

Memorandum

TO: ALL DEPARTMENT PERSONNEL

FROM: Paul Joseph
Chief of Police

SUBJECT: SEE BELOW

DATE: May 26, 2026

APPROVED

Memo# 2026-022

**SUBJECT: COMMUNITY SERVICE OFFICER SCHEDULE CHANGE PILOT
PROGRAM: PERMANENT IMPLEMENTATION**

BACKGROUND

On April 22, 2025, the Department implemented a Community Service Officer (CSO) Schedule Change Pilot Program to improve attendance at patrol briefings and enhance coordination with patrol operations (SJPD Memo #2025-005).

The pilot program adjusted CSO shift start times to allow sufficient time for travel, pre-shift preparation, and participation in briefing. The program was later extended to allow for additional evaluation (SJPD Memo #2025-012).

ANALYSIS

Based on the evaluation of the pilot program, the adjusted schedule has improved CSO attendance at patrol briefings and increased participation in Department operations. CSOs reported improved access to information, enhanced situational awareness, and stronger integration with patrol teams.

The schedule also better supports pre-shift preparation requirements, including vehicle readiness and equipment preparation, allowing CSOs to begin their shifts more efficiently.

Overall, the pilot program achieved its intended purpose of improving communication, coordination, and operational effectiveness within the Patrol Division.

ORDER

Effective the May 2026 shift change, the CSO schedule implemented under the pilot program shall be permanent.

The two shifts for CSOs shall remain as follows:

- First watch – 0545 hours to 1545 hours

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- Second watch – 1415 hours to 0015 hours

All CSOs shall attend the appropriate patrol briefing based on their assigned watch.

A handwritten signature in black ink that reads "Paul Joseph". The signature is written in a cursive, flowing style.

Paul Joseph
Chief of Police

PJ:NB:SD