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University of California
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July 13, 2018

JANET NAPOLITANO, PRESIDENT
UNIVERSITY OF CALIFORNIA

Re: Report of the Systemwide Public Safety Task Force

Dear Janet:

At its June 27, 2018 meeting, the Academic Council endorsed the attached report of the Systemwide Public Safety Task Force initiated by the University Committee on Faculty Welfare (UCFW) last year to review the UC Police Policies and Administrative Procedures manual (the "Gold Book") and other systemwide public safety directives to identify best practices for all UC campus police departments.

The final task force report recommends specific changes to the Gold Book that increase transparency and consistency and that align policing policies and practices with current public safety best practices appropriate to a university environment. It also recommends the creation of independent Public Advisory Boards (PABs) on each UC campus to provide independent oversight and accountability. The report compliments the wider perspective of your Presidential Task Force on Universitywide Policing, created in March 2018 and led by Senior Vice President and Chief Compliance & Audit Officer Alexander Bustamante.

We believe that full implementation of the recommendations in the report will ensure that UC policing policies and practices will uniformly reflect the specific needs of a university community and include broad community-based accountability incorporating input from students, faculty and staff and others.

Please do not hesitate to contact me if you have questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shane N. White", is written over a horizontal line.

Shane N. White, Chair
Academic Council

Encl.

Cc: Academic Council
Senior Vice President and Chief Compliance & Audit Officer Bustamante
Senate Director Baxter
Senate Executive Directors



UNIVERSITY COMMITTEE ON FACULTY WELFARE (UCFW)
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June 15, 2018

**SHANE WHITE, CHAIR
ACADEMIC COUNCIL**

RE: Report of the UCFW “Gold Book” Task Force

Dear Shane,

Last fall, the Academic Council agreed with the University Committee on Faculty Welfare (UCFW) that a task force should be formed to examine the current policies governing policing at the University of California. In response, working with the University Committee on Committees, UCFW formed and charged such a group. The task force met by videoconference as needed, and submitted the enclosed written report, which was unanimously endorsed by UCFW during their June 8, 2018, meeting. In short, their findings suggest a critical need for greater transparency in policing practices and policies, and an overall need to contextualize consistent policing for a university environment. These are the means toward achieving a respectful and productive relationship between a community and their police; indeed, we find that UC’s [Principles of Community](#) should govern the words, deeds, and policies of UC police.

The most important step in transparency, aside from publicly posting all policies, is the establishment and empowerment of Public Advisory Boards (PABs), both at the local and the systemwide level. Status quo efforts to date in this area are piecemeal. Where PABs currently exist, their membership is often determined by the preferences of the local police chief. No systemwide body currently exists, and our discussions with the coordinating chief and Executive Vice President Nava (to whom the coordinating chief reports), suggest no plans to establish one.

Another critical step in improving policing at UC is for all stakeholder groups to reconsider the role of police in the university environment. Current UC police regulations include provisions, for example, for under cover infiltration as well as other verbiage that seems directly lifted from municipal handbooks; we find these passages problematic, at the very least.

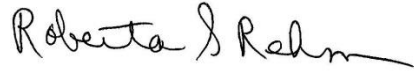
Finally, the report illustrates the need for consistency across campuses. Weapons deployment, use of chemical agents, and coordination with external entities, to name but a few topics, should not vary across UC.

After our task force was convened, President Napolitano launched her own [Presidential Task Force on Universitywide Policing](#), albeit with a more limited charge. Three of the Senate task force members

are on the president's task force, and we hope that this report can be made available to that full membership with all due haste.

Thank you for your support,

Sincerely,

A handwritten signature in black ink, appearing to read "Roberta S. Rehm". The signature is fluid and cursive, with a long horizontal stroke at the end.

Roberta Rehm, UCFW Chair

Copy: UCFW
 Hilary Baxter, Executive Director, Academic Senate

Encl.

Systemwide Public Safety Task Force

Final Report

Submitted to the University Committee on Faculty Welfare (UCFW)

June 1, 2018

I. Background

The Systemwide Public Safety Task Force grew out of discussions at the University Committee on Faculty Welfare (UCFW) in 2016-2017. As part of its regular business, UCFW was asked to review draft revisions to chapters of the Universitywide Police Policies and Administrative Procedures handbook (hereafter “Gold Book”). UCFW [expressed concern](#) that the language in these draft chapters did not necessarily reflect the unique role that policing plays in a university environment. Acknowledging its own limitations to offer informed comment, UCFW urged the creation of a systemwide Senate task force to examine these questions in more depth.

The task force was created in Fall 2017 and included seven faculty representatives from six campuses with a variety of different backgrounds and expertise in policing and related issues. The task force held meetings in December 2017 and March 2018 in addition to circulating materials and comments by email. The task force reviewed the current version of the Gold Book in its entirety as well as draft chapters provided by the office of COO Rachael Nava on use of force, body cams, and immigration enforcement (all of which are appended to this report). Whenever possible, the task force reviewed the most recent draft chapters in preparation.

As the Senate task force was completing its work in March 2018, President Janet Napolitano announced the creation of a separate [Presidential Task Force on University-Wide Policing](#) headed by Senior Vice President and Chief Compliance & Audit Officer Alexander Bustamante. While there is some overlap between the two groups, particularly around considerations of use-of-force policies, the Senate task force’s more detailed review of the Gold Book seemed complementary to the big-picture focus of the Presidential task force and thus the Senate group decided to complete its work and submit this report independently.

II. Overall Recommendations

This report includes a number of detailed comments and suggestions regarding the Gold Book (outlined in Section III). Two more general recommendations flow from the task force’s work on this subject:

1. There is an urgent need to bring the Gold Book, and policing in the UC system more general, in line with current best practices (such as those spelled out in the report of President Barack Obama’s [President’s Task Force on 21st Century Policing](#)) as well as to better tailor police operations to the unique needs of a university environment. This would include an increased emphasis (and training) on de-escalation, the establishment of a “force continuum” or “response option framework” as well as a focus on the sanctity of human life, procedural justice, and more democratic and transparent approaches to policing. Notably, there are important changes to UC policing policy identified in the 2012 [Robinson/Edley Report](#), particularly with respect to use of force policies, that have yet to be implemented at the systemwide level or included in the currently-proposed

revisions to the Gold Book. The University of California not only has a duty to craft policing standards that reflect our principles of community, but also an opportunity to be a nation-wide leader in finding ways to ensure public safety in ways that harmonize relationships between police and the community in a university context. Many of these changes are long overdue and we should not wait for the next crisis in order to implement them.

2. In order to facilitate continuing review of policing at both the local and systemwide level, we urge each campus to establish an independent Police Advisory Board (PAB) with a minimum set of standards that should include the ability of such boards to receive and review complaints against UCPD (see Section IV for further details). Furthermore, given the importance of systemwide consistency on important issues such as use of force, crowd control, and immigration enforcement, we urge the creation of an independent systemwide PAB that could provide regular review of university policies in response to changing conditions as well as proactive guidance on ways to improve policing and community relations drawing from best practices at the campus level. Given the importance of this issue to campus climate as well as to the safety of our students, staff, and faculty, we should not depend simply on occasional ad hoc task forces or reports in the wake of controversial incidents to address the complex issues associated with public safety and policing at the UC. Strong and independent PABs are particularly important in the UC context because, unlike municipal police departments that are ultimately accountable to elected officials, UCPD reports to unelected administrators at both the campus and systemwide level and hence there are fewer structural opportunities for community accountability. While some progress has been made in establishing campus PABs, not all meet the minimum standards outlined in Section IV of this report and there is currently no systemwide PAB.

III. Commentary on Universitywide Police Policies and Administrative Procedures (“Gold Book”)

Below the task force offers specific suggestions and comments on the Gold Book on a chapter-by-chapter basis. Each subsection will indicate whether the task force was reviewing the (Published) or (Draft) version of the chapter. Both the full published Gold Book and the draft chapters reviewed by the task force are appended to this report for reference.

Introduction (Published)

In the section describing the responsibilities of the Office of the Coordinator of Police Services, the task force suggests the addition of language to include standardized data collection (include use of force, stops, etc.) aggregated by demographics from UCPD across the campuses as well as public distribution of this data in an accessible format on a yearly basis. This would be in keeping with one of the key recommendations of the *Final Report of the President’s Task Force on 21st Century Policing*.¹

The Introduction includes procedures for “Emergency additions, deletions, or changes to the Universitywide Police Policies. . . .” Nowhere, however, is the policy for regular

¹ *Final Report of the President’s Task Force on 21st Century Policing* (Washington D.C., 2015), 13.

(non-emergency) revisions spelled out. We believe it is keeping with best practices that this document include at least an outline of how such regular revisions are to be handled, including a listing of the groups that are to be consulted in such a process.

Chapter 1: Applicability (Published)

Section 101.2 (Departmental Policies and Procedures) allows for local UCPD departments to formulate their own local policies and procedures. As written, it states that these local policies “may be written more restrictively than [the Gold Book]. . . however they may not be written to supplant or diminish the Policies and Procedures contained within the Universitywide document.” While the intent here appears clear, the language used (“diminish,” “more restrictively”) is somewhat loose and in the experience of some task force members there has not always been clarity on this issue at the local level. In the interest of consistency, we urge that a formal mechanism for reviewing campus regulations and procedures at the systemwide level to ensure their compliance with the Gold Book be written into this section of the document.

Chapter 2: Statutory Authority (Published)

Section 202 (Concurrent Jurisdiction) outlines the shared responsibilities of UCPD with local law enforcement agencies. Given the realities of concurrent jurisdiction and the fact that UCPD policies and procedures may differ from those employed by local agencies, the task force suggests that there be some discussion of the way in which differences or conflicting policies are handled in such situations. This is particularly important with respect to the sensitive issues of campus protests and immigration enforcement. UCPD obviously cannot dictate the procedures followed by local agencies, but some discussion about the ways in which such differences are resolved on issues that are sensitive to the campus population seems important. This issue is particularly urgent in the area of immigration law enforcement, where campus policies may differ substantially from that of local agencies. We also suggest that the Gold Book be amended to contain language suggested by the Robinson/Edley report to the effect that “In most situations, our Police Chiefs should seek assistance from other UC campuses, rather than from non-University agencies.”²

Chapter 3: Police Personnel, Organization (Published)

Section 301.4 (Chief’s Council) outlines procedures for discussion of policing at a systemwide level. As constituted, this body consists of the 10 police chiefs in consultation with a representative from UCOP. While it is appropriate for UCPD to have a venue for internal consultation at the systemwide level, there is also a need for such consultation among the various constituencies that make up the UC community on issues involving policing. As such the task force urges the creation of a systemwide PAB (which we recognize goes beyond the scope of the Gold Book). Such an organization should have the Coordinator– Police Service (section 301.3) as an ex officio member. We also urge that once a systemwide PAB is created that the chair of that body be invited

² Christopher F. Edley and Charles F. Robinson, *Response to Protests on UC Campuses: A Report to University of California President Marg G. Yudof* (September 13, 2012), 44. Hereafter “Robinson/Edley.”

to attend meetings of the Chief's Council on a reciprocal ex officio basis. For more details, please see Section IV of this report.

Section 301.4 (a)-(e) which outlines the operations of the Chief's Council does not include anything about the publication of minutes and agendas. The task force urges that in the interest of transparency that such material be published on a regular basis and that this requirement be written into the Gold Book. We recognize that some issues that come before the Chief's Council may require the discussion of confidential materials. We routinely handle such matters in the Academic Senate through the use of executive session and this should not prevent the timely publication of agendas and minutes on non-confidential matters.

Section 303.4 (Individual Responsibilities of Officers) lists "The suppression of crime" as a key goal in subsection (c). While this is undoubtedly standard language and may imply non-controversial actions such as securing unlocked doors, it also has associations with more controversial policies such as "broken windows policing" and "stop and frisk." Similarly, there was concern with subsection (m) which lists "Promoting University Police morale" as a key responsibility of officers. The task force suggests that that subsection be rewritten to include a statement about the needs and morale of the university community as a whole.

Chapter 4: Administrative Communications (Published)

The task force expressed some concern with sections 401.1 (a) and 404 with respect to lawful orders and conflicting orders. We recognize that the daily function of police departments depends on subordinates following the orders of their superiors, but are not convinced that the procedures outlined in these sections are sufficient to deal with cases of potentially unlawful orders. While not sufficiently versed in the legal nuances of this question to offer practical advice, in order to protect both the community and individual officers who receive potentially unlawful orders we suggest that OGC review this question in some depth with an eye toward how such issues are handled as part of the [Uniform Code of Military Justice](#) (UCMJ) articles 90 and 92.

Chapter 5: Personnel, Duties and Responsibilities (Published)

Section 501 (Inappropriate Conduct) declares that "any conduct which interferes with police operations may result in corrective action or dismissal." The task force suggests this be revised to include language to the effect that inappropriate conduct towards the community served by the police may also be grounds for corrective action or dismissal.

Section 501.1 (d) stipulates that officers "shall not speak disparagingly of any person or group on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (pregnancy includes pregnancy, childbirth and medical conditions related to pregnancy and childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship or service in the uniformed services "race, color, national origin. . . ." The task force urges that this section should extended beyond speech acts to extend to other forms of expression that can be disparaging to the named groups, including posting on social media, colloquial gestures, and coded forms of

discriminatory or derogatory expression. It should also be made clear that such employees can be subject to whistleblower complaints when their behavior is seen to abrogate these ethical responsibilities. Additionally, a clear set of consequences should be developed to address those officers who are seen to violate this ethical responsibility, and the enforcement of those consequences should be immediate (including when accusations or whistleblower cases are under investigation).

With respect to Section 503 (False Reports), the task force suggests that that language be added that obligates officers to correct or otherwise revise their reports whenever information is brought to their attention that contradicts the contents of their original report.

Section 505 enjoins the police to use “care to ensure that any release of information is not detrimental to the conduct of police operations.” The task force suggests that this be expanded to include consideration of the detrimental impact of releasing information on the subjects of a police encounter. As noted in the *Final Report of the President’s Task Force on 21st Century Policing*, “One way to promote neutrality is to ensure that agencies and their members do not release background information on involved parties. While a great deal of information is often publicly available, this information should not be proactively distributed by law enforcement.”³

Section 512.2 (Police Identification) specifies that “Officers in uniform shall identify themselves by displaying their badge and nametag at all times *unless authorized to remove the badge by a ranking officer*” (emphasis added). The task force saw no reason why an officer in uniform should be able to remove their badge or nametag under any circumstances. We strongly urge that the “ranking officer” exemption be removed from this section and if any exemption is allowed that the circumstances under which it is allowed much be much more carefully delineated.

The task force urges that Section 512.2 (Impaired Physical Condition) be expanded or that a section be added regarding mental and emotional health of officers. It is by now well known that police officers have some of the highest rates of domestic violence, depression, and suicide of any profession.⁴ There should be a clear policy that obligates officers to be transparent about their mental and emotional wellness and to make reports when they believe a colleague may be having issues with their mental/emotional health. To continue to limit this policy to “impaired physical condition” and a limited definition of “psychological condition” that does not cover the full range of mental and emotional wellness is outdated and irresponsible.

Beyond these specific comments, the task force also noted that there are few if any requirements in this section dealing with communicating with the larger university

³ *Final Report of the President’s Task Force on 21st Century Policing*, 13.

⁴ Robert Loo, “A Meta-Analysis of Police Suicide Rates: Findings and Issues,” *Suicide and Life-Threatening Behavior* vol. 33, no. 3 (Fall 2003), 313-325; Tara A. Hartley et. al., “Health Disparities in Police Officers: Comparisons to the U.S. General Population,” *International Journal of Emergency Mental Health* vol 13, no. 3 (January 2011), 211–220. Also see *Final Report of the President’s Task Force on 21st Century Policing*, 61, 63-64.

community. While this may be covered in local campus policies, we urge that this chapter be amended to include minimum standards for communications with the community (via a web site, app, or other means) that would include among other things statistics and annual reports as well information on complaints and how to file them. As recommended by the *Final Report of the President's Task Force on 21st Century Policing*, "To embrace a culture of transparency, law enforcement agencies should make all department policies available for public review and regularly post on the department's website information about stops, summonses, arrests, reported crimes, and other law enforcement data aggregated by demographics."⁵ While implementation would be local to the campuses, minimum standards for public communication should be set systemwide.

Chapter 6: Sworn Personnel Standards for Employment and Training (Published)

The task force had several suggestions on the general issue of employment and training. First, a diversity statement should be added to the hiring requirements for UC police officers. Contributions to diversity are now included in all faculty personnel cases and are being considered for staff positions at some campuses at well. Given the diversity of the campus population that they will be serving, we suggest that some formal recognition of this be included in the police personnel process in the form of a mandatory diversity statement as part of the requirements for hiring or transfer.

More broadly, the *Final Report of the President's Task Force on 21st Century Policing* recommends that officer training should "include mandatory Crisis Intervention Training (CIT) which equips officers to deal with individuals in crisis or living with mental disabilities, as part of both basic recruit and in-service officer training" as well as "instruction in disease of addiction, implicit bias and cultural responsiveness, policing in a democratic society, procedural justice, and effective social interaction and tactical skills." The report also recommended specific training that "covers policies for interactions with the LGBTQ population, including issues such as determining gender identity for arrest placement, the Muslim, Arab, and South Asian communities, and immigrants or non-English speaking groups, as well as reinforcing policies for the prevention of sexual misconduct and harassment."⁶ The task force recognizes that minimum training standards are defined by the California Peace Officer and Standards Training (POST) board; UCPD, however, should seek to do more than the minimum and should make every effort to ensure that its officers receive this sort of training and re-training on a regular basis and provide supplementary training for areas above not covered adequately by POST. As the Robinson/Edley report concluded, "Our police departments currently adhere to minimum POST standards on training, and they should continue to do so. *But we believe that that alone is insufficient.*"⁷

Chapter 7: Promotion of Sworn Personnel (Published)

Section 702.2.1 (Promotional Process) references "a written test" as one of the components in the promotion process. The committee made note of the fact that there is

⁵ *Final Report of the President's Task Force on 21st Century Policing*, 12.

⁶ *Final Report of the President's Task Force on 21st Century Policing*, 4, 58.

⁷ Robinson/Edley, 51. Emphasis added.

considerable scholarship outlining the way in which written tests can be biased along racial and/or gender lines and urge that consideration be given to this fact in weighing the role of such tests in promotion.

Chapter 8: Use of Force (Draft)

Note: This draft chapter on use of force includes the addendum that “Additional policies apply to the use of force in crowd management, intervention, and control situations. Refer to Crowd Management, Intervention and Control, Chapter 15.” The draft of Chapter 15 was still under internal administrative review at UCOP at the time of the task force’s work (and is not part of the published Gold Book) and thus we were unable to review it for this report.

The task force highlighted the importance of having a single, unified use-of-force policy across the UC system. The Robinson/Edley report noted that “Each police department within and outside the UC system currently has its own use-of-force policy. Officers are only on their own department’s policy, which also can pose a challenge for coordination when a campus department obtains outside assistance.”⁸ While we have no power over departments outside the UC, we can insist on a uniform use-of-force policy within the UCPD. While it is possible that there may need to be some local amendments to this policy to cover unique situations at particular campuses or facilities, as a rule students, staff, and faculty across the UC system as well as UCPD officers should be able to count on a uniform policy when it comes to the authorization to use force. This current draft chapter makes some strides in this direction but is still vague in a number of areas that would need to be clarified or improved if this policy were to be robust enough to replace existing campus use-of-force policies. For example, the chapter should acknowledge the degree to which arrests and the use of force are “inextricably linked,” and, as such, should emphasize the need for officers to rely on alternatives to arrest (e.g., issuing a summons or citation).⁹

The task force found that section 801 (Purpose) did not reflect language on best practices in twenty-first century policing. At a minimum, such language should include organizing around the sanctity of human life as a core goal of policing as well as emphasizing the importance of a spectrum of force and de-escalation along that spectrum whenever possible. As noted in the *Final Report of the President’s Task Force on 21st Century Policing*, “law enforcement agencies should have clear and comprehensive policies on the use of force (*including training on the importance of de-escalation*) as well as a “sanctity of life” philosophy.” Similar sentiments were expressed in the Robinson/Edley report, which noted that “at least one of our campus police departments [UCSF] –along with the majority of police departments across the country – has adopted a ‘force continuum’ to establish clearer expectations around the use of force for police and civilians alike” and urged that such a graduated framework (which the authors referred to as a “response option framework”) or continuum “should be systemwide” and “implemented and incorporated into the training regimes at all ten campus police departments. Senior administrators should also be trained on it. And, like other police policies on demonstrations and use of force, the response option framework should be

⁸ Robinson/Edley, 43.

⁹ Rachel A. Harmon, “Why Arrest?” *Michigan Law Review*, Vol. 115, No. 3 (2016).

made available to the public on the internet.”¹⁰ The *Robinson/Edley Report Twelve-Month Implementation Report* (2014) walked back this recommendation at the behest of the Council of Chiefs and concluded that “the response option framework was not the optimal approach for the UC system.”¹¹ The task force noted, however, that there appears to have been widespread movement towards acceptance of the response options framework nationwide and it should seriously considered at the systemwide level.

This task force also affirmed that the use of force policy should make it explicit that officers should not use their authority to instigate actions on the part of civilians, or exacerbate tensions between officers and civilians, as a means for constructing a basis for the justification of the use of force (i.e. “set the hook”). As per Robinson/Edley, “certain police tactics are likely to increase tensions with demonstrators. Recognizing the likely impact of these tactics and considering the alternatives, where possible, can mitigate this risk. For example, the manner in which officers are outfitted, the types of weapons they carry, and how any weapons are displayed can escalate or de-escalate a situation.”¹²

Section 802 (Definitions) contain several instances of troubling ambiguity. “Active Resistance” is defined to include “bracing” and “tensed muscles.” While we understand that this definition is likely drawn from Police Officer Standards and Training (POST) materials, more clarity is needed, particularly in a university environment as once a subject is defined in active resistance, it opens up a wider range of possible actions that the police may legally undertake. Similar ambiguity is found in the definition of “Assaultive Resistance.” It is not clear if this definition includes only physical actions taken against an officer or if it also applies to verbal statements made by the subject of the encounter. Would a statement such as “I will kick your ass if you try to arrest me!” count as “Assaultive Resistance?” This is a crucial question as it helps to determine the type of force that may be legally employed in response by the officer. Finally the definition of “Non-Verbal and Verbal Non-Compliance” is entirely too vague, including “physical gestures, stance, and observable mannerisms.” While we suspect that this is also part of the standard POST language, as written it gives overly broad discretion to officers to use any “observable mannerisms” to define a subject as non-compliant. Finally, this section is lacking any definition of “passive resistance.” As noted in the Robinson/Edley report, defining passive resistance, as well as the specific force options available at that level, is crucial to defining a continuum of force, particularly around issues of protest and civil disobedience.¹³

Section 803 states that “While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, *nothing in this policy requires an officer to find the least intrusive or optimal response* or to retreat or be exposed to possible physical injury before applying reasonable force” (emphasis added). The task force found this formulation very troubling. While we recognize that circumstances (such as a rapidly escalating situation that may place the life of the officer or bystanders in jeopardy) may

¹⁰ *Final Report of the President’s Task Force on 21st Century Policing*, 2, 19. Emphasis added. See also the recommendations on de-escalation training and techniques in Robinson/Edley, 63-65.

¹¹ Nathan Brostrom and Lynn Tierney, *Robinson/Edley Report: Twelve-Month Implementation Report* (February 14, 2014), 5.

¹² Robinson/Edley, 64, 68, 79.

¹³ Robinson/Edley, 77.

make it difficult, it should at the very least be clearly stated that whenever reasonably possible officers shall seek to employ the least intrusive measures to resolve a given situation before using force. In other words, the default assumption should be that officers *are required* to seek the least intrusive solution with exceptions only in cases where the urgency of the situation or threats to the physical safety of officers or bystanders makes such calculations impractical. The task force also suggests that the definition of what constitutes “reasonableness” for the purposes of this section should be more broadly defined. As written, it includes only “the perspective of an objectively reasonable officer on the scene at the time of the incident.” An important element of community-oriented policing is that the standards of the community as a whole (not simply the law enforcement community) should also play a role in making such a determination.¹⁴

Section 804 (Duty to Intercede) states that “An officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.” In the terminology defined by this document in section 401, the term “should” is “considered to mean advisory.” We strongly suggest that the term “should” in the statement above be changed to “shall,” which is defined in 401 as “considered to mean mandatory.” Reports of excessive use of force should absolutely be made mandatory, yet this current language makes them only advisory. The task force also suggests that the word “may” be inserted so that the section reads: “An officer who observes another employees use force that *may* exceed the degree of force permitted by law *shall* report. . . .”

The task force strongly suggest that section 805 (De-escalation) be expanded to include a broader discussion of this topic, which has been the subject of considerable advancement in policing practices in recent years.

Section 808 (Factors Used to Determine the Reasonableness of Force) needs to be expanded and made more clear. While the task force recognizes the need to allow some range of discretion on the part of officers, use of force may have tremendous consequences for the subject and the community and as such great care should be taken in defining as precisely as possible when it is considered reasonable under the standards of our community. The list in this section is rife with vague language that could be used to justify use of force under virtually any situation. Sub-section (r), for example, simply lists “other exigent circumstances” as a factor with no further explanation. While this language likely draws from POST standards, the policies and procedures for UCPD should reflect a nuanced understanding of the needs and makeup of the community that is being served and not simply the minimum standards applied elsewhere.

Section 809 (Pain Compliance Techniques) is worded similarly to that in Lexipol 300.3.3.¹⁵ The Gold Book version, however, only applies a simple “reasonable” standard

¹⁴ For one example of what this might look like, see the newly-introduced California Police Accountability and Community Protection Act (AB 931). Safiya Charles, “‘Please Give Us Justice’: New California Law Aims to Hold Police Accountable, *The Nation* (May 2, 2018), <https://www.thenation.com/article/please-give-us-justice-new-california-law-aims-to-hold-police-accountable/>

¹⁵ Lexipol is a commercial vendor that provides police manuals and procedures and is used by some UC campuses for their local policies and procedures (www.lexipol.com). There has been some criticism of Lexipol as geared

(“appears objectively reasonable to further a legitimate law enforcement purpose”) while Lexipol lists certain factors to consider, such as if a person can comply and has been given sufficient opportunity to comply. Similarly restrictive language should be incorporated into section 809.

In section 811 (Deadly Force Application) the task force suggests the addition on the word “only” in sentence two so that it reads, “Deadly force is typically justified *only* in the following circumstances.” The task force also suggests that in section 811 (1) (a) that what constitutes a “weapon” needs to be clearly defined given the stakes at hand.

Section 818 (h) (Supervisor Notification) states that supervisory notification shall be made following “Any application of a restraint device other than handcuffs, shackles or belly chain.” This seems an odd exception. A compromise that reflects standard use of force documenting could be to allow for an exception when the use of such devices was the result of voluntary compliance by the subject (e.g. agrees to be handcuffed). Non-voluntary restraint using handcuff or other devices, however, should be reported as a use of force.

Section 812.2 (f) (Supervisor’s Responsibilities) calls for the supervisor to “Identify any witnesses not already included in related reports.” The task force urges that this be explicitly expanded to include reference to social media and cell phone videos given the large role that these media have played in publicizing incidents surrounding use of force in recent years.

With respect to sections 819 and 820 (Command Level Review and Reporting to the California Department of Justice), we suggest the insertion of language with respect to sharing of data and reports with campus PABs.

The task force strongly suggests revision of section 822.3 (Firearms, Inter-campus Use) which currently states that “Officers who are authorized to carry a weapon at their home campus shall not be precluded from carrying that weapon when working at another campus.” We urge that policies on force and firearms should be consistent across campuses. If any discretion is to be given to local campuses to set policy on allowed firearms, than that policy should apply to all offices who work on that campus regardless of the policies of their home department.

With respect to both section 822.3 (Firearms, Inter-campus Use) and section 834 (Control Devices) the task force strongly recommends that the UCPD adopt the guidance of the Robinson/Edley report and adopt “a consistent program across the system for determining which weapons and devices, and specifically which so-called ‘less lethal’ weapons, or ‘control devices’ should be available for use on our campuses.” Given the evolving technology around “less lethal” devices as well as ongoing medical research into the effects of more traditional devices, it is irresponsible not to have a set of guidelines and procedures for regularly evaluating these devices at a systemwide level. We strongly agree with the 2012 assessment that “The current system creates a risk that

more towards protecting departments from liability than towards serving the best interests of the community (see Ingrid V. Eagly and Joanna C. Schwartz, “Lexipol: The Privatization of Police Policymaking,” *Texas Law Review*, Vol. 96, No. 5 (<https://texaslawreview.org/lexipol/>). Lexipol standards should thus be interpreted as the *bare minimum*).

the various campus police agencies will arrive at different conclusions about the safety record of particular weapons. . . . and the appropriateness of the weapons' use in a campus environment.” We also endorse the call of the Robinson/Edley report for a systemwide list of approved devices “while also affording campuses the option to decline deploying devices otherwise approved for use, in order to meet specific campus objectives.”¹⁶ In other words, campuses should be free to choose not to use weapons or devices that are on the systemwide approved list but *may not* add weapons to that list at local discretion. The *Robinson/Edley Report Twelve-Month Implementation Report* noted that “The Council of Chiefs has developed a method of looking at all weapons annually, not just less lethal weapons” but provided no details on this process.¹⁷ Such a process must be transparent and clearly documented and should involve consultation with both relevant subject matter experts and input from the community. It is not sufficient for such decisions to be made informally or on an ad hoc basis.

Sections 833.2 (Failure to Report) and 833.7 (Failure to Demonstrate Proficiency) with respect to firearms should be amended to state that officers who are in violation of these section should not be allowed to carry firearms on duty.

