Universitywide Police Policies
and
Administrative Procedures

Berkeley • Davis • Irvine • Merced • Los Angeles • Riverside • San Diego •
San Francisco • Santa Barbara • Santa Cruz
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 00/00/15. 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.

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Systemwide Coordinator of Police Services

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Vice President, Human Resources

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University of California, Office of the President
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University of California
Universitywide Police Policies and Procedures
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### I. POLICY SUMMARY

**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
Policy 200: Statutory Authority

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I. POLICY SUMMARY

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.
I. POLICY SUMMARY

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 annually by the Executive Vice President and Chief Operating Officer. 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 Systemwide 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 Systemwide impact. To assist in meeting these responsibilities, the Council has adopted the following decision-making process:

(a) **Consensus**

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.

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.

3. Consensus also requires the active participation of all members, including sharing information, interests, ideas, and opinions.

(b) **Robert’s Rules of Order**

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 Systemwide Policies.

(c) **Decisions Requiring a Vote**
3.1 Council determinations, actions, resolution and recommendations that have Systemwide 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.
Policy 400: Administrative Communications

I. POLICY SUMMARY

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.

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Scope: UC Peace Officers
(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.
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.
Policy 500: Personnel, Duties, and Responsibilities

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I. POLICY SUMMARY

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 Driver’s License.** Sworn personnel, employees driving department vehicles, and other employees designated by the Chief of Police shall possess a valid California Driver’s License of the appropriate class while on duty. Employees shall immediately report any changes in status to their Driver’s 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.
Policy 600: Sworn Personnel Standards for Employment

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Contact: Charles Barragan  
Email: Charles.Barragan@ucop.edu  
Phone #: (510) 987-0863

I. POLICY SUMMARY

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 1950 - 1955.

Education or experience equivalent to two years of college is preferred for all police officer candidates. Additionally, all sworn candidates shall be interviewed by the Chief of Police and may be required to submit to a polygraph examination prior to employment.
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. Seniority, for the purposes of scheduling, truncates when an employee resigns.

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.
Policy 700: Promotion of Sworn Personnel

I. POLICY SUMMARY

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.
I. POLICY SUMMARY

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.

DEFINITIONS

802. Definitions

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

Force - The application of physical force, chemical agents or weapons to another person.

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

Passive Resistance: The subject does not cooperate with an officer’s commands, and does not take action 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 resist arrest.

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, etc.

Assaultive Resistance: The subject willfully uses aggressive or combative behavior to attempt, threaten, or commit a violent injury on an officer or other person. These actions may include discharge of a firearm, use of a blunt or bladed weapon, and extreme physical force.

802.2 Levels of Control
Professional Presence: The displays of visual images of authority as well as a professional manner are present at every level of resistance. This includes symbols of police authority including the badge, uniform, and/or marked police vehicle.

Verbal Dialogue and Commands: Communication is critical to any potential use of force situation. This level of control includes any verbal requests, directions, or commands from the officer to a subject. Verbal interaction can be present at every level of resistance, but it is not necessary for an officer to exhaust verbal dialogue or commands before using physical force when necessary.

Soft Empty Hand Control: These techniques are not impact oriented, and include physical compliance pressure points, takedowns, joint locks, and simply grabbing onto a subject.

Chemical Agents/Oleoresin Capsicum (OC) Spray: OC spray, a naturally derived irritant from chili peppers, is approved for use to bring under control an individual or groups of individuals who are engaging in, or have demonstrated intent to engage in violent behavior and reasonably appear to have the potential to harm officers, themselves or others.

Hard Empty Hand Control: These techniques are impact oriented and include knee strikes, elbow strikes, punches, and kicks. Control strikes are used to get a subject
under control and include strikes to pressure points. Defensive strikes are used by an officer to protect him or herself from attack and may include strikes to other areas of the body including the abdomen or head.

**Electronic Control Weapon (ECW):** The ECW device, a conducted energy device, is used in situations where a subject presents an imminent physical threat to an officer, themselves, or another person.

**Impact Weapon:** Lethal impact weapon strikes are targeted towards major muscle groups. 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.

**Lethal Force:** Lethal force is any manner of force that is reasonably likely to cause death or serious injury. This includes, but is not limited to, the use of a firearm, striking the head or neck area with an impact weapon, or the choking of an arrestee.

**POLICY**

803. 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 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 overcoming resistance 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 reasonable force and to protect the public safety and welfare requires monitoring, evaluation and a careful balancing of all interests.

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

803.1 **Use of Force.** Officers shall use only that amount of force that reasonably appears necessary 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 a 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.

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

803.2 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).

803.3 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.
(c) Officer/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).

(d) The effects of drugs or alcohol.

(e) Subject's mental state or capacity.

(f) Proximity of weapons or dangerous improvised devices.

(g) The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.

(h) The availability of other options and their possible effectiveness.

(i) Seriousness of the suspected offense or reason for contact with the individual.

(j) Training and experience of the officer.

(k) Potential for injury to officers, suspects and others.

(l) Whether the person appears to be resisting, attempting to evade arrest by flight or is attacking the officer.

(m) The risk and reasonably foreseeable consequences of escape.

(n) The apparent need for immediate control of the subject or a prompt resolution of the situation.

(o) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.

(p) Prior contacts with the subject or awareness of any propensity for violence.

(q) The time available to the officer to make a decision.

(r) Any other exigent circumstances.

803.4 **Physical Compliance Techniques.** Physical compliance techniques may be very effective in controlling a passive 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 officer reasonably believes that the
use of such a technique appears necessary to further a legitimate law enforcement purpose. Officers utilizing any physical compliance technique should consider the totality of the circumstance including, but not limited to:

a. The potential for injury to the officer(s) or others if the technique is not used.

b. The potential risk of serious injury to the individual being controlled.

c. The degree to which the pain compliance technique may be controlled in application according to the level of resistance.

d. The nature of the offense involved.

e. The level of resistance of the individual(s) involved.

f. The need for prompt resolution of the situation.

g. If time permits (e.g., passive demonstrators) use other reasonable alternatives. The application of any physical compliance technique shall be discontinued once the officer determines compliance has been achieved.

803.5 **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.

803.6 **Deadly Force Applications.** Use of deadly force is justified in the following circumstances:

   (a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes would be an imminent threat of death or serious bodily injury.

   (b) An officer may use deadly force to stop a fleeing subject when the officer has 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 the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the subject is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

   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:

1. 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.
2. 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.

803.7 Shooting at or from Moving Vehicles. Shots fired at or from a moving vehicle are rarely effective. Officers should 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.

803.8 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 believe that it may be necessary to use the firearm in conformance with the policies on the use of firearms.

CONTROL DEVICES AND TECHNIQUES

804. Policy. 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 and the Use of Force Policy.

804.1 Issuing, Carrying and Using Control Devices. Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee. Only officers who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device. When using control devices, officers should carefully consider potential impact areas in order to minimize injuries and unintentional targets. Control devices may be used when a decision has been made to control, restrain, or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable.
under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

804.2 Teargas Guidelines. Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects based on the circumstances. Only the Watch Commander, Incident Commander or Crisis Response Unit Commander may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary. When practicable, fire personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation if needed.

804.3 Oleoresin Capsicum (OC) Guidelines. As with other control devices, oleoresin capsicum (OC) spray and pepper projectiles may be considered for use to bring under control an individual or groups of individuals who are engaging in, or have demonstrated an intent to engage in violent behavior and reasonably appear to have the potential to harm officers, themselves or others. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public. Uniformed personnel carrying OC spray shall carry the device in its holster on the equipment belt. Plainclothes and non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with sufficient clean water to thoroughly flush the affected area(s) when practicable.

804.4 Baton Guidelines. 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 imminent threat of serious bodily injury or death to the officer or others. When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. 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.

804.5 Electronic Control Weapon (ECW). The ECW device is intended to control a subject who is engaging in violence, or has demonstrated an intent to engage in violent behavior and reasonably appears to have the potential to harm officers, themselves or others. The appropriate use of such a device is intended to result in fewer serious injuries to officers and suspects. Only members who have successfully completed the department-approved training may be issued and carry the ECW device. Officers shall only use the ECW device and cartridges that have been issued by the Department.
Uniformed officers who have been issued the ECW device shall wear the device in an approved holster on their person. When in uniform, officers shall carry the ECW device in a weak-side holster on the side opposite the duty weapon. For those UCPD who authorize their officers to carry ECWs additional policies and procedures apply. Refer to the respective Police Department’s policies regarding the carrying and use of an ECW. ECWs should not intentionally be deployed in either mode (dart or drive-stun) towards a subject’s face, neck, throat or groin.

PROCEDURES FOLLOWING THE USE OF FORCE

805. Medical Treatment. Officers will summon appropriate medical aid for any person who exhibits signs of physical distress, who has sustained visible injury, has been rendered unconscious, or expresses a complaint of injury or requests medical assistance.

806. Use of Force Reporting. Any officer using physical force shall immediately notify his/her supervisor prior to leaving the scene unless extenuating circumstances delay notification of reportable force. Any use of force at or above the level of soft empty hand control shall be documented in the incident report. Documentation shall include the applicable circumstances and details of the incident.

806.1. Supervisor’s Reporting.

In every reportable use of force situation, once notified, supervisor shall respond to the scene immediately. The supervisor will investigate the use of force incident and complete a use of force report and investigation prior to the end of shift. Report use of force investigations will be necessary when:

1. Use of deadly physical force,
2. Use of baton,
3. Use of O.C. and/or Chemical Agents
4. Use of force (including weaponless physical force) which causes any visible or apparent physical injury, or lead to unforeseen injury, or which results in the suspect claiming injury, or allegations of excessive force.
5. An Officer uses any other type of less-lethal force to strike a suspect.
6. Any other incident that the on-scene supervisor determines a use of force report is necessary.
The use of force investigation will include a narrative about the incident and any interviews and statements of victims, witnesses and suspect(s). A copy of the police report will be attached to the use of force report, as well as photographs of injuries, copies of doctor's reports (if available) and communications tapes when appropriate.

The narrative should describe the use of force, whether the force was appropriate and if no further action or investigation is warranted.

The completed report will be forwarded to the Chief of Police, via the chain of command, for review, approval and retention.

**UCPD SYSTEMWIDE WEAPONS INVENTORY LIST**

**807.** All weapons deployed and in use by UCPD officers shall be in compliance with the UCPD System wide 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 his/her department's officers from the UCPD System wide Weapons Inventory List.

**FIREARMS**

**808.** 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.

**ON DUTY FIREARMS**

**809.** While on duty, authorized personnel shall carry only firearms and ammunition issued or approved by the department and in accordance with the System wide Weapons Inventory List.

**810.** 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**

**811.** Authorized personnel shall register with the department all personally owned firearms carried or used in the performance of their duties.
OFF DUTY FIREARMS

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

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

812.2 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.

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

FIREARM SAFETY

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

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

813.2 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 §814.(d).3 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.

813.3 Firearms, Personal Use. It is not intended that these University-wide 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 and lawfully approved.

INAPPROPRIATE USE OF FIREARMS--DISCIPLINARY ACTION

814. 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

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

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

815.2 Failure to Report. Officers who fail to report for scheduled firearms training without a valid excuse or failure to comply with required firearms training may be subject to corrective action or dismissal in accordance with applicable personnel policies.

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

815.4 Record Retention. Records of firearms proficiency shall be held for a minimum of 2 years.

815.5. Firearms-Accessories Requirement. Proficiency scores shall be attained using the departmentally approved firearm, holster and loading devices usually carried by the officer.
815.6 **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.

