



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: *Police Community Service Officer Program*

Number: *119-B*

Effective Date: *October 10, 2008*

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Rescinds: *119 - Police Cadet Program*
119-A - Police Cadet Program

Dated: *October 10, 2008*
April 1, 2014

Approved By:

PURPOSE

To establish a Police Community Service Officer Program within the Myrtle Beach Police Department.

DEFINITIONS

1. Police Community Service Officer (CSO)- Full or part -time, non-sworn employees of the Myrtle Beach Police Department. They will perform a variety of fieldwork in support of basic police operations and functions, which do not require full police powers, thus reducing the work load/response time of sworn officers.

REGULATION

1. GENERAL

- A. All CSO's will act under the direction of the Chief of Police and the established chain of command of the Myrtle Beach Police Department. CSO's shall obey and be directed by all City of Myrtle Beach policies, rules and regulations and all Police Department regulations and procedures. Failure of CSO's to comply with City and Department rules, regulations, policies, orders, and directives may result in corrective action up to and including dismissal.

2. APPAREL AND APPEARANCE

- A. CSO's will wear an approved uniform consisting of khaki pants (long or short), short/long sleeve utility shirt, white t-shirt and optional headgear. CSO's may wear plain (unmarked) black, turtle neck t-shirts under their khaki shirt during winter months. Each CSO's will be expected to maintain his/her equipment and overall appearance to the standards required by Myrtle Beach Police Department Regulations and Procedures for sworn personnel.

3. EQUIPMENT

- A. The Myrtle Beach Police Department will issue all appropriate uniforms and duty gear to include inner/outer belt, radio/case, pepper spray, flashlight, traffic vest, foot wear, cold weather gear, bite stick, bullet resistant vests and rain gear. CSO's are required to maintain all uniforms and equipment issued to him/her. At the end of a CSO's service in the program, all department-owned equipment will be returned to the Myrtle Beach Police Department's property and equipment manager.

4. VEHICLES

- A. The Community Service Officer Program will be assigned department vehicles as determined by the Special Operations Division Captain. The vehicles will be equipped with an amber light bar, four corner strobes, traffic cones, broom, dust pan and other equipment as deemed necessary by the Traffic Sergeant. The vehicles will be clearly marked identifying them as Community Service Vehicles. CSO's will be responsible for the care and maintenance of the vehicles and assigned equipment. When not in use, the vehicles will be parked at the police sub-station. NOTE: Vehicles are not to be used for Emergency Vehicle Operations, to include traffic stops.

5. EXTERNAL COMPLAINTS

- A. The standard of professional behavior will be the same for CSO's as for all MBPD employees. Complaints against CSO's will be handled as outlined in Department Regulations and Procedures for full time sworn officers.

6. PROGRAM COORDINATOR

- A. The Myrtle Beach Police Department Traffic Sergeant will be the coordinator-supervisor of the CSO Program. The Traffic Sergeant will be the primary supervisor for all Police CSO's; however, when assigned to

shift, the on-duty CSO's will be under the operational control of the on duty traffic/patrol shift supervisor.

PROCEDURE

1. TRAINING

Upon hire, CSO's will be assigned to a current CSO and receive on-the-job training to include a demonstration of tasks and responsibilities. A checklist will be completed for each of the general tasks and responsibilities. They will be required to perform those general tasks and responsibilities as necessary. New CSO's will not be permitted to be on their own until they have satisfactorily demonstrated that they can meet the general responsibilities in a safe and effective manner. Once the new CSO has demonstrated a proficiency in the general tasks, duties, and responsibilities, the CSO's will meet with the Traffic Sergeant. If an affirmative recommendation is made, the CSO will be permitted to work solo. The checklist and recommendation will be forwarded to the Training Unit for documentation purposes. CSO's will be assigned specific mandatory classes (EVO, blood borne pathogens) annually by their supervisor.

3. JOB FUNCTIONS

- A. Police CSO's are non-sworn, unarmed employees, and as such will not be first responders to Police service calls. They will not be used as back up for sworn officers responding to calls requiring additional officers.

Below is a list of approved duties for CSO's. Other duties may be assigned to CSO's if deemed appropriate by the supervisor:

- 1) Patrols designated areas of the city to identify violations of municipal ordinances to include littering, junk, trash left at curbside, obstruction, illegal dumping, and animal control violations.
- 2) Provides information, direction and assistance to the public.
- 3) Directs traffic at accident scenes, fire scenes, parades and in support of evacuation plans etc.
- 4) Performs school crossing duties.
- 5) Responds to animal control calls when the Animal Control Officer is not on duty.
- 6) Assists at Special Events.
- 7) Stands by for vehicle towing.

- 8) After a road officer confirms the nature of the call, CSO's may respond to non-emergency calls for service such as abandoned grocery carts, bicycles, other property, disabled vehicles, etc. and complete the necessary reports. NOTE: If CSO's are not immediately available, the road officer will handle the call. In all cases the road officer will ensure the scene is safe and stand by until the arrival of the CSO's.
- 9) Transports vehicles for repair and other services.
- 10) Assists sworn officers with taxi inspections.
- 11) Provides officer transport/relief for major events and disasters.
- 12) Testifies in Municipal/State Court proceedings as needed.
- 13) Conducts vehicle inspections.
- 14) Performs other duties approved by the Traffic Sergeant.
- 15) Handicapped parking violations.

4. SCHEDULES

- A. CSO schedules will be flexible because of the nature of their duties. During normal school times, CSO's may start earlier to accommodate the school crossing times. Ample notice will be given prior to major schedule changes.

5. COMMUNITY SERVICE OFFICER IDENTIFICATION

- A. Upon completion of pre-service training, the CSO's will be issued credentials identifying them as a Community Service Officer with the Myrtle Beach Police Department. This identification will also serve as their access key for electronic locks throughout the City.