In section 834 (Control Devices) officers are empowered to use control devices “to control subjects who are violent or who demonstrate the intent to be violent.” As outlined already in the section dealing with definitions (802), there needs to be greater clarity as to what constitutes “intent to be violent.” As written, this section provides broad leeway for the use of control devices with little accountability.

Section 835 (Control Devices -- Chemical Agents) states that approved agents “may include CS, CN, oleoresin capsicum, HC.” Given the justly high sensitivity to the use of such agents on campuses, much more clarity is required in this section. First, “may include” is a vague term that implies that other agents might also be approved. The listing of approved agents must be complete and exclusive and not allow room for ambiguity at the local level. Second, given the stakes involved, language should be inserted here as to what policies and procedures are to be followed to determine the list of approved agents. As with the discussion of firearms and control device above, there *must* be a clear set of procedures followed by the university at a systemwide level in consultation with medical experts to determine what kinds of chemical agents we are willing to use on our campuses and in our community. Nor can this simply be a one-time determination. As technology and medical understanding of the effects of these agents advances, the list of approved agents must be revisited and re-evaluated by systemwide experts on a regular basis.

With respect to section 836 (Control Devices -- Police Batons), the task force recommends language be inserted to draw attention to the fact that the brandishing of these control devices might escalate situations and that time and space should be allotted before they are used in crowd control situations in order to gain compliance.

More clarity is needed in section 838.2 (Use of Projectile Devices). Currently, the draft states that such devices may be used “in crowd control situations when the Chief of

¹⁶ Robinson/Edley, 81. Also see further suggestions along these lines on pp. 82-84.

¹⁷ Brostrom and Tierney, *Robinson/Edley Report: Twelve-Month Implementation Report*, 22.

Police, Incident Commander or designee authorizes the delivery and use of the device.” The task force suggests at minimum that language be added to this section identical to that in section 835.2 on chemical agents which states that they “should not be used against individuals or groups who merely fail to disperse and do not reasonably appear to present a risk to the safety of officers or the public.”

The task force was concerned with section 839 (Carotid Control Hold). While not as dangerous as the so-called “choke hold,” carotid holds still pose significant danger to subjects if those administering it are not properly trained and not all California police departments allow the use of this technique. Careful study should be given to the safety concerns surrounding carotid control holds. At a minimum, officers should be qualified and re-trained on this technique as often as they are for firearm usage as improperly applied they can be lethal. The draft policy is silent on how often training and qualification is required and it is unclear that all UCPDs are following the same policy on this important issue. In addition, POST standards (Chapter 4) states that repeated applications of the carotid restraint hold on same subject should be avoided whenever possible. It is recommended that carotid restraint control hold should not be applied to the same subject more than two times in a 24 hour period unless objectively reasonable. Similar language should be inserted into the Gold Book section on carotid holds if they are going to be allowed at all.

Finally, there are several areas not covered in this policy which should be included. The use of force chapter of the Gold Book contains no language relating to the use of force to seize or protect evidence. Lexipol 300.3.5 requires that use of force to seize evidence must be reasonable. It also discourages use of force to prevent swallowing evidence. Similar language should be included in the Gold Book. The *Final Report of the President’s Task Force on 21st Century Policing* recommended that “Use of physical control equipment and techniques against vulnerable populations – including children, elderly persons, pregnant women, people with physical and mental disabilities, limited English proficiency, and others – can undermine public trust and should be used as a last resort. Law enforcement agencies should carefully consider and review their policies towards these populations and adopt policies if none are in place.”¹⁸ No such policies on use of force against vulnerable populations are included in the current Gold Book and adoption of such policies should be a high priority.

Chapter 9: Arrests (Published)

The task force noted that in general this chapter was very underdeveloped and failed to include basic procedures such as the need to inform those being arrested of their Miranda rights. Presumably these procedures are outlined in more detail in the policies of local campus PDs. In the interests of uniformity, however, the task force strongly recommends that this chapter be revised and expanded so as to serve as the default set of procedures for arrests systemwide. We see no reason why there should be any notable variation in such procedures across campuses and yet in the absence of a more detailed set of policies in the Gold Book such tasks must by default fall to the campus PDs. Further, there is a

¹⁸ *Final Report of the President’s Task Force on 21st Century Policing*, 16.

need to state clearly that officers should rely on alternatives to arrest (e.g., issuing a summons or citation).¹⁹

Section 902.1 (Precautions) should be amended to suggest that officers also need to take into account the safety of bystanders when making an arrest.

Section 902.5 (Vehicle Pursuits) leaves the matter of such policy entire to campus discretion (“Each Campus shall adopt a vehicle pursuit policy”). While it is possible that there may need to be some variation by campus due to special circumstances relating to their locations, given the high risks to community members posed by such pursuits, the task force strongly urges that the Gold Book spell out at least a minimum set of standards that must be followed by campuses with respect to this policy.

Chapter 10: Uniforms – General Requirements (Published)

The task force noted that some of the language used in this chapter (plainclothes officers “shall dress in a manner which is in keeping with good taste and moderation” as well as prohibitions against “extreme hair styles or extreme hair treatments/colors” and the injunction that “cosmetics shall be applied in moderation”) seem indicative of socially conservative attitudes that need to be reconsidered in light of current standards in the community served by UCPD. There was also concern that the vague guidelines here (what constitutes “good taste” or “extreme” for example?) might allow these standards to be applied in discriminatory fashion against women and people of color. University campuses are diverse and vibrant environments and such strictures seem not only potentially discriminatory, but also might discourage otherwise good candidates from applying to join an organization that has codes on personal appearance that seem more appropriate to the 1950s than to California in the twenty-first century.

Chapter 16: Systemwide Response Team Policy (Draft)

The task force was greatly concerned that sections 1601 (Purpose) and 1603.1 (Request for SRT Deployment) make no mention of the Chancellor or their designee, leaving the dispatch and control of the SRT entirely to UC police chiefs. The Introduction to the current published version of the Gold Book makes it clear that “Responsibility for security and law enforcement at each campus is assigned to the Chancellors. . . .” As written, however, this draft chapter has no place in the SRT chain of command for the Chancellor of the campus in question or UCOP. Nor is it even stated that a Chancellor/UCOP must be notified when the SRT is requested. The dispatch of the SRT represents a major escalation that can have profound impact on the campus community. While there may be cases where a rapidly escalating situation might require a campus chief to request the SRT before they can make contact with the Chancellor or their designee, the Chancellor *must* have a role in the chain of command and should be contacted and asked for approval whenever practicable. Given that the SRT is a systemwide body, the President or their designee should also be formally included in the chain of command. Finally, it must be made clear what happens if there is disagreement between the local chief and the Chancellor or UCOP over whether or not the SRT should be called upon in a particular situation. The Robinson/Edley report expressed great

¹⁹ Harmon, “Why Arrest?”

concern that on the campus level, “there is currently no formal link between the Incident Command System and the campus administration” and raised similar issues about the possibility of clashing UCPD and administrative decision making at the local level.²⁰ While good progress has been made on the various campuses to remedy this issue, this draft chapter on the SRT essentially replicates the same problem at the systemwide level. Given the high stakes associated with the dispatch of the SRT, this is an issue that must be urgently resolved.

Section 1606.3 (Discretion of Host Campus Chief) declares that “SRT personnel will not be prevented from carrying and/or using non-SRT weapons that have been issued or approved by their home campus.” As per our comment on 822.3 (Firearms, Inter-campus Use), the task force strongly urges that policies on firearms should be consistent across campuses.

Chapter XX: Body Worn Audio/Video Systems (Draft)

The task force identified a key concern that cannot be easily remedied: the adoption of body cameras without any public discussion with faculty, staff or students. The task force sees this as a departure from the forms of “democratic policing” that should be embraced at a world-class public university.²¹ Democratic policing relies on civic engagement, transparency, and accountability both *before* and after the adoption of a new policing policy, especially one that is likely to have a significant impact on students at the university who travel across private, public, and semi-private spaces with regularity. Such a forum also would have allowed for a discussion about the rationale for adopting body cameras, community access to footage, storage issues, etc. These conversations are especially important given two recent studies, including a seven-month randomized controlled experiment, in which approximately 1000 Washington, D.C. officers were outfitted with body cameras and another 1000 went camera-less, researchers found *no differences* in officer use of force or civilian complaints among officers in the study. If cameras have little impact on officer behavior or civilian complaints, as the small body of existing research suggests, then what and who are the cameras for? As is, the policy reads as if the cameras are for officers only, yet the answer to this question should have evolved from a public discussion that involved various members of the campus community.

The adoption of a body camera policy must take into account the importance of accountability (which was also emphasized in a report from President Obama’s Task Force on 21st Century policing). Body cameras should not be used solely as a tool for law enforcement, as is currently reflected in the draft policy. This is especially true in the guidelines regarding officer access to video recordings during the report-writing process. There should be a *very bright line* between the construction of an officer’s initial report and the completion of a *subsequent* video-assisted report. The Task Force is *strongly opposed* to allowing officers to review footage prior to writing an initial report. The

²⁰ Robinson Edley, 32. Also see pp. 28-29, 33-39 for further discussion of the importance of having a clear line of communication and authority with respect to UCPD and administration on the campuses.

²¹ Barry Friedman and Maria Ponomarenko, “Democratic Policing,” *New York University Law Review*, Vol. 90 (2015).

construction of an initial report is already a degree removed from the incident in the field. A video recording is a distinct type of evidence that is also a degree removed from the actual encounter. The difference between the two *is made invisible to the public* when the two sources of information – officer recollection and video evidence – are used to construct an *initial* report. When used in this way, the balance of the benefit of body worn camera is tilted entirely in an officer’s direction and away from the community. A model for this type of division is the Body Worn-Camera Program Amendment Act of 2015 (Washington, DC), *which states that in cases of use of force members involved in a police shooting shall not review their BWC recordings, or other members’ recordings, related to the case.*²² This policy emerged from a *democratic process*, in contrast to the top-down approach evidence in the current policy. The Task Force recommends at a minimum that such a policy be adopted **at a minimum** for all instances involving the use of force.

The policy as it is currently written prioritizes the rights and concerns of officers with little attention given to the concerns of members of the campus community. It is well known that body camera recordings can provide key evidence in circumstances where disputes emerge between officers and civilians, but only if the footage is accessible to officers *and community members*. *The policy should include explicit language regarding how and when community members will be given access to the video footage.* Body camera footage can also play an important role in holding the institution of law enforcement accountable for the behaviors and actions of its officers. As in the recent case of a Baltimore officer who recorded himself allegedly planting evidence, these recordings can provide important evidence of officer misconduct.²³ Further, the public sharing of this recording (and subsequent disciplinary actions) represents the kind of transparency and accountability that is a cornerstone of 21st century policing. The policy as it is currently written minimizes the potential for discovering such instances of wrongdoing, were they to occur. It also limits the use of such recordings for training purposes.

The prioritization of officers’ concerns is also reflected in the prioritization of officer safety. The task force recommends that the language of the policy reflect a concern for all involved in an encounter. This approach to the use of force has been embraced by a number of major police departments across the country (referred to as “sanctity of life”). The document should also use language that reflects the varied citizenship statuses of our students (for example, using “civilians” or “persons” instead of “citizens”). Officers should also be required to distribute contact cards that provide the public with relevant officer information (Name, Badge #, Supervisor, etc.), as well as information on how the recordings are used, where they will be housed, and how to access recordings of their interaction.

Finally, the task force strongly recommends that the university establish and support a research-practice partnership with UCPD. The University of California System is the top-rated public university in the world. It is home to a number of researchers who are

²² District of Columbia Metropolitan Police, General Order SPT 302-13m “Body-Worn Camera Program,” March 11, 201 (https://go.mpdconline.com/GO/GO_302_13.pdf).

²³ Jacey Fortin, “Video Appears to Show Baltimore Police Officer Planting Drugs,” *New York Times*, July 19, 2017.

experts in various aspects of policing as well as analysis and evaluation. It is also a system based on the cornerstone of faculty governance. UCPD should see researchers as a key partner in the process of training and evaluation.

In addition to these suggestions, the task force also has some suggestions for specific language to be inserted or modified within the existing draft. Section XX02 (Required Users) gives the examples of “gang task force” and “violent crime task force.” The Senate task force assumed that this was language drawn from a municipal police manual and should be removed as UC as no need for such bodies. This section also references “undercover officers.” The notion of undercover officers raises questions about trust within the university community (e.g. police officers posing as students or protesters) and should receive the highest scrutiny. This issue is obviously a subject that goes far beyond body cameras. If undercover officers are to be used on UC campuses (which the task force strongly recommends against), there must be strict systemwide guidance on their employment as part of the Gold Book.

In section XX03 (Department Issued Equipment Only) it is not clear what consequences there are for failure to abide by this policy.

Section XX05 (Required Activation of Body Worn Camera) should note that the recording must remain on from the start of the call until the responding officer leaves the scene. The recording cannot be stopped and restarted at any point during the encounter, even if the officers are conferring with one another away from the target of the encounter. With respect to the list of enforcement activities, the “where” matters on a university campus and needs to be emphasized throughout the document. The policy appears to apply primarily to cities, not campuses. The policy should be tailored to the context of a campus police department and note where such recordings are – and are not – to be made and under what circumstances.

In section XX06 (Exceptions to Required Activation or Continued Recording), subsection (b) it should be made clear if the subject has a right to decline to be recorded (this is also unclear in Section XX11). The definition of “confrontational” is also subjective and should be clarified. Subsection (h) should be amended or eliminated. If the case is being discussed, the video/audio should continue to record. If not, key information is lost, e.g. how the officer is interpreting the situation, the discussion of possible responses, etc. It should also be noted that the injunction in XX09 (Recording of Entire Event) appears to be contradicted by some of the clauses in this section. More clarity (and examples) are needed.

Section XX12 states that “Officers are not required to play back BWV recordings to allow members of the public to review the video footage in the field.” Does the also apply outside “the field?” What rights, if any, does the public have to view such recordings and under what circumstances?

As per the comments at the beginning of this chapter, Section XX19 (Viewing Recordings by Recording Officer) should be revised. An officer’s initial report should be

based on their recollection after the fact, not with the use of the video recording. The use of video recordings allows for an additional degree of distance that is made invisible if the written and video-generated report are condensed. While minor discrepancies might be expected (e.g., an officer mistakes the color of a shirt) larger or more frequent discrepancies, if they exist, should be systematically recorded. An officer who consistently generates discrepancies may warrant additional training and/or administrative action.

The task force noted that the balance of protections under section XX21.2 (a) (Notification Prior to Access of Restricted Recording) fall entirely on the side of the officer and is indicative of the extent to which this document was composed without community input.

In section XX25 (Review of BWV Recordings by Departmental Employees), the task force noted several areas where greater outreach to the university community could improve this policy. Section (d) would seem a good place to involve a campus representative or PAB while section (e) should include university-appointed researchers in the process of developing trainings involving body camera footage.

Chapter XX: Immigration Violations (Draft)

The task force noted that section 428.3.7 (Required Notification) will need to be amended or removed in light of the passage of SB 54 (effective January 4, 2018) and the establishment of the California Values Act which supersede the reporting requirements referenced in this document (specifically Health and Safety Code 11369). As outlined in a March 28, 2018 [Information Bulletin](#) by the Chief of the California Department of Justice, Division of Law Enforcement, SB 54 will grant greater discretion to California law enforcement agencies with respect to immigration enforcement and notifications to ICE. This policy should be amended to indicate that the UCPD will provide no cooperation with ICE unless absolutely mandated to do so by existing state law. In addition, given that municipal police and sheriffs departments may have different policies towards cooperation with ICE than those [outlined by President Napolitano](#) in November 2016, we urge that that UCPD always seek primary jurisdiction in cases where it is possible that undocumented civilians are involved and avoid involving outside agencies of any sort except as a last resort.

IV. Other Suggestions for Improving Public Safety and Campus Climate

The above suggestions and commentary on the Gold Book represent the findings of the task force commenting from their position as faculty members at a particular moment in time. The UC community, however, is a diverse collection of students, staff, and faculty that changes over time along with the society in which it is embedded. For that reason, it is vital that review of policing at the UC be integrated into the fabric of the institution in such a way as to regularly involve a diverse cross-section of the community. To that end, the task force has two recommendations that go beyond the Gold Book.

First, every UC campus should form its own independent Police Advisory Board. While good progress has been made on this goal in recent years, there remains great inconsistency in the

composition and powers of PABs across the campuses. While some local variation is appropriate given the differing communities and needs of the various campuses, there should be a minimum set of standards that apply to all UC police advisory bodies at the campus level. Such standards should include:

- PABs should be independent rather than appointed and controlled by local PD or the Chiefs. They should report to the same officers or body (e.g. Chancellor or their designee) as the local UCPD Chief. Police chiefs or their designee should serve as ex officio members of the PAB and should not be allowed to chair or co-chair the PAB.
- The membership of the PAB should be representative of the broader campus community, including students, faculty and staff and others as appropriate to that campus. Special effort should be made to ensure representation from groups (including undocumented students and African American students) who have historically had troubled relationships with the police. Faculty members should be recommended by the Senate in the spirit of shared governance.
- PABs should be able to review and recommend changes to the UCPD complaint process. In addition, there should be a process by which community members may submit complaints directly to the PAB. A person who has had a negative experience with the police may not feel comfortable taking their complaint to that same department. While the PAB does not have the disciplinary powers available to UCPD, it can provide a safe and independent venue in which complaints can be heard and documented.
- PABs should be able to review UCPD complaint investigations while preserving the confidentiality of the identities of the witnesses, complainant, and officer. However the PAB needs to know the context, such as the history of complaints by the complainant, history of the officer, and prior complaints and disciplinary history (to determine if the discipline being applied is effective). If the PAB determines that the investigation was not sufficient or disagrees with the findings they shall notify both the Chief and the appropriate Vice Chancellor and if the Vice Chancellor disagrees with the PAB the Vice Chancellor shall give the PAB in writing why they are disagreement with PAB (see similar procedures for Privilege and Tenure when the Chancellor disagrees with a P&T finding).
- PABs should have access to the statistics generated by the local Campus PD including the raw data (with appropriate protections for confidentiality) and not just statistical summaries, if they request it.
- PABs should have the ability to make recommendations concerning training, retraining, and training in additional areas not currently covered.
- PABs should have regularly scheduled town halls to allow for the policed community to give input.

Second, given the significance of this issue for UC as a whole as well as the fact that systemwide standards are set via the Gold Book, we strongly urge the creation of an independent systemwide PAB. This body (which would ideally be composed of chairs of the ten local campus PABs with an ex officio representative from the Council of Chiefs), would be responsible for suggesting and reviewing changes to the Gold Book, regularly reviewing data from the campus PDs to ensure consistency and highlight potential problems across the system, sharing best practices at the campus level for both policing and PABs, and ensuring that campus climate surveys have questions concerning student interactions with campus PD that is standardized across the UC

system. This body would also serve as a ready-made venue for discussions and recommendations in cases of controversies or crisis involving UCPD rather than having to rely on the creation of ad hoc committees or task forces. It should have the power to invite relevant subject matter experts from the UC system to present at its meetings in order to take advantage of the rich knowledge on issues related to policing within our system.

Independent PABs are a crucial element in fostering community-oriented policing and such civilian oversight was one of the recommendations of President Obama’s Task Force on 21st Century Policing.²⁴ Strong PABs are particularly important given the unique context of policing within the university community. In municipal situations, police forces are accountable to elected officials, and hence at least indirectly to community members who can respond to concerns about policing by voting for district attorneys, mayors, city council members, or even sheriffs who share their values. In the case of the UC, however, police forces are accountable only to the Chancellor (and the President and COO at the systemwide level), unelected positions over which faculty, staff, and students have limited access and input. UCPD is thus inherently *less* accountable than its counterparts at the municipal level.

PABs are not a cure-all solution, but when implemented correctly – with strong civilian control and the power to independently receive and review complaints – they can provide a venue not only for oversight, but also for an ongoing discussion among community members over how to craft a model for public safety that reflects the values of the university and its members. As Brian Buchner (Chief of CENTCOM Operations for the Los Angeles Mayor’s Office) observed, “Civilian oversight alone is not sufficient to gain legitimacy; without it, however, it is difficult if not impossible for the police to maintain the public’s trust.”²⁵

More broadly, the task force recognized that many of the controversial issues surrounding policing in the United States are inextricably linked to complicated societal and structural problems to which university communities are not immune. Reforms such as PABs, better training, body-worn cameras, and de-escalation policies, are a necessary but not sufficient step towards aligning policing on campus with our principles of community. To that end, we suggest that policing be considered part of larger surveys and actions centered around campus climate with the goal of democratically shaping policies that reflect our community.

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²⁴ *Final Report of the President’s Task Force on 21st Century Policing*, 26.

²⁵ *Final Report of the President’s Task Force on 21st Century Policing*, 26.

Chapter 8: USE OF FORCE

PURPOSE

801. This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial and reasonable manner.

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use objectively reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations of such authority. This is especially true with respect to dealing with non-compliant and/or resistive subjects while engaged in the performance of law enforcement duties.

The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use objectively reasonable force and to protect the public safety and welfare requires monitoring, evaluation and a careful balancing of all interests.

This policy also provides requirements for the approval, training and carrying of firearms and control devices/techniques.

Additional policies apply to the use of force in crowd management, intervention, and control situations. Refer to Crowd Management, Intervention and Control, Chapter 15.

DEFINITIONS

802. For purposes of this chapter, the following definitions shall apply:

Active Resistance: The subject is intentionally and unlawfully opposing the lawful order of a peace officer in a physical manner; Examples may include bracing, tensed muscles, interlocked arms/legs, pushing, kicking, breaching police lines, pushing over police barricades, running away or other actions to evade or escape etc.

Assaultive Resistance: A form of Active Resistance where the subject uses aggressive or combative behavior to attempt, threaten, or commit a violent injury on an officer or other person.

Chemical Agents: Devices utilized by law enforcement agencies, which may include CS, CN, oleoresin capsicum (OC), and HC.

Compliant: A person contacted by an officer who acknowledges direction or lawful orders given and offers no non-verbal/verbal, passive/active, or assaultive resistance.

Conducted Energy Device (CED): A CED is a device designed to use electrical energy to induce pain in drive stun mode or to immobilize or incapacitate a person in probe mode thus enabling officers to gain control of a subject.

Control Devices: The application of devices intended to assist peace officers in gaining control of subjects who refuse to submit to lawful authority. This may include batons, Conducted Energy Device (CED), oleoresin capicum (OC) spray, chemical agents, restraints, projectile devices, and kinetic energy devices (KE).

Control Strikes: Impact-oriented strikes with personal body weapons such as knees, elbows, hands or fists, and feet.

Deadly force: Force reasonably anticipated and intended to create a substantial risk of causing death or serious bodily injury.

Force: The application of physical force, chemical agents or weapons to another person. It is not a use of force when a subject allows themselves to be searched, escorted, handcuffed or restrained.

Kinetic Energy Projectile: See Projectile Devices.

Non-Verbal and Verbal Non-Compliance: The subject expresses intentions not to comply through verbal and/or non-verbal means. Statements by a subject ranging from pleading to physical threats may be encountered. This also includes physical gestures, stances, and observable mannerisms.

Pain Compliance: Stimulation of nerves or the manipulation of joints to elicit a sense of unease or distress in a subject causing that subject to comply with lawful directives.

Non-Compliant: The subject refuses to comply with officer's lawful commands or cooperate with an officer's directions. Includes passive resistance where subject uses dead weight to prevent being taken into custody. Examples include subjects who remain in a sitting, standing, or limp or prone positions without holding on to fixed objects or other persons in an attempt to delay or resist arrest.

Professional Presence: The displays of visual images of authority as well as a professional demeanor and manner are typically present at every encounter between officers and subjects. This includes symbols of police authority including the badge, uniform, and/or marked police vehicle.

Projectile Devices: Devices designed to expel or propel impact projectiles or chemical agents by any action, mechanism, or process (e.g., FN 303, 12 gauge specialty impact device, Pepperball, and 40 mm).

Restraints: Restraints include handcuffs, belly chains, shackles, hobbles, flex cuffs, wrap, or other

devices designed to restrain the movement of a person.

Verbal and Non-Verbal Communications: Verbal and non-verbal communications are often a critical component of any potential use of force situation. This type of control includes any verbal and non-verbal requests, directions, or commands from an officer to a subject. Verbal and non-verbal interaction is typically present at every level of resistance, but it is not necessary for an officer to exhaust verbal and non-verbal dialogue or commands before using physical force when necessary.

USE OF FORCE

803. Officers shall use only that amount of force that is objectively reasonable under the totality of the circumstances known to the officer at the time the force is used. Force may appear necessary at the time the force is used given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of an objectively reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by the Department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose under the totality of the circumstances.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to find the least intrusive or optimal response or to retreat or be exposed to possible physical injury before applying reasonable force.

804. Duty to Intercede. Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

805. De-escalation. When reasonable and practicable, officers should consider attempts to de-escalate situations in their interactions with subjects, through the use advisements, warnings, verbal persuasion, and other tactics and alternatives to higher levels of force.

806. Verbal and Visual Warnings. A verbal or visual warning of the intended use of force should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

- (a) Provide the individual with a reasonable opportunity to voluntarily comply with an officer's direction.
- (b) Provide other officers and individuals with a warning that a control device or weapon may be deployed.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the control device, method or weapon in the related report.

807. Use of Force to Effect an Arrest. Any peace officer may use reasonable force to effect an arrest, to prevent escape or to overcome resistance. A peace officer who makes or attempts to make an arrest need not retreat or desist from his/her efforts by reason of resistance or threatened resistance on the part of the person being arrested nor shall an officer be deemed the aggressor or lose his/her right to self-defense by the use of reasonable force to effect the arrest, prevent escape or to overcome resistance (Penal Code § 835a).

808. Factors Used to Determine the Reasonableness of Force. When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include, but are not limited to:

- (a) Immediacy and severity of the threat to officers or others;
- (b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time including whether the individual was actively resisting;
- (c) The time available to the officer to make a decision;
- (d) Seriousness of the suspected offense or reason for contact with the individual;
- (e) Whether the person appears to be resisting, attempting to evade arrest by flight or is attacking the officer;
- (f) Proximity to weapons or dangerous improvised devices;
- (g) Officer/subject factors including:
 - (1) Age, size, relative strength;

- (2) Skill level;
 - (3) Injuries sustained or level of exhaustion or fatigue;
 - (4) The number of officers available vs. subjects;
 - (5) Prior contacts with the subject or awareness of any propensity for violence;
 - (6) Effects of drugs or alcohol;
 - (7) Subject's mental state or capacity;
 - (8) Environmental factors such as footing, lighting, sound and crowd conditions.
- (h) The degree to which the subject has been effectively restrained and the subject's ability to resist despite being restrained;
 - (i) The availability of other options and their possible effectiveness;
 - (j) Training and experience of the officer;
 - (k) Potential for injury to officers, suspects and others;
 - (l) The risk and reasonably foreseeable consequences of escape;
 - (m) The apparent need for immediate control of the subject or a prompt resolution of the situation;
 - (n) Individuals who are known to be pregnant;
 - (o) Elderly individuals or obvious juveniles;
 - (p) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capicum (OC) spray;
 - (q) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles);
 - (r) Other exigent circumstances.

809. Pain Compliance Techniques. Pain compliance techniques may be very effective in controlling a non-compliant or actively resisting individual. Officers may only apply those pain

compliance techniques for which the officer has received departmentally approved training and only when the use of such a technique appears objectively reasonable to further a legitimate law enforcement purpose.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

810. Intermediate Force Application. Intermediate force options are neither likely nor intended to cause death, but have a significant risk of bodily injury or harm. In situations where a subject is actively resisting and poses a threat to the safety of officers or the public, officer may use intermediate force where such force would be objectively reasonable under the totality of the circumstances. Intermediate force is typically appropriate to compel compliance by a subject displaying assaultive resistance. This force option includes devices intended to assist peace officers in gaining control of subjects who refuse to submit to lawful authority. This may include for example: batons, conducted energy devices (CED), oleoresin capsicum (OC) spray, chemical agents, restraints, and kinetic energy projectiles (KE).

811. Deadly Force Applications. The use of deadly force must be objectively reasonable under the totality of the circumstances. Deadly force is typically justified in the following circumstances:

- (a) Officers may use deadly force to protect themselves or others from what they reasonably believe would be an immediate threat of death or serious bodily injury;
- (b) Officers may use deadly force to stop a fleeing subject when they have probable cause to believe that the person has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and where the officers reasonably believe that there is an imminent risk of serious bodily injury or death to any person if the subject is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where practicable.
 - (1) “Imminent” does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes any of the following:
 - a. The person has a weapon or is attempting to access one and it is reasonable to believe the person intends to use it against the officer or another;
 - b. The person is capable of causing serious bodily injury or death without a weapon and it is reasonable to believe the person intends to do so.

PROCEDURES FOLLOWING THE USE OF FORCE

812. Medical Attention. Prior to booking or release, medical attention shall be obtained for any person to whom force has been applied who:

- (a) Exhibits signs of physical distress;
- (b) Has sustained visible injury;
- (c) Expresses a complaint of injury or continuing pain; or
- (d) Was rendered unconscious.

813. Medical Emergencies. Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called “excited delirium”), or who experience a protracted physical encounter with multiple officers to be brought under control, may necessitate special medical consideration.

- (a) Calls involving these persons may be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away if appropriate.

814. Providers of Medical Attention. Based upon the officer's initial assessment of the nature and extent of the subject's injuries, medical attention may consist of examination by fire personnel, EMT's, paramedics, hospital staff or medical staff at the jail.

