

Memorandum

TO: ALL DEPARTMENT PERSONNEL

FROM: Paul Joseph
Chief of Police

**SUBJECT: COMMUNITY SERVICE OFFICER
SCHEDULE CHANGE PILOT
PROGRAM CONTINUATION**

DATE: September 19, 2025

APPROVED

Memo# 2025-012

BACKGROUND

On April 22, 2025, the Department issued memorandum #2025-005 regarding a Community Service Officer (CSO) Schedule Change Pilot Program. That memorandum established the following shifts for CSOs:

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

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

ANALYSIS

On August 6, 2025, the Department launched a survey to assess the efficacy of the Pilot Program. Based on the results, there is insufficient data to determine whether or not the change should be made permanent or whether the hours should be adjusted.

ORDER

The Community Service Officer Schedule Change Pilot Program shall continue through the November 2025 – May 2026 shift. The program will be evaluated prior to the May 2026 shift change to determine whether the hours will remain the same, be adjusted, or return to the original times.



Paul Joseph
Chief of Police

PJ:PH:SD