

Universitywide Police Policies And Administrative Procedures



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University of California
Universitywide Police Policies and Administrative Procedures

INTRODUCTION

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

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

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

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

LETTER OF PROMULGATION

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

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



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

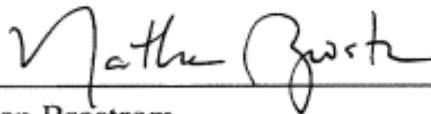
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Date



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Chapter 1: APPLICABILITY

EMPLOYEES

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

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

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

UNIVERSITY OF CALIFORNIA PERSONNEL POLICIES

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

COMPLIANCE

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

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

Chapter 2: STATUTORY AUTHORITY

AUTHORITY: REGENTS--PEACE OFFICERS

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

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

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

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

CONCURRENT JURISDICTION

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

DELEGATION OF AUTHORITY

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

Chapter 3: POLICE PERSONNEL, ORGANIZATION

POLICE DEPARTMENT, ORGANIZATION--DEFINITIONS

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

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

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

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

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

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

(a) Consensus

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

(b) Robert's Rules of Order

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

(c) Decisions Requiring a Vote

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

(d) Member Votes

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

(e) Quorum

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

ORGANIZATION AND CHAIN OF COMMAND--RESPONSIBILITY

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

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

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

RESPONSIBILITIES OF SWORN PERSONNEL

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Chapter 4: ADMINISTRATIVE COMMUNICATIONS

ORDERS

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

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

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

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

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

FAMILIARITY WITH ORDERS

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

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

FAILURE TO OBEY AN ORDER

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

CONFLICTING ORDERS

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

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

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

Chapter 5: PERSONNEL, DUTIES AND RESPONSIBILITIES

ETHICAL RESPONSIBILITIES

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

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

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

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

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

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

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

CONFIDENTIAL INFORMATION

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

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

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

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

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

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

FALSE REPORTS

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

COMPROMISING CRIMINAL CASES

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

NEWS MEDIA

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

COURT APPEARANCE, TESTIFYING

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

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

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

SPEAKING ENGAGEMENTS

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

CIVIL PROCEEDINGS

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

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

ALCOHOL, DRUGS, NARCOTICS

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

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

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

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

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

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

DRUGS/MEDICATIONS

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

TOBACCO PRODUCTS, GENERALLY

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

GENERAL RESPONSIBILITIES

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

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

512.2 Police Identification.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Chapter 6: SWORN PERSONNEL STANDARDS FOR EMPLOYMENT & TRAINING