815. Refusal of Medical Attention. If any individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

816. Notification. When an officer reasonably believes that there is a medical risk to a person following any use of force, the on-scene supervisor, or if unavailable, the primary handling officer shall ensure that any person providing medical care or receiving custody of such person is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

REPORTING THE USE OF FORCE

817. Documentation. Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances.

To collect data for purposes of training, resource allocation, analysis and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure or law.

818. Supervisory Notification. Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

- (a) Use of deadly force;
- (b) Use of any control device;
- (c) Use of force which causes any visible injury or apparent physical injury;
- (d) Any person alleges excessive use of force;
- (e) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort;
- (f) The individual subjected to the force complained of injury or continuing pain;
- (g) The individual indicates intent to pursue litigation;
- (h) Any application of a restraint device other than handcuffs, shackles or belly chains;
- (i) The individual subjected to the force was rendered unconscious;
- (j) An individual was struck or kicked;
- (k) Any person alleges any of the above has occurred;
- (l) Property is damaged as a result of the force used;
- (m) A Non-Injury or Property Damage Intentional Discharge of a Firearm Incident (which includes an intentional discharge at anything other than a person, such as a dog);
- (n) Unintentional Discharge of a firearm or control device;

818.1 Supervisor's Administrative Reporting. Once notified, the supervisor shall respond to the scene in a timely manner in every instance described in Section 818 of this Chapter. The supervisor will investigate the incident and complete a Supervisor's Use of Force Review form. In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as much of the Supervisor's Use of Force Review form as circumstances permit.

818.2 Supervisor's Responsibilities. The supervisor is expected to:

- (a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties;
- (b) Ensure that any injured parties are examined and treated;
- (c) When possible, separately obtain a recorded interview with the subject upon whom force was applied. A determination must be made if *Miranda* rights are applicable. If *Miranda* rights are not applicable, the following shall apply:
 - (1) The content of the interview shall be summarized or included in any related criminal charges;
 - (2) The fact that a recorded interview was conducted shall be documented in the appropriate report(s);
 - (3) The recording of the interview shall be distinctly marked for retention until all potential for civil litigation has expired.
- (d) If *Miranda* rights are applicable, then no interview with the subject upon whom the force was applied shall be conducted unless the subject waives his/her rights;
- (e) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas. These photographs should be retained until all potential for civil litigation has expired;
- (f) Identify any witnesses not already included in related reports;
- (g) Review and approve all related reports;
- (h) Should the supervisor determine that any application of force was not within policy, the Chief of Police or designee will determine the appropriate next steps.

COMMAND LEVEL REVIEW

819. The Chief of Police or designee shall assign a member of his or her command staff to review each use of force by any personnel within his or her command to ensure compliance with this policy and to address any training issues. The assigned command staff member is responsible to review the Use of Force Report package (e.g. Supervisor's Use of Force Review, crime and arrest reports, photographs, and/or other pertinent information). After final review, the Office of the Chief of Police will ensure that custody and storage of the Use of Force Report package complies with legal statutes and policies.

REPORTING TO THE CALIFORNIA DEPARTMENT OF JUSTICE

820. The Chief of Police or designee shall ensure that data required by the Department of Justice (DOJ) regarding all officer-involved shootings and incidents involving use of force resulting in serious bodily injury is collected and forwarded to the DOJ as required by Government Code §12525.2.

FIREARMS

821. Firearm safety shall be a primary concern of all sworn personnel whether on or off duty.

822. All firearms deployed and in use by UCPD officers shall be in compliance with the UCPD Systemwide Weapons Inventory List. Weapons not approved for use by the University of California shall not be deployed. The list of approved weapons shall be reviewed and updated annually by the Council of Police Chiefs. Each campus Chief of Police shall personally approve the specific weapons available to the department's officers from the UCPD Systemwide Weapons Inventory List.

822.1 Approval. Each campus Chief of Police shall approve the specific weapons available to the department's officers from the UCPD Systemwide Weapons Inventory List.

822.2 Authorization. Firearms shall be used only by department personnel who have been authorized by the Chief of Police, trained, and who are qualified in their proficient operation. While on duty, authorized personnel shall carry only firearms and ammunition issued or approved by the department and in accordance with the Systemwide Weapons Inventory List.

822.3 Inter-campus Use. Officers who are authorized to carry a weapon at their home campus shall not be precluded from carrying that weapon when working at another campus.

823. Carrying by Plainclothes Officers. Plainclothes officers carrying firearms shall also carry their badges, except as authorized by the Chief of Police. If carrying their firearms displayed, plainclothes officers shall also prominently display their badges.

824. Registration. Authorized personnel shall register with the department all personally owned firearms carried or used in the performance of their duties.

825. Off-Duty Firearms. Officers shall not be required to carry firearms while off duty.

826. Firearms, Personal Use. It is not intended that these Universitywide Police Policies and Administrative Procedures, specifically those in this chapter, preclude police officers from using personally owned firearms in hunting or in recognized sports activities in which firearms are customarily used.

827. Off Duty Firearms--Non-Sworn. Nothing in this Chapter is intended to authorize non-sworn personnel to carry firearms while on or off duty.

828. Authorized Firearms--Off Duty. If an officer chooses to carry a weapon other than that approved for on-duty use while off duty, the officer shall obtain written approval from the Chief of Police.

829. Off Duty Firearms Proficiency. The Chief of Police shall establish a policy relating to proficiency requirements for off-duty firearms.

830. Display of Firearms. Officers shall not unnecessarily draw, display or carelessly handle a firearm at any time, while on or off duty.

830.1 Drawing or Exhibiting Firearms. Unnecessarily or prematurely drawing or exhibiting a firearm limits an officer's alternatives in controlling a situation, creates unnecessary anxiety on the part of the public, and may result in an unwarranted or accidental discharge of the firearm. Officers shall not draw or exhibit a firearm unless the circumstances surrounding an incident creates a reasonable belief that it may be necessary to use the firearm in conformance with the policies on the use of firearms. When a firearm is drawn or exhibited to gain compliance from a subject, the circumstances shall be documented.

830.2 Shooting at or from Moving Vehicles. Shots fired at or from a moving vehicle are rarely effective. Where feasible, officers should attempt to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

831. Reporting the Discharge of Firearms. Except as provided in the policy or during training or lawful recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make an oral report to a ranking officer as soon as circumstances permit, and shall file a written report in addition to any police report, as soon as possible, describing the incident fully. Officers participating in training or lawful recreational use shall report a discharge resulting in injury or death.

832. Inappropriate Use of Firearms – Disciplinary Action. An officer shall be subject to corrective action or dismissal should the discharge or public display of a firearm by the officer involve the following:

- (a) A violation of the law;
- (b) A violation of a University Police order relating to the discharge or display of firearms;
- (c) A wanton disregard for public safety;

- (d) Misconduct, including but not limited to:
 - (1) Being under the influence of alcohol or drugs;
 - (2) Unjustified display of authority;
 - (3) Use of official position for personal advantage;
 - (4) Dereliction of duty;
 - (5) The accidental discharge of a firearm through carelessness or misbehavior;
 - (6) Any other misuse of a firearm.

833. Firearms Proficiency. Every peace officer shall achieve and maintain firearms proficiency in accordance with the requirements of this section.

833.1 Proficiency Requirement. All officers shall demonstrate firearms proficiency at least annually on a departmental approved police shooting course. This includes the primary duty firearm, any secondary firearm, any off duty firearm, as well as approved rifles and shotguns used on-duty.

833.2 Failure to Report. Officers who fail to report for scheduled firearms training without a valid excuse may be subject to corrective action.

833.3 Course Rules. Proficiency scores shall be attained in conformance with all course rules.

833.4 Record Retention. Records of qualifications shall be held for a minimum of 2 years.

833.5 Firearms-Accessories Requirement. Proficiency scores shall be attained using the departmentally approved firearm, holster and loading devices usually carried by the officer.

833.6 Special Weapons--Requirement. Proficiency must be attained at least once a year as a condition of approval to carry non-regulation or special weapons on or off duty. Officers requesting permission to carry non-regulation firearms off duty must purchase all ammunition at their own expense.

833.7 Failure to Demonstrate Proficiency. Failure to meet the required standard is considered unsatisfactory performance and may be subject to corrective action or dismissal in accordance with applicable personnel policies.

833.8 Exceptions. Exceptions to this Section 833 may be made only by the Chief of Police.

CONTROL DEVICES - GENERAL

834. In order to control subjects who are violent or who demonstrate the intent to be violent, the University of California authorizes officers to use selected control devices in accordance with the guidelines in this policy. Control devices include batons, Conducted Energy Devices (CED), oleoresin capsicum (OC) spray, chemical agents, restraints, projectile devices, and kinetic energy projectiles .

834.1. Approval and Issuance. Control devices described in this policy may be carried and used only if the device has been issued by the Department or approved by the Chief of Police or the designee.

834.2. Training. Sworn members of the Department deploying control devices must have satisfactorily completed a training course conducted by the Department in the appropriate use of the specific firearm and control device. Recertification of proficiency in the use of the specific firearms and control devices will be conducted at regular intervals or as specified by the firearms and control device manufacturer, if applicable. Appropriate training records will be maintained by each department and will comply with POST guidelines for roster retention and submission.

The Chief of Police or designee shall ensure that all personnel who are authorized to carry a firearm and control device have been properly trained and certified to carry the specific firearm and control device and are retrained or recertified as necessary. Additionally, the Chief of Police or designee will ensure:

- (a) Proficiency training shall be monitored and documented by a certified instructor;
- (b) All training and proficiency will be documented in the officer's training file;
- (c) Officers who fail to demonstrate proficiency with the control device or knowledge of the Department's Use of Force Policy will be provided remedial training. If an officer cannot demonstrate proficiency with a specific control device-or knowledge of the Use of Force Policy after remedial training, the officer will be restricted from carrying the delivery system and may be subject to discipline.

834.3. Inspection. Officers will inspect the authorized control devices assigned to them to ensure that the device is in proper working order before use.

834.4. Use of Control Devices. Control devices may be used when a decision has been made to restrain, arrest or gain control of an individual or group of individuals who are engaging in, or have demonstrated the intent to engage in violent behavior and reasonably appear to have the potential to harm officers, themselves or others, and the use of the device appears objectively reasonable under the circumstances.

834.5 Use of Control Devices in Crowd Control Situations. Unless exigent circumstances exist, the use of force in crowd control situations should be authorized by the Chief of Police or the designee after consultation with the Chancellor or their designee.

834.6 Impact Areas. When using control devices, officers should carefully consider potential impact areas and foreseeable injuries and avoid unintentional targets.

834.7 Warnings. When reasonable and practicable, a warning and opportunity to comply should precede the use of these devices.

834.8 Drawing or exhibiting control devices. When a control device is drawn or exhibited to gain compliance from a subject, the circumstances shall be documented. A baton held in port arms position does not need to be documented.

CONTROL DEVICES - CHEMICAL AGENTS

835. Chemical agents may include CS, CN, oleoresin capsicum (OC), and HC.

835.1 Authorization. Only the Chief of Police, Watch Commander, or Incident Commander may authorize the delivery and use of chemical agents other than OC, and only after evaluating all conditions known at the time and determining that such force appears to be objectively reasonable under the totality of the circumstances.

835.2 Use for Dispersal. Chemical agents should not be used against individuals or groups who merely fail to disperse and do not reasonably appear to present a risk to the safety of officers or the public.

835.3 Notification of Fire Personnel. When practicable, fire personnel should be alerted or summoned to the scene prior to the deployment of chemical agents to control any fires and/or to assist in providing medical aid or gas evacuation if needed.

835.4 Post-Exposure Assistance. Persons who have been sprayed with or otherwise affected by the use of chemical agents should be promptly provided with sufficient clean water to thoroughly flush the affected area(s) when practicable.

835.5 Post-Exposure Notice. Whenever chemical agents have been introduced into a residence, building interior, vehicle or other enclosed area, officers should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that clean-up will be at the owner's expense. Information regarding the method of notice and the individuals notified should be included in related reports.

CONTROL DEVICES - POLICE BATONS

836. When carrying a baton, uniformed personnel shall carry the baton in its authorized holder. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

836.1 Baton Use. The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an immediate threat of serious bodily injury or death to the officer or others.

836.2 Baton Use in Crowd Control Situations. During crowd control situations, subjects may be encountered who refuse to disperse or respond to verbal directions. When this type of behavior confronts officers, the baton may be used as a pushing instrument to gain compliance. It may also be used as an impact weapon depending on the degree of active resistance or assaultive resistance demonstrated by the subject. In both circumstances, officers shall use only that amount of force that is objectively reasonable, and verbalization of commands should continue throughout this situation.

CONTROL DEVICES - CONDUCTED ENERGY DEVICES (CED's)

837. Use of CED: The appropriate use of such a device is intended to result in fewer serious injuries to officers and suspects.

837.1 Authorization and Training. Only members who have successfully completed department-approved training may be issued and carry the CED. Officers shall only use the CED and cartridges that have been issued by the Department.

837.2 Carrying of CED. Uniformed officers who have been issued the CED shall wear the device in an approved holster on their person. When in uniform, officers shall carry the CED device in a weak-side holster on the side opposite the duty weapon.

837.3 Additional CED Policies. For those UC Police Departments who authorize their officers to carry CED's, there may be additional policies and procedures that apply. Refer to the respective UC Police Department's policies regarding the ~~carrying and use of a CED~~, if applicable.

CONTROL DEVICES - PROJECTILE DEVICES

838. Projectile devices may de-escalate a dangerous or potentially deadly situation, and may compel an individual to cease their actions when such projectile devices present a reasonable option, as described below.

838.1 Approval. Only approved impact projectile devices shall be carried and deployed.

838.2 Use of Projectile Devices. Officers are not required or compelled to use projectile devices in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

- (a) The suspect is armed with a weapon and the tactical circumstances allow for proper application of approved munitions;
- (b) The suspect has made credible threats to harm themselves or others;
- (c) The suspect is engaged in aggressive or violent behavior, or is throwing rocks, bottles or other dangerous projectiles at people and/or officers;
- (d) In crowd control situations when the Chief of Police, Incident Commander or designee authorizes the delivery and use of the device.

838.3 Pre-Deployment Inspection. Officers will inspect the delivery system and impact projectiles assigned to them before use to ensure that the device is in proper working order, and that the impact projectiles are of the approved type and appear to be free from defects.

838.4 Storage. When it is not deployed, the delivery system and impact projectiles will be unloaded and securely stored.

CAROTID CONTROL HOLD

839. The proper application of the carotid control hold (lateral vascular neck restraint) may be effective in restraining a violent or combative individual.

839.1 Use of the Carotid Control Hold. Use of the carotid control hold is limited to the following:

- (a) The officer shall have successfully completed department-approved training in the use and application of the carotid control hold.
- (b) The carotid control hold may only be used when circumstances perceived by the officer at the time indicate that such application reasonably appears necessary to control a person in any of the following circumstances:
 - (1) The subject is violent or physically resisting;
 - (2) The subject, by words or actions, has demonstrated an intention to be violent and reasonably appears to have the potential to harm officers, themselves or others.

839.2 Additional Considerations. The application of a carotid control hold on the following individuals should be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective, or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of applying a carotid control hold:

- (a) Females who are known to be pregnant;
- (b) Elderly individuals;

- (c) Obvious juveniles;
- (d) Individuals who appear to have Down syndrome or who appear to have neck deformities or malformations, or visible neck injuries.

839.3 Post-Application Assistance. Any individual who has had the carotid control hold applied, regardless of whether he/she was rendered unconscious, shall be promptly examined by paramedics or other qualified medical personnel and should be monitored until examined by paramedics or other appropriate medical personnel.

839.4 Notice and Documentation. In the event of an attempt or application of the carotid control hold, the officer shall provide notice and document as follows:

- (a) The officer shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the carotid control hold and whether the subject lost consciousness as a result;
- (b) Any officer attempting or applying the carotid control hold shall promptly notify a supervisor of the use or attempted use of such hold;
- (c) The use or attempted use of the carotid control hold shall be thoroughly documented by the officer in any related reports in compliance with Section 817 *et seq.*

Chapter 16: SYSTEMWIDE RESPONSE TEAM POLICY

PURPOSE

1601. The Systemwide Response Team (SRT) will prepare for, and professionally respond to unique situations and incidents that demand trained, equipped, experienced, and organized teams of sworn UC Police personnel beyond those resources available at one campus, as determined by the campus Chief of Police.

This document establishes the policies by which operations and services of the SRT will be conducted. Issues specifically not addressed in these policies will be handled in accordance with Universitywide Police Policies and Procedures and by the policies of the campus where the sworn officer is employed.

The SRT Activation Chart appended as Appendix A to this Chapter is to provide a visual reference for SRT activation. However, the policy itself in this Chapter shall prevail should there be any discrepancy.

MISSION STATEMENT

1602. The mission of the University of California SRT is to maintain a trained team of sworn personnel with the skills and equipment readily available to assist local campuses to:

- (a) Facilitate and protect the Constitutional Rights of all persons;
- (b) Keep the peace and protect life and property;
- (c) Protect lawful activity while identifying and isolating unlawful behavior;
- (d) Provide dignitary protection; and
- (e) Provide training and other assistance when requested and appropriate.

COMPOSITION AND CHAIN OF COMMAND OF THE SRT

1602. The composition and chain of command of the SRT shall be as follows:

1602.1 The UC Council of Chiefs. The UC Council of Chiefs is a duly constituted body consisting of the Chiefs of Police of the ten UC campuses. The Council meets on a regular basis for the purpose of establishing liaisons, reviewing University Police issues and promulgating policy and procedures through the office of Employee/Labor Relations. When requirements under law, including HEERA apply, the UC Council of Chiefs will comply with the provisions to meet and confer with the appropriate bargaining unit representative.

1602.2 The Chiefs' Liaison. The Chiefs' Liaison will be a Chief of Police appointed with consensus of the UC Council of Chiefs to provide general oversight and accountability to the SRT and will coordinate SRT deployment, regular reporting, program assessment, and liaison to the UC Council of Chiefs on behalf of the SRT. The UC Council of Chiefs will identify a Chief of Police to act as an alternate in the absence of the acting Chiefs' Liaison.

1602.3 SRT Regional Coordinators. The SRT Regional Coordinators will be sworn police officers, generally of the rank of Captain or higher who report to the Chiefs' Liaison. The SRT Regional Coordinators are responsible for working with the Chief of Police or designee from the host UC campus to determine the appropriate deployment of SRT personnel. The SRT Coordinators may deploy as needed with SRT personnel to serve as a liaison with the Police Incident Management Team of the host campus.

The SRT Coordinators are responsible for ensuring training compliance with this policy. Individual training records will be maintained by the campus training coordinator and be made available for review by the SRT Coordinators.

The SRT Coordinators are responsible for maintaining deployment records, performance documents and summaries. They will also assist the host campus with debriefings, developing and submitting summaries.

The SRT Coordinators are also responsible for maintaining an itemized inventory of all equipment affiliated with the SRT. This information should be forwarded to the Chiefs' Liaison, so planning and budgetary issues can be addressed.

1602.4 SRT Commanders. The SRT Commanders will be sworn police officers, generally of the rank of Lieutenant or higher who report to the Regional Coordinators.

SRT Commanders may act as liaisons to the host Chief of Police or designee, or may be deployed in the field to coordinate tactical deployments of the SRT members. The SRT Commanders are responsible for providing assignments and direction to the SRT members, consistent with the mission provided by the host campus. In the absence of both SRT Coordinators, a Commander(s) may be assigned as acting SRT Coordinator(s).

The SRT Commanders are responsible for ensuring SRT members are properly equipped, are proficient with all assigned equipment and maintain their equipment in good working order. The SRT Commanders are also responsible for identifying, organizing and planning team training for all SRT members.

SRT Commanders will serve as mobile field force leaders. A mobile field force will be two or more squads.

1602.5 SRT Teams and Squads. The SRT will be deployed in team/squad formations. The squads will generally consist of two sergeants and ten officers; a team will generally consist of a sergeant and five officers. However, based on circumstances, and with consultation of an SRT Commander, personnel may be assigned to other duties to meet operational needs (e.g., grenadiers). A Sergeant will be the squad leader and report directly to the SRT Commander, unless temporarily reassigned to another command element. A squad or team leader may also be an Officer in Charge (OIC).

SRT DEPLOYMENT

1603. SRT deployment will be in accordance with Universitywide Police Policies and Procedures Chapter 13: Universitywide Mutual Aid.

1603.1 Requests for SRT Deployment. Requests for SRT deployment should be made by the host Chief of Police to the Chiefs' Liaison and both SRT Coordinators, using the Universitywide Mutual Aid Request Form. The Chiefs' Liaison will assist and be responsible to the host Chief of Police for coordinating the deployment of the SRT personnel/equipment, and make notifications to additional campus Chiefs as necessary.

1603.2 Supervision and Command. Supervision and command of the SRT is the responsibility of the host campus Chief of Police or designee. Upon arrival to the host campus, the SRT Coordinator or Commander should report directly to the host campus Chief of Police or designee for assignment and instructions.

SRT SELECTION PROCESS

1604. It is the desire of the UC Chiefs of Police to organize and staff the SRT with personnel that demonstrate an interest and aptitude in the SRT concept and who have shown satisfactory work performance. Assignment to the SRT is voluntary and is generally for a three year period or at the discretion of the UC Council of Chiefs or the member's Chief of Police. Performance and participation on the SRT shall be reviewed annually.

1604.1 SRT Coordinators. The SRT Coordinators will be sworn police officers, generally of the rank of Captain or higher who are selected by the UC Council of Chiefs. There will be two SRT Coordinators, one from each region (North and South), who serve at the discretion of the UC Council of Chiefs. Interested command officers shall obtain approval from their Chief of Police to be an SRT Coordinator and submit a letter of interest to the Chiefs' Liaison. SRT Coordinators are selected by the UC Council of Chiefs.

1604.2 SRT Commanders. The SRT Commanders will be sworn police officers, generally of the rank of Lieutenant or higher. Interested command officers shall submit a letter of interest to their Chief of Police, which upon approval, shall be forwarded to the Chiefs' Liaison for consideration. SRT Commanders are selected by the Chiefs' Liaison with the recommendation of the SRT Coordinator in their region. Generally, there shall be a minimum of six SRT Commanders.

The SRT Commanders will serve at the discretion of the Chiefs' Liaison and the members' campus Chief of Police.

1604.3 SRT Sergeants and Officers. The Chief of Police for the SRT members' campus will identify how many members of the department should be assigned to the SRT. SRT candidates will be selected by the SRT members' campus Chief of Police and command staff.

Each campus will conduct a selection process for the SRT members from the department. The process will consist of a command level review of the applicants' qualifications, a supervisory recommendation, and a review of the SRT applicants' performance evaluations.

1604.3.1 Minimum Qualifications of Sergeants and Officers. To apply officers will submit:

- (a) Letter of interest;
- (b) Resume;
- (c) Letter of recommendation from an immediate supervisor.
- (d) Completion of probation.

1604.3.2 Preferred Qualifications of Sergeants and Officers. Desirable qualifications include:

- (a) Three years of sworn experience with one of those years at a UC campus police department;
- (b) Prior experience in crowd management and control tactics.

1604.3.3 Review and Selection.

Review, selection, and final approval of the team members will rest with the Chiefs' Liaison in consultation with the SRT Coordinators. SRT Sergeants and Officers serve at the discretion of their Campus Chief of Police, the Chiefs' Liaison, and the SRT Regional Coordinator.

Failure to be selected as a member of SRT, is generally not grievable.

TRAINING

1605. Training is an essential part of SRT operations and a fundamental responsibility of every member of SRT. All training, training instructors and training curriculum shall be approved by the UC Council of Chiefs. All training shall be thoroughly documented.

1605.1 Physical Fitness. SRT members should note the importance of staying physically fit. It is reasonable to assume that SRT training or deployments may involve actions such as:

- (a) Running;
- (b) Properly executing squad movements or formations;
- (c) Standing for long periods of time;
- (d) Properly perform various arrest or rescue techniques;
- (e) The ability to use or retain duty weapons in a manner consistent with policy;
- (f) Maintaining discipline and professionalism in a stressful environment.

1605.2 Areas of Training. SRT training shall be based on a thorough assessment of the knowledge, skills, and abilities that SRT members need to possess in order to accomplish the missions of SRT. SRT Commanders are responsible for developing training guidelines in the following areas:

- (a) Tactical Communication;
- (b) Use of Force;
- (c) Crowd Management;
- (d) Intervention Strategies;
- (e) Dignitary Protection;
- (f) Incident Command System;
- (g) Arrest Techniques;
- (h) Authorized Equipment and Tools;
- (i) Relevant Case Law;
- (j) Command Level and Situational Awareness Training;
- (k) Other Contemporary Best Practices.

1605.3 Approved Lesson Plans. SRT training shall contain a curriculum based on approved lesson plans taught by approved, certified or expert instructors, hourly schedules, learning objectives, and performance-based testing.

1605.4 Annual Training Plan. SRT Coordinators shall set forth an annual training plan and schedule. The plan and schedule shall be distributed to the Chiefs' Liaison for review.

1605.5 Removal for Lack of Attendance. SRT members are required to attend mandatory training and participate in SRT call-outs unless excused. A recommendation to remove a SRT member who has a pattern of absences will be made by the Chiefs' Liaison to the member's campus Chief of Police who will address the issue.

1605.6 Consistent Systemwide Training. SRT Training shall be consistent systemwide, conforming to best practices and following POST guidelines on crowd management.

EQUIPMENT

1606. The SRT will be supplied with equipment approved by the UC Council of Chiefs. The Chiefs' Liaison with the assistance of the SRT Coordinators and SRT Commanders, will recommend the equipment to be utilized by the members of the SRT. The SRT Commanders and Sergeants will ensure that all equipment is periodically inspected and ready for field use prior to deployment of the SRT. SRT equipment, tools and their use shall be evaluated at least annually.

1606.1 Issuance of Equipment. SRT Sergeants and Officers will use their department issued equipment and its deployment will be authorized based on their particular assignment: In addition, each SRT member will be issued:

- (1) Helmet with riot face shield;
- (2) Gas mask with extra filter and mask carrier;
- (3) Soft riot armor;
- (4) Flex cuffs with officer's badge number on the cuffs;
- (5) Additional equipment as deemed necessary by the Council of Chiefs.

1606.2 Deployment of Equipment. Deployment of SRT equipment includes, but is not limited to:

- (a) Weapons:
 - (1) Kinetic energy projectiles;
 - (2) Chemical agents.
- (b) Non-Weapons:
 - (1) Backpack with first aid equipment;
 - (2) Arrest kits;
 - (3) Specialized equipment for defeating protestor devices;
 - (4) Bullhorns/LRAD;
 - (5) Gloves.

1606.3 Discretion of Host Campus Chief. The use of SRT weapons will remain at the discretion of the host campus Chief or designee and deployment conditions, use, or restrictions shall be clearly noted in the Operations Plan. Whenever practicable, the host campus Chief or designee should discuss the use of SRT weapons with SRT Commander(s) before deployment. SRT personnel will not be prevented from carrying and/or using non-SRT weapons that have been issued or approved by their home campus.

1606.4 Approval of Equipment. No equipment will be used by any member of the SRT unless the equipment has been approved by the UC Council of Chiefs and the officer has received the proper training to utilize the equipment and the training is documented.

INCIDENT COMMAND SYSTEM

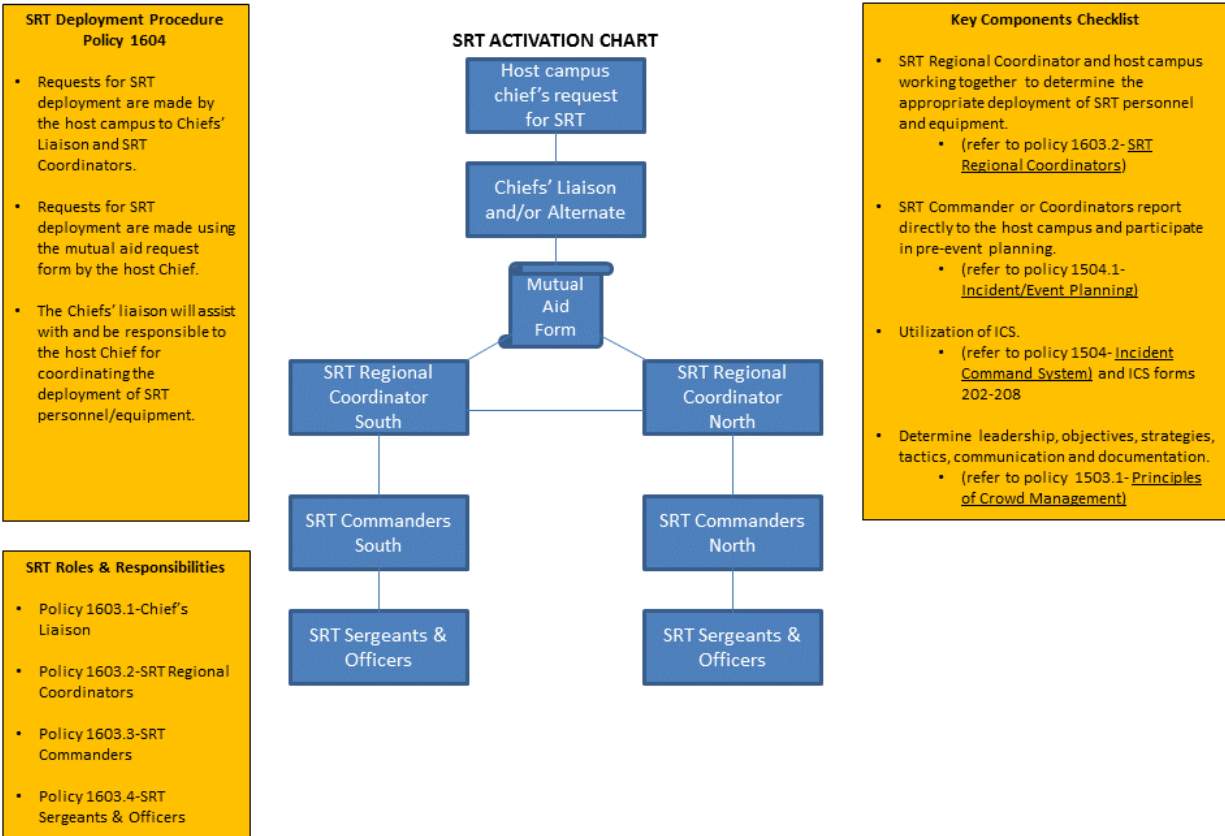
1607. During a SRT call out and prior to the team's arrival, the host agency is expected to manage the response to critical incidents using the principles of the Incident Command System. To the extent possible written operations plans shall be supplied in advance to SRT Commanders by the host campus and written on ICS compliant forms.

