

CSU Channel Islands Police Department

Law Enforcement Procedures Manual

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Chapter 1 - Law Enforcement Role and Authority

Written Directive Addition and Review Procedure

100.1 PURPOSE AND SCOPE

This procedure provides guidance to the agency for the addition, revision, and review of proposed or revised policies, procedures, rules, and regulations (written directives) prior to their promulgation.

100.2 NEW OR REVISED WRITTEN DIRECTIVES

New or revised written directives are introduced in a number of ways.

- When required due to changes in law, training, Lexipol updates, or best practices.
- When a member submits a memorandum for recommended change to their supervisor for review and it is approved through the chain of command.
- When the California State University (CSU) System Office issues new or revised systemwide directives.
- At the direction of the Chief of Police.

100.3 WRITTEN DIRECTIVE REVIEW

All new or revised department written directives will be reviewed by the Chief of Police or a Lieutenant. Policy updates that impact wages, hours, or other terms and conditions of employment will likely require a meet and confer with impacted labor unions. In these situations the Chief will send the proposed new or revised policy to Labor Relations at the CSU System Office and/or the CSUCI Human Resources Office for consultation.

In situations where the Chief or Lieutenant does not believe a meet and confer is required, they will typically still meet with appropriate department members and seek their input on the content prior to issuance. This process is accomplished primarily as a means of insuring that proposed or revised policies, procedures, rules and regulations do not contradict other written directives or applicable law.

In some situations, (i.e., policy changes that come about due to changes in state law) the Chief may choose to immediately issue the new or revised policy without any member review.

100.4 TRAINING

Training on new or revised policies will be completed and documented as directed by the Administrative Sergeant.

Chapter 2 - Organization and Administration

Monthly Role Call Training

205.1 PURPOSE AND SCOPE

To improve weekly roll-call training for patrol staff on a variety of topics.

205.2 PROCEDURE

The four patrol sergeants shall be responsible for creating one roll-call training card with their teams by the end of every month. The proposed training cards should be submitted to the admin. sergeant in an electronic format for review.

The roll-call training can be on any topic as determined by the patrol sergeant. Patrol sergeants are encouraged to identify topics that would be most beneficial for their officers to review. Examples include, but are not limited to; case law updates; investigative procedures; tactics; etc.

The selection of topic and creation of the roll-call training cards may be completed by the patrol sergeant, as a team on a shift, or assigned to a specific officer on the shift. It is the responsibility of each patrol sergeant to ensure a roll-call training card is created each month and that it is appropriate. The sergeant shall ensure their shift's training card is submitted to the admin. sergeant before the last day of each month. Each card needs to contain an appropriate level of detail so that the other patrol shifts can provide the same training based solely on the cards content.

The admin. sergeant will review and approve each shift's submitted roll-call training cards, print them out and place them into a training folder in the briefing room for use during the following month. The admin. sergeant will assign the roll-call training cards to a specific week within each month.

Each week, patrol sergeants will be responsible for ensuring their teams complete the roll-call training and discussion for that week's identified training card as a group, during one of their shift briefings. Upon completion of that week's roll-call training, each officer who participated should place their initials in the box associated with that training card on the training roster. It is encouraged that patrol sergeants rotate the officers responsible for leading each roll-call training/discussion and allow them time to prepare for the roll-call training by letting them know in advance which card and during which shift they are presenting.

Cash Fund/Accounts Maintenance

Effective Date:	03-03-2023
Revised Date:	
Issuing Authority: Chief Drake Massey	

207.1 CASH FUNDS

Department personnel who are assigned to the customer service counter, or who have been trained in the maintenance of cash funds are permitted to receive, maintain, or disperse cash from Fund 960301 and Fund 960101.

207.2 CASH FUNDS PROCEDURES

Each fund where cash is received, maintained or disbursed shall include a balance sheet, ledger, or other system that identifies initial balance, credits, debits and the balance on hand.

Receipts and/or documentation are required for all cash received.

The use of cash funds from Fund 960301 and Fund 960101 for any department expenses is not authorized.