PEACE OFFICER STANDARDS AND TRAINING

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

MINIMUM STANDARDS FOR PEACE OFFICER CANDIDATES, ENTRY LEVEL

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

REQUIREMENTS UPON APPOINTMENT

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

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

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

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

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

NOTICE OF RECRUITMENT

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

REQUIREMENTS FOR LATERAL ENTRY OR INTERCAMPUS, IN-CLASS TRANSFER

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

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

REAPPOINTMENT OF FORMER SWORN PERSONNEL, CONDITIONS

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

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

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

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

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

Chapter 7: PROMOTION OF SWORN PERSONNEL

POLICY

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

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

PROMOTIONAL PROCESS

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

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

MINIMUM STANDARDS FOR POLICE SERGEANTS

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

703.1. Minimum Standards for Police Sergeants:

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

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

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

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

NOTIFICATION OF PROMOTIONS

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

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

PROBATIONARY PERIOD

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

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

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

TEMPORARY ASSIGNMENT TO HIGHER CLASS, COMPENSATION

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

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

Chapter 8: USE OF FORCE

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

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

ON DUTY FIREARMS

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

ON DUTY FIREARMS--PLAINCLOTHES OFFICERS

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

WEAPONS REGISTRATION

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

OFF DUTY FIREARMS

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

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

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

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

FIREARM SAFETY

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

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

DISCHARGE OF FIREARMS

808. Officers shall discharge firearms only as follows:

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

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

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

WARNING SHOTS

809. Warning shots should not be fired.

INAPPROPRIATE USE OF FIREARMS--DISCIPLINARY ACTION

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

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

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

FIREARMS PROFICIENCY

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

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

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

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

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

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

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

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

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

CHEMICAL AGENTS--TEAR GAS AND OLEORESIN CAPSICUM

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

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

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

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

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

POLICE BATON

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

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

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

ELECTRONIC CONTROL DEVICES

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

OTHER LESS LETHAL DEVICES

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

Chapter 9: ARRESTS

RIGHTS OF INDIVIDUALS

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

ARREST PROCEDURES

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

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

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

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

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

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

TRANSACTIONS WITH ARRESTEES AND SUSPECTS

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

BAIL, POSTING PROHIBITED

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

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

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

RECOMMENDING ATTORNEYS PROHIBITED

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

Chapter 10: UNIFORMS--GENERAL REQUIREMENTS

POLICY

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

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

POSSESSION OF UNIFORM

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

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

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

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

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

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

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

WEARING THE UNIFORM--USE OF DISCRETION

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

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

UNIFORM MAINTENANCE

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

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

REPLACEMENT AND REPAIR OF UNIVERSITY EQUIPMENT

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

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

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

PERSONAL GROOMING--UNIFORMED AND NON-UNIFORMED EMPLOYEES

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

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

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

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

PROHIBITED USE OF UNIFORM/DEADLY WEAPONS--PICKETING

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

CHAPTER 11: UNIFORM SPECIFICATIONS--SWORN PERSONNEL

POLICY

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

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

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

WEARING THE UNIFORM--REGULATIONS

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

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

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

UNIFORM

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

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

EQUIPMENT

- Pen

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

1102.2.1 *Hats.

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

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

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

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

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

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

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

Material. Shall meet the following minimum standards:

Fiber Content. 100% wool or wool blend.

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

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

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

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

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

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

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

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

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

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

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

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

1102.2.7 Rank Insignia

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

BASIC UNIFORM ITEMS--PLAIN CLOTHES DUTY

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

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

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

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

1103.4 Departmental Identification Card. (See 1102.2.42)

1103.5 Valid California Drivers License. (See 1102.2.43)

Chapter 12: AWARDS AND COMMENDATIONS

POLICY

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

MEDALS

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

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

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

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

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

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

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

FORMAL AWARD

1203. The following formal award may be bestowed:

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

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

PROCEDURE

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

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

1204.2 Nominations

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

1204.3 Nomination Review.

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

CERTIFICATES

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

PRESENTATION OF MEDALS OR AWARDS

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

WEARING OF MEDALS

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

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

POSTHUMOUS AWARDS

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

MEDALS, CERTIFICATES, LAPEL PINS

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

Chapter 13: UNIVERSITYWIDE MUTUAL AID

DEFINITIONS

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

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

REQUESTING MUTUAL AID

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

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

RESPONDING TO MUTUAL AID REQUESTS

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

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

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

REIMBURSEMENT POLICY

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

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

1304.1.1 Personnel Costs

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

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

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

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

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

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

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

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

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

WORKING HOURS--SHIFTS TO BE COMPLETED

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

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

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

FOOD, LODGING, AND TRANSPORTATION--HOST CAMPUS RESPONSIBILITIES

1306. The host campus is responsible for the following:

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

TRANSPORTATION AND EQUIPMENT--GUEST CAMPUS RESPONSIBILITIES

1307. The guest campus is responsible for the following:

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

SUPERVISION AND ARREST PROCEDURES

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

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

INJURY AND ILLNESS

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

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

REPORTS

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

DISPOSITION OF CITIZEN'S COMPLAINT

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

GUIDELINES FOR UNIVERSITYWIDE MUTUAL AID

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

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

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

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

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

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

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

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

REPORTING MUTUAL AID

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

UNIVERSITYWIDE MUTUAL AID FORMS AND REPORT

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

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

Chapter 14: FUNERAL PROTOCOL

RESPONSE

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

NOTIFICATIONS

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

1402.1 Recommended Order of Notification.

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

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

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

FUNERAL PROTOCOL

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

Law Enforcement Code of Ethics

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

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

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

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

(insert name)

Date

University of California Police Department
Universitywide Mutual Aid Request Form

TO
HOST CAMPUS
EVENT

	CAMPUS
	DATE OF REQUEST

REQUESTOR

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

MUTUAL AID REQUESTED

START DATE
END DATE

	START TIME
	END TIME

PERSONNEL REQUESTED

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

UNIFORM

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

EQUIPMENT REQUESTED

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

LODGING INFORMATION

MEAL INFORMATION

TRANSPORTATION INFORMATION

BILLING QUESTIONS AND INVOICE CONTACT

NAME
PHONE
MAILING ADDRESS

ADDITIONAL INFORMATION

DATE

CHIEF OF POLICE

University of California Police Department
Universitywide Mutual Aid Authorization

