



**COMMUNICATIONS OPERATIONS
LAW ENFORCEMENT POLICY/PROCEDURE**

Policy No. 4351.83	Date Issued:
Section: 4300 – Radio Procedures	Date Revised: May 13, 2024
SUBJECT: WATSONVILLE POLICE DEPARTMENT – POLICE SERVICE SPECIALISTS AND COMMUNITY SERVICE OFFICERS	
APPROVED:	<u><signed copy on file></u> Chief of Police, Watsonville Police Department
APPROVED:	<u><signed copy on file></u> Amethyst Uchida, General Manager

1.0 Purpose

Police Service Specialists (PSS) are non-sworn, paid, members of the Watsonville Police Department (WPD) and Community Service Officers (CSO) are non-sworn, volunteer members. Both provide assistance to peace officers in the delivery of the full range of police services. They write police reports, perform public contacts in crime and burglary prevention, investigate criminal check and consumer fraud, conduct certain crime scene investigations and assist peace officers in other duties as requested.

1.1. The following calls for service should be assigned to an on-duty PSS or CSO:

- Cold property crime reports where a suspect is unknown, not present or in the vicinity
- Lost or found property
- Missing person reports
- Miscellaneous incident reports
- Traffic control
- Supplemental reports
- Abandoned/nuisance vehicle reports
- Parking complaints, if no Parking Enforcement Officer is on-duty/available