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

Table of Contents
352- D&R Humane Officer
1907- Animal Control
1908- Animal Bites
1909- Animals Running at Large
1303- Grooming