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

RE: Confirmation of Mutual Aid

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

NAME	RANK	ID#

*DENOTES PERSON IN CHARGE OF DETAIL

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

DATE

CHIEF OF POLICE

University of California Police Department
Universitywide Mutual Aid Transportation Information Form

NAME

CAMPUS

PURPOSE OF TRIP

DATES OF TRAVEL

DESTINATION

DEPARTING FROM		AIRPORT	
DATE		TIME	
ARRIVING AT		AIRPORT	
DATE		TIME	

TRANSPORTATION NEEDED FROM AIRPORT YES ☐ NO ☐

RETURN DESTINATION

DEPARTING FROM		AIRPORT	
DATE		TIME	
ARRIVING AT		AIRPORT	
DATE		TIME	

TRANSPORTATION NEEDED TO AIRPORT YES ☐ NO ☐

ADDITIONAL INFORMATION

SIGNATURE

FORM PREPARED BY

TELEPHONE NUMBER

PLEASE SUBMIT THIS FORM TO THE CAMPUS REQUESTING MUTUAL AID.

University of California Police Department
Universitywide Mutual Aid Emergency Information Form

TO	
DATE	
REQUESTING CAMPUS	
EVENT	

NAME OF OFFICER	
CAMPUS	
DATE OF BIRTH	

PERSON TO BE NOTIFIED IN EMERGENCY

NAME	
RELATIONSHIP	
HOME PHONE	
CELL PHONE	
BUSINESS PHONE	
ADDRESS	
ADDITIONAL	

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

NAME	
RELATIONSHIP	
HOME PHONE	
CELL PHONE	
BUSINESS PHONE	
ADDRESS	
ADDITIONAL	

MEDICAL INFORMATION

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

University of California Police Department
Universitywide Mutual Aid Summary Report

DATE:

TO:

Coordinator of Police Services

FROM:

RE: Mutual Aid Event

EVENT DATE(S):

CAMPUSES THAT PROVIDED MUTUAL AID PERSONNEL

UCB ☐ UCD ☐ UCI ☐ UCLA ☐ UCM ☐ UCR ☐ UCSD ☐ UCSF ☐ UCSB ☐ UCSC ☐
PERSONNEL PROVIDED CAPT./LT. SGT. OFFICERS
*SEE ATTACHED COPY OF ROSTER **OTHER (SPECIFY)**

CAMPUSES THAT PROVIDED MUTUAL AID EQUIPMENT

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

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

SUMMARY OF MUTUAL AID EVENT

Law Enforcement Funeral Position Descriptions and Responsibilities¹

HONORS, DEFINED

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

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

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

FUNERAL PROTOCOLS

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

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

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

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

A-3

¹ Adapted from Ventura County Law Enforcement Funeral Protocol, 2004

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

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

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

EVENT MANAGEMENT

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

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

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

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

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

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

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

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

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

- Schedule and maintain contact with all activated segments of the Incident Command structure;
- Attend all planning meetings;
- Appoint a Mortuary Liaison to discharge the duties listed on the Mortuary Liaison Checklist;
- Appoint a House of Worship Liaison to discharge the duties listed on the House of Worship Checklist;
- Appoint a Cemetery Liaison to discharge the duties listed on the Cemetery Liaison Checklist;
- Exercise functional supervision over the progression of all funeral related events;
- Ensure that bomb sweeps are conducted at all venues prior to the arrival of personnel;
- Change and re-direct the Incident Action Plan as necessary;
- Maintain a journal of all activities;
- Submit all documentation to the Planning and Intelligence Section prior to the incident debrief;
- Attend the incident debriefing.