The host campus is responsible for debriefing, developing and submitting the after- action reports, including a summary of SRT resources used for the event, to the Chiefs' Liaison within thirty days, where practical.

Standardized operations plans and after action reports will be used.

Chapter 16: SYSTEMWIDE RESPONSE TEAM POLICY

APPENDIX A



Chapter XX: Body Worn Audio/Video Systems

PURPOSE

XX01. Body Worn Audio/Video Systems

The University of California is committed to officer safety and public safety. The University has equipped its police departments with body worn audio-visual cameras (“BWV’s”, “devices” or “cameras”) for use as part of the officer’s uniform for the recording of field activity in the course of official police duties. The cameras are intended to provide a visual and audio record of police duties, including public contacts, arrests, and critical incidents. BWV’s provide documentation to be used in criminal investigations and prosecutions, internal or administrative investigations, training, and other circumstances. They also serve to enhance the accuracy of police reports, testimony in court, and enhance the Department’s community relationship-based policing efforts.

Body worn cameras provide a limited perspective of any encounter and must be considered with all available facts and evidence, such as officer perception, witness statements, officer interviews, other available video documentation, forensic and/or expert analysis, and documentary evidence. The cameras cannot always show the full narrative nor do they capture an entire scene. The use of cameras does not reduce or alter the requirement to provide thorough written documentation as required by this or other policies.

Persons reviewing recordings must be cautious before conclusions are reached about what the video shows, or when evaluating the appropriateness of an officer’s actions in a particular situation. Evaluating an officer’s actions must take into account a variety of factors and other circumstances.

The University is committed to officer safety and public safety. Officers must follow existing officer safety policies when contacting citizens or conducting vehicle stops as outlined in Department policies and procedures. Officer safety and the safety of the public shall always be the primary consideration, not the ability to record an event.

This policy is intended to balance the respect for privacy and other University values with legal, policy, and administrative obligations. Officers should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion at all times.

POLICY

XX02. Required Users.

The following sworn personnel, from Lieutenant through Officer, are required to wear the BWV system while on duty, unless otherwise exempted by this Chapter:

- (a) Uniformed personnel while on regular assignment or on overtime status;
- (b) Detectives working in the field in an enforcement or specialized investigative (e.g., gang task force, violent crime task force) capacity, unless the use of BWV

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- may compromise the identity of an undercover officer, confidential informant, or jeopardize tactics;
- (c) Personnel serving a search warrant, unless the use of the BWV may compromise the identity of an undercover officer, confidential informant, or jeopardize officer safety or tactics. Any exception to recording pursuant to this subsection (c) must receive prior approval from the Chief of Police or designee;
 - (d) Other sworn personnel deemed appropriate by the Chief of Police or designee.

XX03. Department Issued Equipment Only.

Officers assigned a BWV camera must not use any other non-Department issued video or audio equipment, such as personally owned video or audio equipment, mobile devices or cell phones, to record enforcement or investigative activities involving members of the public unless authorized by the Chief of Police or designee.

Nothing in this policy precludes officers or other Department personnel from using authorized still photography equipment.

XX04. Location of Body Worn Camera.

The BWV camera generally consists of a body-mounted camera with a built-in microphone. The BWV shall be worn on the outside of the outermost garment (e.g., load-bearing vest, raincoat) or other departmental approved mounting option, on the upper torso, and facing forward in such a way to facilitate optimum recording field of view.

XX05. Required Activation of Body Worn Camera.

Subject to the exceptions contained in this Chapter, or pursuant to the direction of a supervisor, officers shall activate their BWV device prior to initiating any criminal investigative or enforcement activity involving a member of the public, including all:

- (a) Vehicle or bicycle enforcement stops;
- (b) Pedestrian stops;
- (c) Calls for service;
- (d) Foot pursuits;
- (e) Searches (except strip searches);
- (f) Arrests;
- (g) Uses of force;
- (h) In-custody transports;
- (i) Witness or victim interviews;
- (j) Forced entry search warrants/tactical deployments;
- (k) When weapons other than those in the possession of law enforcement are present or alleged to be present;
- (l) Any encounter that becomes adversarial after the initial contact;
- (m) Initial inventory of seized money or high value property;
- (n) Crowd management events;

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- (o) Other investigative or enforcement activities where, in the officer's judgment, a video recording would assist in the investigation or prosecution of a crime, or assist in documenting the incident for later investigation or review.

XX06. Exceptions to Required Activation or Continued Recording.

Exceptions to required activation or continuation of the BWV recording are:

- (a) When, in the officer's judgment, activation, continuing to record, or changing the BWV functions would jeopardize their safety or the safety of the public. However, the officer shall activate or re-activate their BWV as soon as it is safe and practicable to do so unless other exceptional circumstances exist;
- (b) When a witness or victim refuses to provide a statement if recorded by the BWV and the encounter is not confrontational;
- (c) When, in the officer's judgment, a recording would interfere with their ability to conduct an investigation;
- (d) When, in the officer's judgment, a recording would be inappropriate because of the victim or witness's physical condition, emotional state, age, or other sensitive circumstances;
- (e) When recording could risk the safety of a confidential informant, citizen informant, victim, or undercover officer;
- (f) In patient care areas of a hospital, clinic, rape treatment center, or other healthcare facility (including mental health) unless enforcement action is being taken in these areas. If recording is necessary, officers shall make reasonable efforts to avoid recording individuals other than the suspect;
- (g) Once a crime scene is secured and the officer no longer has an investigative role, and where the chance of encountering a suspect is unlikely;
- (h) Prior to or while discussing a case on scene with other officers or during on-scene tactical planning;
- (i) When, in the officer's judgment, privacy concerns outweigh any legitimate law enforcement interest in recording;
- (j) When ordered to stop recording by a supervisor;
- (k) When the recording of a person is in violation of the law.

XX07. Discretionary Activation.

There are many enforcement or criminal investigation situations where the use of the BWV is appropriate, and this policy is not intended to describe every circumstance in which recording would be appropriate or otherwise further the purpose of body cameras. In addition to the circumstance in which activation is required, officers should activate the camera any time they feel its use would be appropriate and valuable to document an on-duty incident, unless otherwise prohibited by this policy or law.

XX08. Assignments Temporarily Preventing BWV Use.

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It is recognized that officers subject to call out, motorcycle officers, or K9 unit officers may not have access to their BWV equipment prior to responding to a scene, or participating in an enforcement or criminal investigation. In these cases, officers should pick up their camera as soon as practicable.

XX09. Recording of Entire Event.

Once activated, the BWV shall remain on until the conclusion of the contact or event, unless authorized by a supervisor or otherwise permitted under this Chapter.

XX10. Documentation of Recordings, Failure to Activate, or Discontinuation of BWV Recordings

Officers shall document, in the appropriate report (e.g., police report, traffic citation, CAD entry), if they have captured an incident, did not capture an incident, and/or if they interrupted the recording for any reason.

If an officer does not activate the BWV prior to initiating an enforcement or investigative contact, fails to record the entire contact, or interrupts the recording for any reason, the officer shall notify their supervisor of the reason(s) in writing.

XX11. Notice to Members of the Public of BWV Recording.

Officers are not required by law or this Chapter to obtain consent from members of the public when the officer is lawfully in an area where the recording takes place. However, officers may inform individuals they are recording, when feasible to do so, particularly when the advisement may gain compliance or cooperation, or assist in an investigation.

In addition, officers entering into a private space, (e.g., residences, restrooms, locker rooms), must make a reasonable effort to notify the occupants that the BWV is present before entering the area, unless: the officer enters the area pursuant to a warrant; such notice would, in the officer's judgment, jeopardize their safety or the safety of the public; such notice would compromise an investigation or tactics; or if other exigent circumstances exist.

XX12. Playback of BWV Recording.

Officers are not required to play back BWV recordings to allow members of the public to review the video footage in the field.

XX13. Prohibited BWV Recording.

The activation or use of the BWV is prohibited, unless otherwise authorized by this Chapter, during:

- (a) Department briefings, meetings, roll calls or while in private Department spaces such as locker rooms, break rooms or restrooms;

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- (b) Non-work related activities or other activities not related to enforcement contact nor criminal investigation;
- (c) Private conversations with any other member of the Department without the written consent of all involved parties;
- (d) Department administrative investigations;
- (e) Homicide or other major crime briefings, or during a homicide walk-through;
- (f) Contact with confidential informants;
- (g) Depositions, court proceedings, pre-trial conferences, or any other judicial or quasi-judicial proceedings (e.g., administrative hearings such as Department of Motor Vehicle hearings);
- (h) While in a facility whose primary purpose is to provide psychiatric or medical services unless responding to a call for service involving a suspect or taking a suspect, victim, or witness statement;
- (i) While inside jail facilities;
- (j) Any area where audio or video recording is prohibited by law.

Nothing in this section is intended to interfere with an officer's ability to openly record an interrogation pursuant to California Govt. Code §3303(g), or to preclude activating the BWV when confronting a violent or assaultive suspect or other circumstance where a reasonable use of force may be anticipated.

XX14. Training.

Officers who are assigned the BWV must complete Department approved training in BWV policies, proper use, and maintenance of the device before using the system in the field. Supervisors must complete Department approved training in the supervision and management of the BWV system.

Supplemental training will be conducted when deficiencies are identified in policy compliance, use, maintenance, or supervision and management of the BWV system. Additional appropriate training will also be conducted should there be changes in policy, hardware, or software that affects the use, maintenance, supervision or management of the system.

XX15. Inspection and Testing of Equipment.

Officers shall be responsible for inspecting and testing their BWV equipment at the start of their shift and shall ensure that the equipment is properly functioning. Officers shall notify their supervisor, in writing, if the BWV equipment is not properly functioning. For purposes of this Chapter "in writing" shall include e-mail.

XXX16. Assigned BWV Equipment.

No officer shall use BWV equipment not assigned to them, unless authorized by a supervisor.

XX17. Damaged, Malfunctioning or Inoperable Equipment

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The BWV equipment is the responsibility of the assigned officer and must be used with reasonable care to ensure proper functioning and reliability. If an officer's BWV malfunctions or is damaged or inoperable, the officer shall notify the on-duty supervisor. Campuses shall develop and implement local policies on notification and documentation of such notification.

If feasible, the supervisor shall provide the officer with a functional BWV prior to the officer deploying to the field. However, the lack of a BWV unit shall not prevent an officer from working their shift or assignment.

An officer shall not be held financially responsible for damaged, malfunctioning or inoperable equipment unless abuse of the equipment by the officer is found to be the cause.

XX18. Labeling, Categorizing and Uploading Recordings.

Officers shall label, categorize and upload their BWV recordings into the BWV data storage system in accordance with UCPD procedure(s).

XX19. Viewing Recordings by Recording Officer.

Subject to the exceptions in this Chapter, officers should review BWV recordings on their assigned device or authorized computer prior to documenting an incident, arrest, search, interview, use of force, or other enforcement or investigative activity to assist with reports, statements, and documentation that are accurate and complete. Officers must not use the fact that a recording was made to avoid preparing an accurate, detailed, and complete report.

XX20. Modification, Alteration, or Deletion.

No employee shall modify, alter, or delete video or audio once recorded by the BWV camera, except as authorized by Department policy.

XX21. Request for Deletion of Accidental Recording.

In the event of an accidental activation of the BWV where the resulting recording is of no potential investigative or evidentiary value, the recording officer may request that the BWV file be deleted by submitting a request in writing to the Chief of Police or designee who shall review the recording, and if approved, send the request to the system administrator for deletion.

XX22. Restriction of Personal or Sensitive Information.

In the event of a BWV recording that captures sensitive or personal information for which access should be restricted ("restricted recording"), an officer may submit a request in writing to the Chief of Police or designee to restrict access to that portion of the recording. The Chief of Police or designee will determine what, if any, portion of the recording shall be restricted. The system manager will then restrict access to only that portion of the recording that is approved. The remainder of the recording will be maintained consistent with existing policy.

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XX22.1 Access to Restricted Recording by Auditor or Investigator.

The Chief of Police or designee may allow an investigator or auditor to view a recording that has been restricted pursuant to Section XX22 if the request is necessary in order to conduct an authorized criminal investigation, administrative investigation, or a Department inspection or audit.

- (a) **Notification Prior to Access of Restricted Recording.** Prior to granting access, the Chief of Police or designee must notify the officer who originally requested that the recording be restricted. If the original officer objects to the review, they shall immediately notify the Chief of Police or designee of the objection in writing within seven calendar days of receiving notification. Absent exigent circumstances, the restricted portion of the recording shall not be disclosed or reviewed by others until the Chief of Police or designee has made a determination regarding the objection and disclosure.

Once a final determination has been made, the original requesting officer will be notified in writing within 48 hours, and prior to release of the restricted information.

- (b) **Exception to Notification Requirement for Restricted Recording.** When notification of a request to review a restricted recording would compromise an ongoing administrative or criminal investigation, the notification requirement in Section XX22.1(a) shall not apply if approved by the Chief of Police or designee.

XX22.2 Access to Restricted Recording by Law Enforcement or by Legal Obligation.

If a restricted recording is requested by another law enforcement agency, or the Department is required to produce it by law, the officer who originally requested the information be restricted will be notified, absent exigent circumstances, of the request or legal requirement, within 48 hours, in writing.

XX23. Unauthorized Access to Recordings Prohibited.

Although the data captured by the BWV is not considered Criminal Offender Record Information (“CORI”), it shall be treated as such and in accordance with Department policy regarding access to CORI. All access to the system must be logged and is subject to audit at any time. Accessing, viewing, copying, or releasing BWV data, including recordings, for non-law enforcement purposes not otherwise authorized by this Chapter is strictly prohibited and will result in disciplinary action.

Access to BWV data shall only be from Department authorized computers, Department work stations or the BWV cameras. However, administrative users of the BWV data or evidence management system may access the data from a Department authorized device outside of the Department for the purpose of completing administrative tasks, such as locking or unlocking users.

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XX24. Copying of BWV Recording or Data

Personnel shall not make copies of any BWV recording for personal use or to share with unauthorized individuals or entities. Only department authorized devices shall be used to copy, view, share, or otherwise distribute BWV recordings. Digital evidence captured by BWC are investigative records and shall be handled pursuant to existing Department policies and procedures.

XX25. Review of BWV Recordings by Departmental Employees.

Access to BWV data shall be limited as follows, unless otherwise provided for in this Chapter:

- (a) Officers may view their own BWV data for official Department business;
- (b) Any employee may review BWV data as it relates to:
 - (1) Their involvement in an incident for purposes of completing a criminal investigation and/or preparing official reports;
 - (2) Prior to courtroom testimony, courtroom presentation, or testimony at a quasi-judicial administrative hearing;
 - (3) Providing a statement in an administrative investigation.
 - (4) Providing a statement in a criminal investigation, including officer-involved shooting investigations and other uses of force;
 - (5) This section does not apply to sworn personnel providing a public safety statement following a critical incident.
- (c) When exigent circumstances exist, such as identifying a suspect or other pertinent information in the event of an injured officer;
- (d) Supervisors and/or investigators who are investigating an allegation of misconduct, may view the recording in order to assist in the investigation. For citizen complaints, a supervisor may independently review applicable video. For internally generated allegations of misconduct, a supervisor shall receive authorization from the Chief of Police or designee to review any applicable video;
- (e) Command staff may randomly review BWV recordings for the purposes of validity testing, including the review of one recording per officer per month. Any BWV system deficiencies identified will be documented and remedied. The method of random selection will be agreed upon between the Federated University Police Officers Association (FUPOA) and the UC Council of Chiefs. Any performance issues will be discussed with the officer and training provided. Any criminal activity will be investigated;
- (f) To allow for necessary administrative functions such as BWV data management, system maintenance and repair, and evidence management;
- (g) Command staff, supervisors, and authorized Department personnel may conduct random periodic inspections and reviews to determine whether Department personnel are accessing BWV recordings and data for legitimate and authorized purposes;
- (h) Supervisors may review BWV recordings, but not in violation of xx27, as follows:
 - (1) When necessary as part of the report approval process.

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- (2) To ensure that the video and audio was properly captured, uploaded/downloaded;
- (3) To ensure that the video and audio was categorized appropriately for evidentiary or retention purposes;
- (4) To conduct roll call training on expectations, use and maintenance of BWV equipment. Any use of BWV recordings for training must comply with Section XX27 of this Chapter;
- (5) To debrief BWV-captured incidents of value after obtaining authorization from the Chief of Police or designee
- (6) In order to resolve citizen complaints pursuant to XX25(d).

XX26. Use of Recordings for Training.

A BWV recording may be used for training, as long as the recording will not be used for disciplinary purposes. Any person recommending a particular recording shall submit the recommendation through the chain of command.

The Chief of Police or designee must notify the recording officer and any depicted officer of the intent to use the recording for training. If any such officer objects to the review, they shall immediately notify the Chief of Police or designee of the objection orally or in writing. The Chief of Police or designee shall determine whether an officer's objection outweighs the training value.

XX27. Restriction on Use for Monitoring for Violations of Policy/Law.

It shall be a violation of this policy for supervisors to review recordings for the sole purpose of looking for violations of Department policy or law not related to a specific complaint or incident. This section is not intended to restrict Command staff from performing monthly viewings of an officer's recordings pursuant to Section XX25(e) of this Chapter.

XX28. Use of Deadly Force – Handling of Recording.

For any use of force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury, the following shall apply:

- (a) The supervisor of the involved officer(s) must take possession of their BWV equipment as soon as possible, ensuring that recording has stopped and that the power is off, and maintain custody until the BWV is transferred to the assigned investigator;
- (b) The Chief of Police or designee will assign an investigator, and the assigned investigator shall take possession of the BWV camera, and perform the upload process, if necessary;
- (c) In order to protect the integrity of the video and to ensure that the video is properly uploaded, the officer(s) involved shall not be allowed to review the BWV recording prior to turning over the BWV equipment to the supervisor.

- (d) The involved officer shall be permitted to view the BWV video of the incident once the video has been uploaded to the server. If the officer chooses not to view the video prior to giving an initial statement, the officer will have an opportunity to review the recording(s) after the initial statement has been taken and provide a supplemental statement if desired.
- (e) Prior to viewing the BWV, the officer must read and sign the Video/Audio Evidence Review Acknowledgment (Attachment A);
- (f) The fact that the officer was given the opportunity to review the BWV should be documented, as well as the time, date and location of any such viewing;
- (g) Supervisors shall not view the BWV recording without express permission from the Chief of Police or designee;
- (h) Use of the BWV will be properly documented in the appropriate report(s), and the recording booked into evidence;
- (i) Supervisors shall ensure that BWV information is compiled for department review boards and/or administrative review reports (e.g., pursuit review, use of force review, etc.), when applicable.

XX29. Other Use of Force– Handling of Recording.

For any use of force not covered by Section XX28, the following shall apply:

- (a) Supervisors shall allow involved officer(s) to review their own BWV recordings;
- (b) Supervisors shall allow involved officer(s) to review other BWV recordings, if deemed necessary to assist with complete and accurate reports and documentation of the incident;
- (c) Prior to viewing the BWV, the involved officer(s) must read and sign the Video/Audio Evidence Review Acknowledgment (Attachment A);
- (d) Use of the BWV will be properly documented in the appropriate report(s), and the recording booked into evidence;
- (e) Supervisors shall ensure that BWV information is compiled for department review boards and/or administrative review reports (e.g., pursuit review, use of force review, etc.), when applicable.

XX30. Retention.

Digital evidence captured by BWC shall be treated as an investigative record and handled pursuant to existing Department retention policies and procedures.

XX31. Technical Specifications and System Security.

The University of California Systemwide Coordinator of Police Services shall, in consultation with the Council of Police Chiefs, develop minimum technical standards and specifications and system functionalities for BWV systems. In addition, the security of the BWV data must be in compliance with University policy and within the Criminal Justice Information Services guidelines.

Please note that this policy is undergoing preliminary review and is subject to revision throughout the review process.

Chapter XX: Body Worn Audio/Video Systems

ATTACHMENT A

Video/Audio Evidence Review Acknowledgment

In this case, there is video evidence that you will have an opportunity to view after you have given a public safety statement (if applicable). Video evidence has limitations and may depict the events differently than you recall, and may not depict any or all of the events as seen or heard by you. Video has a limited field of view and may not capture events normally seen by the human eye. The “frame rate” of video may limit the camera’s ability to capture movements normally seen by the human eye. Videos are a two-dimensional medium and may not capture depth, distance or positional orientation as well as the human eye. Remember, the video evidence is intended to assist your memory and ensure that your initial statement explains your state of mind at the time of the incident. You should not feel in any way compelled or obligated to explain any difference in what you remember and acted upon from what viewing the additional evidence provides you. If listening to audio recordings or viewing video recordings provides additional clarity to what you remember that is fine; if it does not, that is fine also.

Read and Acknowledged:

Signature

Date and Time

Printed Name

Badge No.

Witnessed:

Signature

Date and Time

Printed Name

Title/Position

Please note that this policy is undergoing preliminary review and is subject to revision throughout the review process.

DRAFT

April 28August 15September 18, 2017

Policy [INSERT CAMPUS]
University of California Police Department, [INSERT CAMPUS]
Policy Manual

Immigration Violations

428.1 PURPOSE AND SCOPE

Commented [JMF1]: Policy number will vary by campus

The immigration status of individuals alone is generally not a matter for police action. It is incumbent upon all employees of this department to make a personal commitment to equal enforcement of the law and equal service to the public regardless of immigration status. Confidence in this commitment will increase the effectiveness of the Department in protecting and serving the entire community.

428.2 DEPARTMENT POLICY

The U.S. Immigration and Customs Enforcement (ICE) has primary jurisdiction for enforcement of the provisions of Title 8, United States Code dealing with illegal entry. UCPD, on the other hand, has primary responsibility for preserving and protecting public safety for the University community. Community trust and cooperation is essential to effective law enforcement on campus and other University property. The limited resources of UCPD should not be diverted from this mission to the enforcement of federal immigration laws; ~~UCPD campus police shall not be involved with enforcing~~ federal immigration ~~laws-law.~~ Campus police should avoid actions that create a disincentive to report crime, or to offer testimony as a witness to a crime, such as requesting information about immigration status from crime victims and witnesses.

428.3 PROCEDURES FOR IMMIGRATION COMPLAINTS

Persons wishing to report immigration violations should be advised that immigration enforcement is the responsibility of the federal government.

428.3.1 BASIS FOR CONTACT, ~~DETENTION, QUESTIONING OR ARREST~~

Officers shall not contact, detain, question or arrest an individual solely on the basis of suspected undocumented immigration status or to discover the immigration status of an individual.

428.3.2 NO SWEEPS

The U.C. [INSERT CAMPUS] Police Department does not conduct sweeps or other concentrated efforts to detain suspected undocumented persons.

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When law enforcement efforts are increased in a particular area, equal consideration should be given to all suspected violations and not just those affecting a particular race, ethnicity, age, gender, sexual orientation, religion, socioeconomic status or other group.

The disposition of each contact (e.g., warning, citation, arrest), while discretionary in each case, should not be affected by such factors as race, ethnicity, age, gender, sexual orientation, religion or socioeconomic status.

428.3.3 ICE REQUEST FOR ASSISTANCE

If a specific request is made by ICE or any other federal agency for assistance with enforcement of Title 8 of the US Code, this department ~~will~~may provide available support services only ~~as for purposes such as managing the flow of traffic-control, peacekeeping, officer safety or as otherwise~~ necessary to prevent injuries or property damage.

Members of this department shall not participate in federal operations as part of any federal immigration detention team. Any detention by a member of this department must be based upon the reasonable belief that an individual is involved in criminal activity in violation of laws other than federal immigration laws. County jail authorities have responsibility for compliance with the California Truth Act and the California TRUST Act should either be required.

428.3.4 IDENTIFICATION

Whenever any individual is reasonably suspected of a criminal violation (infraction, misdemeanor or felony), the investigating officer should take reasonable steps to determine the person's identity through valid identification or other reliable sources.

If an individual would have otherwise been released for an infraction or misdemeanor on a citation, the person should be given a reasonable opportunity to verify his/her true identity (e.g., telephone calls). If the person's identity is thereafter reasonably established, the original citation release should be completed without consideration of immigration status.

428.3.5 ARREST AND BOOKING

Whenever an individual is arrested for a misdemeanor violation, the arresting officer shall process that individual pursuant to California Penal Code § 853.6 and the department's Cite and Release Policy. County jail bookings for misdemeanors should be approved by the watch commander. Individuals arrested for felony violations should be booked in the County jail according to local policy. Upon booking, County jail authorities have responsibility for any actions required by the California Truth Act and the California TRUST Act.

428.3.7 REQUIRED NOTIFICATION

Whenever an officer has reason to believe that any person arrested for any offense set forth in the Uniform Controlled Substances Act that is listed in Health & Safety Code §11369¹ may not be a citizen of the United States and the individual is not going to be booked into the County Jail, the arresting officer shall cause ICE to be notified as required by Health & Safety Code 11369.

428.4 INFORMATION SHARING

The University of California [INSERT CAMPUS] Police Department is concerned for the safety of local citizens and thus detection of criminal behavior is of primary interest in dealing with any person. The decision to arrest shall be based upon those factors which establish probable cause and not on arbitrary aspects. Race, ethnicity, age, gender, sexual orientation, religion, and socioeconomic status alone are of no bearing on the decision to arrest.

All individuals, regardless of their immigration status, must feel secure that contacting law enforcement will not make them vulnerable to deportation. Members should not attempt to determine the immigration status of crime victims and witnesses or take enforcement action against them absent exigent circumstances or reasonable cause to believe that a crime victim or witness is involved in violating criminal laws.

Nothing in this policy on Immigration Violations is intended to restrict officers from exchanging with ICE information regarding the citizenship or immigration status, lawful or unlawful, of any individual, to the extent such restriction is inconsistent with the requirements of 8 USC § 1373 and 8 USC § 1644.

428.4.1 U-VISA/T-VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U); 8 USC § 1101(a)(15)(T)). Where UCPD receives a request for assistance with a petition for U-Visa/T-Visa Nonimmigrant Status, if appropriate, ~~an officer~~ the Chief of Police or his or her designee (the department) shall ~~complete~~ ensure the required

¹ Section 11369 incorporates violations of Sections 11350, 11351, 11351.5, 11352, 11353, 11355, 11357, 11359, 11360, 11361, 11363, 11366, 11368, or 11550 of the Health and Safety Code.

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declaration/certification documentation is completed in accordance with state law (Penal Code § 679.10; Penal Code § 679.11~~); and the procedures set forth below.~~

Any request for assistance in applying for U-Visa/T-Visa status should be forwarded ~~in a timely manner~~within 24 hours to the Chief of Police or his or her designee assigned to supervise the handling of any related case. ~~Chief of Police or his or her designee~~The department should ~~do~~ensure the following occurs:

- (a) Consult with the assigned detective to determine the current status of any related case and whether further documentation is warranted.
- (b) Review the instructions for completing the declaration/certification if necessary. Instructions for completing Forms I-918/I-914 can be found on the U.S. DHS website.
- (c) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the declaration/certification has not already been completed and whether a declaration/certification is warranted.
- (d) Address the request and complete the declaration/certification, if appropriate, within the timeframes set forth in state law (Penal Code § 679.10; Penal Code § 679.11.).
- (e) Ensure that any decision to complete or not complete the form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed declaration/certification in the case file.

428.4.2 HUMAN TRAFFICKING T-VISA

~~Officers and their supervisors who are assigned to investigate a case~~

428.4.2 TIME FRAMES FOR COMPLETION

The department, in cases of human trafficking as defined by Penal Code § 236.1, shall complete~~ensure~~ the above process is followed and the documents needed for a T-~~Visa~~visa application are completed within 15 business days of the first encounter with the victim, regardless of whether or not it is requested by the victim (Penal Code § 236.5). In accordance with Penal Code Section 236.5, where the department finds that certification is inappropriate for a victim of trafficking in persons, the department shall within 15 days provide the victim with a letter explaining the grounds of the denial. If the victim submits additional evidence, the department must reconsider the denial of the certification within one week of the receipt of additional evidence.

The department shall ensure the above process is followed and the documents needed for a U visa or T visa application pursuant to Penal Code § 679.10 and Penal Code § 679.11 are processed within 90 days of a request from the victim or victim's family related to one of their assigned cases. If the victim is in removal proceedings, the certification shall be processed within 14 days of the request.

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4851-0674-2605.1

Universitywide Police Policies And Administrative Procedures



**Berkeley • Davis • Irvine • Merced • Los Angeles • Riverside • San Diego •
San Francisco • Santa Barbara • Santa Cruz**

University of California
Universitywide Police Policies and Administrative Procedures

INTRODUCTION

The University of California Police Department is constituted under statutory authority granted by the State of California to The Regents of the University of California. Under this authority, the University appoints Peace Officers with full peace officer status for the enforcement of law and the maintenance of security in and about areas controlled or administered by The Regents.

