



**COMMUNICATIONS OPERATIONS
LAW ENFORCEMENT POLICY**

Policy No.	4351.80	Date Issued:	
Section:	4300 – Radio Procedures	Date Revised:	May 13, 2024
SUBJECT: CAPITOLA POLICE DEPARTMENT COMMUNITY SERVICE AND PARKING ENFORCEMENT UNITS			
APPROVED:	<u><signed copy on file></u> Chief of Police, Capitola Police Department		
APPROVED:	<u><signed copy on file></u> Amethyst Uchida, General Manager		

The Capitola Police Department (CPD) has two Community Service Officers (CSO).

The CPD also has three officers assigned to parking enforcement. The parking enforcement officers (PEO) primarily work in the village and handle parking enforcement. They may also handle traffic control points as directed, vehicle abatement as directed, pay station maintenance, and limited public relation duties.

The CSO functions under the supervision of the patrol supervisor. Whenever possible and appropriate, a CSO should be dispatched to a call for service instead of a police officer. Typical assignments include:

- Non-injury collision reports
- Found bicycle reports
- Theft reports, no suspects
- Subpoena service (witness, victim and civil, only)
- Parking ordinances enforcement and appropriate citations issuance, as directed
- Abandoned vehicle abatement
- Municipal code enforcement, as directed
- Cold burglary reports, no suspects
- Vandalism reports, no suspects
- Stolen vehicle reports, no suspects
- Counter reports
- Fingerprinting
- Minor misdemeanor or civil check fraud investigations, no suspects

- Not at-risk missing person reports, as directed by Sergeant or OIC (Officer in Charge)
- Citation sign-offs
- Illegal sign removals
- Deliver and pick up court documents
- Dogs on beach

Animal related calls for service:

- Law enforcement directs deer and mountain lion concerns to State Fish and Game. Sick or injured wildlife are referred to Native Animal Rescue or Wildlife Emergency Services.
- During business hours, ASA handles calls concerning sick or injured domestic animals, strays, aggressive pets, dog bites, animal nuisances, custody requests, and animal welfare and abuse investigations.
- After hours, ASA responds to emergencies such as aggressive pets attacking humans, injured animals needing transport to a veterinarian, law enforcement requests, and loose livestock on major freeways.
- If citizens find a stray domestic animal after hours, they're asked to contain it until ASA can pick it up or transport it to the nearest ASA facility during normal business hours. Alternatively, citizens have the option to drop off stray domestic animals at Pacific Santa Cruz Veterinary Hospital in Soquel after hours.
- All other non-emergency animal requests or calls for service are forwarded to ASA for follow-up the next business day.

CSO animal control duties if ASA is unavailable:

- Nuisance animals
- Cruelty and neglect complaints
- Dead animals on public streets or property
- Transport impounded animals
- Assist Department of Fish and Wildlife with marine mammal rescues
- Sick or injured animal rescues