

RENO POLICE DEPARTMENT GENERAL ORDER

This directive is for internal use only and does not enlarge this department's, governmental entity's and/or any of this department's employees' civil or criminal liability in any way. It is not to be construed as the creation of a particular standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if substantiated, can only form the basis for intradepartmental administrative sanctions.

Chief of Police: Jason Soto /s/		
Approving Deputy Chief: Thomas Robinson /s/		
General Order No: S-110-05	Issued: Jan 3, 2006	Revised: Nov. 20, 2018
General Order Title: COMMUNITY SERVICES OFFICER		

I. POLICY

To improve delivery of certain non-hazardous police services to the community, the Reno Police Department has established the non-sworn position of Community Services Officer (CSO).

II. PROCEDURES

A. Duties of Community Services Officers – CSO's duties include but aren't limited to:

1. Respond to non-injury accidents, and perform traffic control, and complete reports when necessary .
2. Perform other related traffic duties including arranging for vehicle tows and issuing handicapped parking citations.
3. Respond to non hazardous call types., and complete reports when necessary
4. Prepare and compose crime, incident, and accident reports, including interviewing and gathering statements from victims and witnesses.
5. Transport victims, witnesses and equipment.
6. Assist in conducting surveys and studies by compiling, tabulating, and reporting data.
7. Testify in court or at hearings regarding case records and investigative activities.
8. Conduct crime prevention and community services activities.
9. Perform crime scene investigations, including latent fingerprint lifting, taking photographs, and collecting evidence.
10. Provide assistance as needed during special events.
11. Perform other related non hazardous duties as assigned.

B. CSO Responsibilities – CSO's responsibilities include but aren't limited to:

1. Fulfilling duties as assigned.
2. Taking care of equipment that is issued and assigned to them by the department
3. Following all departmental general orders, policies and procedures applicable to their position.

C. Supervisor Responsibilities – A CSO's sergeant's responsibilities include but aren't limited to:

1. Ensuring that a CSO is not dispatched to any hazardous situations including domestic violence calls, even when the suspect is not on scene.
2. Ensuring that the CSO is provided any training and certifications necessary.
3. Supervising assigned CSO's as any other team member: by monitoring performance, reviewing and approving reports, reviewing time off requests, etc.