The Office of the President is responsible for the Universitywide coordination of certain University police services functions. This responsibility is executed through the Office of the Coordinator of Police Services and includes coordination of the development of employee selection, training and performance standards, collection and dissemination of crime prevention information, liaison with other agencies in the Criminal Justice System, organization planning for inter-campus mutual assistance and development of police services policies and standards. Responsibility for security and law enforcement at each campus is assigned to the Chancellors who are responsible for campus organization, operation, internal administration and discipline. The Chancellor, at each campus, has established a police or public safety department with responsibility for law enforcement and the protection of the lives and property of the general public, students, faculty, and staff.

The Universitywide Police Policies and Administrative Procedures underwent a full review in 2010. The effective date of this version of the Universitywide Police Policies and Administrative Procedures is January 7, 2011. The Systemwide Council of Chiefs shall review the policy annually for update purposes and shall conduct a full review at least every three years.

Emergency additions, deletions, or changes to the Universitywide Police Policies and Administrative Procedures may be required to address time sensitive or special occurrences or events. Emergency changes will be submitted to University of California Office of the President through the Coordinator of Police Services for review and approval. Any emergency changes that are approved shall be reviewed as part of the Council of Chiefs annual review process prior to incorporation into the Universitywide Police Policies and Administrative Procedures.

LETTER OF PROMULGATION

The Universitywide Police Policies and Administrative Procedures Manual is issued by the Office of the President and is intended to maintain the high standards of the University of California Police Department.

The policies and procedures contained within constitute a directive for members of the University of California Police Department. They are created to provide direction and guidance to the members of the University of California Police Department and provide the framework of coordination for the protection of the population and resources of the University of California.



Pamela E. Roskowski

Chief of Police, University of California San Francisco
Systemwide Coordinator of Police Services

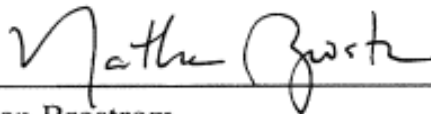
12/10/2010
Date



Dwaine Duckett

University of California, Office of the President
Vice President, Human Resources

12/21/10
Date



Nathan Brostrom

University of California, Office of the President
Executive Vice President, Business Operations

12/22/2010
Date

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Chapter 1: APPLICABILITY

EMPLOYEES

101. University of California Universitywide Police Policies and Administrative Procedures are published for the information and guidance of University of California Police Department employees on each of the ten campuses. Policies and procedures which refer to "employees," "personnel," or "members of the department" are applicable to all University of California Police Department employees, where appropriate.

101.1 Officers. Officers are University of California Police Department employees appointed pursuant to sections 201.1 and 201.2 of this manual. The terms "peace officer", "sworn personnel", "police officer" and "officer" are synonymous when used in this manual. Policies and procedures which refer to "officers" are applicable to all sworn personnel and informational for non-sworn personnel.

101.2 Departmental Policies and Procedures. Each Chief of Police has the responsibility to adopt and publish policies and procedures for the assistance and guidance of the members of their individual campus police departments. Policies and Procedures for campus police departments issued by authority of the Chief of Police shall have the same authority as these Universitywide Police Policies and Administrative Procedures. Local regulations, including General and Special Orders, Procedural Memoranda and instructions may be written more restrictively than Universitywide Police Policies and Administrative Procedures, however they may not be written to supplant or diminish the Policies and Procedures contained within this Universitywide document.

UNIVERSITY OF CALIFORNIA PERSONNEL POLICIES

102. University Police Officers are subject to the Federated University Police Officers Association (FUPOA) contract. Sergeants are subject to University of California Staff Personnel Policies. Police Lieutenants are subject to the University of California Administrative and Professional Program Personnel Policies, and Chiefs of Police and Assistant Chiefs of Police/Captains are subject to the University of California Management and Professional Program Personnel Policies. The applicable policies shall be made available to all personnel. Exceptions to the policies must be approved by the appropriate authority.

COMPLIANCE

103. All employees of the University Police Department shall comply with applicable Universitywide Police Policies and Administrative Procedures as well as with policies and procedures issued locally at the campus, except where a policy or procedure is superseded by a collective bargaining agreement provision applicable to FUPOA members.

103.1 Failure to Comply. Failure to comply may result in corrective action or dismissal as provided by applicable University of California Personnel Policies.

Chapter 2: STATUTORY AUTHORITY

AUTHORITY: REGENTS--PEACE OFFICERS

201. The authority of The Regents to appoint peace officers and the extent of the authority of those officers is described in the Education and Penal Codes of the State of California.

201.1 California Education Code, Section 92600. "The Regents of the University of California are authorized and empowered to appoint one or more persons to be members of the University of California Police Department as such police department is constituted on September 19, 1947, or may thereafter be constituted. Persons employed and compensated as members of said police department, when so appointed and duly sworn, are peace officers; provided, that such officers shall not exercise their powers or authority except (a) upon the campuses of the University of California and an area within one mile of the exterior boundaries of each thereof, (b) in or about other grounds of properties owned, operated, controlled or administered by The Regents of the University of California and (c) as provided in Section 830.2 of the Penal Code."

201.2 California Penal Code, Section 830.2. The following persons are peace officers whose authority extends to any place in the State..."(b) A member of the University of California Police Department appointed pursuant to Section 92600 of the Education Code is a peace officer whose authority extends to any place in the state; provided that the primary duty of any such peace officer shall be the enforcement of the law within the area specified in Section 92600 of the Education Code..."

201.3 California Education Code, Section 92601. Badge of the University Police: "Every sworn member of the University of California Police Department shall be supplied with, and authorized to wear, a badge bearing the words, „University of California Police.“"

CONCURRENT JURISDICTION

202. Jurisdiction is shared with local law enforcement agencies. The county sheriff's department has concurrent jurisdiction on all campuses and upon all properties owned or controlled by the University located within the county. If the campus or property is located within a municipality, the city police department has concurrent jurisdiction.

DELEGATION OF AUTHORITY

203. The Regents of the University of California are authorized and empowered by California Education Code Section 92600 to appoint peace officers. The Standing Orders of The Regents, 100.4 and 100.6, provide for the delegation of authority for governance of the University to the President and for the governance of a campus to each Chancellor.

Chapter 3: POLICE PERSONNEL, ORGANIZATION

POLICE DEPARTMENT, ORGANIZATION--DEFINITIONS

301. A police department is an organizational unit with authority as provided under section 830.2 (b) of the California Penal Code and section 92600 of the California Education Code.

301.1 Police System--Definition. The term "University of California Police Department" may be used to describe the Universitywide police units collectively, except for the purpose of applying applicable Personnel Policies, or the police organization on a campus.

301.2 Systemwide Council of Chiefs--Definition. The Systemwide Council of Chiefs is a duly constituted body consisting of the Chiefs of Police of the ten campuses. The Council meets on a regular basis for the purpose of establishing liaison, reviewing University Police issues, and promulgating policy and procedures through the Office of Employee and Labor Relations.

301.3 Coordinator--Police Services. The Coordinator--Police Services is appointed by the Executive Vice President— Business Operations to serve a three year term. The Coordinator must be a Chief of Police and has responsibility to:

- (a) Coordinate development and dissemination of University policies, procedures and professional standards for police services;
- (b) Provide for dissemination and inter-campus exchange of information regarding police and security services;
- (c) Serve as liaison with community, state and other law enforcement agencies.

301.4 Chiefs' Council—Decision Making Model. The University of California Chief's Council (Council) as defined in section 301.2 serves the purpose of system-wide communication and liaison among the ten campus police organizations, review of University police issues, and promulgation of policy and procedures. The Council operates as a collaborative information sharing and problem solving body and on occasion is called upon to make decisions having system-wide impact. To assist in meeting these responsibilities, the Council has adopted the following decision-making process:

(a) Consensus

- 1.1 The Council recognizes that the effectiveness of the Council depends upon the support of its members. The Council shall strive to gain the support of all members through consensus prior to final decision-making.
- 1.2 Consensus decision-making requires flexibility on the part of members, recognizing that a member does not have to enthusiastically support a decision, but must be able to abide by the group decision.
- 1.3 Consensus also requires the active participation of all members, including sharing information, interests, ideas, and opinions.

(b) Robert's Rules of Order

- 2.1 If the Council is unable to reach consensus on a particular issue, Roberts' Rules of Order (revised) shall govern any point of parliamentary procedure not addressed in the UC System-wide Policies.

(c) Decisions Requiring a Vote

- 3.1 Council determinations, actions, resolution and recommendations that have system-wide impact shall be determined by a majority vote, following an effort to reach consensus on the question being considered.

(d) Member Votes

- 4.1 Every member shall have one vote.
- 4.2 Decisions must be authorized by a majority of the quorum present at the meeting.
- 4.3 Any member may request a vote on a Council decision.
- 4.4 Any member may request that their vote be recorded.

(e) Quorum

- 5.1 Decisions shall be made at meetings where there is a quorum.
- 5.2 A quorum shall consist of a majority of the Council membership (current filled positions).
- 5.3 The quorum shall be adjusted during the year if a position is vacant or if a vacant position is filled.

ORGANIZATION AND CHAIN OF COMMAND--RESPONSIBILITY

302. The University of California Police Department is organized by the Chief of Police on each campus who is responsible for establishing a Chain of Command.

302.1 Chain of Command, Publication of. The Chief of Police shall publish a General Order/Departmental Policy or Procedure establishing the Chain of Command.

302.2 Chain of Command, Adherence to. All sworn personnel shall follow the established Chain of Command in carrying out their responsibilities.

RESPONSIBILITIES OF SWORN PERSONNEL

303. The responsibilities of each rank in the police department are described in the following sections.

303.1 Chief of Police. Under the general administrative direction of the Vice Chancellor or administrator responsible for police, the Chief of Police shall be responsible for and has commensurate authority to command, direct, and organize a police department on a University of California campus. This includes establishing objectives for the department; developing department policies and procedures; preparing the budget; and selecting, appointing, training, disciplining, and promoting officers and employees in the department.

303.1.1 Assistant Chief of Police/Captain. Under the general direction of the Chief of Police, an Assistant Chief of Police/Captain may be assigned the management of two or more divisions or units within the department and shall be responsible to provide assistance to the Chief of Police in the development and administration of departmental policies and procedures, managing the department budget and other administrative duties assigned. Second in rank to the Chief of Police, an Assistant Chief of Police/Captain shall assume full responsibility for command of the department in the absence of the Chief, in accordance with the Chain of Command established by the Chief. Generally, within the University of California Police Department, Assistant Chiefs of Police and Captains are considered to be of equal rank, with the differences reflecting working-title conventions of the geographic area or the operational needs of the campus. Depending on operational needs, a campus may make distinctions between the ranks if necessary, with the Captain reporting to the Assistant Chief.

303.2 Lieutenant. In addition to the general and individual responsibilities of each officer, a Lieutenant shall be responsible for:

- (a) Planning, directing and managing the assigned activities of a division or unit of the department.
- (b) Initiating administrative and command leadership when such action is necessary to fulfill a functional police responsibility.
- (c) Disseminating orders, policies and procedures to all assigned personnel.
- (d) Ensuring the adherence to these policies and procedures and the proper performance of duties by each member of a division or unit.
- (e) Making recommendations concerning the hiring, disciplining and terminating of employees of the department.
- (f) Enforcing rules and regulations among assigned personnel.
- (g) Reporting violations of policies and procedures.
- (h) The immediate relief or suspension from duty of any employee of the department when it is necessary to protect the welfare of the employee, the integrity of the department, or the safety of the campus community as provided for in these regulations and in accordance with applicable University Policies.
- (i) Providing continuous command and supervision in the absence of the Chief of Police.

- (j) Performing related duties as assigned by the Chief of Police.

303.3 Sergeant. In addition to the general and individual responsibilities of each officer, a Sergeant shall also be responsible for:

- (a) Inspecting, scheduling and supervising the activities of assigned personnel.
- (b) Disseminating orders, policies and procedures to all assigned personnel.
- (c) Ensuring the adherence to these policies and procedures and the proper performance of assigned duties by all assigned personnel.
- (d) Enforcing rules, regulations and policies with all assigned personnel.
- (e) Reporting violations of policies and procedures.
- (f) Initiating the immediate relief or suspension from duty of any officer or employee of the department when it is necessary to protect the welfare of the employee, the integrity of the department, or the safety of the campus community as provided for in these regulations and in accordance with applicable University Policies.
- (g) Making recommendations, as requested, for hiring, disciplining and terminating employees of the department.
- (h) Working closely with and providing leadership to employees.
- (i) Providing functional supervision for employees not directly under the sergeant's supervision.
- (j) Providing job training to ensure proper performance by assigned personnel.
- (k) Providing necessary command in the absence of a ranking officer.
- (l) Working such hours or performing such tasks as are assigned by a ranking officer.
- (m) Performing related duties as assigned.

303.4 Individual Responsibilities of Officers. All sworn personnel of the department are individually responsible for:

- (a) The proper execution of assigned duties.
- (b) The prevention of crime.
- (c) The suppression of crime.
- (d) The enforcement of laws.

- (e) The arrest of offenders.
- (f) Maintenance of proper public relations.
- (g) Maintenance of discipline.
- (h) Adherence to rules, regulations, orders and departmental procedures and policies.
- (i) Enforcement of rules, regulations, orders, policies, and procedures among junior officers and employees.
- (j) Reporting promptly through the chain-of-command any violation of Universitywide Policies and administrative procedures, criminal statutes or any other misbehavior committed by another employee of the department.
- (k) Initiating police action when necessary.
- (l) The proper maintenance, use and operation of facilities, materials supplies and assigned equipment.
- (m) Promoting University Police morale.
- (n) Working such hours and performing such tasks as are assigned by a ranking officer.
- (o) Related duties as assigned.

303.5 General Responsibilities of Employees. It is the duty and responsibility of each employee to fulfill to the greatest possible extent the functions of the University Police and to perform to the best of the employee's ability those duties assigned by a supervisor.

303.6 Ranking Officer. When two or more officers are on duty together, the officer of the highest rank is in command and will be held responsible. For a special detail, and for a specified period, an officer may be designated by the commanding officer to take command without regard to rank. The assigned officer is to be considered the ranking officer when other officers are dispatched to assist.

303.7 Authority of Supervisors. Officers who hold a supervisory rank or designation within a department have authority over all subordinates.

Chapter 4: ADMINISTRATIVE COMMUNICATIONS

ORDERS

401. Orders are instructions issued by a ranking employee having supervisory responsibility in a department. Orders may be oral or written. In orders, the word shall is considered to mean mandatory; may is considered to mean permissive; should is considered to mean advisory. Orders in the plural include the singular.

401.1 University Police Order. University Police Order is a term that describes the following: Universitywide Police Policies and Administrative Procedures; General Orders; Special Orders; Administrative Orders; Departmental Memoranda; Standard Operating Procedures and Departmental Manuals; as well as instructions, written or oral, issued by a ranking employee.

- (a) All orders issued are to be presumed lawful.
- (b) Employees shall comply with all lawful orders promptly.
- (c) No supervisor shall knowingly issue an order which is in violation of any law, University policy, procedure or regulation.

401.2 General Order/Departmental Policy and Procedure. For the purposes of Universitywide Police Policies and Administrative Procedures, the term “General Order” shall be synonymous with the term “Departmental Policy and Procedure.” A General Order is written and issued by authority of the Chief of Police and is applicable to a University Police Department or to a division, bureau or unit thereof, which establishes a principle, a policy, or a procedure. It is the most authoritative directive in a department. General Orders are permanent directives and remain in full effect until amended or cancelled by the Chief of Police.

401.3 Special Order. A special order is a written order issued by authority of the Chief of Police applicable to the department as a whole, a division, bureau or unit thereof, or to an individual therein, which establishes a temporary principle, policy, or procedure. Special orders are usually in effect for a specified length of time. When an expiration date is not specified, a special order is automatically cancelled with the conclusion of the situation or incident which prompted its issuance.

FAMILIARITY WITH ORDERS

402. It shall be the responsibility of each new employee to become familiar with all existing rules, policies, and orders within 30 days of appointment to the department.

402.1 Familiarity With New Orders. It shall be the responsibility of each member of the department to become familiar with orders as soon as possible subsequent to their issuance. Supervisors shall make an employee aware of orders issued during an employee's absence.

FAILURE TO OBEY AN ORDER

403. The refusal of any employee to obey a lawful order given by a ranking employee may be cause for immediate suspension from duty by a ranking employee and/or corrective action or dismissal by the Chief of Police in accordance with applicable Personnel Policies.

CONFLICTING ORDERS

404. Employees shall obey the lawful orders of ranking employees at all times. Should an employee believe that an order received is unlawful, in conflict with any order previously given or with any department order, and if circumstances permit, the employee shall point out the conflict to the ranking employee who issued the order. If the conflict is not eliminated, the order shall stand, and be obeyed to the best of the employee's ability. The responsibility for the order remains that of the ranking employee.

404.1 Conflict Resolution Procedure. Subsequent to a situation in which a conflicting order was at issue, the employee and the ranking employee who issued the order shall seek resolution of the conflict through the chain-of-command if either or both believe it is appropriate to do so.

404.2 Appeal of Orders Issued. If a conflicting order issue is not resolved within the department through the procedure described in Section 404.1, an employee may file an appeal or grievance in accordance with applicable personnel policies.

Chapter 5: PERSONNEL, DUTIES AND RESPONSIBILITIES

ETHICAL RESPONSIBILITIES

501. Inappropriate Conduct. Any conduct which interferes with police operations, even though it is not specifically addressed in this manual, may result in corrective action or dismissal.

501.1 Ethical Responsibilities. The following shall be the ethical responsibilities of all personnel:

- (a) Employees shall conduct their private and professional lives in such a manner as to avoid bringing discredit upon the University or the department.
- (b) Employees acting in a law enforcement capacity, whether on or off duty, shall conduct themselves in a professional manner and shall be civil, orderly and courteous in their conduct and behavior toward the public and each other.
- (c) Employees shall treat their fellow employees and associates with respect and when on duty, officers should be referred to by rank.
- (d) Employees shall not speak disparagingly of any person or group on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (pregnancy includes pregnancy, childbirth and medical conditions related to pregnancy and childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994) (Service in the uniformed services includes membership, application for membership, performance of service, application for service or obligation for service in the uniformed services).
- (e) Employees shall refrain from using profane, insolent or disrespectful language.
- (f) No employee shall convert to their own use, or have any claim upon, any found or recovered property or evidence held for disposition by the department, unless they are the legal owners of same.
- (g) Employees shall not use their positions with the department to influence or to intimidate persons in any civil or criminal action.
- (h) Employees shall not use their positions with the department for personal gain or advantage.

501.2 Gratuities. Police employees shall neither solicit nor accept rewards, presents, gratuities, nor any form of compensation which could in any manner be considered related to their employment, other than that paid by the University or in accordance with University policy. Should any award, gratuity, present, or unauthorized compensation come into an employee's possession, it shall immediately be forwarded to the Chief of Police with a written report describing all circumstances.

501.3 Discounts. Except as expressly permitted by University policies, employees shall not use any form of official identification or their official position to solicit or obtain special privileges for themselves or others, including free admission, discounts or other favored treatment. An employee may use the badge or other official identification to obtain admission to any public event when carrying out an official duty. Should admission be refused, the employee shall pay the required fee and file a report describing the circumstances and requesting reimbursement.

501.4 Endorsements. Employees shall not permit the use of their official position with the department for advertising purposes, or by testimonial, recommendation, or other means participate in any advertising scheme or enterprise related to or based upon their employment, without prior approval of the Chief of Police.

501.5 Code of Ethics. All sworn personnel shall adhere to the principles of the *Law Enforcement Code of Ethics* (See Appendix A-1)

CONFIDENTIAL INFORMATION

502. Except in the performance of their duties, employees shall not reveal any information concerning confidential matters brought to their attention or reveal any information of a confidential nature pertaining to matters under investigation by the department or any other criminal justice agencies.

502.1 Withholding Information. Employees receiving or processing information regarding a criminal offense or case shall not withhold such information, but shall report such information in accordance with existing law and University Police procedures.

502.2 Disclosing Information. Employees shall not disclose any confidential information acquired in the course of their employment nor any information from the files or the records of the department nor from any criminal justice information system to any person or institution, unless it is appropriate to do so in furtherance of the department's official mission and consistent with law.

502.3 Interfering with Legal Processes. Employees shall not reveal any information which may enable anyone to:

- (a) Evade detection, arrest or prosecution;
- (b) Destroy evidence;
- (c) Destroy or conceal contraband or stolen property.

502.4 Releasing Records, Reports. University police records and reports shall be released or exhibited only in accordance with existing law, and University, campus and department policies.

FALSE REPORTS

503. Employees shall not knowingly make a false report, either oral or written.

COMPROMISING CRIMINAL CASES

504. Employees shall not use their official position to make any arrangement for any person to avoid prosecution, nor to have any legal process dismissed, reduced, voided or removed from official records, unless such actions are in keeping with official departmental procedures.

NEWS MEDIA

505. In accordance with department policy, employees shall make every effort to cooperate and assist members of the news media, using care to ensure that any release of information is not detrimental to the conduct of police operations. Release of information shall be governed by existing law and department policy. Disputes that arise shall be referred to a ranking employee.

COURT APPEARANCE, TESTIFYING

506. While testifying, employees shall avoid any display of bias, prejudice, anger or other inappropriate behavior.

506.1 Court Appearance, Punctuality. Employees required to be in court shall be prompt in attendance and shall remain until excused by responsible authority.

506.2 Court Appearance, Appropriate Attire. Employees required to appear in court shall be neat in appearance and appropriately attired.

SPEAKING ENGAGEMENTS

507. Except as provided in section 505, an employee shall obtain approval from the Chief of Police or designee before speaking publicly as an official representative of the department.

CIVIL PROCEEDINGS

508. Sworn personnel shall be governed by this section in civil proceedings.

- (a)** Employees on duty or in uniform shall not serve civil papers except in accordance with department policy.
- (b)** A civil action related to any event arising out of an employee's official duties may be instituted. Upon such action the employee shall notify the Chief of Police in writing.
- (c)** Witness fees or other compensation for appearing in civil or criminal court in any matter arising out of an employee's employment shall not be accepted except in accordance with University policy.

ALCOHOL, DRUGS, NARCOTICS

509. No employee shall consume any alcoholic beverage or any behavioral modification substance while on duty, without the specific approval of the Chief of Police. Unless required by the scope of their employment, no employee shall knowingly possess any illegal substance. No

employee shall ingest any illegal substance unless exigent circumstances exist such that the employee believed their life would be endangered if they refused.

509.1 Alcohol, In Uniform. No employee shall consume any alcoholic beverage or other behavioral modification substance while in uniform, nor while wearing any recognizable part of the uniform.

509.2 Alcohol, Reporting for Duty. No employee shall report for a duty assignment under the influence of alcohol or any other behavioral modification substance, nor when the odor or other evidence of the prior consumption of an alcoholic beverage is discernible.

509.3 Alcohol, Drugs, Narcotics--Off Duty. No employee while off duty shall abuse any substance affecting or modifying behavior, such as alcohol, marijuana, prescription drugs or narcotics, to the extent that it renders the employee unfit to report for the next scheduled duty assignment.

509.4 Alcohol, Department Premises. Neither behavioral modification substances (prescription drugs excepted) nor alcoholic beverages are to be brought to nor stored upon the premises of the department by any employee except as required by an assignment or as specifically authorized by the Chief of Police.

DRUGS/MEDICATIONS

510. Whenever an employee has taken medication that affects behavior or causes drowsiness, the employee shall advise an immediate supervisor who shall determine the appropriateness of the employee's reporting for or continuing with a duty assignment.

TOBACCO PRODUCTS, GENERALLY

511. Employees shall be governed by courtesy, common sense and good manners while using tobacco products. Employees shall also comply with campus and department policies on smoking and tobacco usage.

GENERAL RESPONSIBILITIES

512. While on duty, employees shall devote their entire time and energies to the performance of the duties and responsibilities of the rank, or position to which they are assigned. In addition, employees shall be governed by the following general responsibilities:

512.1 Providing Information. Employees shall assist whenever possible with requests by citizens for public information. They shall direct such persons to the nearest location where information may be obtained if unable to furnish it themselves.

512.2 Police Identification.

- (a) Officers in uniform shall identify themselves by displaying their badge and nametag at all times unless specifically authorized to remove the badge by a ranking officer.

- (b) Employees shall identify themselves by giving their names and/or showing their official credentials upon request,, except in exigent circumstances or when such action is likely to jeopardize the successful completion of a police assignment.

512.3 Cooperation with Public Agencies. Employees shall cooperate with all law enforcement and governmental agencies and give such aid and information as the organization may be entitled to receive consistent with these procedures and existing law.

512.4 Adherence to Department Schedules. Employees shall report for duty punctually and as scheduled unless excused by a ranking employee/supervisor. They shall report for assignment attired and equipped as required by department policy. Employees shall report in person to a ranking employee at the end of a tour of duty or work day, unless an exception is authorized. Employees assigned to a specific location on department premises may be excluded from this requirement.

512.5 Maintaining Communications, On Duty-On Call. Employees on duty, or officially on call, shall be directly available by normal means of communication or shall keep their office, headquarters, unit or ranking employee informed of the means by which they may be reached when not immediately available.

512.6 Emergencies, Off-Duty Response. Employees are subject to being called to duty in emergencies and shall report in compliance with directions given to them by authorized personnel of the department. It shall be the responsibility of an off-duty employee who cannot be notified to contact the department as soon as practicable upon becoming aware of a major incident within the jurisdiction of the department.

512.7 Address, Phone Number--Reporting Changes. Sworn personnel shall maintain a personal telephone and provide that number to the department. All employees shall report any change of their personal telephone number, residence location (address) and mailing address to their supervisors as soon as possible, and in no event later than one working day after the change becomes effective.

512.8 Bulletin Boards. Bulletin boards shall be maintained in conformance with department policy, University and legal requirements.

512.9 Outside Employment-Approval Required. Sworn personnel shall not engage in any business or be employed outside the department without prior approval of the Chief of Police.

512.10 Incurring Expense to University. Employees shall not incur any expense or liability to the University without the approval of a supervisor, except in emergencies. Such exceptions shall be appropriately documented.

512.11 California Drivers License. Sworn personnel, employees driving department vehicles, and other employees designated by the Chief of Police shall possess a valid California Drivers License of the appropriate class while on duty. Employees shall immediately report any changes in status to their Drivers License to their supervisor.

512.12 Impaired Physical Condition. If any employee has or develops a physical and/or psychological condition that impairs their ability to do their job, they shall report this to their supervisor as soon as possible if on duty, or before they begin their next work shift, if off duty.

512.13 Law Enforcement Contact. If any employee, whether on duty or off duty, is the subject of an enforcement contact by another law enforcement agency that employee shall report such contact to their supervisor as soon as possible. This is intended to require reporting of any such contact but particularly contacts relating to domestic situations. It shall include contacts where the employee was the subject of questioning as well as detention, citation or arrest. Reporting is not required for contacts, while off duty, for vehicle code infractions resulting from the employee's operation of a vehicle.

Any employee served with or becoming the subject of a restraining or protective order shall also immediately inform their supervisor of such action.

An employee shall immediately inform their supervisor of any conviction for any criminal offense or vehicle code violation affecting the status of their driver license.

Chapter 6: SWORN PERSONNEL STANDARDS FOR EMPLOYMENT & TRAINING

PEACE OFFICER STANDARDS AND TRAINING

601. The Police Department adheres to the regulations and standards of the California Commission on Peace Officer Standards and Training (POST) in the employment and training of University peace officers. All the requirements of these regulations and standards shall apply to each lateral entrant, regardless of the rank to which the person is appointed.

MINIMUM STANDARDS FOR PEACE OFFICER CANDIDATES, ENTRY LEVEL

602. Every officer employed by the department shall be selected in conformance with the California Commission on Peace Officer Standards and Training (POST) minimum selection standards for California peace officers pursuant to Government Code (GC) Sections 1029, 1030, and 1031, and Commission Regulations 9050-9055.

REQUIREMENTS UPON APPOINTMENT

603. All entry level officers shall satisfy the requirements in this section.

603.1 Initial Training. Be enrolled by the hiring department in a certified course of training at a POST Basic Academy or be assigned to a POST certified Field Training Officers' Program within 90 days as required by California Penal Code section 832(b) and 832.3(a).

603.2 POST Regular Basic Course. Satisfactorily complete a POST Regular Basic Course in either the standard or modular format.

603.3 Probationary Period. Serve a probationary period of twelve months, each month of which must be at 50 percent time or more, exclusive of time on paid or unpaid leave or in the POST Basic Academy. The probationary period shall be completed as of the first day of the calendar month following the twelve months of service, unless extended at the direction of the Chief of Police.

603.4 POST Basic Certificate. Obtain a POST Basic certificate as evidence of proficiency as a peace officer as required by Section 832.4 of the California Penal Code and POST Commission Regulations.

NOTICE OF RECRUITMENT

604. Notices of recruitment for peace officers on any campus shall be posted on all campuses for at least 15 calendar days in advance of the close of recruitment for the announced position.

REQUIREMENTS FOR LATERAL ENTRY OR INTERCAMPUS, IN-CLASS TRANSFER

605. University of California Police Departments may accept applicants to fill peace officer positions who:

- (a) Have successfully completed all basic training at a POST Certified Academy (or equivalency as established by POST);
- (b) Authorize review of their personnel files and records of personal history investigations;
- (c) Participate in an oral interview with the hiring department;
- (d) Meet all University of California minimum standards and the POST Minimum Standards for Peace Officer Employment for appointment to positions in the class of Police Officer, including completion of any step of the qualifying process deemed advisable by the hiring department; and
- (d) Submit to a pre-employment psychological and medical examination.
- (e) Have not medically retired as a sworn police officer from any police or public safety department.