Planning and Intelligence Section Chief. It is the duty of the Planning and Intelligence Section Chief to oversee the conduct of all planning meetings, maintain all records and documentation and coordinate the participation of elements from within and without the Department that will be contributing technical expertise to the proceedings. The Planning and Intelligence Section Chief should:

- Announce and conduct an initial planning meeting;
- In conjunction with the Operations Section, identify an Operational Period;
- Compose a written Action Plan that allows sufficient time for all organizational components to complete assigned duties;
- Conduct a site survey at the house of worship and produce a security plan;
- Conduct a site survey at the cemetery and produce a security plan;
- Establish and maintain contact with:
 - The religious leader identified by the Family Liaison Officer;
 - The Funeral Director;
 - The Benefits Counselor;
 - The Department Psychologist;
 - A Piper;
 - A Bugler;
 - A photographer for both venues the day of the funeral;
 - An audio expert for the church and graveside ceremonies;
- Maintain a journal of all activities;
- Maintain copies of all written plans, diagrams, maps, etc.
- Handle all correspondence;
- Monitor the weather;
- Collect and archive all journals, notes and documents;
- Conduct the incident debrief;
- Prepare an After-Action report.

Traffic Group Supervisor. Under the direction of the Operations Section it is the responsibility of the Traffic Group to plan and coordinate all traffic related elements the day of the funeral. The Traffic Group Supervisor should:

- Attend all planning meetings;
- Diagram the parking facilities at the mortuary and the cemetery;
- Contact (through the Command Liaison Officer) the California Highway Patrol and other jurisdictions that may be impacted during the funeral procession;
- Formulate a motorcade and parking plan for all venues;
- Maintain a journal of all activities;
- Submit all plans and related documentation to the Planning and Intelligence Section prior to the second planning meeting;
- Notify the Logistics Section of all items necessary to accomplish the Traffic Group mission (cones, delineators, flares, barricades, etc.);
- Submit all journals and other documentation to the Planning and Intelligence Section prior to the incident debriefing;
- Return all unused or re-useable items to the Logistics Section;
- Attend the incident debrief.

Ceremonies Group Supervisor. Under the direction of the Operations Section it is the responsibility of the Ceremonies Group to research, plan and execute all funeral related ceremonies. The Ceremonies Group Supervisor should:

- Establish a Church Ceremonies Team and designate a Team Leader;
- Establish a Cemetery Ceremonies Team and designate a Team Leader;
- Ensure that the position of Master of Ceremonies is staffed by one well versed in military drill and ceremonies who possesses a commanding voice;
- Meet the Funeral Director, the Cemetery Curator, the Family Liaison Officer and the religious leader at the cemetery well in advance of the interment and choreograph the graveside ceremonies;
- Conduct dress rehearsals with all involved parties at both venues. Ensure that the following issues are addressed:
 - The ceremony is planned in accordance with the wishes of the next of kin;
 - The location of the grave is satisfactory to the next of kin;
 - The listed elements are plotted on a cemetery diagram;
 - Rifle Squad;
 - Uniform formation;
 - Family delegation, (with a canopy and sufficient chairs in place);
 - The arrival route of the hearse, and its eventual parking space;
 - Piper and Bugler;
 - Honor Guard.
- After addressing the necessary issues, mark the locations of the components of the ceremonial groups with wire flags, spray chalk or other suitable substance and conduct a walk-through of the graveside ceremony. (When mapping out the ceremonial elements, [especially the uniform formation] remember that it is easier to constrict a plan that is too large than to expand one that is too small).
- Contact all members of each component of the ceremonial groups and direct them to report to their respective duty stations well in advance on the day of the funeral in order to dress rehearse their roles;
- Confer with the Parking Team Leader to ensure that all vehicles belonging to the members of the ceremonial groups are positioned for rapid departure from the house of worship, to the cemetery, well in advance of the funeral motorcade;
- Position arriving personnel in accordance with the parking plan;
- Oversee the conduct of the graveside ceremonies.

Logistics Section Chief. The Logistics Section Chief is responsible for site security at all venues, provision of all necessary supplies, procurement of certain key personnel and apparatus, operating a transportation detail to assist arriving and departing personnel, and assisting the family with the post-funeral reception. The Logistics Section Chief should:

- Arrange for the deployment of a tow truck at both venues the day of the funeral;
- Arrange for the deployment of a rescue ambulance at both venues the day of the funeral;
- Arrange for the deployment of portable toilets at a suitable location in the cemetery;

- Arrange for the deployment of a catering truck at a suitable location, in the cemetery proper, on the day of the funeral;
- Arrange and supervise a transportation detail to assist persons attending from distant locales;
- Obtain a casket flag and white gloves;
- Obtain a sufficient supply of cones, barricades, flares, delineators and other equipment to supply the Traffic Group;
- With the concurrence of the Family Liaison Officer, offer to assist the family with the post-funeral reception;
- Ensure that all equipment and supplies are returned or accounted for prior to the incident debriefing;
- Maintain a journal of all activities;
- Submit all documentation to the Planning and Intelligence Section prior to the incident debriefing;
- Attend the incident debriefing.

