

# Pueblo Police Department

Community Service Officer Program

Pueblo Police Department CSO Program

Patrol Time Savings

Call Types,  
Average  
Officer Time  
Spent per  
Call, and  
Total Officer  
Time

Call Type	Number of Dispatched Calls	Average time per call per officer (hour:minute: second)	Total Officer Time (rounded to the nearest hour)
Abandon vehicles	854	0:26:52	474
Burglary	1,168	1:04:50	1,801
Evidence collection	74	0:58:00	78
Follow Up	5,036	0:56:23	5,489
Fraud	657	0:47:58	590
ID Theft	936	0:36:02	595
Lost or Found Property	983	0:42:39	858
Motor Vehicle Theft (cold)	1,615	0:56:55	1,957
Parking Complaints	1,124	0:22:22	470
Property Damage	1,174	0:40:00	1,089
Recovered Motor Vehicle	1,194	0:51:29	2,222
Theft	2,659	0:35:55	1,801
Theft from Auto (TFA)	1,407	0:48:41	1,278
Traffic Hazards	1,861	0:17:17	891
<b>Total</b>	<b>20,742</b>	<b>10:05:23</b>	<b>19,593</b>

Date Range: 12/26/20-12/26/21

82% of these CFS occur between 0800 and 2000 hours

84% occurred between 0700 and 1900 hours

These hours are equivalent to 9 full time employees (Assuming a FT employee works 2080 hours/year divided by 19593 time spent on the above CFS)

**The Police Department requests to add four new civilian positions to department staffing with the classification title of Community Service Officer (CSO). The primary purpose of these positions will be to provide supplemental support to sworn police personnel by performing duties that do not require the authority, special training or POST certification that sworn police officers are required to have.**

### **Examples of primarily field administrative and reporting duties include:**

- Burglary (vending machine, storage units, garages, homes, business, etc.)
- Criminal Mischief (damage, graffiti, etc.)
- Found Property (including drug paraphernalia)
- Frauds & forgeries
- Littering
- Missing people & Runaways
- Non-injury traffic accidents (no alcohol or drugs suspected) & Hit-&-Run accidents
- Property safety inspections (CPTED, etc.)
- Supplements to cases that require evidence (tapes, documents, etc.) to be picked up
- Thefts (thefts, thefts of rental property, thefts from vehicle, motor vehicle thefts, bill & gas skips, etc.)
- Traffic Hazards (stalled vehicles, motorist assists, objects in roadway, malfunctioning traffic lights, etc.)
- It is important to note that the support activities to the CSO's would be more "cold call" in nature. Active calls in-progress or calls where suspect information is known would continue to be handled by sworn police department personnel.

### **Hiring and Training**

The hiring and training process would be similar to the City's police officer recruitment due to the confidential access the CSO's have and would include:

Background checks, polygraphs, and psychological exams.

Selected candidates would experience an abbreviated "academy" of sorts of approximately 5 weeks in length which would include courses appropriate to CSO duties.

An intensive field training officer program following completion of the academy.

The positions would be non-exempt, general services positions and would be included in the Pueblo Association of Government Employees bargaining unit.

## Equipment Cost per CSO

### Estimated Start-Up Duty Equipment Cost Per CSO

Quantity	Item	Item Price	Cost
1	Polygraphs	\$150.00	\$150.00
1	Psychological	\$250.00	\$250.00
3	Long Sleeve Polo	\$42.50	\$127.50
4	Short Sleeve Polo	\$34.00	\$136.00
3	Cargo Pants	\$29.99	\$89.97
1	Duty Jacket	\$125.00	\$125.00
1	Nylon Underbelt	\$12.99	\$12.99
1	Nylon Dutybelt	\$23.00	\$23.00
1	Nylon Belt Keepers	\$8.95	\$8.95
1	Radio Carrier	\$28.95	\$28.95
1	Flashlight Carrier	\$19.50	\$19.50
1	OC Holder	\$19.80	\$19.80
1	Reflective Vest	\$29.95	\$29.95
1	OC	\$12.50	\$12.50
1	Flashlight	\$50.00	\$50.00
1	Vehicle lights and paint	\$ 3000.00	\$3000.00
1	Patches	\$25.00	\$25.00
	<b>Total</b>		<b>\$4109.11</b>
	<b>Total Cost for 4 CSO's</b>		<b>\$14,836.44</b>

### Further Equipment Requirements

We currently have 4 vehicles outfitted with computers and mounts. It would cost approx. \$3000.00 to paint, mark, and replace the overhead light system per vehicle. Currently we have 10 extra radios and would not need to purchase any to outfit the CSO's. We will need to revisit our contract with Axon this year in order to outfit all sworn officers with BWC's due to the requirements in SB20-217 and SB 21-1250. We will be ordering new ballistic vest in 2022 for a large number of officers and will include the CSO's in the order.

## FINANCIAL IMPLICATIONS:

All costs associated with this proposal will be paid out of the General Fund.

Cost Item	Annual Cost	
Salary	\$ 45,260	
Retirement (PERA)	\$ 6,436	
Health Insurance	\$ 21,637	
Dental Insurance	\$ 296	
Life Insurance	\$ 76	
Medicare	\$ 656	
Ancillary Costs - Recruitment, Uniform and Equipment	\$ 3,709	
	Total Per Position	\$ 78,070
		➔ x 4 positions \$ 312,278
Vehicle Retrofitting (1 time cost)	\$ 3,000	
Total Estimated Annual Program Cost	\$ 315,278	

Assuming the CSO positions are approved, the timeline to fill through the Civil Service, selection and post-offer background processes would likely result in a hire date no sooner than June 1, 2022. Therefore, the more realistic cost of standing up the program would be **approximately \$185,164 in FY 2022.**

# Conclusion

With sworn police personnel recruitment challenges increasing, coupled with a far more significant training and equipment resource intensive runway associated with bringing sworn officers on board, developing a CSO program appears to be a cost-effective and efficient way to bring civilian staff resources to bear more quickly and make a positive impact on sworn workload.

In conclusion, primary benefits of adding the CSO's to the Pueblo Police Department include:

Enhanced patrol response without the additional burden on sworn officers, freeing up sworn officers to spend more time on each call

Focus on higher-priority calls and to engage in more proactive policing, all of which are mission critical activities in delivering strong public safety services to the community of Pueblo.

It is possible that reducing the number of calls to which patrol officers must respond could improve response time to other calls for service as well.

Finally, this program may also prove to have a positive impact on the recruitment of future sworn Police Officers and will allow individuals to experience the law enforcement environment which hopefully will increase interest in pursuing a career in sworn policing with the Pueblo Police Department and provide a "feeder source" of qualified applicants.