

<b>DOUGLAS COUNTY SHERIFF'S OFFICE</b>		<b>Policy and Procedure</b>
<b>Ancillary Organizations</b>		<b>P&amp;P-N-104</b>
<b>Community Safety Volunteer (CSV) Program</b>		
Effective Date: 11-04-14 Supersedes: 05-05-11	Approval: Sheriff	Number of Pages: 4
References: Patrol SOP, P&P-A-101, P&P-A-104, P&P-C-101; GOP	Reevaluation Date: Annually	Standards: CALEA 16.4.1

**I. COMMUNITY SAFETY VOLUNTEER PROGRAM OVERVIEW**

The Community Safety Volunteer (CSV) Program allows Douglas County citizens who have an interest in law enforcement to assist the Sheriff's Office by providing services for their community that do not require a commissioned officer.

Community Safety Volunteers (CSVs) are required to successfully complete a Community Safety Volunteer academy; in addition they must also complete a field-training program. The Office will provide continued training to include job specific education. CSVs are required to volunteer a minimum of 16 hours a month or quarterly average to maintain an active status with the program. CSV's failing to maintain the program's standards may be suspended or terminated from the program.

The services provided by CSVs to the Sheriff's Office are totally voluntary and shall not be construed in any way as creating any type of contractual agreement between the county or Sheriff's Office and the volunteers. CSVs may terminate their service with the Sheriff's Office at any time and for any reason, and the Sheriff retains an identical right.

**II. MISSION**

The mission of the Sheriff's Office Community Safety Volunteer Program is to provide an opportunity for citizens to partner with the Sheriff's Office and support the efforts of sworn and civilian personnel. The active participation of citizens in support of law enforcement activities increases the quality of life for those living and working in Douglas County, provides better service to the community, fosters close working relationships between law enforcement personnel and all citizens, and provides an avenue for citizens to learn more about the community's needs and resources.

**III. PROGRAM OVERVIEW**

The Community Safety Volunteer Program is community policing in its most basic form; a structured way for citizens to participate in helping provide for the safety and security of their own community. CSVs support the major activities of the Sheriff's Office (Patrol, Investigations, Detentions, Civil, and Community Resources) and activities where their unique expertise and or life experience will be of benefit. CSVs are citizen volunteers who attend a training academy consisting of over 100 hours of field and classroom instruction and contribute a minimum of 16 hours of volunteer time each month after graduation. The program has three general areas:

A. Community Resources

The goal is to assist DCSO in relating to the community-at-large and neighborhoods. This includes attendance at HOA meetings to explain DCSO programs and engage in dialogue with residents on issues of concern. It involves outreach to community groups, for example; safety programs for kids, neighborhood watch, internet safety, participation in Colorado LifeTrak and Project McGruff, and most any kind of ambassadorial task. The more citizens know about and understand the operation of DCSO the more they can help support the department.

#### B. Neighborhood Patrol

Two of the most important aspects of crime prevention are common sense on the part of residents and visibility on the part of law enforcement. Many crimes in neighborhoods could be prevented if residents closed their garage doors, locked their vehicles, and did not leave computers, purses, etc. visible inside their vehicles.

The CSVs are uniformed and drive marked vehicles (not identical to deputies, however). The CSV goal is to be visible. Visibility of law enforcement is a major crime deterrent to crimes of opportunity. The CSVs are additional 'eyes and ears' for DCSO, are mobile and able to summon help on the radio frequencies used by the deputies. As they patrol they are able to identify open garage doors and other unsafe security practices and communicate with residents about crime prevention steps.

By their visibility in neighborhoods and major roadways, the CSVs help slow down traffic. They are trained to use radar but do not make traffic stops. Rather, the Sheriff sends letters to offenders requesting voluntary compliance with traffic laws. Traffic control, vacation house watches, elementary school security checks, and park patrols are other activities in which the CSVs engage while they are patrolling.

