

SANTA CLARA POLICE DEPARTMENT GENERAL ORDER 21.6

COMMUNITY SERVICE OFFICER II ROTATION POLICY

AUGUST 2018

21.6.1 Community Service Officer Rotation

The Community Service Officer (CSO) positions assigned to Patrol teams and the Front Desk will be filled on an similar basis as police officers in Field Operations (six month rotation), through seniority bid.

The following assignments have specific lengths of duration. Any CSO II interested in one of these positions will submit a memo indicating their interest when the assignment opening is posted. The appropriate Division Commander, with the consent of the Chief of Police, will select the CSO to fill the position. Factors to be considered in the selection will include: suitability for the position; past assignments; desire for the position, and seniority. If no one applies for one of the assignments, or if the applicant is deemed to be unsuitable for the position, the selection will be made from the pool of CSO I's or II's using the above-described factors. Extensions to any of the below listed assignments may be requested by the CSO II, or required by the Department, based on need.

- Alarm Program Administrator– three year assignment
- Graffiti/Permits Unit – three year assignment
- School Safety Patrol – three year assignment
- Crime Prevention – three year assignment
- Property Room – Long-term selection: year-to-year extensions upon Division Commander approval.
- Court Liaison and Subpoena Service (Investigations) – two year assignment
- Vehicle and Property (Field Operations) – two year assignment

Full-time CSO II's who were hired before January 1, 1997 will not be regularly assigned to work shifts that have hours beyond 6 p.m., or to Sunday shifts. This agreement was made to accommodate LEA's who were converted to CSO II's. If a CSO voluntarily bids, and is selected, for a shift outside this accommodation, they will not be eligible to reassert it in the future.