



Effective: 03/28/2013  
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**CSU FULLERTON POLICE DEPARTMENT  
GENERAL ORDER NUMBER 7-12**

**COMMUNITY SERVICE RESERVE PROGRAM**

**SUBJECT:** The Community Service Reserve Program at CSU Fullerton

**PURPOSE:** To establish procedures and policies to be followed in reference to the University Police Department's Community Service Reserve Program.

**POLICY:** It is the policy of this Department to hire and train volunteers to serve as Community Service Reserves as a furtherance of the Department's efforts in community relations and crime prevention.

**PROCEDURE:**

- I. Community Service Reserve (CSR) Field Program
  - A. Community Service Reserves are non-sworn volunteer assistants who are supervised by the Community Services Corporal for campus safety details [CALEA 16.4.1a].
  - B. Qualifications include [CALEA 16.4.1b]:
    - 1. Must have a high school diploma or GED.
    - 2. Must have a valid California Driver's License.
    - 3. Must pass the Defensive Driver's Course.
    - 4. Must pass fingerprinting and background check.
    - 5. Graduate from the California State University, Fullerton Citizen Academy.
    - 6. Be a student, an employee or individual with some affiliation with the University.
    - 7. Volunteer a minimum of sixteen hours per month.
  - C. The field CSR will work throughout the campus. [CALEA 16.4.1b]
  - D. Community Service Reserves are representatives of the police Department but have no more authority than any other citizen. Their duties include assisting the University Police Department with [CALEA 16.4.1b]:
    - 1. Faculty, staff and student escorts;
    - 2. Assist patrol officers as needed;
    - 3. Assist Investigations as needed;
    - 4. Campus patrols;
    - 5. Traffic control as needed;
    - 6. Perform campus fire watch duties;
    - 7. Assist with commencement;
    - 8. Emergency response support;
    - 9. Bike Patrol & Bike Registration; and

10. Special details as assigned.

II. Training [CALEA 16.4.2]

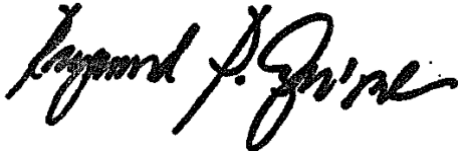
- A. Community Service Reserves will be trained by the Community Service Corporal, Community Service Officer, or Police Officers to ensure familiarization with the campus and Department procedures. CSR's will be trained to adhere to the Department's mission in regards to professionalism and customer service.
- B. Community Service Reserves will receive the following training to assist them in performing their authorized and assigned duties:
1. First aid and CPR training.
  2. Radio communications.
  3. Oleoresin Capsicum (OC) training.
  4. Bookstore security operations.
  5. Escorts and Defensive driving.
  6. Report writing.
  7. Surveillance camera operation.
  8. Traffic control.
  9. Fire extinguisher use

III. Uniforms [CALEA 16.4.3]

- A. Community Service Reserves will wear uniforms that distinguish them from sworn Police Officers, Community Service Officers, and dispatchers. The issued uniform will consist of:
1. One pair of beige Khaki pants
  2. One Department standard black polo shirt with a sewn-on badge designating Community Service Officer and sewn on name with the first initial and the last name spelled out.
  3. CSRs assigned to field duties will wear a Department standard black polo shirt.
  4. A black baseball cap with the word "CSR" sewn in the front of the cap with gold lettering.
  5. A black jacket.
  6. Black shoes or boots. (Required but not issued)
  7. Leatherman (Not issued)
- B. Procedures for performing duties as well as specific regulations applicable to Community Service Reserves can be found in the *Community Service Duty Manual*. All Community Service Reserves will receive a copy of this manual. [CALEA 16.4.2]

REVIEWED BY:  
T. Perez

APPROVED:

A handwritten signature in black ink, reading "Raymond J. Aguirre". The signature is written in a cursive style with a large initial 'R' and 'A'.

Raymund Aguirre  
Chief of Police