

## Police Service Aides

### 1047.1 PURPOSE AND SCOPE

Police Service Aides (PSA's) work under direct supervision, perform a variety of routine and progressively more advanced tasks in an apprenticeship program in preparation for a career in law enforcement.

### 1047.2 POLICE SERVICE AIDE STATUS

Specifications for PSA's are on file with the City Personnel Office or Police Department Training Bureau.

#### 1047.2.1 EDUCATION REQUIREMENTS

PSA's are required to be high school graduates.

### 1047.3 PROGRAM COORDINATOR

The Administrative Division Commander will serve as the Program Coordinator. This supervisor will be responsible for tracking the educational and job performance of PSA's as well as making his or her individual assignments throughout the Department. He/she will also monitor the training provided for all PSA's and review all decisions affecting job assignments, status for compensation, and performance evaluations.

### 1047.4 ORIENTATION AND TRAINING

Newly hired PSA's will receive an orientation of the organization and facilities before reporting to his or her first assignment. On-the-job training will be conducted. Training sessions will be scheduled as needed to train PSA's for as many assignments as possible. In addition to job-specific training, information will be offered to prepare PSA's to compete successfully in the law enforcement profession. All training will focus on improving job performance, as well as preparation to become police employees.

### 1047.5 POLICE SERVICE AIDE UNIFORMS

Each PSA will be provided uniforms meeting the specifications described in the Uniform Specification manual for public safety clerks and dispatchers or a "Class B" Uniform with light blue shirt.

### 1047.6 ROTATION OF ASSIGNMENTS

Rotating job assignments may occur on a regular basis to enhance the career development for each PSA. Department needs and concerns will take precedence over individual considerations with the final decision resting with the Program Coordinator.

# Newark Police Department

## Newark PD Policy Manual

### *Police Service Aides*

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#### **1047.7 RIDE-ALONG PROCEDURES**

All PSA's are authorized to participate in the Ride-Along Program on his or her own time and as approved by his or her immediate supervisor and the Field Operations Commander. Applicable waivers must be signed in advance of the ride-along. PSA's shall wear his or her uniform while participating on a ride-along.

#### **1047.8 PERFORMANCE EVALUATIONS**

Performance evaluations for all PSA's shall be completed every three months during his or her probation. Upon successful completion of probation, PSA's will be evaluated on a yearly basis to assess his or her current job performance.