The department's Administrative Analyst is responsible for conducting a quarterly accounting of the department's cash activities and notifying the Chief of Police of any discrepancies or need for changes/modifications to cash handling procedures.

Chapter 3 - General Operations

Processing and Temporary Detention

Effective Date:	01-04-2023
Revised Date:	
Issuing Authority: Chief Drake Massey	

310.1 DESIGNATE ROOMS OR AREAS

The interview room (PLA 1823), squad room (PLA 1805), and Administrative Sergeant's office (PLA 1818) are the designated areas in the Department authorized for use for detainee processing, testing, and temporary detention.

310.2 TRAINING OF PERSONNEL

Personnel charged with monitoring temporarily detained individuals in the Department are provided initial training on the use of the designated areas for processing and temporary detention and in-service training at least once every four years.

310.3 PROCEDURES

When an individual is temporarily detained at the Department the detaining officer shall advise the dispatcher of the reason for the detention, date, and time in and out of the Department, and any meals, if any, that were provided during the detention. The dispatcher shall record this information in the CAD.

Supervision and accountability for processing, searching, and temporary detention of individuals within the department is the responsibility of the detaining officer.

- The detaining officer shall conduct a thorough search of all detainees before they are brought inside the Department;
- The detaining officer shall conduct a security sweep of the designated area(s) before placing a detainee in those areas;
- The detaining officer shall insure that detainees are not kept in temporary detention areas any longer than necessary to process, test or question and that they are monitored closely, particularly when they have not been through an intake and medical screening process as required in jails and holding facilities.
- If it is anticipated that an individual will be temporarily detained for longer than two hours, the detaining officer must notify the shift supervisor and advise them of the circumstances requiring a longer temporary detention period. The detaining officer shall also advise the on-duty dispatcher of the reason for the delay. The dispatcher will record this information in CAD.

Detainees shall not be secured within locked spaces.

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Handcuff detention benches, with handcuff bars and loops to keep detainees restrained, are securely mounted to the floor in the interview room and the squad room. The interview room bench shall be utilized as the primary bench to restrain a detainee when necessary. The squad room bench should only be utilized when additional detention space is necessary. A detainee may be secured to a detention bench:

- To temporarily restrain a detainee in a safe environment;
- If the detainee has exhibited behaviors that indicates they may be a threat to officer, others or to themselves;
- If there are not sufficient officers available to control the detainee;
- While an officer completes a preliminary investigation, required reports and other documentation;
- While awaiting another agency that has official business with the detainee; or
- Anytime a detainee is not under direct observation by an officer.

Whenever possible males and females who are being temporarily detained shall remain separated. Juveniles shall not be detained with adults. The detaining officer must also consider the sight and sound implications when detaining juveniles, adults, or members of a different gender. The detaining officer shall use caution while holding juveniles in the vicinity where other detainees are present. Sound, for the purpose of this standard, is defined as normal conversation and does not include deliberate yelling or screaming.

310.4 SECURITY IN TEMPORARY DETENTION AREAS

Officers must be mindful of weapon control when dealing with a detainee in the Department, especially if the detainee is not handcuffed and/or secured to a detention bench. If an officer believes that a detainee has the potential to become uncooperative or violent that detainee should be immediately transported to the Ventura County Jail as opposed to being detained within the Department.

An officer in need of immediate assistance when detaining an individual in the Department shall broadcast a "999" audio alert along with their current location from their portable radio.

The detaining officer and/or the shift supervisor have the ability to deny and/or authorize access to the room or area occupied by the detainee.

In order to prevent escape detainees shall generally remain handcuffed when in the department unless they are being processed, signing documents, using the restroom, making a telephone call, or eating or drinking. Food is not allowed in the area that the detainee is located within unless authorized by the shift supervisor. Bottles and cans are not allowed under any circumstances. Whenever possible, two officers shall be present when a detainee is not handcuffed.

Detainees who are being temporarily held at the Department shall remain constantly supervised by the detaining officer or another department member.