REAPPOINTMENT OF FORMER SWORN PERSONNEL, CONDITIONS

606. Any regular sworn member of the department who has completed the initial probationary period and who resigned in good standing may be considered for reappointment, in accordance with appropriate Personnel Policy, without entry level written examination at the rank held at date of separation provided that:

- (a) There is an existing vacancy in said rank;
- (b) The application for reappointment is made within one year from the date of separation;
- (c) The applicant's physical condition and personal history investigation are satisfactory as of the time of reappointment;
- (d) A pre-employment psychological screening examination is conducted prior to reappointment.
- (e) The applicant meets all University of California minimum standards and the POST Minimum Standards for Peace Officer Employment for appointment to positions in the class of Police Officer, including completion of any step of the qualifying process deemed advisable by the hiring department.

606.1 Appointment to Lower Rank. When there is no current vacancy in the position which was held at the time of separation, the applicant may be appointed to a lower rank where a vacancy exists. Future promotions from the position to which the employee is appointed must be through established promotional procedures.

606.2 Employee Status. An officer appointed pursuant to sections 606 or 606.1 shall have the status of a new employee with regard to seniority in rank. Sick leave, vacation accruals, and benefits eligibility and status will be in accordance with applicable Personnel Policy.

606.3 Probationary Period. Officers of any rank reappointed under sections 606 or 606.1 shall serve a probationary period of 12 months as described in Section 603.3.

Chapter 7: PROMOTION OF SWORN PERSONNEL

POLICY

701. Promotions or appointments to the rank of Sergeant and above are made on the basis of competitive processes managed locally by each campus police department and are open to internal or external candidates, meeting minimum qualifications.

Internal candidate is defined as a candidate currently employed by the University of California. External candidate is defined as a candidate not currently employed by the University of California.

PROMOTIONAL PROCESS

702. Announcement. The promotional process and qualifications for candidates as approved by the campus Chief of Police and the campus Human Resource administrator will be described in a published announcement. The published announcement will provide appropriate details to potential candidates, including the qualifications required for participating in the promotional process.

702.1. Promotional Process. When a promotional process is to be conducted, the Chief of Police will determine the selection process the campus police department will use. Promotional processes may consist of such selection methods as: supplemental application, a written test, an oral interview, a service performance evaluation, and participation in an assessment center process.

MINIMUM STANDARDS FOR POLICE SERGEANTS

703. If at least 10 current and qualified University of California Police Officers apply for promotion to Police Sergeant, no external candidates may be considered.

703.1. Minimum Standards for Police Sergeants:

The following minimum criteria must be met for eligibility to participate in the promotional process:

- Candidates must be a non-probationary police officer or higher rank sworn police classification and hold at minimum a Basic POST certificate. Three or more years of sworn police service and an Intermediate POST certificate are preferred.
- The candidate pool may be screened to a manageable number of candidates and the most qualified candidates invited to participate in the testing and interview process.
- If the testing process is opened to candidates outside the University of California, all qualified internal candidates that applied will be included in the testing process.

MINIMUM STANDARDS FOR POLICE LIEUTENANTS AND POLICE CAPTAINS/ASSISTANT CHIEFS OF POLICE

704. Due to varying rank structures and responsibilities at each campus, the criteria for eligibility to participate in the promotional process for Lieutenant or Captain/Assistant Chief of Police shall be set by the Chief of Police.

NOTIFICATION OF PROMOTIONS

705. Notices of Recruitment. Notices of recruitment shall be posted on all campuses for at least thirty calendar days.

705.1. Coordinator Notification The Chief of Police making a promotion shall immediately notify the Coordinator of Police Services in writing. The Coordinator shall be responsible for announcing each promotion to the Chiefs of Police.

PROBATIONARY PERIOD

706. Internal Candidates. Internal UCPD candidates promoted to Police Sergeant or Police Lieutenant shall serve a six-month probationary period in the new class, exclusive of time on paid or unpaid leave. The probationary period shall be completed following six months of continuous service at 50 percent time or more without a break in service.

706.1 Demotion to Previous Rank. Internal candidates who fail to complete the six-month probationary period for Sergeant, Lieutenant, or Captain/Assistant Chief of Police shall be retained in the same campus department at the rank held immediately prior to the promotion. A transfer to the campus from which the individual was promoted may be considered, depending on circumstances at both departments. Such individuals will receive UCRP service credit under the terms and conditions of the UC Retirement Plan at the lower rank for all time in the position to which they had been promoted (Ref: PPSM 22.D.2 pertaining to promotions to Police Sergeant and Police Lieutenant.)

706.2 External Candidates. External candidates appointed to Police Sergeant, Lieutenant, or Captain/Assistant Chief of Police shall serve a twelve-month probationary period, exclusive of time on paid or unpaid leave. The probationary period shall be completed following twelve months of continuous service at 50 percent time or more without a break in service.

TEMPORARY ASSIGNMENT TO HIGHER CLASS, COMPENSATION

707. When an officer is temporarily assigned for twenty consecutive working days or more to perform all of the duties of a position in a Personnel Program class having a higher salary range maximum, the officer shall be granted a salary increase or stipend to the minimum of the salary range of the higher class or to the equivalent of one step in amount, whichever is greater.

707.1 Conditions for Temporary Assignment. Appointment to an assignment in a higher class on a temporary basis shall be made at the discretion of the Chief of Police, in accordance with University Policy.

Chapter 8: USE OF FORCE

801. Each campus shall adopt a Use of Force Policy consistent with their authorized weapons and force options to include documentation and review of all uses of force.

802. Firearms shall be used only by personnel of the department who have been authorized by the Chief of Police, trained and who are qualified in their proficient operation.

ON DUTY FIREARMS

803. While on duty, authorized personnel shall carry only firearms and ammunition issued or approved by the department. Other firearms or special ammunition shall not be carried without the specific written approval of the Chief of Police.

ON DUTY FIREARMS--PLAINCLOTHES OFFICERS

804. Plainclothes officers carrying firearms shall also carry their badges, except as authorized by the Chief of Police. If carrying their firearms displayed, plainclothes officers shall also prominently display their badges.

WEAPONS REGISTRATION

805. Authorized personnel shall register with the department all personally owned firearms carried or used in the performance of their duties.

OFF DUTY FIREARMS

806. Officers shall not be required to carry firearms while off duty.

806.1 Off Duty Firearms--Non-Sworn. Nothing in this policy is intended to authorize non-sworn personnel to carry firearms while off duty.

806.2 Authorized Firearms--Off Duty. If an officer chooses to carry a weapon other than that approved for on-duty use while off duty, the officer shall obtain written approval from the Chief of Police.

806.3 Off Duty Firearms Proficiency. The Chief of Police shall establish a policy relating to proficiency requirements for off-duty firearms.

FIREARM SAFETY

807. Firearm safety shall be a primary concern of all sworn personnel whether on or off duty.

807.1 Display of Firearms. Officers shall not unnecessarily draw, display or carelessly handle a firearm at any time, while on or off duty.

DISCHARGE OF FIREARMS

808. Officers shall discharge firearms only as follows:

- (a) In the defense of another person's life;
- (b) In the defense of their own lives;
- (c) To effect the arrest or prevent the escape of a suspected felon when the officer has probable cause to believe that the suspect has committed or intends to commit a felony involving the inflicting or threatened inflicting of serious bodily injury or death and the officer reasonably believes that there is an imminent or future potential risk of serious bodily injury or death to others if the suspect is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force where feasible;
- (d) To euthanize a seriously injured animal when another disposition is impractical;
- (e) To stop a dangerous animal which reasonably appears to pose an imminent threat to the safety of officers or others;
- (f) At an approved firearms range.

808.1 Reporting the Discharge of Firearms. Any officer who discharges a firearm, accidentally or intentionally, on or off duty, shall make an oral report to a ranking officer as soon as circumstances permit, and shall file a written report with the Chief of Police in addition to any police report, as soon as possible, describing fully the incident. Officers participating in activities described in §808.2 or as part of a department qualification course need not report the discharge of firearms as described, unless such discharge resulted in injury or death.

808.2 Firearms, Personal Use. It is not intended that these Universitywide Police Policies and Administrative Procedures, specifically those in this chapter, preclude police officers from using personally owned firearms in hunting or in recognized sports activities in which firearms are customarily used.

WARNING SHOTS

809. Warning shots should not be fired.

INAPPROPRIATE USE OF FIREARMS--DISCIPLINARY ACTION

810. An officer shall be subject to corrective action or dismissal should the discharge or public display of a firearm by the officer involve the following:

- (a) A violation of the law;
- (b) A violation of a University Police order relating to the discharge or display of firearms;

- (c) A wanton disregard for public safety;
- (d) Misconduct, including but not limited to:
 - (1) Being under the influence of alcohol or drugs;
 - (2) Unjustified display of authority;
 - (3) Use of official position for personal advantage;
 - (4) Dereliction of duty;
 - (5) The accidental discharge of a firearm through carelessness or misbehavior;
 - (6) Any other misuse of a firearm.

FIREARMS PROFICIENCY

811. Every peace officer shall achieve and maintain firearms proficiency in accordance with the requirements of this section.

811.1 Proficiency Requirement. All officers shall demonstrate firearms proficiency at least annually on a departmental approved police shooting course.

811.2 Failure to Report. Officers who fail to report for scheduled firearms training without a valid excuse may be subject to corrective action.

811.3. Course Rules. Proficiency scores shall be attained in conformance with all course rules.

811.4 Record Retention. Records of qualifications shall be held for a minimum of 2 years.

811.5. Firearms-Accessories Requirement. Proficiency scores shall be attained using the departmentally approved firearm, holster and loading devices usually carried by the officer.

811.6 Special Weapons--Requirement. Proficiency must be attained at least once a year as a condition of approval to carry non-regulation or special weapons on or off duty. Officers requesting permission to carry non-regulation firearms off duty must purchase all ammunition at their own expense.

811.7 Failure to Demonstrate Proficiency. Failure to meet the required standard is considered unsatisfactory performance and may be subject to corrective action or dismissal in accordance with applicable personnel policies.

811.8. Exceptions. Exceptions to this section may be made only by the Chief of Police.

CHEMICAL AGENTS--TEAR GAS AND OLEORESIN CAPSICUM

812. Only authorized personnel may possess and maintain department issued oleoresin capsicum spray. Chemical agents are weapons used to minimize the potential for injury to officers,

offenders, or other persons. They should be used only in situations where such force reasonably appears justified and necessary.

812.1 Chemical Agents--Issuance. Chemical agents shall be issued only to department personnel who are qualified in their use as required by Section 12403 of the California Penal Code.

812.2 Chemical Agents--Authorization to Carry On Duty. Chemical agents issued by the department and approved by statute shall be carried by on-duty personnel only when authorized by the Chief of Police.

812.3 Chemical Agents to be Certified for Use. All chemical agents used by the department shall be certified as acceptable by the State Department of Justice as required by Section 12403 of the California Penal Code.

POLICE BATON

813. Police batons shall be carried only by employees trained and qualified in their use and as authorized by the Chief of Police.

813.1 Baton Use. The baton is authorized for use when, based upon the circumstances perceived by the officer, such force reasonably appears justified and necessary to result in the safe control of the suspect.

813.2 Baton Strikes. The need to immediately incapacitate the suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect may cause serious bodily injury or death to the officer or others.

ELECTRONIC CONTROL DEVICES

814. On campuses where the use of electronic control devices has been approved, they shall be carried only by qualified and trained employees as authorized by the individual campus Chief of Police. Each campus Chief of Police where electronic control devices have been approved shall establish policy for their use.

OTHER LESS LETHAL DEVICES

815. On campuses where the use of other less lethal devices has been approved, they shall be carried only by qualified and trained employees as authorized by the individual campus Chief of Police. Each campus Chief of Police shall establish policy for their use.

Chapter 9: ARRESTS

RIGHTS OF INDIVIDUALS

901. When it becomes necessary to take police action, officers shall give consideration to the rights of all persons, including alleged law violators, and to the manner in which they exercise their powers as peace officers. Without compromising their primary mission, which is the protection of life and property, officers may use such reasonable force as is necessary to affect an arrest, to prevent escape or to overcome resistance.

ARREST PROCEDURES

902. In making arrests, officers shall comply with the following procedures.

902.1 Precautions. Officers shall take all reasonable precautions in arresting and detaining persons to ensure against escapes. They shall be alert to the possession by suspects or arrestees of weapons or other items that could inflict bodily injury. Officers shall be responsible for the safety of arrestees and their property.

902.2 Security of Weapons. Officers shall exercise caution with firearms or other weapons at all times and particularly when in the presence of suspects or arrestees. All weapons shall be secured or removed from locations accessible to arrestees.

902.3 Treatment of Arrestees and Suspects. Arrestees and suspects shall be treated in a humane manner as provided by law. They shall not be subject to physical force except as required to subdue violence or ensure detention. No officer shall strike an arrestee or suspect except in self-defense, to prevent an escape, or to prevent injury to another person. No officer shall verbally abuse arrestees or suspects.

902.4 Searching Arrestees and Suspects. Whenever it is necessary to search an arrestee or suspect, the search should be conducted in accordance with department policy and training.

902.5 Vehicle Pursuits. Each Campus shall adopt a vehicle pursuit policy.

TRANSACTIONS WITH ARRESTEES AND SUSPECTS

903. No officer shall purchase or accept any item for personal use from any suspect or arrestee or from anyone associated with any suspect or arrestee.

BAIL, POSTING PROHIBITED

904. No officer shall post bail for persons placed under arrest by a member of the department, without the approval of the Chief of Police.

904.1 Accepting Bail, Fines. Officers shall not accept money as bail or in payment of a fine except in accordance with department policy.

904.2 Recommending Bond Agency Prohibited. No officer shall suggest or recommend any person or firm engaged in the business of furnishing bail to any arrestee or person requesting such information.

RECOMMENDING ATTORNEYS PROHIBITED

905. No officer shall recommend any attorney to any party in a criminal or civil case in which the officer's department is involved.

Chapter 10: UNIFORMS--GENERAL REQUIREMENTS

POLICY

1001. Employees shall wear only uniform items and carry only equipment that conforms to the instructions and specifications in this Manual. Exceptions to this policy must be in writing from the Chief of Police.

1001.1 Care and Authorized Use of Uniforms/Equipment. Employees using the police uniform or University equipment or property, including police emergency and University vehicles, shall be responsible for their proper use and care. Employees shall not use, loan, nor permit to be used for personal or private purposes, or loan any equipment, property, or vehicle without authorization from the Chief of Police.

POSSESSION OF UNIFORM

1002. All uniformed employees except the Chief of Police shall possess and maintain ready for immediate use the uniform, equipment, and other required items as prescribed in this Manual.

1002.1 Wearing of Uniform. When in uniform, employees shall maintain a professional bearing.

1002.2 Specifications. Items utilized as part of the uniform or equipment carried on the uniform shall meet the specifications contained in this Manual. Wearing of any uniform item or carrying of any equipment not conforming to these specifications is prohibited unless authorized in writing by the Chief of Police.

1002.3 Duty Requirements. While on duty, employees in uniformed assignments shall wear the full uniform and be equipped with the required items except:

- (a) When prior written authorization has been granted by the Chief of Police; or
- (b) When a supervisor has made an exception based on the nature of a specific assignment.

1002.4 Restrictions on Wearing. The uniform shall be worn only while on-duty or while commuting to and from duty assignments, unless otherwise authorized by the Chief of Police. While off duty, employees shall not wear any part of the uniform together with non-uniform garments, if the uniform item(s) is distinguishable and visible to the public.

1002.5 Official Functions. Employees shall wear the uniform or other attire prescribed when representing the department at official functions such as dedications, academy graduations, award presentations, funerals, and formal personnel inspections.

WEARING THE UNIFORM--USE OF DISCRETION

1003. Uniformed employees shall use discretion when conducting activities while in uniform. Any conduct or activity likely to debase law enforcement, detract from the departmental image, or bring ridicule to the department shall be avoided. Employees in uniform, whether on or off

duty, are subject to public scrutiny. The mere presence of employees in uniform in certain locations or establishments, such as taverns and racetracks, unless it is obvious that the employees are conducting official business, could bring criticism of the employees and embarrassment to the department. An example of the foregoing is having coffee, or dining, in establishments whose primary business is the dispensing of alcoholic beverages or in that portion of a restaurant set aside for dispensing such beverages. Uniformed employees should use good judgment and avoid being in such locations if it is not required by an assignment. Officers shall not shop extensively except when required in the line of duty.

UNIFORM MAINTENANCE

1004. When the uniform is worn, care shall be taken that it fits well, is neat, clean, properly pressed, and that shoes, and leather and metal equipment shall be in good condition and well polished.

1004.1 Repaired Uniforms. Uniforms or portions thereof shall not be noticeably patched, torn or worn. Employees shall use discretion in wearing uniform items which have been repaired. Immediate supervisors shall determine whether repaired items are appropriate for wear.

REPLACEMENT AND REPAIR OF UNIVERSITY EQUIPMENT

1005. Whenever University equipment is in need of repair or replacement, the equipment shall be forwarded through proper channels for replacement or repair. University equipment provided to an employee shall be returned upon completion of the assignment.

1005.1 Loss/Damage Report. Employees shall report the loss or damage of University equipment to their supervisor as soon as possible. A written report may be required.

1005.2 Corrective Action. If University equipment is lost or damaged due to employee negligence, the employee shall be subject to corrective action and/or dismissal.

PERSONAL GROOMING--UNIFORMED AND NON-UNIFORMED EMPLOYEES

1006. The professional bearing expected of on duty employees requires that each maintains high standards of personal grooming and cleanliness and is at all times neat and clean. Officers assigned to plainclothes duty shall dress in a manner which is in keeping with good taste and moderation.

1006.1 Standards. All personnel shall comply with the following minimum grooming standards unless granted an exception by the Chief of Police.

- (a) Hair.** Hair shall be neat and clean while on duty. Sworn officers shall not have their hair extend into their eyes so as to interfere with their vision. Extreme hair styles or extreme hair treatments/colors are inappropriate. In no event should the length of the hair or the style preclude the proper wearing of a helmet or gas mask. Wigs, hairpieces and facial hair must conform to the same standards.
- (b) Fingernails.** Fingernails shall be clean and trimmed. Nails shall not be of such length as to interfere with the performance of any required duty.

- (c) **Jewelry and Ornementation.** Any jewelry or other unofficial ornamentation that might interfere with or otherwise have an effect on an officer's ability to perform required duties shall not be worn.
- (d) **Makeup.** If used, cosmetics shall be applied in moderation.
- (e) **Perfumes/Colognes.** If used, shall be worn in moderation and according to individual campus policies.

PROHIBITED USE OF UNIFORM/DEADLY WEAPONS--PICKETING

1007. California Penal Code Section 12950a places legal restrictions on individuals, including peace officers, who are engaged in picketing or informational activities related to a concerted refusal to work. In accordance with this law, employees shall not carry deadly weapons or wear the uniform of a police officer while engaged in picketing.

CHAPTER 11: UNIFORM SPECIFICATIONS--SWORN PERSONNEL

POLICY

1101. Uniformed officers shall wear only the uniform authorized for their particular rank and assignment. Each campus shall have the ability to set specific uniform requirements for special assignments not discussed in this chapter, i.e. bicycle officer. Exceptions to this policy, including equipment not specified in this chapter, must be approved in writing by the Chief of Police.

1101.1 Uniform Accouterments. While an officer is in uniform, only those accouterments (pins, medals, emblems, etc.) authorized by the Chief of Police may be worn.

1101.2 Restriction--Accouterments. The maximum number of accouterments that may be worn simultaneously on the right pocket area of the shirt or jacket, in addition to the nameplate, is three. The maximum number on the left pocket area, in addition to the badge, is two.

WEARING THE UNIFORM--REGULATIONS

1102. When in uniform, officers shall conform to the regulations contained in this chapter as to the manner and conditions of wearing approved articles of uniform.

1102.1 Authorized Uniform Specifications. The official uniform for police officers of the University of California shall consist of the items listed in Section 1102.2 of this chapter. A copy of detailed specifications for each item not covered in this manual shall be kept on file in the administrative offices of each department, available to each officer.

1102.2 The authorized uniform to be worn and equipment to be carried by all officers required to report in uniform shall consist of the following apparel, equipment or identification items except those items which are designated as optional with an asterisk (*). The Chief of Police may require that under certain circumstances officers wear or carry items designated as optional.

UNIFORM

- Hat *
- Hat Piece *
- Baseball Cap *
- Watch Cap *
- Campaign Hat *
- Long Sleeve Shirt
- Short Sleeve Shirt
- Name Plate
- Badge
- Shoulder Patches
- Rank Insignia
- Five Year Service Stripe(s)
- Five Year Service Star(s) *
- Service Awards *
- Body Armor (Vest)

- Undershirt
- Turtleneck/Dickey *
- Duty Jacket *
- Dress Jacket *
- Leather Jacket *
- Sweater *
- Tie/Tie Clasp
- Gloves *
- Trousers
- Trouser Belt
- Utility Uniform
- Socks
- Footwear

EQUIPMENT

- Pen

- Notebook/Pad
- Whistle *
- Flashlight
- Keys
- Key Holder
- Knife *
- Handgun
- Holster
- Gun Belt (Sam or Sally Browne)
- Baton/Expandable Baton
- Crowd Control Baton
- Baton Ring/Holder
- Handcuffs/Key
- Handcuff Case
- Ammunition
- Ammunition Magazine
- Ammunition Magazine Holder
- Portable Radio
- Portable Radio Holder
- Portable Radio Microphone/
Earpiece *
- Oleoresin Capsicum
- Taser/Stun Gun *
- Audio Recorder *
- Helmet
- Police ID Card
- Valid CA Driver License
- CPR Mask*
- Disposable Latex/Non-Latex
Gloves *

1102.2.1 *Hats.

Uniform Hat. Specifications: Material shall be 100% wool. The fabric shall be dyed to match the standard Los Angeles Police Department shade. The style and cover shall be the four piece Lancaster Cap Company's Style No. 1960 or equivalent. The piping shall be self cloth, same as cover, and sewn between the crown and the quarters. The outband shall be a 1-3/4 inch black rayon mesh, Rice's No. 2825 or equivalent, braid shall be sewn to a strip of cloth, same as cover, 3/4 inch wide and seamed in the back; braid shall be sewn to the quarters. The visor shall consist of two parts: the top shall be 030 Black Patent Vinyl combined with .020 Latex impregnated filler paper. The visor shall measure 2 inches in width at the widest point and drop to an angle of 45 degrees. The side buttons shall be gold California Eureka fire gilt buttons.

***Rain cover:** clear or black plastic.

***Baseball Caps.** Officers may be allowed to wear baseball caps on duty as approved by the Chief. Specifications: Navy blue baseball cap, with "Police" embroidered on the front of the cap in gold lettering with "University of California" embroidered below "Police" on the front of the cap in white letters. The campus location may be embroidered under "University of California." The officer's badge number and/or name may be embroidered on the rear band of the cap in gold lettering.

***Watch Caps.** Officers may be allowed to wear watch caps on duty as approved by the Chief. Specifications: Black knit watch cap, with "Police" embroidered on the front of the cap in gold lettering.

***Campaign Hat.** Officers may be allowed to wear a campaign style hat on duty as approved by the Chief. Specifications: Standard round design Stratton Felt hat, Smokey the Bear style, dyed to match the standard Los Angeles Police Department Shade. Additional option is a midnight blue or black straw hat with gold acorn band.

1102.2.2 *Hat Piece. To be worn with the uniform hat. Specifications: Eagle crest, 2-7/8" width by 2-1/4" height, four color Eureka seal in center with hard enamel blue 1/4" ribbon enclosing "Police" in 3/16" gold letters, two threaded posts and fasteners 1-5/8" apart at rear of shield.

1102.2.3 Uniform Shirts. The shirt shall be worn complete with shoulder patches, name plate, badge and any applicable insignia of rank and meet the following specifications:

Material. Shall meet the following minimum standards:

Fiber Content. 100% wool or wool blend.

Shade. The fabric shall be dyed to match the standard Los Angeles Police Department shade.

Collar/Body/Pockets (Male—Short & Long Sleeved). Military style matching the standard Los Angeles Police Department Class A & Class B Uniform shirts.

Collar/Body/Pockets (Female--Short & Long Sleeved). Shall conform to the same minimum standards of the Los Angeles Police Department Class A & Class B Uniform shirts.

Shoulder Strap (Short & Long Sleeved). Self cloth extending from the sleeve seam to within 3/8 inch of the seam joining yoke and neck band and shall lie flat upon the shoulder, consistent with the standard Los Angeles Police Department Class A & B Uniform shirts.

Buttons (Short & Long Sleeved). Buttons shall be worn on the top end of the shoulder straps and on each pocket flap. All buttons shall be of best quality plastic to match the color of the shirt.

Badge Holder (Short & Long Sleeved). Shall be self cloth measuring 2-1/4 inches long and 1 inch wide, centered above the left pocket flap. It shall be equipped with two black anodized metal eyelets center spaced 1-1/4 inches with the top eyelet center located 2-1/4 inches above the top of the pocket flap. No part of the holder shall show from behind the badge.

1102.2.4 Name Plates. Specifications: metal, gold finish with blue or black enamel 3/16" letters. The name plate shall be worn centered above the right hand breast pocket on the outermost garment and remain clearly visible. A second name plate is issued to preclude the necessity of removing the name plate from an inner to an outer garment.

Cloth Name Tags. Cloth name tags may be worn in place of the metal name plates on Duty Jackets. Specifications: Black cloth with gold letters, overall dimensions not to exceed 1 inch wide by 6-1/2 inches in length, 3/4 inch letters.

1102.2.5 Badge. The badge shall be worn on the uniform attached to the badge holder on the outermost garment so as to be clearly visible at all times. Specifications: 7 point star 2-7/8" diameter, gold color, University of California Police, four color Eureka seal, 5/16" blue hard enamel letters, safety clasp.

- (a) An officer shall not use another's badge without permission of a supervisor.
- (b) An officer shall not permit any person who is not a University of California police officer to use a University of California Police badge at any time.
- (c) A cloth badge approved by the Chief of Police may satisfy the requirements of this section.

1102.2.6 Shoulder Patches. The face of the patch shall be fully embroidered. All lettering and detail to be sharp and clear. Shoulder patches shall be sewn on each shoulder of each garment

which is a part of the authorized uniform. Specifications: Outer edge, background and detail of the University Seal to be medium blue (PMS 286); lettering: "UNIVERSITY OF CALIFORNIA" and "POLICE," background of the University Seal, star points, and the 1/8 inch band paralleling the outer edge and boarding the inner field are to be Gold (PMS 116); treatment of the back of the patch to be non-toxic, nonflammable, of such a nature as to be harmless to the garments to which the patches will be applied, and serve as a binding/sealing agent for all loose threads on the reverse side of the patch.

1102.2.7 Rank Insignia

- (a) Chief of Police specifications: Four 3/4" five pointed stars on each collar, metal, gold color, to have two metal clutch fasteners. On jackets- Four 1" five pointed stars on each shoulder, metal, gold color, to have pin and safety catch.
- (b) Assistant Chief of Police specifications: Two 3/4" five pointed star on each collar, metal, gold color, to have two metal clutch fasteners. On jackets-Two 1" five pointed stars on each shoulder, metal, gold color, to have pin and safety catch.
- (c) Captain specifications: Two 1/4" by 3/4" bars on each collar, metal, gold color, to have two clutch fasteners. On jackets-two 3/8" by 1" bar on each shoulder, metal, gold color, to have pin and safety catch.
- (d) Lieutenant specifications: One 1/4" by 3/4" bar on each collar, metal, gold color, to have two clutch fasteners. On jackets-one 3/8" by 1" bar on each shoulder, metal, gold color, to have pin and safety catch.
- (f) Sergeant specifications: Three stripe royal blue with gold trim (similar to CHP style) chevrons on each sleeve of jacket and shirt. Specifications: 3-1/2 size chevrons on jacket and 3" size chevrons on shirts.
- (g) Corporal specifications: Two stripe royal blue with gold trim (similar to CHP style) chevrons on each sleeve of jacket and shirt or two stripe pins on collar. If patches are worn, specifications are to be 3-1/2 size chevrons on jacket and 3" size chevrons on shirts

1102.2.8 Five Year Service Stripes. Specifications: 3/8" wide by 2" long, material to be blue and gold embroidery thread, colors to match department dress jacket sleeve stripe, center portion to be blue, trim surrounding blue center to be gold and 3/32" wide. One service stripe will be worn for each five years of full time California peace officer employment as defined in 830.1 or 830.2 PC, and/or reciprocal peace officer service in another state.

- (a) Placement/Dress Jacket: Stripe to be placed on the left sleeve, either by embroidering directly on sleeve or by sewing a service stripe patch at a 45 degree angle with the lower end of the stripe toward the inside seam of the sleeve, 3/4" above the top edge of the departmental stripe and with the stripe centered on the sleeve between the front and rear pressed crease. Additional stripes to be placed above and parallel to the first stripe with 1/4" background space between stripes.

- (b) Placement/Long Sleeve Shirt: Same position as determined in 1102.2.8(a) except stripe to be placed 3/4" above the sleeve cuff with the complete stripe in front of the center press crease of sleeve.

1102.2.9 *Five Year Service Stars. Specifications: 3/4" star, material to be gold embroidery thread. One service star will be worn by employees of the rank of Captain and above for each five years of full time peace officer employment as defined in 830.1 or 830.2 PC, and/or reciprocal peace officer service in another state.

