

## **Police Community Service Aides (CSA'S)**

### **1024.1 PURPOSE AND SCOPE**

Community Service Aides work under direct supervision of a police supervisor, perform a variety of routine and progressively more advanced tasks in an apprenticeship program in preparation for a career in law enforcement.

### **1024.2 PROGRAM COORDINATOR**

The Criminal Investigations Division Commander will serve as the Program Coordinator. This supervisor will be responsible for tracking the job performance of Community Service Aides as well as making their individual assignments throughout the Department. He/she will also monitor the training provided for all Community Service Aides and review all decisions affecting job assignments, status for compensation, and performance evaluations.

### **1024.3 ORIENTATION AND TRAINING**

Newly hired Community Service Aides will receive an orientation of the organization and facilities before reporting to their first assignment. On-the-job training will be conducted as needed to train Community Service Aides for as many assignments as possible.

### **1024.4 COMMUNITY SERVICE AIDE UNIFORMS**

Each CSA will be provided two uniforms meeting the specifications of the department

### **1024.5 RIDE-ALONG PROCEDURES**

All CSA's are authorized to participate in the Ride-Along Program on their own time and as approved by their immediate supervisor and the appropriate Watch Commander.