815.7 **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.

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

**RETIRED PEACE OFFICERS – CARRY CONCEALED WEAPONS**

816. Each campus Chief of Police shall issue identification cards and Carry Concealed Weapons (CCW) endorsements or certifications for its qualified retired peace officers in accordance with California Penal Codes §§ 25450, 25455, 25460, 25465 & 25470.

816.1 **Qualified Retired and Separated Peace Officer – Definition** A “qualified retired peace officer” is defined as an University of California sworn officer who meets all the standards of a qualified retired law enforcement officer as defined in the California Penal Code and:

(a) The officer was a full time sworn employee of a University of California Police Department who was authorized to and did carry firearm(s) during the course and scope of employment;

(b) The officer was honorably separated from service and eligible to receive benefits under the provisions of the University of California Retirement System. “Honorably retired” does not include an officer who has agreed to a service retirement in lieu of termination [PC §16690]. Additionally, the officer much have entered retirement directly from active service as a peace officer to be considered a peace officer who is honorably retired [Gore v. Yolo District Attorney’s Office (2013) 213 Cal.App.4th 1487] for purposes of this policy.

An officer receiving duty disability income has not retired or separated from the University of California and is, therefore, not eligible for a retiree identification card or retiree CCW privileges and is not considered a “qualified retired and separated peace officer.” [Alberts v. Regents of the University of California, et al., (Case No. RG12-62-674)]

(c) The officer is not retired due to a psychological disability [PC §26305(a)], was actively working and had no mental health incapacity
limiting his/her ability to work as a sworn police officer preceding retirement in good standing;

(d) The officer is not otherwise subject to a lawful restriction on the possession of firearms that conflicts with a carry concealed weapons endorsement;

(e) The officer meets their individual campus Police Department’s firearm proficiency qualification standard.

816.2 Carry Concealed Weapons – General Rules and Responsibilities. Retired badges, University of California Retired Officer Identification Cards (with or without carry concealed weapons endorsement) and other documentation or certification of carry concealed weapons privileges issued by any University of California campus shall remain the property of the University of California and may be revoked, recalled or denied by that campus’ Chief of Police at any time.

(a) Qualified retired officers who elect not to exercise carry concealed weapons privileges may be issued ID cards that distinctly bear the text “Not CCW Approved.” Additional text may further specify that the bearer is not authorized to carry a concealed firearm. Cards of this type have no expiration date and otherwise resemble those described in section 816.4.

(b) Qualified retired officers must apply for carry concealed weapons privileges must completing the University of California Carry Concealed Firearm Officer’s Application and Certification Form (Appendix A-4).

(c) Qualified retired and separated officers who elect to and are approved to carry concealed weapons shall remain in the California Department of Justice Summary Criminal History Information Database pursuant to Penal Code §11105(k)(1).

(d) It shall be the responsibility of each individual qualified retired officer who exercises carry concealed weapons privileges to ensure compliance with all relevant provisions of law and policy.

(1) Qualified retired and separated officers exercising carry concealed weapons privileges remain subject to their former campus’ rules and policies [PC §26305(b)]. Violation of law and/or Department policy, including failure to meet the appropriate firearm proficiency qualification standards, may be cause for revocation or denial of carry concealed weapons privileges and/or the recall of any issued...
badge, identification card or documentation of carry concealed weapons privileges and any other Department property.

(e) Qualified retired and separated University of California sworn officers who meet all the standards of a qualified retired law enforcement officer as defined in section 816.1 and who wish to apply for retiree carry concealed weapons privileges must:

1. Apply for carry concealed weapons privileges concurrent with retirement from active duty status;

2. Notify their campus of any change in home address information within 30 days of change in permanent residence;

3. Only carry a concealed firearm of the type for which he or she is qualified and which is in good condition and proper working order;

4. Refrain from being under the influence of alcohol (or any other intoxicating or hallucinatory drug or substance) when exercising carry concealed weapons privileges;

5. Contact their campus in a timely manner to apply for renewal of identification cards;

6. In the event that their retiree badge and/or University of California Retired Officer Identification Card is lost or stolen, as soon as practical, contact their former Department and make a police report, in addition to any police report filed with another jurisdiction;

7. Immediately surrender any and all ID cards or carry concealed weapons certification documents and any non-decorative badge or other property issued by their former campus, upon the demand of the campus Chief of Police.

816.3 Firearms Qualifications Standards. Each campus Police Department shall maintain a firearm proficiency qualification standard for its own qualified retired and separated officers that is equivalent in rigor to the basic firearm proficiency qualification standard required of its active duty officers. Qualified retired and separated officers must meet their former campus’ current firearms proficiency qualification standard as a condition of the carry concealed weapons endorsement issuance consistent with California law.
Each campus may charge a fee as necessary to cover any reasonable expenses incurred during the process of qualifying for and issuing identification or certification to qualified retired peace officers [PC § 25455(b)].

816.4 Identification and Qualification Documentation – University of California Police Department Retired Officer Identification Card. Identification cards issued to qualified retired officers qualifying for carry concealed weapons privileges in the State of California shall minimally meet the criteria described in California Penal Code §§25460(c) and 25465 and the following:

(a) A qualified retired officer, as defined in Policy 816.1, is a sworn peace officer who transitions directly from active service into a service retirement.

(b) The ID card shall display the date of expiration of the ID card and CCW privilege, which is initially required five years after the date of retirement and every five years thereafter;

(c) A statement on the reverse of the ID card shall describe the authority of the Department to issue the carry concealed weapons endorsement and to confiscate the card;

(d) Pursuant to California Penal Code § 25460 (c), the ID card certificate shall be on a 2x3 inch card, bear the photograph of the retiree, include the retiree’s name, date of birth, the date that the retiree retired, the name and address of the agency from which the retiree retired, and, stamped on it, the endorsement “CCW Approved” and the date the endorsement is to be renewed.

816.5 Revoked or Denied Privilege. Issuance of a University of California Retired Officer Identification Card may be denied by the campus Chief of Police prior to a hearing.

(a) A retired officer may request an appeal hearing pursuant to this section only if he or she is a qualified retired officer, as described in section 816.1, above.

(b) Officers requesting an appeal hearing shall do so within 15 days of the denial. A retired peace officer who fails to request a hearing pursuant to this section shall forfeit the right to a hearing [PC § 26310].
Appeal hearings shall be held by a three-member hearing board. One member of the board shall be selected by the agency’s Chief of Police, and one member shall be selected by the retired peace officer or his/her employee organization. The third member shall be selected jointly by the agency and the retired peace officer or his/her employee organization [PC § 26320].

Appeal hearings may include an assessment of the facts outlined in the retiree’s appeal, complete review of the retiree’s personnel records including performance evaluations, internal affairs records, disciplinary documents, fitness for duty documentation, records of criminal convictions, separations documentation or any other documentation necessary to make an objective and appropriate recommendation.

816.6 Review Board. In cases where the University of California police agency where the retiree worked at no longer exists, cases where a Campus Chief of Police declares a conflict of interest or when a Campus Chief of Police requests a review prior to approval or denial of an application, a review board may be convened as follows:

The Review Board shall consist of three University of California Chiefs of Police appointed by the Systemwide Coordinator of Police Services. The panel shall make a recommendation to the requesting Chief of Police, who will render a final decision based on the recommendation of the panel.
Policy 900: Arrests

I. POLICY SUMMARY

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.
Policy 1000: Uniforms – General Requirements

I. POLICY SUMMARY

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.

POSSSESSION 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, 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 Ornamentation.** 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.

**MOBILE AUDIO VISUAL TECHNOLOGY**

1008. **Purpose.** The University of California has equipped its police departments with mobile audio, visual and digital recording technology (MAV) for use in marked patrol vehicles and as a part of the officer's uniform. The MAV is designed to assist and complement officers in the performance of their duties. The MAV is used to provide a visual and audio record. Audio/visual/digital recordings are intended to provide an unbiased visual and audio record of the incident and to supplement the officer's report.

Officers have been issued a personally worn audio/visual/digital recording system in order to record and document official contacts occurring during an officer’s tour of duty. The visual recording system is primarily intended to be used for prosecution purposes, potential liability related events, refutation of erroneous citizen complaints, or training purposes. The MAV may only be used while on duty for official police department business.

The patrol cars have been outfitted with an in-car visual recording system in order to provide for recording and documentation of incidents that occur while officers are driving patrol cars or taking enforcement action in the vicinity of the patrol car. The visual recording system is primarily intended to be used for prosecution purposes, liability reasons, and rebuttal of potential citizen complaints or training purposes. The MAV visual system is a stand-alone system that captures digital visual recording from the car-mounted camera system. The system is automatically activated whenever the emergency lights or siren are activated in the vehicle. It can also be manually activated by turning the remote microphone on or by pushing the record button on the unit.
1008.1 **Surreptitious Use of the MAV.** California State law does not currently authorize UC police officers to surreptitiously record any conversation unless they are acting pursuant to the direction of the Attorney General, District Attorney or others identified in California Penal Code 633. Absent this authorization, Officers recording conversations relative to traffic stops or field contacts are directed to inform the individuals contacted that the conversation is being recorded.

MAVs will not be used to surreptitiously gather intelligence information based on First Amendment protected speech, associations, or religion.

Officers shall not surreptitiously record another department officer without a court order or authorization of the Chief of Police.

1008.2 **Privacy Issues.** Officers need to be aware of privacy issues in places such as restrooms, locker rooms, hospital patient care areas, and other spaces where a heightened expectation of privacy exists. Generally, unless an officer is engaged in an enforcement contact or other interaction with the public where recording the contact is reasonable and prudent, the officer should have the MAV on standby or turned off. If an enforcement contact takes place within a restroom, locker room or patient care area, the officer will make every attempt to move the contact out of the restroom, locker room or patient care area, if it is safe to do so, and when the change of location does not change a detention to an arrest.

All recordings made by personnel acting in their official capacity as officers of University of California Police Departments shall remain the property of the individual officer's Department and shall not be considered private.

1008.3 **Officer Responsibilities.** Prior to going into service, each uniformed officer will be responsible for making sure that he/she is equipped with an MAV issued by their Department, and that the MAV is in good working order. Uniformed officers shall wear the MAV device while on duty, in one of the configurations recommended by the manufacturer and in a conspicuous manner. The MAV should be worn in such a manner as to have a clear recording view.

Any officer assigned to a non-uniformed position may carry an approved portable recorder at any time the officer believes that such a device may be useful.

When using a recorder, the assigned officer shall record his/her name, employee number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software capture the user's unique identification and the date and time of each recording.
For patrol vehicle MAVs, each officer will ensure the vehicle MAV is operational during the vehicle check. At the end of the shift, each officer will follow the established procedures for providing to the Department any recordings or used media and any other related equipment. Each officer should have adequate recording media for the entire duty assignment. Only UC Police Department identified and labeled media with tracking numbers is to be used. At the start of each shift, officers should test the MAV system's operation in accordance with manufacturer specifications and Department operating procedures and training. System documentation is accomplished by the officer recording their name, serial number, badge or PIN number and the current date and time at the start and end of their shift. If the MAV system is malfunctioning, the officer shall take the vehicle out of service, unless a supervisor requests the vehicle remain in service.

1008.4 Equipment Check. At the beginning of each shift, the officer shall ensure that the MAV is working properly and will inform his/her supervisor or the Watch Commander immediately if there is a problem with the device.