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- Detainees held in the squad room shall remain under continuous face-to-face visual observation by the detaining officer or another Department member. If the face-to-face visual observation of the detainee is being accomplished by a non-sworn member of the Department the detainee must be secured to the handcuff bench.
- Detainees held in the interview room may be left unattended but only if they have been first secured to the handcuff detention bench. In such situations the detainee must be continuously supervised by another Department member via the in-room camera and audio system. The detaining officer is responsible for insuring such observation is established. In addition, a Department member shall conduct a face-to-face visual observation of the secured detainee at least once every thirty minutes.

310.5 PHYSICAL CONDITIONS

The detaining officer is responsible for insuring that the designated temporary detention areas are clean and free of any trash or debris prior to placing a detainee there. In addition, the area should remain well-lighted and a comfortable temperature. If the detainee is to remain handcuffed the detaining officer must insure that a seating arrangement is maintained that does place significant discomfort and/or restrict the blood flow to the detainee's arms or hands. The detaining officer shall endeavor to make the detainee as comfortable as possible.

Water and restrooms are available in the immediate vicinity of the temporary detention areas. The detaining officer will advise the detainee that these things are available and ask the detainee if they need water or to use the restroom.

310.6 FIRE PREVENTION

When detainees are searched, all matches, lighters, etc. will be removed from their person.

No smoking is allowed in the Department.

No flammable objects will be allowed in the Temporary Detention Area.

Should a fire be started, a fire extinguisher is located in the hall outside the Communications Center and Squad Room and officers will utilize these to extinguish any flames.

The detaining officer shall immediately evacuate a detainee from the department in the event of fire in the building, earthquakes, or any other situation which makes remaining in the building unsafe. Evacuation routes for the building are posted. Detainees who are evacuated will be removed from the building through the closest safe exit door.

If a detainee cannot be immediately released upon evacuation, they will be secured in the rear of a caged police vehicle and monitored by Department personnel until transport can be arranged to another facility.

310.7 INSPECTIONS

The Administrative Sergeant shall conduct a documented inspection of the temporary detention areas each month. The focus of the inspection shall be to ensure cleanliness and to determine if any unsafe conditions are developing.

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The Operations Lieutenant will conduct an administrative review on an annual basis. The intent of the review is to ensure that department policies and procedures governing temporary detention are being followed and that the original intent for authorization and use of the temporary detention areas continues to be adequate for the department's needs.

Juvenile Operations

Effective Date:	04/23/2023
Revised Date:	
Issuing Authority: Chief Drake Massey	

311.1 PURPOSE AND SCOPE

This policy is meant to establish guidelines and operational procedures for department personnel regarding aspects of preventing and combating juvenile delinquency. Although the University does not have a sizeable juvenile population, there is an expectation that all sworn personnel handle juveniles consistent with the limits imposed by state and federal laws.

311.2 JUVENILE OPERATIONS FUNCTION

The CSUCI Police Department recognizes the importance of preventing and combating juvenile delinquency. All sworn personnel will maintain a working knowledge of the California Welfare and Institutions Code concerning the handling of juveniles and familiarize themselves with the various support programs the Juvenile Court uses. If and when needed the Operations Lieutenant will develop and implement delinquency prevention programs and acts as the liaison with components of the Juvenile Justice System. This relationship ensures the department's juvenile policies and procedures are consistent with identified practices in Ventura County.

311.3 HANDLING JUVENILE OFFENDERS

Officers have a wide range of alternatives they may employ from warnings to arrest. Officers must use the least coercive among reasonable legal alternatives when dealing with juvenile offenders. Alternatives to arrest include:

- Outright release with no further action (44.2.1.a)
 - Based on the judgments of the officer in consultation with the Shift Supervisor, a juvenile may be released in the field without further formal action. The best interests of the minor and the community shall be considered.
 - Documentation of such release shall be made within a written incident report.
- Criteria and procedures for issuing citations or written summonses to juvenile offenders to appear in lieu of taking them into custody (44.2.1.b)
 - Juveniles cited for infractions should be released in the field unless circumstances indicate that it would be in the best interest of the minor and/or the public for him/her to be detained or if such release would be otherwise is unlawful or inappropriate.
 - If a minor is detained for a non-traffic infraction or non-violent misdemeanor, the arresting officer may, upon approval of a supervisor, release the minor to a responsible adult. If the detention is for a 602 WIC offense, issue a petition

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consistent with those that meet Juvenile Court Provisions, and complete a crime incident report for the offense committed.

