Purpose:
The CSU Channel Islands Police Department (CIPD) has authorized patrol shift coverage from outside unit 8 officers in accordance with the Statewide University Police Association’s (SUPA) Collective Bargaining Agreement (CBA). When the scheduling sergeant has approved an outside unit 8 member to cover a patrol shift, the following guidelines should be followed.

PROCEDURE:

Start of Shift:

At the start of the shift, the watch commander will provide the outside officer with the following:

- Hand-held radio.
- Campus and University Glen map.
- Radio code & booking procedure reference sheet.
- Assigned radio call-sign will be “Paul 10.”
- One set of patrol keys from the “Traka Box” system (PLA 19). These keys will include patrol vehicle keys and a building access card; all of which are placed together on the same key ring.
- Patrol phone
- Patrol vehicle. If necessary, provide instructions on equipment operations (lights, siren, radio etc…)

The scheduling sergeant will place the maps, reference sheet and any other pertinent items in the watch commander box prior to the outside officer assuming the overtime shift.

The outside officer will attend briefing where he/she will be informed of any pertinent information related to patrol (i.e.: wanted subjects, BOL’s, etc.).
Additionally, the watch commander will provide the outside officer with their (watch commander’s) phone number, the Administrator On-Call (AOC) and the Communication Center phone numbers.

**Patrol:**

In most cases, the outside officer should operate as a solo officer during the shift. However, the watch commander may opt for the outside officer to operate as a two-person unit based on the outside officer’s knowledge of the area, experience/years of service, recent activity/call volume at CSUCI.

When the outside officer is dispatched to a call for service, the CSUCI officer/sergeant should respond to the call as well and be prepared to assist the outside officer in locating the call for service. Although there may be a time when the outside officer is a certified EMT, the on-duty CSUCI officer/sergeant shall be the primary EMT on medical calls and remain on campus during the entirety of their shift.

**Calls for Service:**

Since outside officers may not be familiar with CIPD’s policies, procedures and/or practices; the on-duty CSUCI officer/sergeant should assume a primary role on calls for service and is responsible for all associated reports. This includes interviews, evidence collection, evidence processing, etc. The outside officer should maintain the roll of a cover officer when possible. If a call for service occurs that requires documentation from the outside officer, their supplemental report should be completed from their home campus report writing system and forwarded to the CSU Channel Islands Police Department to be attached to the CSUCI RIMS report. Outside agency supplemental reports should be emailed to police.records@csuci.edu.

**Arrests:**

If an arrest is made, the CSUCI officer/sergeant will pre-book the arrestee in the CSU Channel Islands Police Department Investigations Office. Once the arrestee is Pre-booked, the outside unit 8 member will transport the arrestee to the Ventura County Main Jail to keep a CSUCI EMT on campus. A map to the main jail is included with the booking procedure reference sheet.

**End of Shift:**

At the end of the shift, the watch commander will be responsible for collecting the patrol keys, hand-held radio, maps, radio procedure and booking procedure document from the outside unit 8 member. The outside unit 8 member will complete an outside agency overtime form and be issued a copy. This form will then be turned into the scheduling sergeant.