1008.5 Downloading. Each officer shall be responsible for downloading the MAV device’s data, following manufacture and department procedures, at the end of his/her shift. Recordings are automatically uploaded while the system is docked.

In cases where a use of force results in injury or death, or pursuit or another high-profile event has occurred during the officer's shift, the supervisor will take charge of the MAV and ensure that data is downloaded as soon as possible, following the approved Department procedure, to preserve the audio/visual/digital of the incident.

1008.6 Activation of the MAV. Officers should activate body worn MAVs during all enforcement contacts and field interrogation situations, the situations listed below, and any other time the officer reasonably believes that a recording of an on-duty contact may be useful. Once started, recordings should continue without interruption until the contact ends if feasible. Recording may cease if an officer is simply waiting for a tow truck or a family member to arrive or in other, similar situations.

The patrol vehicle MAV system is designed to turn on whenever the unit's emergency lights are activated. The system remains on until it is turned off manually. The audio portion of the system is independently controlled and should be activated manually by the officer whenever appropriate. When audio is being recorded, visual also records.

At no time is an officer expected to jeopardize his/her safety or the safety of others in order to activate a recorder or change the recording media. However, the recorder should be activated in required situations as soon as practicable.
1008.7 **Required Activation.** This policy is not intended to describe every possible situation where the system may be used; however, there are many situations in which the use of the MAV is appropriate.

(a) Unless exigent circumstances exist, the activation of the MAV should be used in any of the following situations:

1. Vehicular pursuits  
2. Arrests  
3. Traffic stops  
4. Suspicious vehicles  
5. Pedestrian checks  
6. DUI investigations including field sobriety tests  
7. Suspicious person, including 5150 W & I evaluations  
8. Responding to an in-progress call  
9. Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect, such as:  
   a. Domestic violence calls  
   b. Disturbance of peace calls  
   c. Offenses involving violence or weapons.  
10. Situations or events that potentially expose the University of California Police Departments or personnel.

1008.8 **Non-Required Activation.** Situations where officers should consider activating the MAV:

(a) Any contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording.

(b) Any other circumstances where the officer believes that a recording of an incident would be appropriate.

(c) Any other situation that exposes the officer or police department to liability.

Activation of the MAV system is not required when exchanging information with other officers, during breaks or lunch periods or when not in service or actively on patrol. No member of this Department may surreptitiously record a conversation of any other member of this Department, except with a court order or when lawfully authorized by the Chief of Police or authorized designee for the purpose of conducting a criminal or administrative investigation.
1008.9 **Supervisor Responsibilities.** Supervisors should determine if vehicles with non-functioning MAV systems should be placed into service. If these vehicles are placed into service, the appropriate documentation should be completed, including notification of Dispatch.

At reasonable intervals, supervisors should validate that:

(a) Beginning and end-of-shift recording procedures are followed

(b) Logs reflect the proper chain of custody, including:

1. Tracking number of the MAV system media
2. Date it was issued
3. Law enforcement operator or the vehicle to which it was issued
4. Date submitted
5. Law enforcement operator submitting the media
6. Holds for evidence indication and tagging as required

(c) Operation of MAV systems by new employees is assessed and reviewed no less than biweekly.

When an incident arises that requires the immediate retrieval of recorded media (e.g., serious crime scenes, officer-involved shootings, department-involved collisions), a supervisor shall respond to the scene and properly retrieve the recorded media. The media may need to be treated as evidence and should be handled in accordance with current evidence procedures for recorded media.

Supervisors may activate the MAV system remotely to monitor a developing situation, such as a chase, riot or event that may threaten public safety, officer safety or both, when the purpose is to obtain tactical information to assist in managing the event. Supervisors shall not remotely activate the MAV system for the purpose of monitoring the conversations or actions of an officer.

1008.10 **Prohibited Use of the MAV.** Officers are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity. Officers are also prohibited from retaining recordings of activities or information obtained while on-duty. Officers shall not duplicate or distribute such recordings, except for authorized legitimate Department business purposes. All such recordings shall be retained at the Department.
Officers should avoid recording conversations with confidential informants, undercover officers, and with other officers when discussing tactics or strategy. Officers should avoid recording interviews with victims of sexual assaults.

Officers are prohibited from using personally-owned recording devices, including cellphones, while on-duty to take pictures, videos or recordings without the express consent of the Chief of Police. Any officer authorized by the Chief of Police to use a personally-owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements. Recordings shall not be used by any officer for the purpose of embarrassment, ridicule, posting on social media, or for any other non-business purpose. Any officer who may have questions regarding the application of this policy is encouraged to seek clarification from supervisory personnel.

1008.11 Retention of Audio/Visual/Digital Recordings from MAV. Officers may not retain copies of any recording except as provided by this policy. Any time an officer records any portion of a contact that the officer reasonably believes constitutes evidence in a criminal case, he/she shall record the related case number and download the file in accordance with the Computers and Digital Evidence Policy and document the existence of the recording in the related case report.

Any time an officer reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), he/she should promptly notify a supervisor of the existence of the recording.

Officers should upload the file in accordance with current procedure for storing digital files at the end of their shift and any time the recorder's storage capacity is nearing its limit.

1008.12 MAV Recording Retention Requirements. MAV audio/visual/digital shall be uploaded via the prescribed Department-approved process. The recording is maintained on the storage device once it is uploaded from the individual device. Recordings are not to be stored on workstation computers or network drives other than the one designated. All recordings related to police crime records, criminal investigations, criminal registration, administrative investigations, personnel complaints, Clery records, and non-crime public safety records shall be retained for a period consistent with the requirements of the UC Records Retention Policy.

1008.13 Documenting Existence of MAV Recordings in Reports. Any time an officer records any portion of a contact that results in a written report, the officer shall document the existence of the recording in the related report.
1008.14 Release of MAV Recordings. Recordings made using MAV pursuant to this policy are department records and may only be released as provided in the Release of Records and Information Policy or for another authorized, legitimate department business purpose approved by the Chief of Police.

Whenever possible, custodians of records responsible for public release of recordings should be redacted to obscure the identity of recorded subjects who are not subjects to a criminal investigation. Redaction consists of blurring or blacking out portions of visual and/or distortion of audio. Exceptions may be made in cases where there is indication of police misconduct or evidence of a crime where there is a public safety concern.

Redaction is not required in cases where recorded subjects have given permission for public release.

1008.15 Review of Recorded Media Files. When preparing written reports, officers should review their recordings as a resource. However, officers should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings at any time they are investigating a case of alleged misconduct, reports of meritorious conduct or whenever such recordings would be beneficial in reviewing an officer’s performance.

Recorded files may also be reviewed:

(a) By an assigned officer of the Department who is assisting in an official investigation (e.g., personnel complaint administrative investigation, criminal investigation), upon approval by a supervisor

(b) By court personnel who are otherwise authorized to review evidence in a related case, pursuant to lawful process

(c) By media personnel, with permission of the Chief of Police or the authorized designee

(d) In compliance with a public records request, if permitted and in accordance with the Release of Records and Information Policy.

1008.16 Documenting MAV Use. If any incident is recorded with a MAV, the existence of that recording shall be documented in the officer’s report. If a citation is issued, the officer shall make a notation on the back of the Records copy of the citation, indicating that the incident was recorded.
1008.17 Recording Media Storage and Integrity. If an MAV recording is copied onto a disc and submitted for storage, it shall be labeled and stored in a designated secure area. Pursuant to the UC Records Retention Schedule and in accordance with the language articulated in Government Code § 34090.6 (a), audio/visual/digital recordings not used for criminal or investigative purposes nor booked as evidence shall be retained until the administrative use ceases and for a minimum of one year, after which time it will be erased, destroyed, or recycled in accordance with established protocol at direction of the Chief of Police or designee.

1008.18 Original Recording Media. Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request, a copy of the original recording media will be made for use as authorized in this policy. Original recording media may only be released in response to a court order or upon approval by the Chief of Police or authorized designee. In the event that an original recording is released to a court, a copy shall be made and placed in storage until the original is returned.

1008.19 MAV Recordings as Evidence. Officers who reasonably believe that a MAV recording is likely to contain evidence relevant to a criminal offense or to a civil litigation against the officer or UC Police Department should indicate this on the Visual Request form and submit it to the authorized employee responsible for MAV recordings. The authorized employee responsible for MAV recordings shall ensure the relevant recordings are preserved as evidence.

1008.20 System Operational Standards. 

(a) MAV system vehicle installations should be based on officer safety requirements and the vehicle and device manufacturers’ recommendations.

(b) The MAV system should be configured to minimally record for 30 seconds prior to an event.

(c) The MAV system may not be configured to record audio data occurring prior to activation.

(d) Unless the transmitters being used are designed for synchronized use, only one transmitter, usually the primary initiating officer's transmitter, should be activated at a scene to minimize interference or noise from other MAV transmitters.

(e) Officers using digital transmitters that are synchronized to their individual MAV shall activate both audio and visual recordings when responding in a
support capacity. This is to obtain additional perspectives of the incident scene.

(f) With the exception of law enforcement radios or other emergency equipment, other electronic devices should not be used inside MAV-equipped law enforcement vehicles to minimize the possibility of causing electronic or noise interference with the MAV system.

(g) Officers shall not erase, alter, reuse, modify, or tamper with MAV recordings except to add comments or notes to the official recording, where permitted by the manufacturer and authorized by the Chief of Police or designee. Only a supervisor, MAV technician, or other authorized designee may erase and reissue previous recordings and may only do so pursuant to the provisions of this policy.

(h) To prevent damage, original recordings shall not be viewed on any equipment other than the equipment issued or authorized by the MAV technician.

1008.21 Training. All members who are authorized to use the MAV system shall successfully complete an approved course of instruction prior to its use.

1008.22 Audit of MAV. The Chief of Police or designee shall ensure periodic audits are conducted to confirm audio/visual/digital data is being properly downloaded, stored, and accessed. The audit should also confirm that downloaded data is being purged in accordance with the law and UC Records Retention Policy.
Policy 1100: Uniform Specifications – Sworn Personnel

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I. POLICY SUMMARY

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

**EQUIPMENT**
- Trouser Belt
- Utility Uniform
- Socks
- Footwear
- Load Bearing Vest *
- 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
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 ¼" apart and in a line perpendicular to the service stripe. The fourth and fifth star shall be placed ¼" and at a bias above the first three stars. The sixth star shall be placed ¼" 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 basket-weave 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 Driver’s license.** (See 1102.2.43)
Policy 1200: Awards and Commendations

I. POLICY SUMMARY

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 of 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.
Policy 1300: Universitywide Mutual Aid

I. POLICY SUMMARY

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. 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.
I. POLICY SUMMARY

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 2. This checklist is meant to serve as an adaptable, easily adoptable protocol for planning of a law enforcement funeral.
I. POLICY SUMMARY

INTRODUCTION

1501. In the United States all people have the right of free speech and assembly guaranteed by the First Amendment of the Constitution. The First Amendment states: “Congress shall make no law respecting an establishment of religion or prohibiting the free exercise thereof; or abridging the freedom of speech or of the press; or the right of the people peaceably to assemble and to petition the Government for a redress of grievances.”

