

# WEST PALM BEACH POLICE DEPARTMENT

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## III-34 COMMUNITY SERVICE AIDES

**EFFECTIVE: 01/01/2005**

CALEA Standards: N/A

CFA Standards: 24.01

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**I. POLICY:** The West Palm Beach Police Department provides response to all calls for service. However, some calls do not require a sworn officer and can be effectively handled by a non-sworn member. In an effort to meet the demands for service efficiently, the Community Service Aide program is established.

### **II. DEFINITIONS:**

A. Community Service Aide: A non-sworn member's of the police department who has no arrest powers and responds to specific calls for service not requiring a sworn officer.

### **III. TRAINING:**

A. Community Service Aides will attend the Police Service Aide Academy or similar course which has been approved by the Florida Department of Law Enforcement.

B. In-service training will be determined and scheduled at the discretion of the Training Sergeant.

### **IV. ORGANIZATION AND RESPONSIBILITIES:**

A. Community Service Aides are hereby established as an operational unit of the Field Operations Bureau, Community Services Division, Traffic Section. Aides will be under the direction and supervision of the Traffic Sergeant.

B. The authorized duties of Community Service Aides include, but are not limited to the following:

1. Lost and found property calls,
2. Delayed larceny calls,
3. Delayed vandalism calls,
4. Directing traffic,
5. Standing by for tow trucks,
6. Protecting minor crime scenes / assisting Crime Scene Investigators,
7. Issuing parking citations
8. Non-criminal traffic investigations,
9. Investigating abandoned vehicles,

C. The type of incident, complaints, crimes or reports that may be reported to a Community Service Aide follow those listed in table form in standard operation procedure II-23 (Appendix A).

### **V. LIMITATIONS:**

A. Community Service Aides **are not** authorized to carry firearms and **do not** have general arrest powers.

B. Under no circumstances will a Community Service Aide be dispatched or respond to any call requiring emergency response, a suspect on scene and/or crimes in progress.

C. The Community Service Aid will contact Dispatch Operations as soon as it is determined a police officer is needed at the scene.

1. Community Service Aides will not attempt to make any physical arrests.
2. In the event a situation arises where a physical arrest is indicated, a sworn police officer will be dispatched to the scene.

D. Community Service Aides will not conduct traffic stops.

E. Except as a last resort in self defense, Community Service Aides are not authorized to use physical force during the course of their duties.

1. Community Service Aides will be trained in the use of ASR/OC and be issued a standard aerosol canister for self defense purposes.

#### **VI. REPORTS AND DOCUMENTATION:**

A. Community Service Aides will complete the same accident reports, citations and investigative reports as sworn officers.

B. Community Service Aides will accomplish a Daily Activity Report which will be turned in at the end of each shift.

1. All completed reports and citations will be turned in with the Daily Activity Report.

#### **VII. REFERENCE:**

- SOP # II-14 Communication Systems Protocol
- SOP # II-16 Mobil Computer Systems
- SOP # II-20 Uniform and Plain Clothes Attire.
- SOP # III-15 Aerosol Subject Restraining/Use of O.C. Spray.
- SOP # III-29 Traffic Warnings, Citations, and Arrests.
- SOP # III-31 Traffic Crash Investigations.
- SOP # IV-21 Radio Procedures and Identification.

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**Delsa R. Bush, Chief of Police**

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History: SOP # changed to III-34 on 01/01/2005, SOP# changed to 24.01 on 05/15/2002  
Old SOP #:6.040.046  
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Job Title Task Files: Supervisor, Dispatch Operations, Shift/Section Commander, Traffic Sergeant