



**Las Cruces Police Department
GENERAL ORDERS
FIELD OPERATIONS VOLUME 2
GO-269 POLICE SERVICE AIDE
Revised 7/10/2019**

269 POLICE SERVICE AIDE

PURPOSE

The purpose of this General Order is to establish guidelines for the Police Service Aide (PSA). The PSA will provide certain public safety services that would be delayed due to the workload of commissioned officers. They assist with low priority calls for service and non-hazardous duties. PSAs provide the public and the department with a variety of community services.

POLICY

It is the policy of the Las Cruces Police Department to provide Police Service Aides (PSAs) to assist law enforcement personnel by performing non-hazardous duties and to provide the public with a variety of community services. To investigate traffic crashes within the city limits and take limited traffic enforcement action when warranted.

APPLICABILITY

This General Order applies to all Las Cruces Police Department personnel.

REFERENCES

- N/A

DEFINITIONS

PSA – Police Service Aide

269.01 AUTHORITY & TRAINING

- A. The official title of (**PSA**) is Police Service Aide. PSAs will **not** at any time identify themselves as a sworn police officer, but as a non-commissioned employee of the police department.
- B. PSAs will operate a marked PSA vehicle and operate a two-way handheld communication device (Radio).



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- C. PSAs will fall under the command of the traffic section who will be responsible for their day to day supervision.
- D. PSAs will be allowed to use physical force in the performance of their duties for self-defense only, in accordance with the training and equipment they receive.
- E. PSAs have no arrest authority; therefore, they will not attempt to effect an arrest. If a situation arises where a physical arrest is necessary, a sworn officer will be requested to the scene, and the appropriate supervisor notified.
- F. Uniforms
 - 1. PSAs will wear uniforms; however, these uniforms will clearly distinguish them from sworn officers. Uniforms will be determined by the Chief of Police or his/her designee and as listed in GO 128 Uniform Policy.
 - 2. PSAs will wear a reflective and highly visible uniform shirt, vest or jacket anytime they are operating on or near a roadway or parking lot.
- G. Training
 - 1. PSAs will receive training in their authorized and assigned duties.
 - 2. The Law Enforcement Academy will be responsible for the Police Service Aid Entry Academy.
 - 3. PSAs will satisfactorily complete a field training curriculum established by the traffic section.
 - a. Field training will be administered by qualified senior PSAs, traffic personnel, and support services personnel.

269.02 DUTIES & RESPONSIBILITIES

- A. PSAs will assist patrol personnel at the scene of injury and fatal crashes with traffic control, taking measurements, impound reports and any other assistance as needed.
- B. PSAs will investigate non-injury traffic crashes occurring on public roadways and private property.



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- C. Perform routine patrols as directed by a supervisor and report any suspicious activity.
 - 1. If a PSA should find a suspicious situation, he/she will move to a safe distance and notify dispatch via radio requesting an officer.
 - 2. If necessary, a PSA will standby until an officer arrives.
- D. Assist the traffic and patrol sections when dispatched.
- E. Traffic and Roadway Service:
 - 1. Will reasonably attempt to provide services to motorists in need of assistance.
 - 2. Will summon the on-call wrecker at the request of a motorist ensuring the following:
 - a. Fill out a tow sheet and stand by for wrecker to perform a pick up.
 - b. Ensure the motorist understands they are responsible for all towing charges if it is a non-law enforcement tow request.
 - 3. Will provide traffic direction at crash scenes, fire scenes, traffic hazards, intersections where lights are malfunctioning and roadway closures.
 - 4. Will be used to transport victims, witnesses, and children to any local police facilities, shelters, residences, and/or other places deemed necessary as directed by a police supervisor.
 - a. PSAs will ensure that any children transported are properly secured in a child restraint appropriate for the child's age and weight.
 - 5. Will assist officers with the towing of vehicles. The impounding and towing of any vehicle will be in accordance with GO 270 Towing & Impounding Vehicles.
 - 6. Will conduct a thorough inventory of the vehicle and advise the primary officer if any of the following are located:
 - a. Weapons
 - b. Suspicious property
 - c. Drugs and/or paraphernalia



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7. If an inventory search cannot be done the PSA will notify the primary officer or a supervisor.
8. Parking Enforcement/Abandoned Vehicles
 - a. Will be responsible for enforcing violations against parked or abandoned vehicles on private and public property. On private property, PSAs can only issue citations for handicap parking and fire lane violations.
 - b. May charge the owner of a vehicle with a parking violation in accordance with city ordinances.
 - c. Will assist citizens during special events and may be assigned to foot patrol to ensure the enforcement of parking regulations.

F. Found Property

1. PSAs will be responsible for picking up found items and initiating an offense/incident report. A reasonable effort should be made to contact the rightful owner of the recovered property. If an owner is not located the PSA will tag the property into evidence prior to the end of his/her shift. An incident report will be generated regardless of whether the property was returned to the owner(s).
2. The handling and entry of found property will be in accordance with GO 300 Evidence & Property procedures.
3. PSAs **WILL NOT** handle the following items regarding found property or evidence:
 - a. Weapons
 - b. Stolen property
 - c. Drugs and/or paraphernalia
 - d. Any items of possible evidentiary value to a felony crime.

G. Respond to or contact complainants of nonviolent misdemeanor crimes where no suspect information is available and complete reports per department policy.

H. Vandalism/Petty Larceny Reports

1. May take Vandalism and Petty Larceny reports where there is no offender information, and which require no follow-up.



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2. Upon arrival, if a PSA believes that the report will lead to a follow-up investigation or an arrest, the PSA will notify the on-duty patrol sergeant of the information so a police officer can be dispatched to assume responsibility of the call.

I. Administrative Responsibilities

1. Will be responsible for conducting mail runs and distributing correspondence to include:
 - a. Correspondence between the police department, city offices, and other law enforcement offices.
 - b. Any correspondence needing to go to or come from any city or state court or detention facility.
2. Taking license plates to the Department of Motor Vehicles.
3. Will periodically be assigned to the station to assist citizens with reports, questions, and answering the phone.
4. Will be responsible for inspecting their assigned unit for damage or faulty equipment. If any is found notify his/her supervisor immediately.

- J. Will perform other duties as assigned.

269.03 CALLS NOT HANDLED BY PSA'S:

A. PSAs will not:

1. Jump start non-police vehicles.
2. Push start vehicles.
3. Use a "Slim Jim" or any other unlocking device.

B. PSAs will not respond to the following types of calls unless directed to do so by a supervisor or officer after the scene has been secured.

1. Felony offenses.



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2. Audible or silent alarms.
3. Officer in need of assistance.
4. Police vehicle pursuits.
5. Suspicious Deaths.
6. Officer involved foot pursuits.
7. Welfare checks on emotionally disturbed persons.
8. Will not engage in self-initiated traffic stops or follow traffic violations.
9. Will not be used to standby or guard suspects or offenders.
10. Will not transport suspects or offenders.

269.04 COMPLETION OF REPORTS

- A. All crash and incident reports will be completed in accordance with GO 141 Police Reports prior to the end of their shift, unless authorized by a supervisor.