Officer's Association Liaison (or other identified Specialist).

- Assist the decedent's family with matters related to the death such as benefits, insurance policies, personal documentation, costs, etc.
- Attend all planning meetings;
- Assist with funeral planning and arrangements.

GRAVESIDE CEREMONIES FOR CATEGORY I FUNERAL

Ceremonial Elements. A Category I funeral consists of some or all of the following ceremonial elements:

- Master of Ceremonies
- Pallbearers
- Honor Guard
- Rifle Squad
- Ceremonial Flag Folding
- Piper
- Bugler
- Flyover Squadron
- Rider-less Horse

Choreography. A Category I funeral is choreographed as follows:

- Ensure that the family's wishes are met;
- Ensure that the family can see and hear all elements of all ceremonies;
- Ensure that the Master of Ceremonies has drill and ceremonies expertise and a commanding voice;
- Ensure there is a clear path for all ceremonial elements, paying particular attention to the pallbearers;
- Ensure the elements of the formation can hear the proceedings at the graveside.

Flag and Coffin Protocol.

- When the United States flag is draped on a coffin, the field of stars is positioned at the head and over the left shoulder of the deceased, as pictured in the addenda.
- When a flag-draped coffin is on display, the head is to the viewer's left. The striped area of the flag faces the viewer and is considered the "front" view.
- When a coffin is moved, whether flag-draped or not, it is oriented feet first.
- When outside, if a flag-draped coffin is moved from one place to another, uniformed personnel are expected to salute when it passes.
- Nothing is to be placed on a flag-draped coffin at any time.
- During the ceremony the United States flag is folded by the Honor Guard. Once folded it may be passed from person to person or carried from place to place. If so, it is carried left hand on the bottom, right hand on the top. Before it changes hands the receiving person, if in uniform, salutes the presenter.

Special Element Roles. The graveside ceremony consists of several ceremonial elements. The Rifle Squad, Pallbearers, Honor Guard, Bugler, Piper, etc., at times act independently of the main formation in the discharge of their duties. The following are guidelines for such special element roles:

- The Master of Ceremonies is the leader of all uniformed elements;
- The commands of the Master of Ceremonies are given in a voice audible to all present;
- The commands to the special elements by their individual Officers in Charge are audible only to the concerned elements;
- When the Master of Ceremonies intends for the special elements to operate independently of his commands, the command: "SPECIAL ELEMENTS, STAND FAST!" will be given prior to the command given the main formation. On all other occasions the special elements are to function as part of the main formation.

Positioning of Elements

- The Master of Ceremonies should be at the graveside well in advance of the motorcade, and should, in an expeditious manner, position arriving officers into the ranks and files of the main formation;
- The Master of Ceremonies should also position the Honor Guard, Piper, Bugler, Rifle Squad and other special elements;
- Upon arrival of the hearse the pallbearers should stand at Parade Rest, facing one another in two ranks, at the rear of the hearse, until directed by the Master of Ceremonies to remove the casket.

Recommended Order of Ceremonies. After the Master of Ceremonies has positioned all elements and the main formation is complete the Order of Ceremonies (with the MC giving the commands) is as follows:

- The command: "DETAIL ATTENTION!" is given. This signals the Mortuary Director and the pallbearers to remove the casket from the hearse;