A fundamental role of law enforcement is the protection of the rights all people have to peacefully assemble, demonstrate, protest or rally. In turn, law enforcement also has the responsibility to ensure public safety, to protect the lives and property of all people and to protect the rights of others. The sometimes competing goals of maintaining order while protecting the freedoms of speech and assembly stand as one of law enforcement’s greatest challenges.
PURPOSE AND SCOPE

1502. This Policy is to provide an outline of basic steps to be taken and/or considered by the UC Police Department in the management of demonstrations. A “demonstration,” for the purposes of this policy, is any public assembly or gathering and includes a wide range of First Amendment activities. Such activities generally include participants, onlookers, observers, media and other persons who may agree or disagree with the point of view of the activity. This policy also covers all events or crowd situations, including sporting events, festivals, concerts, celebratory crowds and demonstrations as defined above.

Crowd behavior exists on a continuum ranging from lawful assembly to civil disobedience to rioting. Not all crowd situations involve unlawful behavior. Law enforcement’s responsibility is to objectively discern at what juncture a demonstration leaves the realm of legal protest and becomes an abridgement of the rights of others. Law enforcement should seek to facilitate lawful expression by groups who are present even when unlawful activity occurs. The goal should be to protect lawful activity while identifying and isolating unlawful behavior.

UNIVERSITY OF CALIFORNIA POLICE DEPARTMENT OBJECTIVES

1503. Law enforcement must carefully balance the First Amendment rights and other civil liberties of individuals with the interventions required to protect public safety and property. When establishing policies and procedures, every agency should consider that all persons have the right to assemble, demonstrate, protest, rally or perform other activities protected by the First Amendment of the United States Constitution. Law enforcement has the responsibility to protect the lives and property of all people. Peace officers must not be affected by the content of the opinions being expressed nor by the race, gender, sexual orientation, physical disabilities, appearances, religion or political affiliation of anyone exercising their lawful First Amendment rights. They must have the integrity to not let personal, political or religious views affect how they perform their duties.

Law enforcement planners should be proactive in consulting and collaborating with their campus’ administrative leaders of the identified strategies and plans for specific events. Such interactions will help establish responsibility and accountability at all levels. Issues to consider (not in priority order):

- Protection of Constitutional rights
- Fair and impartial enforcement of laws
- Protection of life and property
• Protection of vital facilities
• Prosecution of violators
• Public and peace officer safety
• Potential for disruption to commerce and community affairs
• Disruption of core academic activities
• Protection of the rights of others

1503.1 **Principles of Crowd Management.** Any public assembly or gathering, whether for lawful or unlawful purposes, may require the response of law enforcement. The response can range from observation to engaging in various crowd management strategies.

Not all crowd situations involve unlawful behavior. UCPD’s responsibility is to objectively discern at what juncture a demonstration leaves the realm of legal protest and becomes an abridgement of the rights of others. UCPD should seek to facilitate lawful expression by groups who are present even when unlawful activity occurs. The goal should be to protect lawful activity while identifying and isolating unlawful behavior.

Effective response to crowd management events necessitates adherence to certain foundational principles (not in priority order):

• Leadership, including Police and the Chancellor’s designated administrator
• Knowledge of Constitutional law
• Knowledge of law and University policies as they relate to use of force and information gathering
• Proper planning
• Participation in the University event planning team
• A willingness to reach out to protest groups and stakeholders
• Using time, patience, communication and de-escalation strategies when possible to attempt to facilitate lawful protest activities and obtain voluntary compliance when feasible
• Use of the Incident Command System (ICS) and Standardized Emergency Management System (SEMS) to maximize proper command and control
• Appropriate use of the UC and the statewide mutual aid systems
• Seeking support of University and public agency resources
• Training
• Situational awareness
• Proper incident documentation
• Thorough and complete criminal investigations
• Effective strategies and tactics
• Objectively reasonable use of force
• Liaison with the media and a well-managed media relationship
• Understanding and working with social media and electronic communication

1503.2 University And Community Stakeholders. Stakeholder involvement is critical for effective law enforcement response to crowd management events. UCPD shall embrace collaboration with stakeholders when planning for and responding to public assemblies and gatherings.

Stakeholders may include (not in priority order):

• Chancellor's office
• University administration
• Academic Senate leadership
• Student government
• Labor organizations
• Student group leadership
• Religious groups/clergy
• Local city/county administration
• Special interest groups
• Community groups.

INCIDENT COMMAND SYSTEM (ICS)

1504. The ICS is considered the model for managing the response to critical incidents, including crowd management and civil demonstrations. Law enforcement’s use of ICS is outlined in the Law Enforcement Guide for Emergency Operations.

ICS consists of the following five organizational levels, which are activated as necessary:

1. Field Response
2. Local Government
3. Operational Area
4. Region
5. State.

The Field Response Level also consists of five primary ICS functions:

1. Command
2. Operations
3. Planning/Intelligence
4. Logistics
5. Finance/Administration.

1504.1 Incident/Event Planning. Planning and preparation are essential elements of effective crowd management. The planning process establishes a foundation for informed decision-making and accountability. For pre-noticed events, UCPD has the opportunity to develop in-depth operational plans working collaboratively with Campus administration, including the Chancellor-designated administrator and the Campus event planning team. Prior planning experiences and after-action reports can provide a basic level of guidance and operational consistency when planning for pre-noticed events and responding to spontaneous incidents.

UCPD leadership, in conjunction with the University’s event planning team, will apply the principles of the Incident Command System when developing operational plans, to include the use of ICS forms.

Incident/event planning steps may include (not in priority order):

- Determining command and control
  - Establishing senior campus administration leadership
  - Determining whether Campus administrative and/or Police response is required
  - Identifying incident, operations and tactical commanders
  - Outlining the circumstances under which command and control responsibilities transfers to another level
  - Identifying staffing requirements for department operations center and/or emergency operations center
- Identifying and establishing incident objectives
- Developing a flexible operations plan
- Identifying partner law enforcement agencies (local, state and federal, as applicable)
- Considering cross-jurisdictional issues
- Contacting police agencies that have prior experience with similar events or groups
- Identifying and conferring with other city/county/state agencies that can contribute logistical support
- Determining operational security needs
- Developing protocols for event information gathering and disseminating
- Meeting with event organizers
- Identify potential protest groups and offering to meet with them
- Meeting with advocacy groups and other stakeholders
• Researching applicable laws/ordinances/regulations
  o Considering reasonableness of any “Time, Place and Manner” restrictions

• Reviewing use of force policies and procedures, including:
  o Level of authorization required
  o Authorized equipment/tools/techniques
  o Reporting protocols

• Reviewing parameters and methods for declaring an “unlawful” assembly

• Planning for media contact, including:
  o Establishing procedures for information dissemination
  o Identifying Public Information Officer(s)
  o Establishing procedures for media access
  o Establishing staging area(s)

• Outlining crime investigation/arrest protocols
  o Multi-agency/jurisdictional events
  o Identifying and arranging for specialized support units (e.g., mounted, bicycles, other special vehicles, air or marine support, mobile field force, haz-mat)

• Considering the use of plain-clothes resources

• Arranging for adequate administrative/support personnel (e.g., communications, transportation, booking, records, detention, medical)

• Setting up logistical support for officers
  o Food and water
  o Rest intervals
  o Specialized equipment
    ▪ Personal protective equipment
  o Mass-arrest supplies
  o Spare vehicles and fuel
  o Property and evidence control
    ▪ Storage
    ▪ Consideration for bio-hazards
  o Security of key facilities and staging areas
  o Decontamination

• Considering interoperability issues (e.g., individual communications – radios, cell phones)
  o Developing a communications plan

• Identifying available translators when needed

• Arranging for other equipment (e.g., barriers, fencing, cutting equipment, containment alternatives)

• Arranging for vehicle removal/towing capability

• Developing a demobilization plan

• Considering post-event scene stabilization to prevent recurrence of unlawful activity
Ensuring timely post-event debriefing
• Considering soliciting input from event organizers
• Producing a written after-action report outlining lessons learned and training opportunities
  • Establish a retention plan for operational plans and after-action reports
• Reviewing standing plans for effectiveness

1504.2 Crowd Behavior. UCPD must be aware of the various types of behaviors associated with crowds that may result in a law enforcement response. Although crowds tend to be categorized as either lawful or unlawful, they are often a blend of both and the individuals involved can engage in various behaviors. These behaviors can vary from lawful assembly to individual criminal acts to civil disobedience to rioting. If feasible, UCPD officers should identify and isolate unlawful behavior.

A sampling of crowds and crowd behaviors (not in priority order):

Crowds

- Anarchists
- Community celebrations
- Crime scenes
- Disasters
- Entertainment events
- Labor disputes
- Media events
- Controversial speakers and events
- Mobile crowds
- Flash mobs
- Parades
- Parties/social gatherings
- Political events
- Product release/commercial activity
- Social agenda driven events (e.g., abortion, animal rights, jury decisions, environmental issues, religious, etc.)
- Sporting events
- Traffic collisions

Crowd Behaviors
• Lawful
• Violations of student conduct/civil disobedience
• Isolated unlawful
• Unlawful
• Riotous

1504.3 Mutual Aid & Multi-Agency Coordination. The size and magnitude of an event requiring UCPD response will dictate the need for multi-agency coordination and cooperation to efficiently provide adequate mutual aid resources. Critical elements of applying mutual aid to an event will include pre-event planning (if possible), well-defined missions and objectives, specific uniform and equipment requirements, identified staging areas and incident facilities, adequate briefings, an incident action plan, use of force considerations, communication plan, arrest protocols, logistical support (food, lodging, rest intervals, etc.) and financial agreements (if contractual mutual aid for a planned event). Joint training with mutual aid partners should be conducted periodically to enhance collaboration and increase familiarity between agencies.

1504.4 Public Agency and Community Based Resources. Collaborating with other public agencies and community-based resources is necessary for effective law enforcement response to crowd management events. UCPD should use available public agency and community-based resources when planning for and responding to crowds.

Public agency and community-based resources may include (not in priority order):

• Adjacent law enforcement agencies (i.e., mutual aid)
• District Attorney/ University Counsel
• EMS providers/ambulance services
• Fire services
• Hospitals
• Judiciary
• Parole and probation
• Public health services
• Transportation departments
• Facility departments/public works
• Red Cross, Salvation Army or other similar service providers
• Animal control
• Utility companies
• Social services
• California Emergency Management Agency
1504.5 **Training for Managing Crowds.** It is important to prepare for incidents through recurring training and simulation exercises. Command personnel need to understand resources, operational strategies, capabilities, force options and limitations of field forces, as well as law and policies. Operational personnel need to understand the law, policy, tactics and mission objectives. Additionally, campus administrators should train together with Police to develop a high-level and enhanced understanding of the Incident Command System, crisis leadership skills and other relevant emergency management and police concepts.

Officer discipline and restraint is an essential component in successfully managing crowds. Discipline is achieved through regular training in the areas of tactical fundamentals and First Amendment rights. Training should be an ongoing process. Training should be relevant and realistic.

Training may include (not in priority order):

- Agency policies and procedures
- Arrest and control techniques
- Baton/impact weapon techniques
- Case and statutory law
- Command decision-making
- Crowd dynamics
- Incident Command Post and field exercises
- Intervention strategies
- ICS/SEMS
- Less-lethal kinetic energy munitions
- Mass-arrest
- Media relations
- Mobile Field Force
- Mutual aid
- Nonlethal chemical agents
- Supervisory leadership
- Tactical decision-making
- Team arrest techniques.

