



SUBJECT: Community Service Troopers (CST)

TO: Members of the Department

This Order establishes department policy and member responsibilities for the following:

<u>Section 46.1</u> COMMUNITY SERVICE TROOPER (CST)	1
<u>46.1.1.</u> Community Service Trooper Position	1
<u>46.1.2.</u> Community Service Trooper's Function	2
<u>46.1.3.</u> Reporting Responsibilities	3
<u>46.1.4.</u> Post Commander Responsibilities	3
<u>46.1.5.</u> District Commander Responsibilities	4
<u>46.1.6.</u> Grants and Community Services Division Responsibilities	4
<u>46.1.7.</u> Community Service Trooper Uniforms	4
<u>Section 46.2</u> REVISION RESPONSIBILITY	4

46.1 COMMUNITY SERVICE TROOPER (CST)

This Order establishes operational duties and procedures for the Community Service Trooper (CST).

46.1.1. COMMUNITY SERVICE TROOPER POSITION

- A. The CST serves as a point of contact at each State Police post for crime prevention and community service programs to help strengthen ties to and within communities.
- B. Each CST shall develop working relationships with public and private agencies, businesses, faith-based and non-profit organizations, schools, the media, and other law enforcement agencies to build community support for prevention and public safety efforts.
- C. The CST shall focus their time on the public safety activities listed below in Section 46.1.2.A.

- D. The CST position shall be staffed by a trooper. This trooper is selected by the post commander and is trained by the Grants and Community Services Division (GCSD), Prevention Services and Secure Cities Section (PSSCS).

46.1.2. COMMUNITY SERVICE TROOPER'S FUNCTION

- A. The function of the CST position includes, but is not limited to, the following:
- (1) Teaching, Educating, and Mentoring (TEAM) - School Liaison Officer Program.
 - a. Troopers who teach TEAM must first complete a training program administered by the GCSD, PSSCS, and approved by the Michigan Commission on Law Enforcement Standards.
 - b. Promoting drug and weapon free schools.
 - (2) Prevention services activities as they originate from the PSSCS.
 - (3) Build public relations and community partnerships.
 - (4) Promote drug and violence awareness.
 - (5) Promote crime prevention (property crimes and personal safety).
 - a. CSTs are provided access to the PSSCS shared drive to access prevention and safety related presentations.
 - b. CSTs are provided with a virtual calendar that displays monthly prevention themes and highlights for upcoming prevention and safety initiatives.
 - (6) Serve as a local point of contact in conjunction with a district Public Information Officer (PIO), if applicable, for media regarding CST activity.
 - a. Recommended efforts include, but are not limited to, educational news releases and public service announcements.
 - b. It is the responsibility of the CST to maintain and disseminate information received from the PSSCS on crime and safety awareness press releases in conjunction with the district PIO, if applicable.
 - (7) If requested by the post commander, serve as local point of contact for post CAUTION (Community Action United Team In Our Neighborhood) initiative.
- B. The CST shall develop a working relationship with other state and local service providers to better address the above issues.
- C. When appropriate and with approval of the post commander, the CST will participate with and provide assistance to service providers in the trooper's post area. Examples include:
- (1) Department of Health and Human Services
 - (2) Children's Trust Fund
 - (3) Child Death Review Board/Team

- (4) Domestic Violence Shelters/Treatment Board
 - (5) Child Abuse and Neglect Board/Council
 - (6) Substance Abuse Coalition
- D. Contacts with chiefs of police, sheriffs, and command level officers from other agencies shall be reported to the post commander.
- E. The GCSD may arrange for collaborative CST service delivery efforts in which all CSTs may be asked to participate.

District and post commanders shall be informed of such events in advance and shall make every effort possible to approve their CST's participation in such events outside of the CST's post or district area.

46.1.3. REPORTING RESPONSIBILITIES

Each month the CST shall submit the Monthly Activity and Impact Report Form, TD-055, to their post commander with copies to the district commander and PSSCS. This report is to be received by the 10th of each month for the prior month's activity.

46.1.4. POST COMMANDER RESPONSIBILITIES

- A. The post commander shall ensure that the post maintains a community service program that includes at least one full-time CST. CSTs serve as the point of contact for the community on issues relating to crime prevention and community outreach.
- B. The post commander shall ensure that probationary troopers be assigned to a CST at their work site or within the district for two shifts, or a period of 16 hours if on extended work shifts, after successful completion of the Field Training Officer program and before the end of probation per Official Order No. 125. During this time, the probationary trooper will assist in the development and delivery of at least one community presentation.
- C. Post commanders shall be responsible for the selection, supervision, and performance evaluation of the CST.
 - (1) In making this selection, input may be solicited from any shift supervisor who had supervisory contact with the candidate during the previous and current performance rating period. CST candidates should:
 - a. Demonstrate the ability to positively interact with diverse populations.
 - b. Display a genuine interest in the position and possess no less than four years of post level experience after graduating from Trooper Recruit School.
 - c. Be a credible role model to all members of the community, especially children.
 - (2) The post commander shall utilize the CST performance appraisal competencies and may utilize objectives suggested by the PSSCS for evaluation.
- D. Post commanders will ensure the CST and post chaplain are working together and are utilizing their CAUTION team to their fullest potential.

46.1.5. DISTRICT COMMANDER RESPONSIBILITIES

- A. District commanders shall oversee the successful functioning of the CST program within their districts, as well as overall compliance with this Order.
- B. District commanders shall inform the Field Operations Bureau commander and the GCSD director regarding the selection of the CST, any program difficulties, and recommendations for improvement.

46.1.6. GRANTS AND COMMUNITY SERVICES DIVISION RESPONSIBILITIES

- A. The GCSD, PSSCS, shall oversee statewide coordinated training delivered to participants in the CST program.
- B. The PSSCS shall ensure that training programs are provided to ensure the CSTs maintain the skills and knowledge necessary for the position.

46.1.7. COMMUNITY SERVICE TROOPER UNIFORMS

- A. CSTs may wear the Class D fatigue pants with a "Community Service Trooper" polo shirt approved by the GCSD, PSSCS. Wearing the Class D fatigue pants with CST polo is reserved for CST functions and events which, due to their nature, require the alternate uniform.
 - (1) The determination of whether to wear the CST long or short sleeve polo shirt shall be consistent with the uniform of the day for Class B or C uniforms, unless special circumstances arise. District and post commanders may contact the PSSCS for inquiries regarding special circumstances.
 - (2) Athletic shoes or field duty boots may be worn with the Class D uniform fatigue pants and CST polo shirt.
 - (3) CSTs may wear a "CST" hat, consistent with the Class D uniform hat, when wearing a CST polo shirt and Class D uniform fatigue pants.
 - (4) CSTs working in conjunction with another CST at an event shall coordinate similar uniform dress attire.
- B. The PSSCS will ensure that CSTs assigned to a special detail under the command of the GCSD, PSSCS, are similarly attired.

46.2 REVISION RESPONSIBILITY

Responsibility for continuous review and revision of this Order lies with the Office of Administrative Services (GCSD, PSSCS), in cooperation with the Office of Professional Development.

DIRECTOR