#### C. Deputy Support and Assistance

Deputies have many duties placed upon them. Serious crime demands their attention for investigation, follow up, and reporting. Lesser offenses also take up similar amounts of time. Many of these lesser offenses or reports do not require highly trained deputies. For example, cold thefts where there are no suspects and no evidence, minor motor vehicle accidents, lost and found property, and vehicle impounds are examples of the type of activities that consume significant amounts of deputy time that could be better spent in more important areas. CSVs are trained to assist and, in some cases, handle these lower priority types of activities. Another area where CSVs assist deputies freeing them from routine tasks is in the booking area of Detentions. The more CSVs can free up the valuable time of highly trained deputies, the more time the deputies will have to focus their efforts on preventing and solving more serious crime.

CSVs as a group have a wide variety of skills, abilities, and life experiences beyond the traditional law enforcement environment. This enables them to make a contribution in areas not traditionally associated with the more visible activities of Patrol. For example, CSVs with specialized training in medical, financial, and communications assist Investigations drawing on their unique training and expertise.

#### IV. TIME REPORTING

The CSV timesheet should be completed for each month's activities and submitted no later than the 3rd day following the end of the period. The current copy of the timesheet can be found in the Community Safety Volunteer folder on the 'G' drive of the DC Intranet. Both EXCEL and PDF versions are available. The EXCEL version should be used if possible since it will make all the necessary calculations and totals.

#### V. APPLICATION PROCESS

- The CSV position is posted on the Sheriff's Office website when applications will be accepted. Generally, this happens at the beginning of October. The cut-off date for applications is usually December 31. However, it may be open continuously based on the circumstances. The CSV Academy is usually scheduled to begin on the second Tuesday in March.
- After submission of an application, the individual is required to schedule a ride-along with a CSV Patrol FTO. The FTO will document the ride-along on a *CSV Candidate Ride-Along Report*. After review by the CSV Administrative Coordinator, the report will be forwarded to Professional Standards. (See also P&P-A-104 – *Employment and Selection*.)
- Applicants for CSV will use the same online application (NeoGov) as is used for paid personnel; there is not a separate CSV application. The website is located on the DCSO website.
- Individuals whose application is accepted will then be processed as outlined in the Hiring section of the Professional Standards SOP.

#### V. OFFICE MANUALS, STANDARDS AND ACCOUNTABILITY

All CSVs are governed by the policies and procedures that exist within the Office Policy & Procedure Manual and the various Standard Operating Procedures manuals. Of particular relevance are the following:

- Policy & Procedure Chapter A - *General Administration*
- Policy & Procedure Chapter C - *Conduct*
- Patrol SOP Chapter U - *Community Safety Volunteer (CSV) Patrol Procedures*

The DCSO Intranet has links to online copies of both manuals. It is the responsibility of CSVs to read and comply with all policies and procedures and with all operations manuals and other written directives applicable or directed to them.

#### VI. AUTHORITY AND WEAPONS

##### A. Authority

1. A CSV is not a sworn member and has **NO** law enforcement authority except for those CSV commissioned as Code Enforcement Officers.
2. A CSV will **not carry any unauthorized weapons** while performing CSV duties. This applies regardless if the CSV is a concealed handgun permit holder. Authorized weapons are outlined in section B below.

3. A CSV has **NO** legal authority to stop, detain or hinder any person from moving about freely.
4. A CSV has **NO** legal authority to stop and question any person or persons in relation to a criminal incident.
5. All CSVs are subordinate to any commissioned Office member (regular or reserve), other commissioned law enforcement officer, or regular Detention member.

B. Weapons

1. A CSV is not authorized to carry any firearms, electronic immobilization devices, any fixed blade knife, or any knife with a blade over three and one half inches. This includes all lethal and less lethal weapons. The only weapon authorized is oleoresin capsicum (OC) as provided by the Sheriff's Office. The OC is a less lethal weapon that is to be used for defensive purposes only.
2. Only those CSVs that have received certification training in the use of OC are authorized to carry OC.

By Order of the Sheriff