- (a) Placement-Dress Jacket: Star to be placed on the left sleeve, either by embroidering directly on sleeve or by affixing a service star patch, 3/4" above the top edge of the departmental stripe and with the star centered on the sleeve between the front and rear pressed crease. The first three stars shall be placed 1/4" apart and in a line perpendicular to the service stripe. The fourth and fifth star shall be placed 1/4" and at a bias above the first three stars. The sixth star shall be placed 1/4" and at a bias above the fourth and fifth star. If seven stars are to be worn, they shall be worn in a circle. The eighth, ninth and tenth stars shall be worn in the center of the circle. Any additional stars shall be attached to expand the circle.

1102.2.10 *Service Awards. Service and award pins of the University or the State of California shall be worn above the right pocket flap of the shirt above the name plate or service jacket, 1/2" below the top edge of the pocket flap, centered above the button. Such pins may also be worn as tie pins or clasps.

1102.2.11 Body Armor (Protective Vest). Will be minimum level IIa protective vest. Vests will be replaced prior to expiration of their factory warranty. Vests providing higher protection levels may be worn with approval of the Chief of Police.

1102.2.12 Undershirt. Whenever visible, undershirts shall be black or white and have a round crew neck collar. In no instance shall the neck of the undershirt extend above the collar of the uniform shirt nor shall the sleeves of the undershirt extend below the sleeves of the uniform shirt. Boat neck or turtleneck style undershirts shall not be worn with the short sleeve uniform.

For mutual aid requests, the host campus shall identify the color of the undershirt to be worn for the event. If no color is designated, then officers shall wear white undershirts.

1102.2.13 *Turtleneck/Dickey. Only to be worn under the long sleeve uniform shirt. Specifications: Turtleneck style; wool or synthetic equivalent; color, black; plain pullover without design, buttons or zipper.

1102.2.14 *Jackets. Uniform jackets shall be complete with shoulder patches and when applicable, sleeve stripes (local discretion for Lieutenants, Assistant Chiefs and Chiefs), and insignia of rank. Wearing of the jacket will be optional except when required for special details or formal occasions such as funerals, inspections, V.I.P. escorts, etc.

***Duty Jacket.** Specifications: color - black, specifications to be approved by the Chief of Police. When worn, jackets shall be complete with badge, name plate, rank insignia and shoulder patches.

***Dress Jacket.** Specifications: Eisenhower style, color - standard Los Angeles Police Department shade, waist length, plain coat sleeves, brass zipper, belted back, plain peaked lapels, two flap opening-patch pockets on breast, badge holder, fully lined, shoulder straps, California Eureka fire gilt buttons. Material 2 ply, all wool or acceptable equivalent. For ranks of Sergeant and below, department stripe of royal blue with gold piping on outer half of sleeves, 3" from bottom. For the rank of Lieutenant, single department stripe of ½" gold with gold piping on outer half of sleeves, 3" from bottom. For the rank of Captain, dual department stripes of ½" gold with gold piping on outer half of sleeves, 3" from bottom. For the rank of Assistant Chief of Police, dual department stripes of one of 1" gold with piping and one of ½" gold with gold piping on outer half of sleeves, 3" from bottom. For the rank of Chief, single department stripe of 2" gold with gold piping on outer half of sleeves, 3" from bottom.

***Motorcycle Jacket.** Specifications: leather or other protective material, color-black, wool wristlets and waist band, fully lined, zipper closure with button flap front pockets and side entry slash pockets. The left breast shall have a 3" circular protective patch with two vertical metal eyelets for badge placement. The right breast shall have a 2" x 3" black patch with two vertical metal eyelets for badge placement. The nameplate shall contain the officer's name on the first line of print and "U.C. POLICE DEPARTMENT" on the second line. Rank insignia shall be worn on the epaulets as on the uniform shirt. No other adornments to the jacket shall be made.

1102.2.15 *Sweater. Specifications: color-black, wool V-neck sweater, with epaulets, badge tab, and name tab. When worn, sweaters shall be complete with badge, name plate, rank insignia and shoulder patches.

1102.2.16 Necktie, Tie Clasp. Black, four-in-hand breakaway-type necktie may be worn with the long-sleeve shirt. Uniformed officers assigned to motorcycle duty may wear the approved bow tie. The tie clasp will be worn with the necktie. Tie Clasp - gold in color, plain bar, approximately 5/16 inches wide and 2 inches long.

1102.2.17 Gloves. Specifications: Leather or fabric, color-black, to be plain finish either lined or unlined. White gloves may be worn for special occasions as approved by the Chief of Police. No weighted gloves will be worn.

1102.2.18 Trousers and Breeches. Trousers shall be worn by all uniformed officers except those assigned to motorcycle duty who will wear Motorcycle Breeches. Trousers and Breeches shall meet the following specifications:

Trousers. Specifications: Material shall be 100% wool or wool blend. The fabric shall be dyed to match the standard Los Angeles Police Department shade. Trousers shall be the slacks type and consistent with the Standard Los Angeles Police Department Class A & B Uniform.

Motorcycle Breeches. Specifications: Material shall be 100% wool or wool blend and be dyed to match the standard Los Angeles Police Department shade. The breeches shall be manufactured from up to date patterns and shall be designed so that there will be a slight "peg" at the hip, and no baggy seat. The front shall be plain (no pleats) with two top pockets, two hip pockets, and two

watch pockets. The stripe shall be constructed by a 1/2 inch gold silk braid from the bottom of the waistband to the bottom of breeches leg.

1102.2.19 Trouser Belt. Black uniform style basket weave belt shall be worn with trousers or breeches. If a nylon duty belt is to be worn, a buckle-less nylon trouser belt may be worn.

1102.2.20 Utility Uniform. (Also known as “Class C” uniform) LAPD dark navy utility uniforms may be worn as approved by the Chief of Police.

1102.2.21 Socks. Solid color black socks, without design, shall be worn any time the socks may be visible.

1102.2.22 Footwear. Specifications: color - black, plain toed, smooth finish, lace shoe/slip-on or lace boot. Rain covers or rain boot - color black, plain toed, non-skid soles.

1102.2.23 Pen. A pen shall be carried while on duty.

1102.2.24 Notebook/Pad. A notebook or pad shall be carried while on duty.

1102.2.25 *Whistle. A whistle should be carried on a key strap on the Sam Browne belt or concealed within the uniform. Specifications: Brass, chrome or black plastic.

1102.2.26 Flashlight. A flashlight conforming to specifications approved by the Chief of Police shall be carried while on duty (day or night).

1102.2.27 *Knife. Any knife carried on duty shall have a folding and locking blade not to exceed 5” in length. Knives shall not be a switchblade as defined in Penal Code 653k or a dirk or dagger as defined in Penal Code 12020.

1102.2.28 Semi-Automatic Pistol. Uniformed police officers shall carry a 9mm, 10mm, .40 , or .45 caliber weapon. The weapon shall be clean and in good operating condition at all times. The weapon shall be carried loaded at all times except when entering a location where loaded weapons are prohibited.

- (a) Barrel length. Barrel length shall be no shorter than 2 inches and no longer than 6 inches.
- (b) Inspection/Sighting of Weapons. Before a weapon is carried on duty, it must be inspected, fired and sighted in on a firing range by a supervisor and/or rangemaster before being approved for service by the Chief of Police.
- (c) Modifications. Carrying a weapon that has been modified in any way from factory specifications is prohibited unless the modification has been approved by the Chief of Police.
- (d) Off duty weapons. The carrying of off duty weapons is optional. Weapons carried off duty must be approved by the Chief of Police, who may require conformance to 1102.2.28(b).

1102.2.29 Holsters. Uniform: High or medium ride safety type; black, standard basket weave or nylon design approved by the Chief of Police.

- (a) Plainclothes: Black or brown color, smooth or basketweave finish, design approved by the Chief of Police.
- (b) Fit. Holsters shall properly fit the weapon carried.
- (c) Safety strap/snap or device. The holster safety strap, snap, or device shall be in use at all times the weapon is holstered.
- (d) Off duty holsters. The carrying of a weapon off duty is optional. If one is carried, the off duty holster must have a safety strap/snap or device. The safety strap, snap, or device shall be in use at all times the weapon is holstered.
- (e) Exceptions to this section must be approved by the Chief of Police.

1102.2.30 Uniform Gun Belt. Modified Sam or Sally Browne. Specifications: 9-10 ozs. top-grain cowhide or synthetic leather-like material, black, standard basketweave design, 2-1/4 inches wide Belt hook to be solid brass. Buckle to be solid brass, colonial type, 2-1/4 inches wide with two tongues. Campuses allowing nylon for standard uniform duty use shall be allowed to phase out nylon belts and gear as allowed by budget constrictions. Nylon belts may be allowed for specialized duty assignments as approved by the Chief of Police.

1102.2.31 Batons. Either a straight baton, side-handle baton, expandable, or other baton as authorized by the Chief of Police shall be carried when on duty:

- (a) **Straight Baton:** Specifications: Shall be between 25-1/2 to 29 inches in length, shall be constructed of hardwood, 100% virgin Monpac plastic, or polycarbonate, shall weigh at least 20 ounces but not more than 30 ounces, shall have a smooth (non-grooved) finish, and shall be equipped with an approved rubber grommet. No wrist thong will be attached to the straight baton.
- (b) **Crowd Control Baton:** Specifications: Shall be 36 inches in length, shall be constructed of hardwood, 100% virgin Monpac plastic or polycarbonate, and shall be equipped with an approved rubber grommet.
- (c) **Side-handle Baton:** Specifications: Shall be between 24 to 26-1/2 inches in length, shall be constructed of 100% virgin Monpac plastic, aluminum, or polycarbonate, shall weigh at least 20 ounces but not more than 30 ounces, shall have a smooth finish and a side-handle which is joined to the baton at a 90 degree angle by a 3 inch bolt of hardened tool steel. Both the side handle and baton shall be approximately 1-1/4 inches in diameter. A rubber grommet may be attached to the side-handle's knob.
- (d) **Expandable Batons:** Specifications: Pursuant to Section 1101, the Chief of Police may authorize expandable batons to be carried on duty. Authorization shall be in writing and should contain the approved baton's specifications.

- (e) **Modifications:** Approved batons shall not be modified from factory specifications in any manner.

1102.2.32 Baton Rings. Specifications: Shall be conventional style, basketweave design with brass colored ring and snap or black plastic ring and snap. Side handle baton rings may have a small tooth attached to the ring to keep the side-handle baton in position.

1102.2.33 Handcuff/Key. Handcuffs with key shall be carried when on duty. Specifications shall be approved by the Chief of Police.

1102.2.34 Handcuffs Case. Specifications: Shall be the open or covered flap type, black basketweave design, secured in the closed position by heavy duty snaps or Velcro.

1102.2.35 Ammunition. Specifications: Only factory ammunition approved by the Chief of Police will be used in weapons carried on or off duty.

1102.2.36 Ammunition Magazine Holder. Shall be black basket-weave design, material and construction capable of securing magazines in place while carried in the holder, secured in the closed position by heavy duty snaps or Velcro.

1102.2.37 Ammunition Magazine. Shall be of design, material and construction capable of securing cartridges in place while carried in the holder and while being used in the process of reloading a semi-automatic pistol. Specifications/semi-automatic: magazines specified for the weapon carried.

1102.2.38 Portable Radio/Holder/Microphone/Earpiece. A portable radio shall be carried when on duty. Specifications for the radio, holder, earpiece and microphone shall be approved by the Chief of Police.

1102.2.39 Oleoresin Capsicum. Shall be carried in accordance with sections 812 through 812.3. Holder shall be the open or covered flap type, black basket-weave design.

1102.2.40 *Electronic Control Devices. Shall be carried in accordance with section 814. Holder specifications shall be approved by the Chief of Police.

1102.2.41 Helmets. Duty Helmets. Helmets shall be worn as directed by the Chief of Police. Specifications: Shell and face shield made of Lexan-Polycarbonate, Kevlar, or similar material secured with chin cup, blue or black in color, to be clearly marked with officer identification, or approved equivalent.

Motorcycle Helmet. Officers assigned to motorcycle duty shall wear the issued safety helmet, midnight blue and gold in color. When riding a department motorcycle, the helmet shall be worn with the chin strap fastened.

1102.2.42 Police ID Card. The police ID card will be carried at all times while on duty.

- (a) An officer shall not use another officer's police ID card.
- (b) An officer shall not permit any person to use his/her ID card.

- (c) The police ID card will reflect the officer's rank.

1102.2.43 California Driver License. A valid California Driver License will be carried at all times while on duty.

BASIC UNIFORM ITEMS--PLAIN CLOTHES DUTY

1103. Officers assigned to plain clothes duty shall comply with the following guidelines:

1103.1 Badge. The badge shall be visible when a weapon is visible.

1103.2 Semi-automatic Pistol. The handgun carried must be approved by the Chief of Police. The handgun will be carried fully loaded with approved ammunition (section 1102.2.35) except when circumstances dictate otherwise or when FAA and airline procedures preclude carrying the weapon. A revolver may be carried as a duty weapon when required for a specific assignment and with approval from a supervisor. Weapons shall be .380 caliber or any other caliber as described in Section 1102.2.28. Section 1102.2.28(b) also applies.

1103.3 Holster. (See 1102.2.29(a), 1102.2.29(b), and 1102.2.29(c))

1103.4 Departmental Identification Card. (See 1102.2.42)

1103.5 Valid California Drivers License. (See 1102.2.43)

Chapter 12: AWARDS AND COMMENDATIONS

POLICY

1201. A Universitywide policy is hereby established to provide for the awarding of medals and commendations to department personnel in order that acts which merit special attention are formally recognized. To qualify for a medal, individuals must distinguish themselves by heroic action. Certificates of commendation are to be awarded for the performance of valuable service to the department in a specific instance or for outstanding performance of general duties over an extended period of time.

MEDALS

1202. The following medals may be awarded to University of California police department employees:

1202.1 The Medal of Valor. This gold medal shall be awarded for conspicuous bravery or heroism, above and beyond the normal demands of law enforcement service, in response to criminal situations involving extreme danger to the officer. The ribbon and commensurate breast bar of this medal shall be red, white and blue.

1202.2 The Medal of Courage. This silver medal shall be awarded for the display of bravery or heroism, above and beyond the normal demands of law enforcement service, in response to non-criminal situations involving extreme danger or a criminal situations involving danger to a lesser degree than required for the Medal of Valor. The ribbon and commensurate breast bar of this medal shall be red.

1202.3 The Medal of Merit. This bronze medal shall be awarded for extraordinary performance of duties, which brings significant status or recognition to the department. The ribbon and commensurate breast bar of this medal shall be blue.

1202.4 The Lifesaving Medal. This gold medal of commendation shall be awarded to employees whose direct actions, including application of First Aid/CPR, have resulted in the saving of a life. The ribbon and commensurate breast bar of this medal shall be red and white.

- (a) The employee's quick action or skillful handling of an incident directly resulted in the prevention of death to another. Employees are exempt from this medal while employed as a medic and their actions are within their normal scope of duties.

1202.5 The Purple Heart Medal. This gold medal of commendation shall be awarded to an employee incurring serious injury or death during exposure to hazardous actions or the apprehension of a suspect. The ribbon and commensurate breast bar of this medal shall be purple.

FORMAL AWARD

1203. The following formal award may be bestowed:

1203.1 The Distinguished Service Commendation. This certificate of commendation shall be awarded to employees who have performed a particularly valuable service to the department. Such service may involve a specific instance or it may be the outstanding and exemplary performance of general duties over an extended period of time. Each nomination for the Distinguished Service Commendation shall be based on the following criteria:

- (a) The service performed would be beyond that expected of an employee of the department in the performance of the employee's duties.
- (b) The employee consistently performed in an outstanding fashion during the time period identified.
- (c) Or, the employee consistently provided excellent service to the University and the employee honorably retired after serving for five or more years with a University of California Police Department.

PROCEDURE

1204. The procedure for awarding medals and commendations is as follows:

1204.1 Duty to Report. It is the duty of each department employee to report all acts worthy of recognition to their supervisor.

1204.2 Nominations

- (a) Nominations for medals or commendations shall be initiated whenever it is reported that an employee of the department may be deserving of such recognition.
- (b) Nominations shall be typed and forwarded by an employee to an immediate supervisor.
- (c) Supervisors receiving such nominations shall review them for completeness and accuracy; attach all relevant reports and forward the nomination to the Chief of Police via the chain of command.
- (d) The Chief of Police will review the nomination materials and make a decision whether a medal or commendation will be recommended. If a medal will be recommended, the Chief of Police will draft a recommendation, addressed to the Coordinator of Police Services (Council of Chief's) including all relevant information and the award sought.
- (e) The Chief of Police will notify the nominee via the chain of command of the nomination and maintain a file containing all documentation submitted.

1204.3 Nomination Review.

- (a) Acting as an Award Board, the University of California Police Chiefs and the Coordinator of Police Services (Council of Chiefs) will review all nominations for awards described in this policy.
- (b) The Awards Board shall determine whether or not an award is appropriate and, if so, the type of award to be made. The Board may request additional information during its deliberations.
- (c) The Coordinator shall notify each nominee's Chief of Police in writing as to the results of the Board's review and conclusions.
- (d) Copies of all relevant documents shall be placed in the nominee's personnel file by the nominee's Chief of Police.

CERTIFICATES

1205. Medals shall be presented together with an appropriate certificate bearing the signatures of the University of California Chiefs of Police and the Coordinator of Police Services. The Distinguished Service Commendation will be a certificate, properly inscribed, also bearing such signatures.

PRESENTATION OF MEDALS OR AWARDS

1206. The presentation of a medal or a commendation shall be the responsibility of the awardees' Chief of Police, who will arrange an appropriate ceremony, time and place.

WEARING OF MEDALS

1207. An employee may wear a medal while in uniform during formal ceremonies with the approval of the Chief of Police.

1207.1 Wearing of Pins. Lapel pins, indicating the award of medals described in section 1302, may be worn on the uniform, as described in section 1102.2.10, on the left lapel of a plainclothes suit or sport coat jacket or in an appropriate location on a blouse.

POSTHUMOUS AWARDS

1208. The next of kin shall be entitled to receive any award earned by a deceased member of the department. Next of kin are: surviving spouse or partner, eldest daughter or son, father, mother, eldest sister or brother, or other person pre-designated by the deceased member. The Chief of Police shall determine whether or not such awards shall be made during an appropriate ceremony or in private.

MEDALS, CERTIFICATES, LAPEL PINS

1209. It shall be the responsibility of the Coordinator of Police Services to secure medals, certificates and lapel pins of a type and quality approved by the Council of Chiefs.

Chapter 13: UNIVERSITYWIDE MUTUAL AID

DEFINITIONS

1301. Universitywide mutual aid is the temporary reassignment of personnel, equipment and/or other resources from one campus or laboratory to another campus or laboratory within the University of California police system.

- (a) Host campus: the campus or laboratory requesting and receiving mutual aid assistance.
- (b) Guest campus: any campus or laboratory providing mutual aid assistance.

REQUESTING MUTUAL AID

1302. Normally, requests for mutual aid will be made before incidents of civil disorder, special campus events, or other local emergencies when the available resources of the host campus are insufficient to accomplish the police mission.

- (a) Requests for mutual aid will be made by the Chief of Police of the host campus, directly to the Chiefs of Police of other campuses.
- (b) In the absence of the Chief of Police, the senior ranking command officer may initiate the request for mutual aid. The senior ranking command officer will make every effort to consult with the host campus Chief of Police prior to requesting mutual aid.
- (c) Requests for mutual aid will be made on the *Universitywide Mutual Aid Request Form* (Appendix A-2). Telephone requests may be made, but shall be followed up in writing as soon as practical. Written requests may be sent via fax or email.
- (d) Every effort will be made to provide sufficient advance notice of mutual aid requests in order that guest campuses can evaluate available resources and make necessary schedule adjustments.
- (e) The Coordinator of UC Police Services will be notified of the request for mutual aid as soon as practical.

RESPONDING TO MUTUAL AID REQUESTS

1303. Campuses will make every reasonable effort to provide the requested mutual aid commensurate with available resources and depending on local circumstances. A *Universitywide Mutual Aid Authorization Form* (Appendix A-2) will be transmitted via FAX or email to the host campus specifying if mutual aid will be provided, and if so:

- (a) Name, rank and identification number of mutual aid personnel;
- (b) Date and hours of the most recent duty assignment of mutual aid personnel;

- (c) Specialized equipment being provided;
- (d) Other resources being provided, if any;
- (e) The name of the person in charge of the mutual aid detail; and
- (f) Specific reassignment of mutual aid personnel and equipment to the command of the Chief of Police of the host campus, and the date and time such reassignment become effective.

REIMBURSEMENT POLICY

1304. The policy of the University of California Police Department, as established by the Council of Police Chiefs, provides that a host campus shall reimburse a guest campus for those costs that are a direct result of the assignment of personnel, equipment or other resources to the host campus for mutual aid. Such costs are only those that are over and above the cost of the routine operation of the guest campus.

1304.1 Reimbursable Costs. The following describes reimbursable and non-reimbursable costs.

1304.1.1 Personnel Costs

- (a) Salary - costs for the regular wages of personnel on mutual aid assignments are not reimbursable; personnel who would be on-duty at the guest campus are assigned to a host campus at no charge.
- (b) Overtime - overtime costs for personnel are a reimbursable cost and may be:
 - (1) Overtime costs resulting from hours worked at, or spent in traveling to and from, the host campus by personnel on a mutual aid assignment;
 - (2) Overtime costs resulting from hours worked by personnel at the guest campus who are assigned to cover the positions of those personnel absent due to a mutual aid assignment;
 - (3) Overtime costs which occur when personnel on mutual aid work hours over their normal working hours.
 - (4) Costs associated with related court appearances.

1304.1.2 Travel Costs. Travel costs to and from the host campus from the guest campus are reimbursable, as follows:

- (a) Air or other commercial means of travel - costs for commercial fares of personnel are reimbursable, as are the costs for charter flights.
- (b) University of California Vehicle Costs - costs for vehicles used to and from the host campus are reimbursable with some exceptions, as follows:

- (1) If vehicles assigned to the guest campus, such as patrol cars, unmarked vehicles or vans are used, there is no reimbursement. However, if the distance travelled is significant, an exception may be made upon agreement by the Chiefs of Police of the host and the guest campus.

Example of exceptions: UC San Diego requests marked patrol cars from UC Berkeley or, UCLA transports motorcycles to UC Davis, on request.

- (2) If the guest campus leased/rented a vehicle, such as a van, to transport assigned personnel to the host campus, costs would be reimbursable. This would apply to University of California or commercially leased vehicles.
- (c) Use of Personal Vehicles - the use of personal vehicles by personnel of a guest campus to travel to and from the host campus is not authorized, for a variety of reasons. Personnel should utilize the vehicular transportation provided by their guest campus for that purpose.
 - (1) Exceptions - The Chief of Police of the guest campus may grant an exception to an individual to their personal vehicle, if sufficient justification exists. However, if space is available on the guest campus transport vehicle(s), no mileage expense will be provided to the individual and exceptions will be granted in accordance with this provision.
- (d) The guest campus should submit a transportation form (Appendix A-2) to the host campus to arrange for airport pick up and return.

1304.1.3 Lodging and Meal Costs. The host campus is responsible for arranging lodging and meals for personnel from guest campuses. Two arrangements or a combination of the two may be used, based on circumstances:

- (a) **Funds Provided** - The guest campus, if time allows, may provide individual personnel with funds in advance to cover the cost of lodging and meals during the mutual aid assignment. Such costs are reimbursable to the guest campus.
- (b) **Meals and Lodging Provided** - The host campus may provide meals and arrange lodging for the personnel from guest campuses. In such situations there would be no costs to the guest campuses and reimbursement would not be an issue.
- (c) **Combination Approach** - The host campus may provide some combination of meals and lodging. In such situations, those expenses incurred by guest campus personnel would be a charge to the guest campus and subject to reimbursement from the host campus.

1304.1.4 Other Costs to Guest Campuses. Any costs incurred by a guest campus as a result of providing personnel to a host campus that are not covered in Appendix A-2 should be resolved through an agreement between the two chiefs that is mutually acceptable.

WORKING HOURS--SHIFTS TO BE COMPLETED

1305. On occasion, the host campus may determine that personnel from other campuses should be released because the need for mutual aid no longer exists. However, the Officer-in-Charge (OIC) from each guest campus should determine whether each individual in the OIC's detail will complete the working hours required by individual's own routine work schedule.

The OIC shall be responsible to ensure that each individual completes their normal shift working hours prior to being released. Based on circumstances, this may be accomplished by working additional hours at the host campus, through the travel time used in returning to the guest campus or through an assignment at the guest campus upon return there.

This procedure should eliminate the possibility that any individual is not credited with a full working day for time sheet purposes.

FOOD, LODGING, AND TRANSPORTATION--HOST CAMPUS RESPONSIBILITIES

1306. The host campus is responsible for the following:

- (a) Arranging appropriate lodging for mutual aid personnel;
- (b) Providing meals for mutual aid personnel;
- (c) Providing transportation from/to the airport (See Appendix A-2);

TRANSPORTATION AND EQUIPMENT--GUEST CAMPUS RESPONSIBILITIES

1307. The guest campus is responsible for the following:

- (a) Arranging for transportation of mutual aid personnel to and from the host campus; and
- (b) Insuring that personnel assigned to mutual aid are equipped in accordance with universitywide uniform and equipment regulations including personal identification numbers on all helmets.

SUPERVISION AND ARREST PROCEDURES

1308. Supervision of mutual aid personnel is the responsibility of the host campus, through the local chain of command.

- (a) Upon arrival at the host campus, the senior ranking officer of the mutual aid detail shall report immediately to the senior ranking supervisor or command officer of the host campus for assignment or instructions.
- (b) Whenever possible, sworn officers from the host campus shall make any necessary arrests in order to avoid court appearances by mutual aid personnel.

INJURY AND ILLNESS

1309. Mutual aid personnel who are injured while at the host campus shall immediately notify their immediate supervisor, who shall insure that the host campus commanding officer is notified.

- (a) Each person will complete an Emergency Information Form (see Appendix A-2) prior to arrival at the host campus. Upon arrival at the host campus, the ranking officer of the mutual aid detail will present the completed forms to the senior ranking supervisor or command officer of the host campus.
- (b) Injured personnel are responsible for completing all required documents and reports of injury/illness consistent with the policies of the host campus, including worker's compensation forms if applicable.
- (c) The host campus shall notify the guest campus of the injury/illness as soon as practical.

REPORTS

1310. Mutual aid personnel shall complete all reports, or other documents as necessary prior to terminating the mutual aid assignment and returning to their guest campus. All reports will be reviewed and approved by the host campus prior to departure.

DISPOSITION OF CITIZEN'S COMPLAINT

1311. Investigation of a citizen's complaint, involving mutual aid personnel, is the responsibility of the guest campus in conjunction with the host campus. The guest campus of the involved officer will be notified of the complaint in a timely fashion and invited to participate in the investigation.

GUIDELINES FOR UNIVERSITYWIDE MUTUAL AID

1312. The following guidelines are provided as recommended procedures in situations involving Universitywide mutual aid. These guidelines will be followed whenever practical.

1312.1 Rest. The host campus will insure that mutual aid personnel are provided adequate rest periods, for sleep and relaxation. The last tour of duty, and most recent sleep period will be considered when assigning mutual aid personnel to initial duty. On duty personnel will be rotated from assigned posts at reasonable intervals, especially in high stress assignments. Adequate toilet facilities will be made available to field personnel.

1312.2 Food/Liquids. The host campus will insure that mutual aid personnel receive adequate meal breaks, and that appropriate food is available. Food and liquids, including water, soft drinks, fruit juice and coffee, will be available at appropriate times when personnel are on duty.

Food and drinks will be available at a central location or provided to field personnel at their assigned posts.

1312.3 Medical. All injuries or illnesses of mutual aid personnel should be treated in a licensed medical facility consistent with the policies and procedures of the host campus. The guest

campus shall be notified of any serious medical condition as soon as possible. Police personnel requiring medical attention should be treated at a facility separate from that treating persons who may have been injured as a result of a police action. Guest campuses shall provide an *Emergency Information Form* (Appendix A-2) for each person in their mutual aid unit.

1312.4 Personal and Operational Equipment -- Guest Campus. The guest campus will provide:

- (a) Flashlights; and
- (b) Foul weather gear, as necessary.

REPORTING MUTUAL AID

1313. Upon termination of a mutual aid incident, the host campus will forward a written report on the *Mutual Aid Summary Report* form (Appendix A-2) to the Coordinator of UC Police Services summarizing the extent of the assistance provided including a list of the guest campuses, the rank and number of personnel sent, hours worked and a brief summary of the incident or event.

UNIVERSITYWIDE MUTUAL AID FORMS AND REPORT

1314. The following forms will be used when requesting reporting mutual aid (Appendix A-2):

- (a) Universitywide Mutual Aid Request Form
- (b) Universitywide Mutual Aid Authorization Form
- (c) Universitywide Mutual Aid Transportation Information Form
- (d) Universitywide Mutual Aid Emergency Information Form
- (e) Universitywide Mutual Aid Summary Report

Chapter 14: FUNERAL PROTOCOL

RESPONSE

1401. A death of a member of the University of California Police Department will require an immediate, planned response for both the notification of the death to the family and public in general, and the coordination of the police funeral. The way each of these areas of concern is handled will have considerable effect on the family, other departmental employees, and the University itself. It is imperative that both notifications and the funeral be addressed with the greatest possible degree of professionalism and sensitivity by all who are involved.

NOTIFICATIONS

1402. Upon confirming the facts and circumstances of the critical injury or death of an employee, the on-duty supervisor should make arrangements for appropriate notifications. Public interest in law enforcement matters is high, and information will quickly be broadcast that there is a seriously injured or deceased law enforcement officer from the University of California. Since the identity of the involved officer will be withheld pending notification of next of kin, it is recommended that on-duty personnel immediately contact their own families to tell them they are not involved. Employees shall not release the names of any parties actually involved in the incident unless authorized by Command Staff.

