



City of Racine Police Department
Policy and Procedure

Number: 351

Subject: Duties and Responsibilities – Community Service Officer		
Date Issued:	Effective Date: 06-06-14	Revision Number: 1

1. Appointment. The Chief of Police shall appoint Community Service Officers in accordance with the Human Resources Department rules and related contractual stipulations.
 - a. He/she shall report to the Community Service Officer Supervisor.
 - b. He/she shall maintain their assigned schedule.
2. The Community Service Officer (CSO) shall wear the Department authorized CSO uniform while on duty. CSO's shall report for work in a clean and neat uniform.
3. Duties and Responsibilities. The Community Service Officer shall:
 - a. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives pertaining in general or specifically to community service officers.
 - b. Check E-mail, Voice Mail, and all other assigned mailboxes at least once each workday.
 - c. Report for work on time, and maintain a regular and predictable attendance history.
 - d. Maintain a valid Wisconsin Driver's License.
 - e. Successfully complete and maintain Humane Officer Certification.
 - f. Get along with and work well with others.
 - g. Write clear, concise, and accurate reports.
 - h. Work with computers and programs used by the Department.
 - i. Respond to and investigate animal complaints within the City of Racine.
 - j. Capture and remove stray, uncontrolled, abused, nuisance, or feral animals from undesirable conditions, using nets, nooses or other equipment as provided.
 - k. Issue municipal ordinance citations related to animal related violations.
 - l. Initiate and respond to parking violations within the City of Racine.
 - (1) Issue appropriate parking citation(s) to violators in assigned metered areas.
 - (2) Tow and impound vehicles when appropriate (tow away zones or suspended/non-registered vehicles.
 - (3) Issue appropriate parking citation(s) as observed within the City of Racine.
 - m. Work with the Patrol Division on animal complaints and parking violations.
 - n. Have knowledge of applicable laws and ordinances of State of Wisconsin and City of Racine and the ability to research and apply them.
 - o. May perform the duties of a crossing guard and traffic control as assigned.
 - p. Perform other duties as assigned.

RELATED PROCEDURES

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