

# Memorandum

**TO:** ALL DEPARTMENT PERSONNEL      **FROM:** Paul Joseph  
Chief of Police

**SUBJECT:** COMMUNITY SERVICE OFFICER      **DATE:** April 22, 2025  
SCHEDULE CHANGE PILOT  
PROGRAM

---

APPROVED

Memo# 2025-005

---

## **BACKGROUND**

Community Service Officers (CSOs) currently work one of two shifts, either 0600–1600 hours or 1300–2300 hours. First watch CSOs often cannot attend the dayshift briefing at the main Police Department campus due to traffic congestion on Highway 87. Similarly, second watch CSOs frequently miss briefings because they begin responding to calls immediately after going into service, leaving them unavailable during the swing shift briefing.

Additionally, CSOs need sufficient time to complete essential tasks, such as vehicle key pickup, vehicle inspections, fueling, and equipment loading, before attending patrol briefings. Past attempts to meet an early morning briefing time with only a short turnaround have proven challenging. To help mitigate these timing issues, vehicles should be washed and fueled at the end of each shift whenever possible, ensuring CSOs can begin the next shift with minimal delays.

## **ANALYSIS**

Briefings play a pivotal role for all members of the Patrol Division, including CSOs. Briefings provide a shared space to discuss recent incidents, Department updates, and strategic responses. They foster camaraderie, teamwork, and open communication, ensuring the entire Division operates with a united purpose. When all members gather in one place, they can align their efforts, clarify responsibilities, and develop the relationships that build a cohesive patrol team.

To ensure CSOs consistently attend briefings, an adjustment to their shift hours is necessary. The new schedule will allow adequate travel and preparation time for first watch CSOs to attend day shift briefings and will align second watch CSOs' schedules so they can attend swing shift briefings. By carefully planning CSO schedules as outlined below, the Department can maximize participation, reinforce teamwork, and enhance the effectiveness of the entire Patrol Division, while also respecting the time needed for vehicle checks, fueling, equipment loading, and safe travel to briefings.

**ORDER**

Effective May 11, 2025, the two shifts available to CSOs will be as follows:

- First watch – 0545 hours to 1545 hours
- Second watch – 1415 hours to 0015 hours

The new schedule will be implemented as a pilot program for a period of six months. The program will be evaluated prior to the November 2025 shift change to determine whether the hours will remain the same, be adjusted, or return to the original times.

With this adjustment, all CSOs shall attend day shift or swing briefing, depending on their assignment. The updated start times are designed to address the practical needs for vehicle preparation, safe travel, and compliance with relevant policies and laws. It is further recommended that vehicles be washed and fueled at the end of each shift whenever possible to ensure a timely start the following shift.



Paul Joseph  
Chief of Police

PJ:PH:SD