

PALM BEACH GARDENS POLICE DEPARTMENT

POLICE SERVICE AIDES

POLICY AND PROCEDURE 3.2.6

Effective Date : 10/03/07	Accreditation Standards: CALEA 16.4.1-16.4.3 CFA 24.06	Review Date: 08/01/2014
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PURPOSE: To establish the deployment and responsibilities of Police Service Aides for increasing efficiency in meeting the growing demand for service.

SCOPE: This policy applies to all Police Service Aides and their assigned Supervisors.

REVIEW RESPONSIBILITY: Patrol Operations Bureau

POLICY: This department will utilize Police Service Aides to provide non-moving traffic violation enforcement and/or other calls for service not requiring response by a sworn officer. It is advantageous to use non-sworn civilian personnel to handle minor calls for service and traffic accidents, thereby freeing sworn officers to handle serious/in-progress calls and spend more time on pro-active patrol.

PROCEDURES

1. ORGANIZATION AND RESPONSIBILITIES

- a. Police Service Aides are non-sworn uniformed employees and are assigned under the Patrol Operations Bureau. Police Service Aides will be under the direction and control of patrol and traffic supervisors.
- b. Authorized duties of Police Service Aides include, but are not limited to the following:
 - i. Lost and found property calls.
 - ii. Delayed larceny calls.
 - iii. Delayed vandalism calls.
 - iv. Traffic Control
 - v. Standing by for tow trucks.
 - vi. Protecting minor crime scenes; assisting crime scene investigators.
 - vii. Parking Enforcement
 - viii. Delivery of emergency messages and other material as required
 - ix. Investigating traffic accidents and assisting other officers in accident investigation(s).
 - x. Investigating abandoned vehicles.
 - xi. Observing and reporting damage to public streets, lights, signs, etc.

2. LIMITATIONS

- a. Police Service Aides shall not carry firearms and do not have general arrest powers.
- b. Under no circumstances will Police Service Aides be dispatched to any call requiring emergency operation of police vehicles.
- c. Under no circumstances will Police Service Aides be dispatched to or respond to any crimes-in-progress calls.
- d. Police Service Aides will not attempt to make any physical arrests. In the event a situation arises where a physical arrest is necessary, the Police Service Aide will request a sworn officer be dispatched to the scene.
- e. Under no circumstances will Police Service Aides be dispatched to any calls involving confrontations between individuals such as family disturbances, neighborhood disputes, etc.
- f. Police Service Aides will not use physical force in the performance of their duty except as a last resort in self-defense.
- g. Police Service Aides will not conduct traffic stops.

3. TRAINING

- a. Police Service Aides will successfully complete required Criminal Justice Standards and Training Commission approved courses and achieves a passing score on the end-of-course examination(s).
- b. Attendance and participation for in-service training will be determined and scheduled by the Police Service Aides' unit supervisor.
- c. Police Service Aides will be trained in the use of OC Spray and be issued a canister for self-defense purposes.

4. REPORTS AND DOCUMENTATION

- a. Police Service Aides will complete the same accident reports, citations and investigative reports a sworn officer would in the same situations.
- b. Police Service Aides will turn in all completed reports and citations at the end of each shift.

INDEX AS:

- POLICE SERVICE AIDES

RESPONSIBILITY INDEX

- CHIEF OF POLICE
- PATROL OPERATIONS MAJOR

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APPROVED:

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Date