- All juveniles arrested for misdemeanors and/or felony charges shall be detained until a parent/guardian or responsible adult can respond to accept custody, the officer shall issue a petition consistent with those that meet Juvenile Court Provisions and complete a crime report for the offense committed.
- If the detention is for a 601 WIC Status Offense, (i.e., runaway, truancy, and curfew) and the minor is going to be released in the field to a parent/guardian or responsible party, the officer shall write the appropriate report and document the incident.
- Referrals (44.2.1.c.d)
 - Custody Dispositions – Officers must make an initial determination as to which jurisdictional section the minor is under. The following categories present procedures to follow based upon the applicable jurisdictional section.
 - 300 W&I – Dependents

Detention and Disposition – Minors taken into protective custody under this section should be referred to the appropriate agency as soon as possible.

In most cases, this will involve contacting a Child Protective Service (CPS) worker at the Department of Social Services.

Minors may then be immediately released to the care and custody of the CPS worker for foster care placement and/or reunification with parent or legal guardian.

In cases of injury or illness where a parent or legal guardian is unavailable, an officer may seek and order medical treatment for such minor.

Authority for these types of detentions is 305 W&I. Officers detaining minors under this section shall complete a Police Report detailing circumstances of the case.

Notifications to Parent or Legal Guardian – Officers taking any minor into temporary custody are responsible for taking immediate steps to notify parents or guardians. When this is not possible, reasons for the failure to notify shall be documented in the officer's report.
 - 601 W&I – Status Offenders

Detention and Disposition – Minors (status offenders) taken into custody under this section shall be referred to the appropriate agency or released to a parent or guardian as soon as possible.

In some cases, minors may be considered for protective custody as a Department 300 W&I. In certain aggravated cases, 601's may be referred to the juvenile court for consideration of possible ward ship.

In no case may a 601 offender be lodged in a juvenile detention facility.

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Authority for these detentions is 625 W&I. Officers detaining minors under this section shall complete a Police Report; whichever is appropriate, detailing the circumstances of the case.

Notifications to parent/guardian – Officers taking any minor into temporary custody are responsible for taking immediate steps to notify parent or guardian.

When this is not possible, reasons for the failure to notify shall be documented in the officer's report.

Whoever responds to obtain custody of the juvenile should be advised of the circumstances and relevant information on the citation.

◦ 602 W&I – Delinquent

Arrest and Disposition – Temporary custody pending a court hearing is discouraged in most cases.

Officers are required to release, admonish and release, or cite and release whenever possible.

Only if minors are escapees, probation violators, a menace to persons (themselves or others) or property, or apt to flee the jurisdiction, may they be lodged in the appropriate detention facility, or other place designated by a probation officer.

Authority for these detentions is 625 W&I. Officers arresting minors under this section shall complete a Police Report detailing the circumstances of the case.

Incarceration – When a minor has been taken into temporary custody under 602 W&I and detention is indicated, the officer shall contact the Watch Commander for approval and transport without delay. A copy of the detention referral form must accompany the arrested juvenile to the receiving facility.

Minors may be taken into custody:

- On the basis of a criminal law violation; or
- The arresting officer has a reasonable belief that the minor presents a serious security risk of harm to himself or others.

All juvenile incarcerations will be documented in the officer's report. Documentation will include the need for the detention, length of the detention, any notifications (i.e., parents, probation officer, etc.), results of notifications, and final disposition.

Under no circumstances will 300 W&I dependents or 601 W&I status offenders be placed in "secure confinement" (lock up) or be permitted to come into contact with adult prisoners.

Investigations and Arrest – A peace officer may arrest or detain any minor who falls under these jurisdictional sections.