**INFORMATION GATHERING AND ASSESSMENT**

1505. Gathering and analyzing information about an event can dramatically increase the effectiveness of UCPD’s planning and response to incidents involving crowd management. When estimating the impact of an anticipated event, UCPD must consider the need to:
• Protect the rights of persons to lawfully assemble and express their opinions
• Preserve the peace
• Deploy officers for crowd and traffic control.

The collecting of information must be for a reasonable law enforcement purpose and be mindful of Constitutional rights. A reasonable law enforcement purpose means that the information being collected is intended to:

• Assist the agency in facilitating event-related activities
• Assist the agency in providing a public safety response
• Address unlawful conduct – either past, present or anticipated
• Not solely focus on the exercise of rights guaranteed by the First Amendment.

A pre-event assessment may include:

• Determination of the time of assembly, duration of event, location and type of activities planned
• Estimating the number of persons expected to participate or observe
• Reviewing any previous events involving the same or similar groups
  o Assess actions and equipment utilized by groups in prior incidents
• Analysis of the expected time of arrival and departure and the means and routes of travel for participants
  o Attempt to determine impact on public transportation, freeways and roadways
  o Attempt to determine impact on commerce and public accessibility
  o Analyze potential activities and hazards along the route
• Analysis of the potential for opposing/counter groups
• Assessment of public safety concerns associated with the event.

When gathering information about groups and their actions, UCPD should confer with University legal counsel regarding guidelines and court decisions related to the collection and dissemination of information.

1505.1 **Incident Documentation.** Thorough documentation is a key element, which supports not only criminal investigation and prosecution but also gives an account of UCPD’s response to an event. Documentation should begin with the planning process. Proper documentation can aid UCPD in addressing complaints, civil litigation and requirements for potential reimbursement. UCPD should ensure record retention protocols are followed.
Use of force should be reported consistent with agency policy. UCPD shall ensure that use of force is accounted for and reported to the Incident Commander prior to the conclusion of the law enforcement response.

UCPD should anticipate that all documentation, including electronic communications, may be subject to subpoena and Public Records Act, Government Code §6250–6270 requests.

Methods of documentation may include (not in priority order):

- Still photography
- Audio recording
- Video recording
- Written log/journal
- Reports (including after-action reports and any appropriate ICS forms)
- Media reports/open source footage
- Communication, dispatch tapes and printouts
- Observation reports by designated observers.

Subjects to be documented may include (not in priority order):

- Pre-event planning
- Incident/Event Action Plan
- Records of law enforcement decisions and information
- Records of law enforcement actions in response to the event
- Property damage
- Injuries and claims of injuries (participants and law enforcement)
- Collective and individual behavior of participants
- Individual arrests
- Individual officer’s actions
- Use of force
- Evidence/property collected
- After-action report.

**COMMAND AND CONTROL**

1506. UCPD should use the Incident Command System (ICS) as a basis to structure a law enforcement response to crowd management events. The Incident Commander is in command of the event. The Incident Commander must establish the objectives of the incident action plan (in consultation with the Chancellor or designee when practical), consider new information, continually re-evaluate the situation, assess available resources and balance competing demands to best achieve incident objectives.
Establishing a clear command structure during an incident is essential. Unity of command is the concept that each officer is assigned to only one supervisor. It clearly identifies the individual in charge of any specific group of officers, function or assignment. Unity of command provides for effective management of both pre-planned and spontaneous events.

When responding to a spontaneous event, individuals of any rank may serve as Incident Commander until relieved by a ranking officer. All personnel should be trained in the Incident Command System.

A key principle for establishing unity of command is that each individual in a command or supervisory role knows the following:

- To whom he/she reports
- His/her role, responsibilities and objectives
- What resources are allocated and available
- His/her geographical or functional area of operation.

The transfer of command, at any level, requires the person assuming command to:

- Assess the situation with the current Incident Commander
- Receive a briefing from the current Incident Commander
- Determine an appropriate time for the transfer of command
- Document the transfer of command
- Notify others of the change of command.

1506.1 **Leadership Responsibilities.** A key component to the success of any crowd management event is that all personnel demonstrate competent leadership, regardless of rank. Effective leaders are accountable, organized and decisive; they delegate appropriately, provide clear direction and lead by example. Leadership at critical incidents should be guided by UCPD policies, procedures and the law.

Leadership responsibilities may include (not in priority order):

- Understanding and maintaining focus on the objectives
- Being available for decision-making
- Accepting responsibility
- Being proactive to reasonably control emotional responses of on-scene personnel
- Making adjustments to operational tempo as needed
- Communicating throughout the chain of command as required
• Instilling confidence
• Emphasizing teamwork and avoiding individual action
• Recognizing and addressing safety concerns of personnel
• Consciously reassessing the situation and adjusting the response as necessary.

1506.2 Criminal Investigation. Crowd behaviors that result in criminal activity should be investigated and documented. Statutory offenses may include, but not be limited to, trespass, unlawful assembly, failure to disperse, assault, rioting, vandalism and conspiracy.

Private person's arrests should be considered when appropriate. Arrests should be based upon applicable laws and advice from prosecutors. Conspiracy charges may be appropriate but are sometimes overlooked. Student conduct violations should be documented and reported to student affairs administrators.

Investigative considerations may include (not in priority order):

• Identifying crimes
• Consulting with University legal counsel/district attorney prior to and after the event
• Identifying a master report writer/case agent
• Identifying an evidence coordinator
• Gathering documents that may aid in an investigation (including press releases, Internet material, signs, banners, etc.)
• Obtaining available video evidence
• Reviewing each arrest
• Recording specific chants with nexus to unlawful activity and, when possible, identifying who is leading them
• Photographing/video recording the event
• Maintaining evidence beyond the criminal prosecution, pending potential civil litigation
• Collecting samples of weapons (rocks, bottles, etc.) utilized in the commission of a crime.

Evidence considerations for conspiracy investigations may include (not in priority order):

• Clothing and items showing affiliation with similar groups
• Computers and storage devices
• Documents (correspondence, address books, journals, etc.)
• E-mails
• Manifestos
Photographs (including criminal activity and assembly site before and after)
Posts on social media and Internet sites
Telephone records
Video recordings

Note: Seizures of some of these items may require a search warrant

CROWD MANAGEMENT, INTERVENTION AND CONTROL STRATEGIES

1507. Lawful gatherings may often conclude without any need for law enforcement intervention. Every event should be independently assessed to determine the tactics that will effectively support and facilitate First Amendment activity and provide for public safety. Tactics employed may evoke a positive or negative response (e.g., a strong “show of force” may calm and disperse a crowd or incite them). The intervention strategies agencies utilize will depend upon available resources and the totality of the circumstances. Crowds and criminal acts committed by participants within the crowd require a flexible response. Strategies include containment, control, communication, tactical information, coordination and response. Planning for crowd management incidents should include consideration of contingencies.

Crowd management, intervention and control strategies and tactical considerations may include (not in priority order):

- Establishing contact with the crowd
- Gaining verbal compliance
- Supporting and facilitating First Amendment activities
- Developing a traffic management and/or control plan
- Using crowd control and dispersal methods
- Protecting critical facilities
- Providing a high-visibility law enforcement presence.

Note: For a more comprehensive list of considerations, see Appendix 3B.

1507.1 Dispersal Orders. UCPD should understand the law as it pertains to an unlawful assembly. The decision to declare a crowd unlawful must be based upon reasonable and articulable facts. The definition of an unlawful assembly has been set forth in Penal Code § 407 and interpreted in court decisions. The terms “boisterous” and “tumultuous” as written in Penal Code § 407 have been interpreted as conduct that poses a clear and present danger of imminent violence [In re Brown (1973) 9 Cal. 3d 612, 623].
The intent of a dispersal order is to permanently disperse a crowd, not to merely relocate the problem. It should be made clear that the crowd is expected to immediately leave the area and include a warning that force may be used, which may inflict significant pain or result in serious injury ([Deorle v. Rutherford, 272 F.3d 1272, 1284 (9th Cir. 2001)]). The dispersal order must be given in a manner reasonably believed to be heard and understood by the intended audience. Based upon the circumstances, law enforcement may need to consider multiple announcements from various locations. Dispersal orders may be delivered in English and in other languages that are appropriate for the audience. Regardless of how delivered, law enforcement should record the name of the individual making the statement and the date and time each order was administered. Dispersal orders should not be given until control forces are in position to support crowd movement.

**Dispersal Order Example:** “I am (peace officer's name and rank), a peace officer for the University of California. I hereby declare this to be an unlawful assembly and in the name of the People of the State of California, command all those assembled at (specific location) to immediately disperse, which means to break up this assembly. If you do not do so, you may be arrested or subject to other police action. Other police action may include the use of less lethal munitions; chemical agents, police batons, tasers or any force deemed necessary, which could cause significant risk of serious injury to those who remain. Penal Code §409 prohibits remaining present at an unlawful assembly. If you remain in the area just described, regardless of your purpose, you will be in violation of Penal Code §409. The following routes of dispersal are available (routes). You have (reasonable amount of time) minutes to disperse.”

Methods that may be used to deliver and document dispersal orders include (not in priority order):

- Loud speech
- Amplified sound
- Display of signage indicating unlawful assembly and dispersal
- Gaining the attention of the crowd and documenting affirmative responses of crowd members prior to the declaration of unlawful assembly
- Positioning law enforcement personnel to the rear of a crowd to confirm and document hearing the transmission of the dispersal order
- Acquiring multiple-language capability
- Using video/audio recording equipment for documentation of the dispersal order.

**1507.2 Mass Arrests And Bookings.** The most successful law enforcement strategy for dealing with mass arrests and bookings is proper planning, training and comprehensive briefing of involved peace officers prior to the event. Mass arrests are
dynamic situations that are resource intensive. Any process must be flexible enough to handle challenges that may confront the field force.

Be prepared to utilize various arrest tactics to address unlawful behavior, including: passive/non-compliant resistance, active resistance and assaultive, life-threatening confrontation.

Maintain accountability of arrestees from the arrest site (crime scene) through the booking process. Many cases are lost due to the inability to match up the arresting peace officer to the arrestee. The arrest report should articulate each arrestee’s specific criminal act(s) and the witnessing officers. This process will aid in criminal prosecution and the reduction of civil liability.

A coordinated effort by all involved criminal justice entities is essential to ensure proper arrest, booking and prosecution of violators.

Maintain accountability of evidence. Consideration should be given to maintaining evidence beyond criminal prosecution, pending potential civil litigation.

