policy

The deployment of Community Service Officers (CSO) within the patrol function are designed to relieve police agents of some of the more minor and routine tasks that can more effectively and economically be handled by civilian employees. Thus, freeing up police agents to deal with higher priority tasks and criminal activities more commensurate with their training and expertise.

B. Procedure

1. Community Service Officers are authorized to and responsible for:
   a. Cold Misdemeanor Property Crimes Reporting
   b. Basic Crime Scene Investigation Activities
   c. Found Property recovery and booking
   d. Traffic Control Functions
   e. Intoxylizer Operation
   f. Fingerprinting/Live Scan Operation
   g. Parking complaints/violations
   h. Abandoned vehicles (both marking and towing)
   i. Other tasks as assigned by the Chief of Police or designee

2. CSO’s are under the direct supervision and direction of a patrol sergeant.

3. CSO’s shall wear the prescribed uniform when on-duty and follow policy and procedure as outlined within this manual.

4. CSO’s are authorized by city ordinance, Section 10.65.195, Authority of Police Community Service Officers, that sets forth the authority to order the towing of vehicles, issue parking summons, and enforce any other traffic provisions of the municipal code as authorized by the Chief of Police.

5. CSO’s are authorized to be issued, carry, and trained in the use of Oleoresin capsicum (OC) spray.

6. CSO’s are authorized to be issued, carry, and trained to use the department Taser devices under the following guidelines.
a. To defend him/herself from what the CSO reasonably believes to be the use or imminent use of physical force against the CSO when a lesser degree of force would be inadequate.

b. To safely control a dangerous animal who poses a threat of injury to police, animal control officers, citizens, or domestic animals when a lesser degree of force is inadequate.

c. CSO’s will follow all applicable guidelines found in this manual regarding the care, use, documentation, training, and supervisory notifications for Taser deployment.

C. Rule

1. Community Service Officers are civilian employees and are not sworn police agents. As such, Community Service Officers shall not engage in traffic stops, emergency driving, make physical arrests or transport prisoners.

2. Community Service Officers shall notify dispatch of any criminal activity they come upon and request the aid of a police agent.

9350 COMMUNITY SERVICE OFFICER VEHICLES

A. Policy

Vehicles assigned to and utilized by the Community Service Officers (CSO) of the Police Department will be constructed, configured, maintained, equipped, and used in accordance with the policies and procedures set forth in the Policy and Procedure Manual of the Lakewood Police Department.

B. Procedure

1. General

   a. Community Service Officer vehicles are utilized primarily by CSO’s for assigned patrol duties.

   b. CSO vehicles are not designated as “emergency vehicles” and shall not be equipped with siren capabilities. CSO vehicles shall not be equipped or used for the transportation of prisoners.

   c. CSO vehicles shall be maintained in accordance with the specifications of the Fleet Maintenance Section. Each CSO is responsible for the condition and care of the vehicle assigned to them.

   d. CSO vehicles may be utilized as necessary to block off streets, provide transportation during snow emergencies, and transport stranded motorists, witnesses, or victims as directed by a Patrol Division supervisor.
e. Operation of CSO vehicles requires no additional qualifications or training beyond a valid operator’s license and completion of the City’s safe drivers program except that operation of CSO vehicles by other than Community Service Officers require the approval of a sworn supervisor.

2. CSO vehicles will be equipped with:

a. the equipment necessary to safely handle the tasks assigned them.

b. a police light bar for maximum visibility and shall be clearly marked with "Lakewood Police Community Service Officer" decals and other markings designated to increase the safety of the CSO and citizens.

c. a mobile police radio and public address system, and computer system.