



DEPARTMENT NOTICE

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EXPIRATION DATE

16 January 1970

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69-110

SUBJECT

COMMUNITY SERVICE AIDES PROJECT

DISTRI-
BUTION

A

AMENDS

REFERENCE

RESCINDS

Bureau

The Chicago Police Department is a participant in the Model Cities Program. This is a program funded by the Department of Housing and Urban Development. Over 50 governmental and private agencies are participating in the program. The Department's contribution to the overall program will be the Community Service Aides project.

The method of implementing this program will be to lease facilities in each of the target areas. These leased facilities will be called "Community Service Centers." They will serve as the headquarters and training centers for the police personnel assigned and the residents who are employed.

Each Community Service Aide will be given 455 hours of classroom training in such subjects as Criminal Law, Investigation, Management Development, Social sciences, and a variety of other subjects aimed at providing the Aide with the necessary skills to perform his job.

The Aides will work as teams with a police officer assigned as a team supervisor. A team will consist of one patrolman and seven to twelve aides. The team will patrol on foot. The Aide will assist the police officer in alleviating dirty alleys by reporting sanitation violations, protecting school children by acting as crossing guards on secondary crossings and as reliefs for regular crossing guards, promoting orderly flow of traffic at athletic events, supervising at parks, playgrounds and libraries, clearing the streets of junk cars, and by performing many other services.

In addition, each Aide will be allowed to attend formal educational courses for up to 9 hours per week with pay. Contracts with the Board of Education will be drafted so that special courses can be presented to the Aides if evaluation and counseling indicate they are needed.

Residents who are interested in becoming a Community Service Aide may apply at their local Illinois State Employment Center. Consideration will be given to those persons with the following qualifications:

1. Male age 17 - 35; female age 18 - 33.
2. No height requirement but weight must be in proportion to height.
3. Passing of a minimum physical examination.
4. Taking a written examination. Achieving a certain score will not be criteria for employment. The exam is intended to be used as an aid in counseling; training, scheduling aides for educational courses.
5. U.S. Citizenship
6. If any military service, discharge papers and medical history.
7. Acceptable character background and driving record.
8. Model Cities Target Area Residence (Mandatory).

No numerical eligibility list will be posted. An aide who has the above qualifications will be given priority but exceptions may be made if an applicant can demonstrate skills which will make him or her an asset to the project. Appointment to the position of Community Service Aide will be by a four man board consisting of the Director of Personnel, the District Commander, the Deputy Chief of the Community Services Division, and a Model Cities representative or any of their designees.

Community Service Aides will start at \$445 per month. After three months employment they will be raised to \$467 per month, after 6 months employment they will be raised to \$491 per month, \$515 per month after 9 months, and after one year employment they will be raised to \$540 per month or \$6,480 year.

Aides and police personnel will be assigned as follows:

Assignment	Lts.	Sgts.	Ptlmn.	Aides
2nd District	1	4	7	107
10th District	1	4	7	86
11th District	1	3	5	39
20th District	1	4	7	70
21st District	1	3	5	42

The 3rd District (Mid-South) will not be included in this project at this time.

The lieutenant assigned to this project will be the commanding officer in charge of the Community Service Center. The sergeants will be used as training officers to instruct the aides. The patrolmen will serve as field supervisors in charge of a team of aides.

The Community Service Centers and their personnel will be under the line or operational command of the district commander. This means that assignments will be made by the District Commander and he will have direct responsibility for the conduct and efficiency of the Community Service Centers and their assigned personnel. The Deputy Chief of the Community Service Division will have staff or functional authority over the Community Service Centers. This means that the Deputy Chief will have the responsibility and commensurate authority to assure that all assignments are in conformance to the goals and purposes of the Model Cities program.

In the initial stages of this program, at least during the first six months all assignments will be during daylight hours Monday through Friday unless unusual circumstances or emergency conditions require otherwise. It is hoped that ultimately, patrol teams will work during the 2nd and 3rd watches, seven days a week.

Sworn personnel will be given three weeks of pre-service training prior to assignment.

Authenticated by: 

James B. Conlisk, Jr.
Superintendent of Police

Read at roll call 4 days.
Post on Bulletin Board for 30 days.