- "PRESENT ARMS" is directed to the entire formation; "Present Arms" is held while the pallbearers move the casket to the bier. (The casket is oriented feet first when moved and when positioned for the service. If the casket needs to be turned or re-oriented it is done with a pivoting movement immediately prior to being set at rest).
- "DETAIL - ORDER ARMS!" is given after the pallbearers have placed the casket on the bier, adjusted the flag to its proper position and come to attention.
- "DETAIL, PARADE REST!" The OIC of the pallbearer detail directs a facing movement followed by a marching order that positions the detail to the side (but in close proximity) to the bier, for the duration of the religious rites. Upon completion of the religious rites the Honor Guard positions itself on either side of the casket for the folding of the flag.
- "DETAIL ATTENTION!" queues the piper to begin a musical selection and the Honor Guard to begin folding the flag in accordance with the addendum to this document.
- The folded flag is presented to the Chief of Police who renders a hand salute, receives the flag from the presenter, turns and presents it to the primary next of kin. It is not uncommon for Category I ceremonies to be attended by the Governor or a representative of that office. In almost all cases, uniformed officers from the California Highway Patrol will be in attendance to present a State of California flag, and condolences from the governor, to the primary next of kin. This occurs immediately after the presentation of the United States flag by the Chief of Police.
- After the flag presentations and condolences are complete, the command: "DETAIL, PRESENT ARMS!" is given to all personnel. Immediately thereafter: "PREPARE FOR THE VOLLEY!" is given as a warning that the rifle volley is about to occur and queues the rifle squad to conduct the rifle salute.
- After the rifle squad completes the volley and comes to "Present Arms" the bugler begins "TAPS". (If there is a flyover it should be coordinated to pass overhead as "TAPS" is ending).
- Upon completion of "TAPS" and the flyover: "DETAIL, ORDER ARMS!" is given. This queues the pallbearers to align with the end of the casket farthest from the next of kin, remove their gloves and file past the casket, placing their gloves thereon as they do so. After having done so the pallbearers form a rank at attention and "DETAIL, DISMISSED!" is given, ending the ceremony.

CEREMONIES, CATEGORIES II THROUGH V

Category II. A category II (Sworn/Non-traumatic death) funeral honors are confined to a Rifle Salute, ceremonial Flag Folding and TAPS.

Category III. The protocol for a Category III (Death of a Civilian Employee) funeral should be restricted to a motor escort, a static Honor Guard and an attendance policy identified by the Chief of Police.

Category IV. The protocol for a Category IV (Death of a Retired or Separated Employee) funeral should be restricted to the participation of a static Honor Guard and an attendance policy identified by the Chief of Police.

Category V. The protocol for a Category V (Death of an Immediate Family Member) funeral should be limited to an attendance policy identified by the Chief of Police.

Notice of Critical Injury

We regret to announce the Critical Injury of:

Rank _____ Name _____ Serial# _____

Assigned to: _____ Agency _____

Circumstances: _____

_____ is being treated at: _____

Condition: _____. Visiting ____ is ____ is not permitted.

Direct inquiries to _____ at _____

This notice is designed as a combination press release / agency notification. It is recommended that it be transmitted via CLETS or other appropriate law enforcement communication media to any uninvolved agencies that might have an interest in the occurrence, its circumstances, or the condition of the injured employee. Use the space below to cover any issues not addressed above. In the event the employee does not survive the event refer to the DEATH AND FUNERAL NOTICE on the reverse of this form.

DEATH AND FUNERAL NOTICE

We regret to announce the death of:

Rank _____ Name _____ Serial# _____
Last Assigned to: _____ Place of Birth _____
Date of Birth _____ Place of Death _____
Date of Death _____ Appointment Date _____ Retirement Date _____
Surviving Kin _____

Decedent Classification _____ Status _____ Event Classification _____

Viewing: Day: _____ Date: _____ Time: _____
Facility: _____
Address: _____
City: _____

Service: Day: _____ Date: _____ Time: _____
Facility: _____
Address: _____
City: _____

Interment: Immediately Following:
Facility: _____
Address: _____
City: _____

Family Contact: Name: _____
Address: _____
City: _____ Zip: _____
Telephone: _____