Mass arrest and booking considerations may include (not in priority order):

- **Booking/processing area:**
  - On-site, off-site or temporary holding facility
  - Medical staff
  - Security (protest groups often target booking facilities)
  - Weather issues
  - Media issues
- **Designated arrest teams**
  - Armed
  - Unarmed
  - Protective clothing
  - Handcuff-release devices
- **Documentation (photo/video/written) of arrests**
  - Date
  - Time
  - Location
  - Offense(s)
  - Arresting peace officer(s)
  - Identification of arrestees
  - Disposition
- **Computer access for records checks, etc.**
- **Telephone access**
• Designated booking teams
• Prisoner transportation
  o Special needs (e.g., wheelchairs)
• Segregation issues
  o Gender
  o Gangs
  o Juveniles
• Personal needs issues
  o Restrooms
  o Water
  o Food
• Coordination with:
  o Medical
  o Jail
  o Court
  o District/City Attorney
  o Probation/parole
  o Public Defender’s Office
  o Private attorneys
• Sufficient handcuffs/restraint equipment
• Sufficient forms/paperwork
  o Booking forms
  o Field release from custody
  o Field interview cards
  o Evidence collection/storage of materials
• Master report writer/case agent
• Public affairs/media relations representative
  o Public service announcements

1507.3 Use of Force Options. The law enforcement response to unlawful behavior should be consistent with the UCPD’s use of force policy and the law. The reasonableness of force used to effect a seizure is determined by balancing the nature and quality of the intrusion on the individual’s Fourth Amendment interests against the governmental interests at stake; Graham v. Connor, 490 U.S. 386, 396-397 (1989). In determining the governmental interest, the Court traditionally examines three factors:

1. The severity of the crime at issue
2. Whether the suspect posed an immediate threat to the safety of officers or others
3. Whether the suspect was actively resisting arrest or attempting to evade arrest by flight.
According to *Young v. County of Los Angeles*, 655 F.3d 1156, 1163-1166 (9th Cir. 2011), the Court emphasized that the most important factor is whether the individual posed an immediate threat to the officer or to the safety of the public. The *Young* court refers to *Headwaters I and II*, when balancing the nature and quality of the intrusion against the governmental interests, wherein a suspect is non-violent and poses no threat to the safety of the officers or others. See *Young*, 655 F.3d at 1162 and 1165 (citing *Headwaters Forest Defense v. County of Humboldt*, 240 F.3d 1185, 1199-1200, 1204 (9th Cir. 2000), vacated and remanded on other grounds, 534 U.S. 801. (2001) (*Headwaters I*); and, see *Young*, 655 F.3d at 1167 (citing *Headwaters Forest Defense v. County of Humboldt*, 276 F.3d 1125, 1129-31 (9th Cir. 2002) (*Headwaters II*).

Leadership needs to periodically review use of force alternatives in response to potential actions encountered during crowd management and unlawful events. Training should reflect reasonable use of force alternatives, so officers are prepared to consider the tactics/force options available; *Chew v. Gates*, 27 F. 3d 1432, 1443 (9th Cir. 1994). Peace officers need not use the least intrusive force option, but only that force which is objectively reasonable under the totality of the circumstances; *Scott v. Henrich*, 39 F. 3d 912 (9th Cir. 1994) and *Forrester v. City of San Diego*, 25 F. 3d 804 (9th Cir. 1994). When feasible, prior to the use of a particular force option, officers should consider the availability of less-intrusive measures; *Young*, 655 F.3d at 1166; *Bryan v. McPherson*, 630 F. 3d 805, 831 (9th Cir. 2010).

Warnings should be given, when feasible, if the use of force may inflict significant pain or result in serious injury; *Deorle v. Rutherford*, 272 F.3d 1272, 1284 (9th Cir. 2001).

In all situations, the force used must be objectively reasonable under the totality of the circumstances. *Graham v. Connor*, 490 U.S. at 397.

**Levels of Resistance:**

**Passive Resistance:** The subject does not cooperate with an officer's commands, and does not take action 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 resist arrest.

**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, etc.
**Assaultive Resistance:** The subject willfully uses aggressive or combative behavior to attempt, threaten, or commit a violent injury on an officer or other person. These actions may include discharge of a firearm, use of a blunt or bladed weapon, and extreme physical force.

Use of force considerations may include (not in priority order):

- Absent exigent circumstances, uses of force in crowd control circumstances should be authorized by the Chancellor, his or her designee or senior administration leadership
- Determining compliance or non-compliance of individuals
- Moving non-compliant offenders
- Use of control devices (impact weapons, chemical agents, electronic control devices) against passive resisters shall not be employed
- Anticipating possible actions of demonstrators
- Identifying criminal violations
- Developing arrest protocol
- Addressing the use of physical compliance techniques
- Planning for physically challenged, elderly and child demonstrators
- Considering the resources available based on the situation
- Evaluating availability of other public safety resources
- Using personal protective equipment
- Planning for the safety of bystanders and the media
- Evaluating the mobility of suspects/protestors
- Determining avenues of controlled departure
- Anticipating potential need for medical resources
- Addressing the use of less-lethal munitions and chemical agents.

Force options may include (not in priority order):

- Law enforcement presence
- Verbalization
- Control holds
- Compliance techniques
- Control devices
- Nonlethal chemical agents
- Electronic control devices (ECD)
- Impact weapons/batons
- Less-lethal munitions
- Deadly force.
1507.4 Use of Nonlethal Chemical Agents.

*This guideline must be applied in conformance with Section 1507.3, Use of Force: Force Options.*

Case law has determined that the use of nonlethal chemical agents can cause significant pain and is an “intermediate” level of force; *Young v. County of Los Angeles*, 655 F.3d 1156, 1162 (9th Cir. 2011). Since *Young* held that chemical agents can inflict significant pain, warnings should be given, when feasible, prior to deployment; *Deorle v. Rutherford*, 272 F.3d 1272, 1284 (9th Cir. 2001).

Use of nonlethal chemical agents in response to an unlawful assembly may be reasonable depending on the totality of the circumstances. UCPD should consider when, where and how nonlethal chemical agents may be deployed and consider potential collateral effects. Use of chemical agents against passive resisters is prohibited.

Only properly trained personnel should be authorized to deploy nonlethal chemical agents. Nonlethal chemical agents, protective masks, maintenance, storage and security must be addressed by UCPD.

Nonlethal chemical agent deployment considerations may include (not in priority order):

- Safety of personnel involved
- Personnel available
- Methods of delivery
- Weather conditions
- Wind direction
- Physical location/terrain considerations
- Types of agents available
- Protective devices for personnel
- Decontamination
- Potential exposure to children, elderly and persons with disabilities.

Nonlethal chemical agent policy considerations may include (not in priority order):

- Circumstances
- Training
- Reporting
- Types of agents
• Appropriate methods of deployment
• Identity of person(s) who can authorize the use of nonlethal chemical agents
• Identity of person(s) trained to deploy nonlethal chemical agents
• Decontamination/observation
• Medical attention
• Storage, replacement and inventory accountability
• Field issuance, deployment and accountability for recovery
• Protective mask fit testing
• Multi-agency events.

**MEDIA STRATEGIES**

1508. Having an effective media relationship is important to the University when addressing crowd management incidents. The more that UCPD and the University interacts with the media in a spirit of cooperation and transparency, the more accurate the reporting. In most instances involving crowd management events, it is beneficial for an agency to routinely provide timely information rather than simply respond to inquiries.

Media strategies may include (not in priority order):

• Assigning a Public Information Officer(s) (PIO) to the event
• Complying with Penal Code §409.5 (Power to Close Area in an Emergency)
• Developing a plan to address non-traditional media in the crowd
• Providing a single point of contact that the media can call/access to receive timely updates
• Ensuring timely, accurate information about the event
• Taking proactive steps to provide information rather than merely responding to inquiries
• Considering dissemination of information to the media that may include:
  o The what, where and when of anticipated activities
  o Specific parade or protest routes
  o Locations subject to disruption of normal business or traffic
  o The extent of disruption expected
  o Alternative routes and/or mass transit alternatives
• Informing the media of law enforcement expectations during a dispersal order(s)
• Establishing a media staging area
• Considering use of a media pool (camera, radio, print)
• Considering embedding media with law enforcement when appropriate
• Considering establishing a Joint Information Center (JIC)
1508.1 **Electronic Communication and Social Media.** The use of electronic communication and social media has grown exponentially over the last decade. People of all ages and organizations of all types now commonly use a vast array of electronic devices. The effective use of electronic communication and social media can enhance law enforcement efforts related to community outreach, investigations and in other strategic initiatives. Electronic communication and social media have specific application to law enforcement's response to incidents of crowd management.

Considerations for law enforcement regarding utilization of electronic communication and social media may include (not in priority order):

- Quickly informing the public and media about events, developments, police activities or other announcements in real time
- Building relationships with the public, special interest groups and protesters
- Providing ways for the public to communicate with law enforcement, such as reporting suspicious activity
- Informing crowds by posting instructions to attendees
- Communicating with citizens about crime information, road closures, etc.
- Providing relevant information, prior to and during an event
- Providing timely warnings, emergency notifications and/or advisories to mass recipients (e.g., reverse 9-1-1, texting, etc.)
- Establishing operational security and identifying legal implications in the official use of electronic communication and social media platforms
- Developing agency-specific policies and procedures with regard to the personal use of electronic communication and social media that includes measures to ensure operational security.
I. POLICY SUMMARY

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.

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

1603. 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 policies and procedures through the Department of Human Resources, Office of the President.

1603.1 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.

1603.2 SRT Regional Coordinators. The two SRT Regional Coordinators will be sworn police officers, one from the northern departments and one from the southern departments, 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 organizing and maintaining all training records for the SRT. These records should be prepared for POST audits and reviewed by the Chiefs’ Liaison.

The SRT Coordinators are responsible for maintaining deployment records, after action reports and other performance documentation as required.

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.

1603.3 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 the 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.

1603.4 SRT Sergeants and Officers. 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. 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

1604. Universitywide Police Policies and Procedures section 1301 states, “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) Requests for SRT deployment are made by the host Chief of Police to the Chiefs’ Liaison and both SRT Coordinators.

(b) Requests for SRT deployment are made using the Universitywide Mutual Aid Request form by the host Chief of Police.

(c) The Chiefs’ Liaison will assist and be responsible to the host Chief of Police for coordinating the deployment of the SRT personnel/equipment and will make notifications to additional campus Chiefs as necessary.

1604.1 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

1605. 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.

1605.1 SRT Coordinators – Selection. 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, who will 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.

1605.2. SRT Commanders – Selection. 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.

1605.3 SRT Sergeants and Officers – Selection. The SRT Sergeants and officers will be selected by the SRT members’ campus Chief of Police and command staff. The Chief of Police for the SRT members’ campus will identify how many members of the department will be assigned to the SRT.

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.

(a) To apply officers will submit a:
   • Letter of interest
   • Resume
   • Letter of recommendation from an immediate supervisor.

(b) Desirable Qualifications:
   • Completion of probation
   • Three years of sworn experience, with one of those years at a UC campus police department
   • An expressed interest in the position

(c) Considerations will include:
• Professional, neat appearance and physical condition that aids in his/her performance
• Maturity and a stable demeanor
• Sound judgment and decision making
• Teamwork, integrity, honesty, leadership and initiative
• The ability to support organizational goals and objectives.

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

TRAINING

1606. 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.

(a) 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.

(b) SRT Commanders are responsible for developing training guidelines in the following areas:
• Tactical communication
• Use of force
• Crowd management
• Intervention strategies
• Dignitary protection
• Incident command system
• Arrest techniques
• Authorized equipment and tools
• Relevant case law
• Command level and situational awareness training
• Other contemporary best practices.
(c) 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.

(d) SRT Coordinators shall set forth an annual training plan and schedule. The plan and schedule shall be distributed to the Chiefs' Liaison for review.

(e) SRT members who do not attend training or miss a significant number of training sessions may be removed from the SRT. This recommendation will be made by the Chiefs’ Liaison to the member’s campus Chief of Police, who will address the issue.

(f) SRT Training shall be consistent Systemwide, conform to best practices and follow POST guidelines on crowd management.

EQUIPMENT

1607. 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.