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No warrant is required unless the minor is at home; then "Ramey" warrant requirements must be met in the case of 602 offenders.

Reasonable cause to believe that a misdemeanor has been committed, though not in the officer's presence, for instance, is generally sufficient for arrest without warrant. Probation violators may also be arrested without warrant.

The same constitutional safeguards apply to juveniles as to adults.

Parents will be advised of the arrest; beyond this, all investigations and processing of evidence or reports will be conducted in the same manner as for adult cases.

Whoever responds to obtain custody of the juvenile should be advised of the circumstances and relevant information on the citation.

Chapter 4 - Patrol Operations

Vehicle Pursuits

405.1 PURPOSE AND SCOPE

The purpose of this procedure is to offer additional expectations related to vehicle pursuits in accordance with current policy. This procedure is intended to supplement the current vehicle pursuit policy.

405.2 PROCEDURE

Considering the risk to community safety and officers, pursuits related to traffic infractions are not allowed. Additionally, pursuits related to misdemeanor offenses not involving violence and/or risk of serious harm to public safety are in most all cases discouraged.

In all pursuits, the shift supervisor must quickly assess the circumstances surrounding the initiation of the pursuit and decide, based on policy and this directive, as to whether the pursuit should continue. Officers are reminded that they must always use their emergency lights and sirens when attempting to overtake a violator's vehicle, clearing intersections against a red light or operating outside the rules of the road as outlined in CVC 21055.

Nothing in this procedure is intended to discourage officers from enforcing traffic laws or attempting to keep the motoring public safe. The additional information outlined in this procedure is intended to further balance the importance of apprehending fleeing suspects against the public safety risks associated with vehicle pursuits.

Medical Reporting Procedure

406.1 PURPOSE AND SCOPE

To provide guidance to members of the department relative to properly documenting medical reports via California State University Channel Islands (CSUCI) Police Records Integrated Management System (RIMS) and Ventura County's ImageTrend Elite web portal following an Emergency Medical Technician (EMT) response.

406.2 PROCEDURE

CSUCI police officers are state certified as EMTs with the Ventura County Emergency Medical Services Agency (VCEMS). CSUCI EMT certified police officers respond to all medical emergencies reported on the CSUCI campus, within the University Glen Community, and on surrounding perimeter roadways. EMT officers provide patient assessments and emergency medical care in accordance with VCEMS policies/procedures and pre-hospital standing medical direction orders.

As required by VCEMS, under California Health and Safety Code, Sections 1797.225, and 1798; California Code of Regulations, Title 22, Division 9, Section 100147, The Ventura County Electronic Patient Care Report (VCePCR) shall be used to document any care provided by prehospital personnel for every incident in which there is a patient contact via the ImageTrend Elite web portal. CSUCI EMT Officers are also required to document the incident in an appropriate RIMS report.

Because of the confidentiality requirements for patient medical information provided by the Health Insurance Portability and Accountability Act (HIPAA) and the protections of California Government Code section 6254(c), officers should use care to not include specific medical or treatment information into the narrative of their RIMS report. Medical information should only be included in RIMS if it is relevant to a criminal investigation such as medical history information from a family member in an elder or dependent abuse case or the severity of injuries in a domestic battery etc.

In cases where medical information is included into a RIMS narrative, the CSUCI police records unit will ensure proper redactions are made prior to any public release of information.

RIMS medical reports should at a minimum include:

- The nature of the call for service (what was reported to dispatch, excluding medical history information),
- The name of the patient and their relation to the CSUCI community,
- The observations of the patient upon arrival,
- A statement that the officer provided care and/or monitored the patient until transfer of care to an allied agency (VCFD or AMR),
- Whether or not the patient was transported to the hospital or refused transport/treatment and signed an AMA waiver,

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- Whether the circumstances of the call for service were suspicious in nature or any suspected criminal cause etc.,
- Specific information related to potential risk management for the university (such as the condition of the roadway or surface someone tripped on etc.).

