

	POLICY & PROCEDURE	SERIES # 1201	PAGE 1 OF 2
	SUBJECT		EFFECTIVE DATE
	<b>PATROL SERVICE OFFICERS</b>		<b>12/10/15</b>
DISTRIBUTION		AMENDS/SUPERSEDES/CANCELS	
ALL MANUALS		P&P # 1201 dated 11/01/04.	

I. PURPOSE:

The purpose of this policy is to provide guidelines for the selection, training, and assignment of Patrol Service Officers (PSO).

II. POLICY:

The PSO is used to supplement the duties of the School Crossing Guard, and perform other tasks not requiring full sworn authority. The Operations Branch Commander has the operational responsibilities for PSO's.

III. PROCEDURE:

A. SELECTION PROCESS

1. Professional Standards (Personnel and Recruiting) is responsible for coordinating the applicant processing of PSO's. The process proceeds as follows:
  - a. The selection process begins with the position posting for PSO. Posting is the responsibility of the Recruiting Unit.
  - b. The application is completed through the Recruiting Unit. The application package includes a background questionnaire, release letter, and EEO form.
  - c. Personal interview.
  - d. Criminal, financial and DMV records check.
  - e. Polygraph examination.
  - f. Photographing and fingerprinting.
  - g. Drug screening.
  - h. Final investigative report/synopsis.

APPROVED:  
CHIEF OF POLICE



- i. Review of investigative synopsis.
- j. Chief's selection interview.

## B. AUTHORITY AND RESPONSIBILITY

The PSO is not commissioned as a law enforcement officer and does not perform duties requiring sworn police authority. Their role is to augment Division personnel in performing the following duties prescribed by the Chief of Police.

1. Supplement school crossing guard locations when needed
2. Perform interdepartmental mail delivery
3. Traffic control
4. Provide funeral procession escorts
5. Abandoned vehicles

## C. UNIFORMS

Uniforms for PSO's are specified by the Chief of Police. They are clearly distinguishable from the uniforms of sworn officers.

## D. TRAINING

1. Providing training is the responsibility of the Traffic Unit Supervisor or his designee.
2. Prior to the performance of duties, the PSO receives the following formal training:
  - a. Traffic direction
  - b. Wearing of the Uniform
  - c. Applicable laws and ordinances
  - d. Applicable policies and procedures
  - e. Defensive Driving (PSO only)
  - f. On-the-job Training.
3. PSO's receive refresher training periodically at regularly scheduled meetings, and attend Civilian In-service training as required.
4. Training is documented with lesson plans consistent with existing policy and procedure. Lesson Plans are approved and maintained in the Training Unit.
5. Training records are maintained in a manner prescribed by the Training Unit Commander.



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