(a) SRT Sergeants and Officers will be issued the following equipment, and its deployment will be authorized based on the particular assignment:

**Weapons**
- Department-issued sidearm
- Riot baton or authorized impact weapon
- Tasers (if issued)
- Oleoresin Capsicum (OC) Spray

**Non-weapons**
Class C Uniform (Dark Blue Utilities) or other department-authorized uniform, as requested
- Gun belt, holster, ammunition magazines and handcuff pouches
- Helmet with riot face shield
- Tactical radio earpiece with microphone
- Gas mask with extra filter and mask carrier
- Soft riot armor
- Bulletproof vest
- Flex cuffs with officer’s badge number on the cuffs

(b) Deployment of SRT equipment to include but not limited to:

**Weapons**
- Kinetic energy projectiles
- High volume OC foam and/or spray
- Chemical agents

**Non-Weapons**
- Riot shields
- Backpack with first aid equipment
- Nylon rescue stretcher
- Arrest kits
- Specialized equipment for defeating protestors devices
- Bullhorns/LRAD
- Fire extinguisher
- Gloves

(c) Fielding of 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.

(d) 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.
USE OF FORCE

1608. Use of force by SRT members shall comply with UC Systemwide policies, the member’s campus policy and existing case law.

INCIDENT COMMAND SYSTEM

1609. 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 two weeks, where practical.

Standardized operations plans and after-action reports will be used.
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
APPENDIX 2

Law Enforcement Funeral Position Descriptions and Responsibilities

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 and 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.

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1 Adapted from Ventura County Law Enforcement Funeral Protocol, 2004
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.

**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:
  o The religious leader identified by the Family Liaison Officer;
  o The Funeral Director;
  o The Benefits Counselor;
  o The Department Psychologist;
  o A Piper;
  o A Bugler;
  o A photographer for both venues the day of the funeral;
  o 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:
  o The ceremony is planned in accordance with the wishes of the next of kin;
  o The location of the grave is satisfactory to the next of kin;
  o The listed elements are plotted on a cemetery diagram;
  o Rifle Squad;
  o Uniform formation;
  o Family delegation, (with a canopy and sufficient chairs in place);
  o The arrival route of the hearse and its eventual parking space;
  o Piper and Bugler;
  o 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.
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.

- 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.
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:

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<th>Name</th>
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<th>Last Assigned to</th>
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<th>Date of Birth</th>
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<th>Date of Death</th>
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<th>Surviving Kin</th>
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Viewing:

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Interment:

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Family Contact:

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<td>City</td>
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<td>Telephone</td>
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Command Liaison Officer:

Reporting Party: Call Back#

Watch Commander Notified:

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Information Taken by:

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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.

A-2

University of California
Universitywide Police Policies and Procedures
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.

HEAD

FRONT VIEW

FOOT

CORRECT METHOD OF FOLDING
THE UNITED STATES FLAG

Fold the lower triangular section of the flag over the blue field.

OPEN EDGE

FOLDING EDGE

Fold the flag over the flag edge to meet the open edge.

OPEN EDGE

FOLD EDGES

Start a triangular fold by bringing the upper corner of the folded edge to the open edge.

FOOT

REAR VIEW

HEAD

Fold the outer point inward parallel with the open edge to form a second triangle.

Continued folding until the entire length of the flag is folded into a triangle with only the blue field and margin showing.

Tack the remaining margin into the pocket formed by the folds at the blue field edge of the flag.

The properly folded flag should resemble a casket lid.

The United States Flag

University of California
Universitywide Police Policies and Procedures
APPENDIX 3A

CROWD MANAGEMENT, INTERVENTION AND CONTROL: TERMS AND DEFINITIONS

Anarchist A person who uses unlawful, violent means to cause disorder or upheaval

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, etc.

After Action Report A report covering response actions, application of ICS, modifications to plans and procedures, training needs and recovery activities

Arrest Protocol The formal process of placing subjects under arrest, taking into custody and associating the arresting peace officer(s) with the specific individual arrested

Arrest Teams Personnel assigned to arrest duties during civil disobedience/civil disorder incidents

Assaultive Resistance The subject wilfully uses aggressive or combative behavior to attempt, threaten, or commit a violent injury on an officer or other person. These actions may include discharge of a firearm, use of a blunt or bladed weapon, and extreme physical force.

Booking Teams Personnel assigned to custodial processing duties during incidents of civil disobedience/civil disorder

Chemical Agents See Nonlethal Chemical Agents.

Civil Disobedience An unlawful event involving a planned or spontaneous demonstration by a group of people

Civil Disorder An unlawful event involving significant disruption of the public order

Command The authority a peace officer lawfully exercises over subordinates by virtue of his/her rank and assignment or position

Compliance Techniques Reasonable, lawful use-of-force methods intended to encourage suspect cooperation

Compliant Behavior Behavior consistent with submitting to lawful orders of a peace officer without resistance

Control Devices Devices intended to assist peace officers in gaining control of subjects who refuse to submit to lawful authority (e.g., batons, electronic control devices, restraints, chemical agents, etc.)
Cordonning  Surrounding or enclosing a particular problem area; also referred to as perimeter control

Critical Facilities  Any location essential to the well-being and safety of the community requiring law enforcement protection during a critical incident

Crowd  A number of persons gathered together

Crowd Control  Law enforcement response to a pre-planned or spontaneous event, activity or occurrence that has become unlawful or violent and may require arrests and/or the dispersal of the crowd

Crowd Dynamics  Factors that influence crowd behavior

Crowd Intervention  Law enforcement response to a pre-planned or spontaneous event, activity or occurrence to deal with isolated unlawful behavior or an impact to public safety while allowing the event/activity/occurrence to continue

Crowd Management  Encompasses law enforcement management, intervention and control strategies when responding to all forms of public assemblies and gatherings. Also refers specifically to strategies and tactics employed before, during and after a gathering for the purpose of maintaining the event's lawful activities

Decontamination  Procedures taken to reduce the effects of any nonlethal chemical agent or bio-hazard exposure

Discipline  Peace officer behavior that is consistent with demonstrating self-control, teamwork, moderation and restraint

Dispersal Order  Lawful orders communicated by law enforcement personnel commanding individuals unlawfully assembled to disperse

Dismounted Tactics  Non-mobile tactical formations generally involving team, squad and platoon-sized units

Emergency Operations Center (EOC)  A location from which centralized emergency management is performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Essential Elements of Information (EEI)  Critical tactical information, obtained from any source, received prior to and/or during an event that is considered so essential that, without it, meaningful planning cannot proceed

Flash Mob  A group of people organized using social media to coordinate meeting at a specific location at a specific time for entertainment, satire or, in some cases, criminal activity

Flashpoint  Specific location(s) which become the initial source of unlawful activity and the origin or focal point of civil disorder
**Force Options** Reasonable force alternatives that may be utilized by law enforcement to effect arrest, overcome resistance and prevent escape

**Formations** Coordinated unit tactics utilized by law enforcement to control crowds, stop unlawful activity and disperse and/or arrest violators

**Incident Action Plan (IAP)** A written document containing general management objectives that reflect the overall incident strategy and specific plans using personnel and resources. Incident Action Plans will vary in content and form depending upon the kind and size of an incident.

**Incident Command System (ICS)** The statewide model for field-level management of emergencies mandated by the Standardized Emergency Management System (SEMS). ICS is specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single and multiple incidents without being hindered by jurisdictional boundaries.

**Incident Objectives** Statements of guidance and direction necessary for the selection of appropriate strategy(s) and the tactical use of resources. Incident objectives are based on realistic expectations of what can be accomplished when allocated resources have been effectively deployed. Incident objectives must be achievable and measurable yet flexible enough to adjust to strategic and tactical alternatives.

**Leadership** The art and exercise of influence to obtain willing compliance, confidence, respect and loyal cooperation of personnel

**Less Lethal Impact Munitions** Projectiles launched or otherwise deployed for purposes of overcoming resistance, preventing escape, effecting arrest and reducing serious injury that may be applied without a significant likelihood of causing death

**Life Threatening** Any action likely to result in serious injury or death of an officer or another person

**Management** The process of planning organizing, coordinating, directing, budgeting and controlling resources

**Mobile Arrest and Booking Teams** Mobile teams designated to assist field personnel with mass arrests and processing

**Mobile Field Force** An organized, mobile law enforcement tactical force equipped and trained to respond to unusual occurrences. The mobile field force is currently the statewide standard configuration known as “Mutual Aid Response Mobile Field Force.”

**Mobile Tactics** The ability to rapidly deploy law enforcement personnel using vehicles. The vehicles may also be used for crowd control and containment.

**Mob** A disorderly group of people engaged in unlawful activity

**Mounted Tactics** Crowd control while mounted on horses
**Non-Compliant Behavior** Behavior that does not yield to the lawful order of a peace officer but offers no physical resistance (sometimes referred to as “passive resistance”)

**Nonlethal Chemical Agents** Devices utilized by law enforcement agencies, which may include CS, CN, OC and HC (smoke)

**Noticed Events** Public assemblies, demonstrations or crowd events that are planned for in advance and allow for prior notice, whether direct or indirect, to law enforcement

**Operations Plan** A plan describing the tactical deployment of resources at an incident or event to meet the objectives of the Incident Action Plan

**Operations Security (OPSEC)** Methods used to prevent sensitive information, vital to the integrity and safety of a law enforcement operation, from being improperly disseminated

**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

**Passive Resistance** The subject does not cooperate with an officer’s commands, and does not take action 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 resist arrest.

**Perimeter Control** See Cordonning.

**Photographic Teams** Law enforcement photographers assigned to memorialize designated activity involving civil disobedience

**Policy** Statements of principles and values which guide the performance of a specific agency activity. Policy establishes limits of action and reflects a statement of guiding principles that should be followed in order to achieve an agency’s objective.

**Procedure** A method of performing an operation or a manner of proceeding on a course of action within the limits of policy

**Public Disruption** The interruption or disturbance of public order

**Stakeholder** Entities having a legal, professional, economic or community interest/responsibility in a public assembly or gathering

**Sectoring** An overall area of operation and dividing it into sub-sections based upon geographical and/or defined boundaries

**Social Media** Communications of social interaction, using highly accessible and scalable devices, including web-based and mobile technologies used to promote interactive dialogue

**Spontaneous Events** Public assemblies, demonstrations or crowd events that occur without prior planning and/or without prior notice to law enforcement
**Standardized Emergency Management System (SEMS)** A system required by California Government Code for managing response to multi-agency and multi-jurisdictional emergencies in California. SEMS consists of five organizational levels that are activated as necessary: Field Response, Local Government, Operational Area, Region and State.

**Tear Gas** The term used in the California Penal Code for what law enforcement more accurately refers to as “nonlethal chemical agents”

**Unified Command** In ICS, it is described as a unified team effort that allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. It maintains agency authority, responsibility and accountability.

**Unity of Command** The concept by which each person within an organization reports to one and only one designated person.

