



# POLICY & PROCEDURE

## ELKHART LAKE POLICE DEPARTMENT

SUBJECT: **COMMUNITY SERVICE OFFICER**

SCOPE: All Sworn Personnel

DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

NUMBER: 2.06

ISSUED: 06/01/2015

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RESCINDS

AMENDS

WILEAG STANDARDS: N/A

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INDEX AS: Community Service Officer

PURPOSE: The purpose of this Policy & Procedure is to set fourth guidelines to govern community service officer duties while volunteering with the Elkhart Lake Police Department.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. DEFINITION
- III. GENERAL DUTIES AND RESPONSIBILITIES
- IV. RESPONSIBILITY OF SWORN PERSONNEL
- V. QUALIFICATIONS

### I. POLICY

- A. It is the policy of the Elkhart Lake Police Department to provide recommendations to community service officers as to the duties and activities that are appropriate for them to conduct while volunteering for the Department. These guidelines are essential to the efficient operation of the Department and for the protection of the community.

## II. DEFINITION

- A. Community Service Officer (CSO): Is a civilian, volunteer position that is responsible for assisting Department officers in various tasks. The CSO serves at the discretion of the Chief of Police, who reserves the right to end the association at any time for any reason.

The CSO is not entitled to compensation or in-kind gifts and no health insurance or worker's compensation will be provided.

## III. GENERAL DUTIES AND RESPONSIBILITIES

- A. A CSO is under the direct supervision of the Chief of Police or in their absence the senior police officer. A CSO may be assigned tasks which may consist of:

1. Traffic direction
2. Undercover surveillance
3. Motorist assists
4. Conducting funeral escorts
5. Enforcing local ordinances
6. Checking vacation homes
7. Verifying vehicle defect warnings
8. Assisting Department Officers and Administrative Staff as needed

- B. The community service officer shall willingly follow all lawful orders from the Chief of Police or other Officers and adhere to all Department rules, regulations, directives, Policies and Procedures.

- C. A CSO shall not;

1. Become involved in pursuits
2. Arrest persons
3. Carry or discharge a firearm in the course of duty

## IV. RESPONSIBILITY OF SWORN PERSONNEL

- A. The creation of the Community Services Officer position is designed to assist sworn officers in providing certain non-police services to the community.

This does not in any way diminish the responsibility of the sworn police officer to enforce parking regulations, animal control ordinances or provide other services when appropriate or assigned.

## V. QUALIFICATIONS

- A. Must be at least 18 years of age.
- B. Must be currently enrolled in a criminal justice postsecondary program.
- C. Must have a valid Wisconsin driver's license and be able to maintain it during employment.
- D. Must not have any felony convictions or disqualifying criminal history.
- E. Must be able to read, write, and speak the English language.
- F. Must not have been found guilty of any ordinance violation within the last year.
- G. Must successfully complete all department training.
- H. Ability to exercise sound judgment in evaluating situations and making decisions.
- I. A CSO must be able to use independent judgment within guidelines as established by Department Policy & Procedure.

Michael Meeusen  
Chief of Police

This Policy & Procedure cancels and supersedes any and all previous written directives relative to the subject matter contained herein.

Initial 06/01/2015