



Office of the City Manager
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Memo

To: Members of Dublin City Council
From: Marsha I. Grigsby, City Manager *MIG*
Date: June 20, 2013

Initiated By: Heinz von Eckartsberg, Chief of Police
John DeJarnette, Police Lieutenant

Re: Ordinance 55-13 - Amending Chapter 32 of the Dublin Code of Ordinances to Provide Community Service Officers

Background

In 2011, the Police Division began researching the possibility of implementing a volunteer force of engaged community members to assist the Police Division with our goals of reducing crime, reducing traffic crashes, preparing for and handling critical incidents and addressing issues of significant community concern.

Based on this research, in 2012 the Division developed an implementation plan for a volunteer force of Community Service Officers. As part of the implementation process, the Division worked with the City's Legal Department on recommended amendments to the Dublin Code to describe the scope of responsibilities entrusted to Community Service Officers and outline criteria for their selection and appointment. In addition, the amendments provide authorization for Community Service Officers to perform their duties, which will include:

- Responding to motor vehicle lockouts
- Providing community education regarding crime prevention and traffic safety
- Distributing theft prevention notices on vehicles and property
- Deploying advisory speed trailer equipment
- Conducting vacation house watch checks
- Assisting members of the public with general information
- Observing and reporting suspicious activity or hazardous situations
- Serving as community safety advocate during special events
- Supporting traffic operations conducted by law enforcement
- Enforcing city parking regulations
- Testifying in court or other legal proceedings regarding services performed as a Community Services Officer

The proposed Ordinance 55-13 also outlines that Community Service Officers have no arrest authority and are not authorized to carry weapons of any kind.

Recommendation

Staff recommends approval of Ordinance 55-13, amending Chapter 32 of the Dublin Codified Ordinances at the second reading/public hearing on July 1, 2013.

RECORD OF ORDINANCES

Ordinance No. 55-13 Passed _____, 20____

AN ORDINANCE AMENDING CHAPTER 32 (DEPARTMENTS, BOARDS AND COMMISSIONS) OF THE DUBLIN CODIFIED ORDINANCES TO ENACT NEW SECTION 32.07, COMMUNITY SERVICE OFFICER PROGRAM.

WHEREAS, the Division of Police is proposing a Community Service Officer Program initiative; and

WHEREAS, the purpose of this initiative is to enhance the overall safety of the Dublin community, reduce crime, reduce traffic crashes, and provide the Division of Police with assistance in addressing issues of community concern; and

WHEREAS, Community Service Officers would perform a variety of law enforcement and crime prevention duties, including the enforcement of parking regulations, responding to vehicle lockouts, assisting with crowd management at special events, assisting with distributing general information to the public, assisting with vacation house checks, and other duties as may be assigned by the Chief of Police; and

WHEREAS, Community Service Officers would serve in a volunteer capacity; and

WHEREAS, this Council desires to authorize the Community Service Officer Program.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Dublin, State of Ohio, _____ of the elected members concurring that:

Section 1. Chapter 32 of the Dublin Code of Ordinances (Departments, Boards and Commissions) is hereby amended by the enactment of a new Section 32.07, Community Service Officer Program, to provide as follows:

§ 32.07 COMMUNITY SERVICE OFFICER PROGRAM

(A) There is hereby established and created within the Division of Police a Community Service Officer program. The Community Service Officer program is a volunteer program that enables individuals to assist the Division of Police with crime prevention and law enforcement activities.

(B) Community Service Officers shall be appointed by the City Manager and shall serve under the direction of the Chief of Police. Service shall continue at the discretion of the Chief of Police or until the Chief of Police accepts the resignation of a Community Service Officer.

(C) Each Community Service Officer must be at least twenty-one (21) years of age at the time of appointment. Prior to appointment, a Community Service Officer must successfully complete the City of Dublin Citizen Police Academy, successfully complete the City of Dublin Community Service Officer Training Program, successfully complete a background check and any other investigations, checks, or screenings that may be required by the Chief of Police, and execute a City of Dublin Volunteer Waiver and Release and any other documents that may be required by the Chief of Police. The Chief of Police is authorized to add to these requirements as may be necessary to provide for the operation of the Community Service Officer Program.

(D) Each Community Service Officer shall comply with any rules and regulations issued by the Chief of Police or the City Manager.

(E) The Chief of Police or his/her designee shall be responsible for the assignment of duties and each Community Service Officer shall be under the control of the on-duty patrol supervisor.

(F) Community Service Officers may perform the following duties and any other duties designated by the Chief of Police that are not inconsistent with this

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ordinance or any applicable law:

- (1) Respond to motor vehicle lockouts;
- (2) Provide community education regarding crime prevention and traffic safety;
- (3) Distribute theft prevention notices on vehicles and property in the City;
- (4) Deploy advisory speed trailer equipment and provide supporting documentation;
- (5) Conduct vacation house watch checks;
- (6) Assist members of the public with general information;
- (7) Observe and report suspicious activity or hazardous situations;
- (8) Serve as neighborhood/community safety advocates during special events;
- (9) Support traffic operations conducted by law enforcement;
- (10) Issue parking citations and enforce City parking regulations; and
- (11) Testify in court or other legal proceedings regarding services performed as a Community Services Officer.

(G) Community Service Officers do not have any arrest powers and shall not carry any weapons.

(H) Community Service Officers shall receive no compensation for services rendered.

(I) Community Service Officers shall wear uniforms as specified by the Chief of Police. Uniforms and identification symbols worn by Community Service Officers shall be different from those worn by sworn City police officers.

Section 2. This Ordinance shall take effect and be in force from and after the earliest date permitted by law.

Passed this _____ day of _____, 2013.

Mayor - Presiding Officer

ATTEST:

Clerk of Council