Command Liaison Officer: _____

Reporting Party: _____ Call Back# _____

Watch Commander Notified: _____ Date: _____ Time: _____

Information Taken by: _____ Date: _____ Time: _____

MORTUARY LIAISON CHECKLIST

- [] In conjunction with the family, identify the mortuary of preference. (Pierce Bros. donates all services for officers killed in the line of duty, including casket, vault, plot, headstone and the adjoining plot for the spouse if requested).
- [] Record the exact name, address, telephone number and person to be contacted at the mortuary. The contact person should be one with decision making authority who should, as the primary point of contact, be available for all-hours contact for the duration of the event.
- [] Schedule a meeting at the mortuary with the immediate next of kin, **Family Liaison Officer, Mortuary Liaison Officer, POA Liaison and the Funeral Director**, to obtain first hand information regarding available services. The wishes of the next of kin regarding preparation of the body, i.e. open casket, religious symbols or personal keepsakes to be enclosed with the body at burial, etc., will be addressed at this meeting. (If the family wants items removed from the body as keepsakes, it is permitted upon completion of the appropriate documents).
- [] With the concurrence of the next of kin, establish a viewing or prayer service schedule and inform the OIC of the **Honor Guard** of the date place and time.
- [] Coordinate with the **Funeral Director** for provision of limousines for the family on the day of the funeral.
- [] Verify that the mortuary will coordinate memorial folders, thank you cards, photographs, floral arrangements and the memorial book.
- [] The mortuary expects the family to provide:
 - [] Social Security Number;
 - [] DD214 for honorably discharged veterans;
 - [] clothing for burial;
 - [] a list of pallbearers;
 - [] a photograph of the decedent;
 - [] their identified preference for a cemetery plot.

HOUSE OF WORSHIP CHECKLIST

- [] Determine (through the **Family Liaison Officer**) the religious affiliation of the Officer and family.
- [] Determine (through the **Family Liaison Officer**) the exact name, address and telephone number for the house of worship preferred by the family.
- [] Contact the leader of the congregation and determine the seating capacity of the facility.
- [] Obtain a floor plan of the facility and a diagram of the available parking.
- [] Meet with the leader of the congregation and compose a detailed list of the items or issues the Department is expected to handle, and a detailed outline of how the service is expected to evolve.
- [] Solicit the recommendations of the leader of the congregation for family and VIP seating.
- [] Set a tentative date and time for the service. Do not make a commitment. (Autopsies or other facets of the investigation may delay release of remains).
- [] Prepare to brief the **Incident Command Staff** at the scheduled planning meeting.
- [] Advise the leader of the congregation that a **Master of Ceremonies** must be provided to choreograph all aspects of the worship services.
- [] Arrange a dress rehearsal for all who participate in the worship services. (Ushers, Pall Bearers, Honor Guard, etc.).
- [] Consult with the **Parking Team Leader** about the parking layout at the house of worship.

CEMETERY LIAISON CHECKLIST

- [] The **Cemetery Liaison Officer** is in charge at the cemetery. Cemetery personnel will advise when asked but the protocol is that the **Cemetery Liaison Officer** dictates what is needed and the cemetery provides it.
- [] Verify with cemetery personnel that no other burials are scheduled during the period that the police ceremonies are to occur.
- [] Obtain a map of the facility.
- [] Consult with the **Cemetery Manager** regarding his recommendations for a traffic plan for a long procession.
- [] In conjunction with the **Formation Leader**, formulate a plan for a large formation of uniform and plain clothes police personnel.
- [] Maintain contact with the **Documentation Unit** of the **Planning Section**, which is responsible for monitoring the weather. Remain current on the status of the weather. The cemetery will arrange for shelters if needed.

BUGLER ○

RIFLE SQUAD

CATEGORY 1 FORMATION GUIDELINES

MASTER OF CEREMONIES


HONOR GUARD

PALL

BEARERS

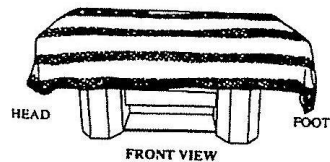
UNIFORM FORMATION

PIPER ○

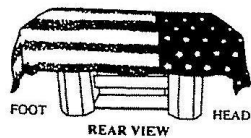

 FAMILY



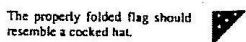
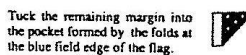
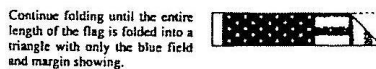
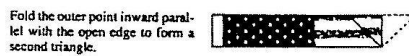
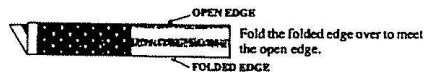
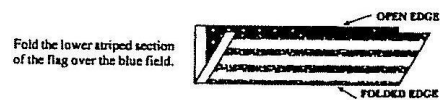
CORRECT METHOD OF DISPLAYING THE FLAG WITH THE CASKET



Center the flag on the casket so that the blue shield is at the head and over the left shoulder of the deceased.



CORRECT METHOD OF FOLDING THE UNITED STATES FLAG



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