**Unlawful Assembly** Penal Code Section 407 defines an “unlawful assembly” as: “Whenever two or more persons assemble together to do an unlawful act or to do a lawful act in a violent, boisterous or tumultuous manner, such assembly is an unlawful assembly.” “Boisterous or tumultuous manner” has been interpreted by the courts to mean conduct that poses a clear and present danger of imminent violence.
# APPENDIX 3B

## CROWD MANAGEMENT INTERVENTION AND CONTROL: STRATEGIES

<table>
<thead>
<tr>
<th>Situation</th>
<th>Lawful Assembly</th>
<th>Isolated Unlawful Behavior</th>
<th>Unlawful Assembly</th>
<th>Riot</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Free Speech and assembly are protected First Amendment activities: Speeches, Marches, Demonstrations, Rallies</td>
<td>Isolated unlawful activity by individuals or small groups within a crowd should not automatically form the basis for declaring an assembly unlawful.</td>
<td>Assemblies may be dispersed when they are violent, or pose a clear and present danger of violence, or the group is breaking some other law in the process. If a crime is occurring, action may be taken to stop it prior to a Dispersal Order being given.</td>
<td>Penal Code §404: Any use of force or violence, disturbing the public peace, or any threat to use force or violence, if accompanied by immediate power of execution, by two or more persons acting together, and without authority of law, is a riot.</td>
</tr>
<tr>
<td></td>
<td>Picketing, Public assemblies, Protests, Celebratory events</td>
<td>Isolated destruction of property, Isolated acts of violence, Isolated rock or bottle throwers, Individual sit-down demonstrators</td>
<td></td>
<td>Group violent behavior, Group acts of property damage</td>
</tr>
</tbody>
</table>

### Use Crowd Management strategies
- Meet with event organizers and stakeholders
- Determine the history and risk of the group
- Create a planning team
- Check permit limitations
- Develop Incident Action Plan and objectives
- Identify and assign resources
- Monitor and assess crowd behavior

### Use Crowd Intervention strategies
- Use organizers and monitors to gain voluntary compliance
- Isolate, arrest and remove law violators as quickly as possible
- Video action of officers and law violators
- Use amplified sound to communicate intent or to gain compliance
- Use low profile tactics when possible. Don’t become the focus of the demonstration

### Use Crowd Control strategies
- Seek voluntary compliance
- Video action of officers and law violators
- Act quickly
- Request needed resources
- Put control forces in place
- Identify dispersal routes
- Consider a traffic plan
- Move media to protected area
- Use amplified sound to communicate intent to declare an unlawful assembly
- Disperse unlawful crowd

### Use Crowd Control strategies
- Track and contain groups involved in illegal behavior using cameras, observation posts, shadow teams or air unit
- Arrest individuals who fail to disperse or who are involved in illegal activity
- With proper approval, deploy appropriate less lethal munitions to defend officers or to disperse the crowd
- Ensure only reasonable force
- Report use of force
- Restore traffic flow

### Use Crowd Control strategies
- Video action of officers and law violators
- Request needed resources
- Put control forces in place
- Stop the illegal activity
- Put a traffic plan in place
- Track and contain groups involved in illegal behavior using cameras, observation posts, shadow teams or air unit
- Arrest law violators
- With proper approval, deploy appropriate less lethal munitions to defend officers or to stop violent behavior or property damage
- Ensure only reasonable force
- Report use of force
- Restore and maintain order
- Restore traffic flow
- Discourage groups from forming
- Protect lives, property, and vital facilities
- Remain present
- Reassess the situation
- Return to normalcy
- Act quickly
APPENDIX 3C

CROWD MANAGEMENT, INTERVENTION AND CONTROL:
APPLICABLE STATUTES

PENAL CODE

69  Resisting or deterring officer
71  Threat of injury made to peace officer in performance of his duties
102 Retaking property from officer
148 Resisting or obstructing public officer
148.1 False reporting planting of bomb
148.2 Interfering with fireman or EMT
148.4 Tampering with a fire alarm
148.9 Giving false identification
151 Advocating injury or death of peace officer
169 Picketing in or near courthouse with intent to interfere or obstruct administration of justice or influence judge, juror, witness or officer of the court
171f Entering State Capitol without authorization-disorderly conduct
182 Conspiracy
185 Wearing masks or personal disguises in the commission of any public offense
197 Killing in defense of self or property and arresting fugitives or quelling riot
218 Derailing or wrecking train
219 Wrecking train or firing bridge
219.1 Throwing missile at vehicle of common carrier
219.2 Throwing missile or shooting at trains, street cars or vessels
240 Assault – defined
241 Assault; Assault against peace officer or other specified persons engaged in performance of duties (Note: see 241 PC subsections)
242 Battery – defined
243 Battery; punishment (Note: see 243 PC subsections)
244 Throwing acid w/intent to disfigure or burn
245 Assault with deadly weapon, firearm, assault weapon or machine-gun (ADW) (Note: see 245 PC subsections)
246 Discharge firearm at inhabited dwelling, vehicle or aircraft
247 Discharge firearm at unoccupied aircraft or motor vehicle or uninhabited building or dwelling house

247.5 Discharging laser at aircraft

248 Interfere with helicopter operation – light or bright device

302 Disorderly conduct at church service

372 Maintaining public nuisance

374 Littering and waste matter defined (Note: see 374 PC subsections)

375 Use of offensive substance in place of public assembly; manufacture of offensive substance

396 Price gouging during state of emergency

403 Disturbing an assembly

404 Riot – defined

404.6 Incitement to riot

405 Punishment of participants in riot

405a Lynching – defined

405b Lynching – punishment

406 Rout – defined

407 Unlawful assembly

408 Participating in a rout or unlawful assembly

409 Refusal to disperse when ordered

409.5 Closing areas in emergency

410 Duty to suppress riot or rout

415 Fighting, causing loud noise or using offensive words in public place

415.5 Unlawful acts committed in buildings or grounds of Colleges or University

416 Duty of crowd to disperse when ordered; Restitution for property damage

420 Obstructing entry on government land

422 Threats to commit crime resulting in death or great bodily injury

422.6 Civil Rights; Interfere with property damage or speech

451 Arson

452 Unlawfully causing a fire

453 Possession or manufacture of combustible or explosive material or fire bomb

455 Attempts to burn

463 Burglary during state of emergency

555 Entry without permission (Note: see 555 PC subsections)
Injuring or obstructing railroad tracks, rights-of-way or structures

Injuring public road or bridge (Note: see 588 PC sections)

Injuring or tapping telegraph, telephone or cable telephone line

Vandalism

Trespassing

Unauthorized entry of dwelling

Trespass – Entering cultivated, fenced or posted land

Physical obstruction of student or teacher from attending or instructing at a University of California, California State University or Community College

Obstruct entry/exit of health care facility, place of worship or school

Tampering with posted legal notice

Definitions – miscellaneous crimes – schools (Note: See 626 PC subsections)

Infractions committed on or in facilities or vehicles of a public transit system (Note: see 640 PC subsections)

Disorderly conduct – defined

Every person who willfully and maliciously obstructs the free movement of any person on any street, sidewalk, or other public place or on or in any place open to the public is guilty of a misdemeanor.

Alcoholic beverages; possession of opened containers on posted premises; regulation by local ordinance

Counseling or aiding another in the commission of a misdemeanor

Unlawful assembly – officer’s duty to disperse

Arrest for refusal to disperse

Use of reasonable force to effect arrest

Arrest by Peace Officer

Destroying or injuring prison or jail (including jail property)

Peace Officer may purchase, possess or transport less-lethal weapons

Less-lethal weapon – definitions

WEAPONS LAWS

Bringing firearm or other specified weapons into courthouse or public meeting

Bringing loaded firearm into state office, State Capitol grounds or public school grounds

Bringing loaded firearms into the residence of Governor or other constitutional officer

Entering State Capitol without authorization – disorderly conduct within
374c Discharging firearms on a public highway

417 Drawing or exhibiting weapon in a rude or threatening manner (Note: see 417 PC subsections)

626.9 Bringing or possessing firearm on grounds of public school, college or university

626.10 Knives, razors, tasers, stunguns, etc., on school grounds, exceptions

16590 Manufacture, importation, sale or possession of disguised firearms or other deadly weapons prohibited; carrying concealed weapons prohibited; exceptions

17500 Possession of deadly weapon with intent to commit assault

25400 Unlawful to carry concealed firearms without license

25850 Loaded firearm; carrying in public place or in vehicle

18710 Possession of destructive device prohibited

22610 Purchase, possession or use of stun gun

CALIFORNIA VEHICLE CODE

23110 Throwing substance at vehicles

23112 Throwing, depositing or dumping matter on highway

CALIFORNIA ELECTION CODE

18340 Prevention of electors from assembly; misdemeanor

18380 Vandalism at polling places, violations; misdemeanor

18502 Interference with officers or voters; imprisonment

18540 Use of force, violence, tactic of coercion or intimidation; penalties
APPENDIX 3D

CROWD MANAGEMENT, INTERVENTION AND CONTROL:
APPLICABLE CASE LAW

USE OF FORCE

* Bryan v. McPherson* 630 F. 3d 805 (9th Cir. 2011)
* Chew v. Gates* 27 F.3d 1432, 1443 (9th Cir. 1994)
* Deorle v. Rutherford* 272 F. 3d 1272, 1284 (9th Cir. 2001)
* Eberle v. City of Anaheim* 901 F. 2d 814 (9th Cir. 1990)
* Forrester v. City of San Diego* 25 F. 3d 804 (9th Cir. 1994)
* Hammer v. Gross* 932 F. 2d 842 (9th Cir. 1991)
* Headwaters Forest Defense v. County of Humboldt* 240 F.3d 1185(9th Cir. 2000), *vacated and remanded on other grounds*, 534 U.S. 801 (2001) (Headwaters I)
* Headwaters Forest Defense v. County of Humboldt* 276 F. 3d 1125 (9th Cir. 2002)
* (Headwaters II)*
* Mattos v. Agarano* 661 F. 3d 433 (9th Cir. 2011)
* Scott v. Henrich* 39 F. 3d 912 (9th Cir. 1994)
* Young v. County of Los Angeles* 655 F. 3d 1156 (9th Cir. 2011)

UNLAWFUL ASSEMBLY

* Bacon In re*, (1966) 240 Cal. App. 2d 34
* Brown In re*, (1973) 9 Cal. 3d 612
* Chambers v. Municipal Court* (1997) 65 Cal. App. 3d 904
* Collins v. Jordan* 110 F. 3d 1363 (9th Cir. 1996)
* Galvin v. Hay* 374 F. 3d 739 (9th Cir. 2004)
* Kay In re*, (1970) 1 Cal. 3d 930, 943
* Menotti v. City of Seattle* 409 F. 3d 1113 (9th Cir. 2005)

RIOTS

* People v. Bundte* (1948) 87 Cal. App. 2d 735, 744, cert. denied 337 U.S. 915
* People v. Davis* (1968) 68 Cal. 2d 481
LYNCHING

People v. Jones (1971) 19 Cal. App. 3d 437

RIGHT OF ACCESS


Cox v. State of New Hampshire 312 U.S. 569 (1941)

Seattle Affiliate of the October 22nd Coalition to Stop Police Brutality, etc. v. City of Seattle 550 F. 3d 788 (9th Cir. 2008)

Mardi Gras of San Luis Obispo v. City of San Luis Obispo 189 F. Supp. 2d 1018 (2002) (This case addresses impermissible prior restraint on protected expression in public forums, including an analysis of reasonable “Time, Place and Manner” restrictions and content-based regulations that are not the least restrictive means to further a compelling state interest.)

FIRST AMENDMENT

Brown In re, (1973) 9 Cal. 3d 612

Chambers v. Municipal Court (1977) 65 Cal. App. 3d 904


Jefferson v. Superior Court (1975) 51 Cal. App. 3d 721)


PUBLIC PLACE OBSTRUCTION


Cox In re, (1970) 3 Cal. 3d 205, 220


OBSTRUCTING PEACE OFFICER


People v. Patino (1979) 95 Cal. App. 3d 11

THROWING SUBSTANCES

People v. Whitney (1978) 76 Cal. App. 3d 863
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