1402.1 Recommended Order of Notification.

- (a) The supervisor on duty shall make the appropriate notifications to the Chief of Police via the Chain of Command.
- (b) The Chief of Police or designee should make the notification to the next of kin.
 - The notification to the next of kin should, whenever possible, be made in person, by one of equal or greater rank than the decedent.
 - The notifier should be well informed regarding the circumstances surrounding the death and should freely impart that information to the family.
 - The notifier, or other suitable person, shall remain with the family until the arrival of a suitable assisting person so as not to leave the family unattended during this critical period.
 - The notifier should obtain the name of the employee preferred by the family to act in their behalf as Family Liaison Officer.
- (c) Notification should be made to all on and off duty personnel as directed by the Chief of Police.
- (d) Notification should be made as soon as possible to the appropriate campus Chancellor or designee and Campus Public Affairs; Office of the President, Executive Vice President-- Business Operations; and other government agencies.
- (e) A psychologist or grief counselor, chaplain or other person trained in law enforcement trauma support should be employed to assist department members.

1402.2 Critical Injury/Death and Funeral Notice. Once all appropriate notifications have been made, a death and funeral notice should be completed. This should include an official, public notification of the death of a law enforcement employee. It should be completed as soon as practical, and as completely as possible. It should include information about the deceased employee such as place of birth, age, and surviving kin, a brief description of the circumstances of the death, and funeral information. If there are aspects of the initial release that are unanswered, (usually viewing and funeral arrangements) they can be addressed as “pending” and an updated notice sent out when the family makes its wishes known.

1402.3 Emergency Notification Form. Each Campus should adopt an "Employee Emergency Notification Form" to be completed by employees and updated during their calendared review process. The form will contain notification wishes and special instructions by the decedent in the event of his/her death.

FUNERAL PROTOCOL

1403. In order to assist departments in preparing for a funeral of a deceased department member, a Funeral Planning guide is attached as Appendix 3. This checklist is meant to serve as an adaptable, easily adoptable protocol for planning of a law enforcement funeral.

Law Enforcement Code of Ethics

As a Law Enforcement Officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held as long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession...law enforcement.

(insert name)

Date

University of California Police Department
Universitywide Mutual Aid Request Form

TO
HOST CAMPUS
EVENT

	CAMPUS
	DATE OF REQUEST

REQUESTOR

	PHONE		EMAIL		@		
--	-------	--	-------	--	---	--	--

MUTUAL AID REQUESTED

START DATE
END DATE

	START TIME
	END TIME

PERSONNEL REQUESTED

LT./CAPT.		SGTS.	
OFFICERS. 			
OTHER (SPECIFY) 			

UNIFORM

LONG SLEEVE <input type="checkbox"/>	SHORT SLEEVE <input type="checkbox"/>	UTILITY <input type="checkbox"/>
T-SHIRT: <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK		

EQUIPMENT REQUESTED

TASER YES ☐ NO ☐ OC YES ☐ NO ☐ ASP YES ☐ NO ☐

LODGING INFORMATION

MEAL INFORMATION

TRANSPORTATION INFORMATION

BILLING QUESTIONS AND INVOICE CONTACT

NAME
PHONE
MAILING ADDRESS

ADDITIONAL INFORMATION

DATE

CHIEF OF POLICE

University of California Police Department
Universitywide Mutual Aid Authorization

TO:		CAMPUS:	
EVENT:			
FROM:		PHONE	
		EMAIL	
			@
			.

RE: Confirmation of Mutual Aid

Pursuant to your request for mutual aid, the following personnel are assigned to your campus effective at [] hours, on []. They will remain under your command until [] hours, on [], or until released by your authority. While under your command, all assigned personnel will report directly to you, through your local chain-of-command.

NAME	RANK	ID#

*DENOTES PERSON IN CHARGE OF DETAIL

IN ADDITION TO THE STANDARD ISSUE POLICE EQUIPMENT, THE FOLLOWING SPECIAL EQUIPMENT IS ALSO HEREBY TRANSFERRED TO YOUR COMMAND:

DATE

CHIEF OF POLICE

University of California Police Department
Universitywide Mutual Aid Transportation Information Form

NAME

CAMPUS

PURPOSE OF TRIP

DATES OF TRAVEL

DESTINATION

DEPARTING FROM		AIRPORT	
DATE		TIME	
ARRIVING AT		AIRPORT	
DATE		TIME	

TRANSPORTATION NEEDED FROM AIRPORT YES ☐ NO ☐

RETURN DESTINATION

DEPARTING FROM		AIRPORT	
DATE		TIME	
ARRIVING AT		AIRPORT	
DATE		TIME	

TRANSPORTATION NEEDED TO AIRPORT YES ☐ NO ☐

ADDITIONAL INFORMATION

--

SIGNATURE

--

FORM PREPARED BY

--

TELEPHONE NUMBER

PLEASE SUBMIT THIS FORM TO THE CAMPUS REQUESTING MUTUAL AID.

University of California Police Department
Universitywide Mutual Aid Emergency Information Form

TO	
DATE	
REQUESTING CAMPUS	
EVENT	

NAME OF OFFICER	
CAMPUS	
DATE OF BIRTH	

PERSON TO BE NOTIFIED IN EMERGENCY

NAME	
RELATIONSHIP	
HOME PHONE	
CELL PHONE	
BUSINESS PHONE	
ADDRESS	
ADDITIONAL	

PERSON TO BE NOTIFIED IN EMERGENCY (IF PRIMARY PERSON IS UNAVAILABLE)

NAME	
RELATIONSHIP	
HOME PHONE	
CELL PHONE	
BUSINESS PHONE	
ADDRESS	
ADDITIONAL	

MEDICAL INFORMATION

EXISTING MEDICAL CONDITIONS	
KNOWN ALLERGIES TO MEDICATION	
PERSONAL PHYSICIAN	
OFFICE PHONE	
ADDRESS	
HEALTH PLAN	
GROUP NUMBER	
POLICY NUMBER	

University of California Police Department
Universitywide Mutual Aid Summary Report

DATE:

TO:

Coordinator of Police Services

FROM:

RE: Mutual Aid Event

EVENT DATE(S):

CAMPUSES THAT PROVIDED MUTUAL AID PERSONNEL

UCB ☐ UCD ☐ UCI ☐ UCLA ☐ UCM ☐ UCR ☐ UCSD ☐ UCSF ☐ UCSB ☐ UCSC ☐

PERSONNEL PROVIDED CAPT./LT. SGT. OFFICERS

*SEE ATTACHED COPY OF ROSTER

OTHER (SPECIFY)

CAMPUSES THAT PROVIDED MUTUAL AID EQUIPMENT

UCB ☐ UCD ☐ UCI ☐ UCLA ☐ UCM ☐ UCR ☐ UCSD ☐ UCSF ☐ UCSB ☐ UCSC ☐

EQUIPMENT PROVIDED

COSTS		PERSONNEL HOURS	
SALARY COSTS		CAPTAIN/LIEUTENANT	
OPERATIONS		SERGEANT	
TRANSPORTATION		OFFICER	
OTHER COSTS		OTHER	
TOTAL COSTS		TOTAL PERSONNEL HOURS	

SUMMARY OF MUTUAL AID EVENT

Law Enforcement Funeral Position Descriptions and Responsibilities¹

HONORS, DEFINED

Honors. There are two levels of Honors for the purposes of this document:

- **Honors:** Honors is comprised of an Honor Guard conducting a Rifle Salute, ceremonial Flag Folding and TAPS.
- **Full Honors:** Full Honors is comprised of the Honors elements plus aircraft flyovers and equestrian elements. Bagpipers and the release of birds are non-official funeral elements and in all cases are included at the behest of the decedent's family.

The only Honors element appropriate for a non-sworn Officer funeral is the static presence of an Honor Guard. In all cases a pre-folded flag may be placed on the casket and presented to the family.

FUNERAL PROTOCOLS

Categories of Funeral Protocol. The Chief of Police is the final arbiter of what category and what ceremonial elements will be included in a University of California Police funeral. For the purposes of this order, a Category I funeral with Full Honors will be illustrated. Other categories of funeral will be described as abbreviated versions of a Category I funeral with Full Honors.

Category I. A Category I death is a public event that denotes full, military-style, ceremonial honors. This category is reserved for sworn employees killed in the line of duty. No effort should be spared in the conduct of a Category I funeral that is consistent with tradition, good taste and the wishes of the immediate next of kin. In the event the campus agency does not have all the specialized resources needed for the conduct of a Category I funeral (bugler, piper, Master of Ceremonies, etc.) members of outside law enforcement agencies may be contacted for assistance.

Family Notification. Family members should be advised that a funeral with “full honors” will take considerable time to properly conduct. It usually consists of a religious ceremony in accordance with the family’s faith, and a graveside ceremony that will require an extended wait for all elements, dignitaries and attendees to be in place before it can begin. It involves the movement of thousands of persons and hundreds of vehicles from the house of worship to the graveside. In almost all cases, the family will be in place at the graveside before the last vehicle in the motorcade has left the house of worship. It is not uncommon for there to be a two-hour delay from the time the family arrives at the graveside and the last attendees are in place. Acquisition of an RV (recreational vehicle) for the family’s comfort during the waiting period should be considered.

Category II Sworn / Non-Traumatic Death Category II funerals are reserved for sworn personnel whose death is not the result of a traumatic, duty-related event. A Category II funeral may be a public event depending on its circumstances. It denotes a reduced level of military style honors to be determined by the Chief of Police.

¹ Adapted from Ventura County Law Enforcement Funeral Protocol, 2004

Category III Death of a Civilian Employee. A Category III funeral is a non-public event with limited Department involvement.

Category IV Death of a Retired or Separated Employee. A Category IV death is an informational matter addressed through publication of a death and funeral notice to the ten campus departments.

Category V Death of an Employee's Family Member. A Category V death is an informational matter addressed through publication of an internal death and funeral notice when requested by the involved family.

EVENT MANAGEMENT

The Incident Command System. The Incident Command System should be employed to manage the event.

- The Chief of Police should designate an Incident Commander.
- The Incident Commander should announce a planning meeting and activate positions such as Command Liaison Officer, Public Information Officer, Operations Section Chief, Planning and Intelligence Section Chief, Logistics Section Chief, Traffic Group Leader, Ceremonies Group Leader and Officer's Association Liaison.

Command Liaison Officer. The Command Liaison Officer is assigned directly to the Incident Commander and is the initial point of contact for all outside agencies, dignitaries and VIPs. The Command Liaison Officer should:

- Facilitate the attendance of such persons;
- Advise such persons to make direct contact with the Command Liaison Officer upon arrival at the jurisdiction;
- Document the attendance of such persons and the size of their delegations;
- With prior clearance from the Family Liaison Officer, allow VIPs to personally express their condolences to the decedent's family on the day of the funeral;
- Maintain a journal of all activities;
- Submit all records of the attendance of such persons and delegations to the Planning and Intelligence Section prior to the incident debrief. (Such records are critical to inter-agency relations and follow-up letters of thanks).

Public Information Officer. The Public Information Officer is assigned to the Incident Commander and is the point of contact for all media outlets and should:

- Confer with the Family Liaison Officer regarding completion of the Critical Injury / Death and Funeral Notice;
- Prepare a press release regarding the death of the employee and the subsequent ceremonial arrangements.
- Compose a brief biographical history of the deceased employee;
- Maintain a journal of all activities;
- Submit all documents to the Planning and Intelligence Section prior to the debriefing.

Family Liaison Officer. The Family Liaison Officer is the person chosen by the decedent's next of kin as the primary point of contact for the family on all matters relating to the death and funeral of the employee. This is the most critical role in the Incident Command structure. It requires one of strong character who has a close bond with the family. Ideally, all contact with the family should be through this person. It is calming for the family to interact with one of their choosing rather than a flood of callers. The Family Liaison Officer should:

- Be with the decedent's family as much as possible during the funeral period;
- Maintain routine contact with the Incident Commander;
- Ensure that the family's wishes relating to the funeral are communicated to the Incident Commander on all matters;
- Be a conduit for all incoming or outgoing family communication;
- Attend all planning meetings;
- Maintain a journal of all activities;
- Communicate the family's wishes on all matters directly to the mortuary, through the Funeral Director;
- If circumstances permit, arrange a visit, before the funeral, between the family and the command staff of the Department;
- Submit the journal and any related documents to the Planning and Intelligence Section prior to the incident debriefing;
- Attend the incident debrief.

Operations Section Chief. It is the duty of the Operations Section Chief to oversee the various facets of the funeral preparation and execution in behalf of the Incident Commander. As such, the Operations Section Chief should:

- Schedule and maintain contact with all activated segments of the Incident Command structure;
- Attend all planning meetings;
- Appoint a Mortuary Liaison to discharge the duties listed on the Mortuary Liaison Checklist;
- Appoint a House of Worship Liaison to discharge the duties listed on the House of Worship Checklist;
- Appoint a Cemetery Liaison to discharge the duties listed on the Cemetery Liaison Checklist;
- Exercise functional supervision over the progression of all funeral related events;
- Ensure that bomb sweeps are conducted at all venues prior to the arrival of personnel;
- Change and re-direct the Incident Action Plan as necessary;
- Maintain a journal of all activities;
- Submit all documentation to the Planning and Intelligence Section prior to the incident debrief;
- Attend the incident debriefing.

Planning and Intelligence Section Chief. It is the duty of the Planning and Intelligence Section Chief to oversee the conduct of all planning meetings, maintain all records and documentation and coordinate the participation of elements from within and without the Department that will be contributing technical expertise to the proceedings. The Planning and Intelligence Section Chief should:

- Announce and conduct an initial planning meeting;
- In conjunction with the Operations Section, identify an Operational Period;
- Compose a written Action Plan that allows sufficient time for all organizational components to complete assigned duties;
- Conduct a site survey at the house of worship and produce a security plan;
- Conduct a site survey at the cemetery and produce a security plan;
- Establish and maintain contact with:
 - The religious leader identified by the Family Liaison Officer;
 - The Funeral Director;
 - The Benefits Counselor;
 - The Department Psychologist;
 - A Piper;
 - A Bugler;
 - A photographer for both venues the day of the funeral;
 - An audio expert for the church and graveside ceremonies;
- Maintain a journal of all activities;
- Maintain copies of all written plans, diagrams, maps, etc.
- Handle all correspondence;
- Monitor the weather;
- Collect and archive all journals, notes and documents;
- Conduct the incident debrief;
- Prepare an After-Action report.

Traffic Group Supervisor. Under the direction of the Operations Section it is the responsibility of the Traffic Group to plan and coordinate all traffic related elements the day of the funeral. The Traffic Group Supervisor should:

- Attend all planning meetings;
- Diagram the parking facilities at the mortuary and the cemetery;
- Contact (through the Command Liaison Officer) the California Highway Patrol and other jurisdictions that may be impacted during the funeral procession;
- Formulate a motorcade and parking plan for all venues;
- Maintain a journal of all activities;
- Submit all plans and related documentation to the Planning and Intelligence Section prior to the second planning meeting;
- Notify the Logistics Section of all items necessary to accomplish the Traffic Group mission (cones, delineators, flares, barricades, etc.);
- Submit all journals and other documentation to the Planning and Intelligence Section prior to the incident debriefing;
- Return all unused or re-useable items to the Logistics Section;
- Attend the incident debrief.

Ceremonies Group Supervisor. Under the direction of the Operations Section it is the responsibility of the Ceremonies Group to research, plan and execute all funeral related ceremonies. The Ceremonies Group Supervisor should:

- Establish a Church Ceremonies Team and designate a Team Leader;
- Establish a Cemetery Ceremonies Team and designate a Team Leader;
- Ensure that the position of Master of Ceremonies is staffed by one well versed in military drill and ceremonies who possesses a commanding voice;
- Meet the Funeral Director, the Cemetery Curator, the Family Liaison Officer and the religious leader at the cemetery well in advance of the interment and choreograph the graveside ceremonies;
- Conduct dress rehearsals with all involved parties at both venues. Ensure that the following issues are addressed:
 - The ceremony is planned in accordance with the wishes of the next of kin;
 - The location of the grave is satisfactory to the next of kin;
 - The listed elements are plotted on a cemetery diagram;
 - Rifle Squad;
 - Uniform formation;
 - Family delegation, (with a canopy and sufficient chairs in place);
 - The arrival route of the hearse, and its eventual parking space;
 - Piper and Bugler;
 - Honor Guard.
- After addressing the necessary issues, mark the locations of the components of the ceremonial groups with wire flags, spray chalk or other suitable substance and conduct a walk-through of the graveside ceremony. (When mapping out the ceremonial elements, [especially the uniform formation] remember that it is easier to constrict a plan that is too large than to expand one that is too small).
- Contact all members of each component of the ceremonial groups and direct them to report to their respective duty stations well in advance on the day of the funeral in order to dress rehearse their roles;
- Confer with the Parking Team Leader to ensure that all vehicles belonging to the members of the ceremonial groups are positioned for rapid departure from the house of worship, to the cemetery, well in advance of the funeral motorcade;
- Position arriving personnel in accordance with the parking plan;
- Oversee the conduct of the graveside ceremonies.

Logistics Section Chief. The Logistics Section Chief is responsible for site security at all venues, provision of all necessary supplies, procurement of certain key personnel and apparatus, operating a transportation detail to assist arriving and departing personnel, and assisting the family with the post-funeral reception. The Logistics Section Chief should:

- Arrange for the deployment of a tow truck at both venues the day of the funeral;
- Arrange for the deployment of a rescue ambulance at both venues the day of the funeral;
- Arrange for the deployment of portable toilets at a suitable location in the cemetery;

- Arrange for the deployment of a catering truck at a suitable location, in the cemetery proper, on the day of the funeral;
- Arrange and supervise a transportation detail to assist persons attending from distant locales;
- Obtain a casket flag and white gloves;
- Obtain a sufficient supply of cones, barricades, flares, delineators and other equipment to supply the Traffic Group;
- With the concurrence of the Family Liaison Officer, offer to assist the family with the post-funeral reception;
- Ensure that all equipment and supplies are returned or accounted for prior to the incident debriefing;
- Maintain a journal of all activities;
- Submit all documentation to the Planning and Intelligence Section prior to the incident debriefing;
- Attend the incident debriefing.

Officer's Association Liaison (or other identified Specialist).

- Assist the decedent's family with matters related to the death such as benefits, insurance policies, personal documentation, costs, etc.
- Attend all planning meetings;
- Assist with funeral planning and arrangements.

GRAVESIDE CEREMONIES FOR CATEGORY I FUNERAL

Ceremonial Elements. A Category I funeral consists of some or all of the following ceremonial elements:

- Master of Ceremonies
- Pallbearers
- Honor Guard
- Rifle Squad
- Ceremonial Flag Folding
- Piper
- Bugler
- Flyover Squadron
- Rider-less Horse

Choreography. A Category I funeral is choreographed as follows:

- Ensure that the family's wishes are met;
- Ensure that the family can see and hear all elements of all ceremonies;
- Ensure that the Master of Ceremonies has drill and ceremonies expertise and a commanding voice;
- Ensure there is a clear path for all ceremonial elements, paying particular attention to the pallbearers;
- Ensure the elements of the formation can hear the proceedings at the graveside.

Flag and Coffin Protocol.

- When the United States flag is draped on a coffin, the field of stars is positioned at the head and over the left shoulder of the deceased, as pictured in the addenda.
- When a flag-draped coffin is on display, the head is to the viewer's left. The striped area of the flag faces the viewer and is considered the "front" view.
- When a coffin is moved, whether flag-draped or not, it is oriented feet first.
- When outside, if a flag-draped coffin is moved from one place to another, uniformed personnel are expected to salute when it passes.
- Nothing is to be placed on a flag-draped coffin at any time.
- During the ceremony the United States flag is folded by the Honor Guard. Once folded it may be passed from person to person or carried from place to place. If so, it is carried left hand on the bottom, right hand on the top. Before it changes hands the receiving person, if in uniform, salutes the presenter.

Special Element Roles. The graveside ceremony consists of several ceremonial elements. The Rifle Squad, Pallbearers, Honor Guard, Bugler, Piper, etc., at times act independently of the main formation in the discharge of their duties. The following are guidelines for such special element roles:

- The Master of Ceremonies is the leader of all uniformed elements;
- The commands of the Master of Ceremonies are given in a voice audible to all present;
- The commands to the special elements by their individual Officers in Charge are audible only to the concerned elements;
- When the Master of Ceremonies intends for the special elements to operate independently of his commands, the command: "SPECIAL ELEMENTS, STAND FAST!" will be given prior to the command given the main formation. On all other occasions the special elements are to function as part of the main formation.

Positioning of Elements

- The Master of Ceremonies should be at the graveside well in advance of the motorcade, and should, in an expeditious manner, position arriving officers into the ranks and files of the main formation;
- The Master of Ceremonies should also position the Honor Guard, Piper, Bugler, Rifle Squad and other special elements;
- Upon arrival of the hearse the pallbearers should stand at Parade Rest, facing one another in two ranks, at the rear of the hearse, until directed by the Master of Ceremonies to remove the casket.

Recommended Order of Ceremonies. After the Master of Ceremonies has positioned all elements and the main formation is complete the Order of Ceremonies (with the MC giving the commands) is as follows:

- The command: "DETAIL ATTENTION!" is given. This signals the Mortuary Director and the pallbearers to remove the casket from the hearse;

- "PRESENT ARMS" is directed to the entire formation; "Present Arms" is held while the pallbearers move the casket to the bier. (The casket is oriented feet first when moved and when positioned for the service. If the casket needs to be turned or re-oriented it is done with a pivoting movement immediately prior to being set at rest).
- "DETAIL - ORDER ARMS!" is given after the pallbearers have placed the casket on the bier, adjusted the flag to its proper position and come to attention.
- "DETAIL, PARADE REST!" The OIC of the pallbearer detail directs a facing movement followed by a marching order that positions the detail to the side (but in close proximity) to the bier, for the duration of the religious rites. Upon completion of the religious rites the Honor Guard positions itself on either side of the casket for the folding of the flag.
- "DETAIL ATTENTION!" queues the piper to begin a musical selection and the Honor Guard to begin folding the flag in accordance with the addendum to this document.
- The folded flag is presented to the Chief of Police who renders a hand salute, receives the flag from the presenter, turns and presents it to the primary next of kin. It is not uncommon for Category I ceremonies to be attended by the Governor or a representative of that office. In almost all cases, uniformed officers from the California Highway Patrol will be in attendance to present a State of California flag, and condolences from the governor, to the primary next of kin. This occurs immediately after the presentation of the United States flag by the Chief of Police.
- After the flag presentations and condolences are complete, the command: "DETAIL, PRESENT ARMS!" is given to all personnel. Immediately thereafter: "PREPARE FOR THE VOLLEY!" is given as a warning that the rifle volley is about to occur and queues the rifle squad to conduct the rifle salute.
- After the rifle squad completes the volley and comes to "Present Arms" the bugler begins "TAPS". (If there is a flyover it should be coordinated to pass overhead as "TAPS" is ending).
- Upon completion of "TAPS" and the flyover: "DETAIL, ORDER ARMS!" is given. This queues the pallbearers to align with the end of the casket farthest from the next of kin, remove their gloves and file past the casket, placing their gloves thereon as they do so. After having done so the pallbearers form a rank at attention and "DETAIL, DISMISSED!" is given, ending the ceremony.

CEREMONIES, CATEGORIES II THROUGH V

Category II. A category II (Sworn/Non-traumatic death) funeral honors are confined to a Rifle Salute, ceremonial Flag Folding and TAPS.

Category III. The protocol for a Category III (Death of a Civilian Employee) funeral should be restricted to a motor escort, a static Honor Guard and an attendance policy identified by the Chief of Police.

Category IV. The protocol for a Category IV (Death of a Retired or Separated Employee) funeral should be restricted to the participation of a static Honor Guard and an attendance policy identified by the Chief of Police.

Category V. The protocol for a Category V (Death of an Immediate Family Member) funeral should be limited to an attendance policy identified by the Chief of Police.

Notice of Critical Injury

We regret to announce the Critical Injury of:

Rank _____ Name _____ Serial# _____

Assigned to: _____ Agency _____

Circumstances: _____

_____ is being treated at: _____

Condition: _____. Visiting ____ is ____ is not permitted.

Direct inquiries to _____ at _____

This notice is designed as a combination press release / agency notification. It is recommended that it be transmitted via CLETS or other appropriate law enforcement communication media to any uninvolved agencies that might have an interest in the occurrence, its circumstances, or the condition of the injured employee. Use the space below to cover any issues not addressed above. In the event the employee does not survive the event refer to the DEATH AND FUNERAL NOTICE on the reverse of this form.

DEATH AND FUNERAL NOTICE

We regret to announce the death of:

Rank _____ Name _____ Serial# _____
Last Assigned to: _____ Place of Birth _____
Date of Birth _____ Place of Death _____
Date of Death _____ Appointment Date _____ Retirement Date _____
Surviving Kin _____

Decedent Classification _____ Status _____ Event Classification _____

Viewing: Day: _____ Date: _____ Time: _____
Facility: _____
Address: _____
City: _____

Service: Day: _____ Date: _____ Time: _____
Facility: _____
Address: _____
City: _____

Interment: Immediately Following:
Facility: _____
Address: _____
City: _____

Family Contact: Name: _____
Address: _____
City: _____ Zip: _____
Telephone: _____

Command Liaison Officer: _____

Reporting Party: _____ Call Back# _____

Watch Commander Notified: _____ Date: _____ Time: _____

Information Taken by: _____ Date: _____ Time: _____

MORTUARY LIAISON CHECKLIST

- [] In conjunction with the family, identify the mortuary of preference. (Pierce Bros. donates all services for officers killed in the line of duty, including casket, vault, plot, headstone and the adjoining plot for the spouse if requested).
- [] Record the exact name, address, telephone number and person to be contacted at the mortuary. The contact person should be one with decision making authority who should, as the primary point of contact, be available for all-hours contact for the duration of the event.
- [] Schedule a meeting at the mortuary with the immediate next of kin, **Family Liaison Officer, Mortuary Liaison Officer, POA Liaison and the Funeral Director**, to obtain first hand information regarding available services. The wishes of the next of kin regarding preparation of the body, i.e. open casket, religious symbols or personal keepsakes to be enclosed with the body at burial, etc., will be addressed at this meeting. (If the family wants items removed from the body as keepsakes, it is permitted upon completion of the appropriate documents).
- [] With the concurrence of the next of kin, establish a viewing or prayer service schedule and inform the OIC of the **Honor Guard** of the date place and time.
- [] Coordinate with the **Funeral Director** for provision of limousines for the family on the day of the funeral.
- [] Verify that the mortuary will coordinate memorial folders, thank you cards, photographs, floral arrangements and the memorial book.
- [] The mortuary expects the family to provide:
 - [] Social Security Number;
 - [] DD214 for honorably discharged veterans;
 - [] clothing for burial;
 - [] a list of pallbearers;
 - [] a photograph of the decedent;
 - [] their identified preference for a cemetery plot.

HOUSE OF WORSHIP CHECKLIST

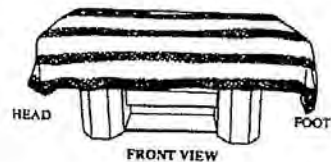
- [] Determine (through the **Family Liaison Officer**) the religious affiliation of the Officer and family.
- [] Determine (through the **Family Liaison Officer**) the exact name, address and telephone number for the house of worship preferred by the family.
- [] Contact the leader of the congregation and determine the seating capacity of the facility.
- [] Obtain a floor plan of the facility and a diagram of the available parking.
- [] Meet with the leader of the congregation and compose a detailed list of the items or issues the Department is expected to handle, and a detailed outline of how the service is expected to evolve.
- [] Solicit the recommendations of the leader of the congregation for family and VIP seating.
- [] Set a tentative date and time for the service. Do not make a commitment. (Autopsies or other facets of the investigation may delay release of remains).
- [] Prepare to brief the **Incident Command Staff** at the scheduled planning meeting.
- [] Advise the leader of the congregation that a **Master of Ceremonies** must be provided to choreograph all aspects of the worship services.
- [] Arrange a dress rehearsal for all who participate in the worship services. (Ushers, Pall Bearers, Honor Guard, etc.).
- [] Consult with the **Parking Team Leader** about the parking layout at the house of worship.

CEMETERY LIAISON CHECKLIST

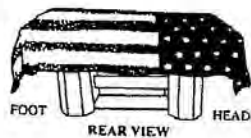
- [] The **Cemetery Liaison Officer** is in charge at the cemetery. Cemetery personnel will advise when asked but the protocol is that the **Cemetery Liaison Officer** dictates what is needed and the cemetery provides it.
- [] Verify with cemetery personnel that no other burials are scheduled during the period that the police ceremonies are to occur.
- [] Obtain a map of the facility.
- [] Consult with the **Cemetery Manager** regarding his recommendations for a traffic plan for a long procession.
- [] In conjunction with the **Formation Leader**, formulate a plan for a large formation of uniform and plain clothes police personnel.
- [] Maintain contact with the **Documentation Unit** of the **Planning Section**, which is responsible for monitoring the weather. Remain current on the status of the weather. The cemetery will arrange for shelters if needed.



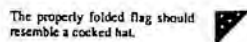
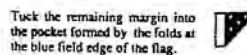
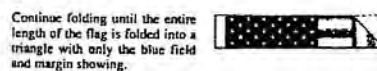
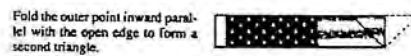
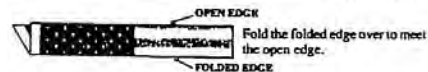
CORRECT METHOD OF DISPLAYING THE FLAG WITH THE CASKET



Center the flag on the casket so that the blue shield is at the head and over the left shoulder of the deceased.



CORRECT METHOD OF FOLDING THE UNITED STATES FLAG



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