All specific medical information including medical assessments, patient medical history, patient vital signs and treatment information should be reported in the ImageTrend VCePCR report and officers should make a statement to, "Refer to my Ventura County Electronic Patient Care Report (VCePCR) for more information."

The VCePCR shall be completed with as much information as possible related to the incident and must meet VCEMS local data standards. This includes the National EMS Information System (NEMSIS) and California EMS Information System (CEMSIS) reporting standards. EMT officers are required to complete all reporting fields even when specific assessments and/or treatments are not completed. Officers shall obtain a minimum validation score of 95 prior to submitting a VCePCR for completion; however, validity scores alone do not mean the report was completed properly.

Validity scores can be affected by the response disposition selected on the "Response Info." section of the Incident tab in ImageTrend Elite. Selecting the incorrect or inappropriate response disposition may cause the system to give a false positive score. Officers are only permitted to use the VCePCR response disposition of "No Treatment Required" when the medical call was misclassified, and no medical services or assessments were needed including any assessment (this will likely never be used). In most cases the VCePCR response disposition will be, "Treated, Transferred Care" even if you only monitored or spoke with a patient until the arrival of VCFD or AMR. If a patient refuses treatment, officers should use the VCePCR response disposition of "Patient Refused / Declines Specific Care or Evaluation" or if the call is cancelled either prior to arrival on scene or upon arrival on scene but before patient contact is made, officers may use one of the "Cancelled" response dispositions.

406.3 REVIEW AND APPROVAL OF REPORTS

All sergeants shall be responsible for reviewing and ensuring accurate reporting on the VCePCR prior to approval of the associated RIMS report. Sergeants have supervisory authority in the ImageTrend Elite system and can review all VCePCR reports at any time. Sergeant's should ensure both a passing validity score and check to ensure the form is completed properly to the appropriate data standard. The sergeant responsible for the EMS program will also make random checks of reports in the system and report any issues to the Administration Lieutenant.

Racial Identity and Profiling Act Reporting

407.1 PURPOSE AND SCOPE

The purpose of this procedure is to guide department members in the process for collection and reporting of data on all individuals detained or searched during a contact in accordance with the Racial Identity and Profiling Act (Government Code 12525.5)

As of January 1st, 2022, the department is required to conform with the requirements of The Racial and Identity Profiling Act of 2015 (RIPA). Per 12525.5(a)(1) PC, "Each state and local agency that employs peace officers shall annually report to the Attorney General data on all stops conducted by that agency's peace officers for the preceding calendar year." Per 125025.5(g)(2) PC, "For purposes of this section, "stop" means any detention by a peace officer of a person, or any peace officer interaction with a person in which the peace officer conducts a search, including a consensual search, of the person's body or property in the person's possession or control." If multiple officers are involved in the stop, only one officer is required to collect and report the required information. This should generally be the officer who had the most interaction with the person.

407.2 PROCEDURE

The following procedures have been established for officers, shift supervisors and the Records Unit.

407.2.1 REPORTING OFFICER RESPONSIBILITIES

Officers are responsible for completing all required stop data entry via the Mobile RIMS application on an MDT or via a desktop RIMS workstation upon the conclusion of each stop/detention. There shall not be any personal identifying information included in any stop data narratives. This includes, but is not limited to, names, DOB's, CDL numbers, license plate numbers, etc.

Prior to the end of each shift, all stop data should be submitted in RIMS unless there are exceptional circumstances and it is approved by a shift supervisor. This includes reviewing the Missing Records section of the Stop Data Log in the desktop application of RIMS for any incidents that were flagged as needing stop data. The officer should complete any necessary stop data entries. If an incident was flagged that does not require stop data, open page two of the incident and select, "Stop Data Not Required." This will remove the incident as requiring stop data. Offices are also responsible for adding stop data to the stop data log for any applicable stop of an "unknown subject" who's name is unknown or they refused to ID.

If an error is identified in the officer's submitted stop data, the shift supervisor will send the stop data record back to the officer via RIMS mail with details of what needs correction. The officer will make the corrections to the stop data record and resubmit for approval as soon as possible.

407.2.2 SHIFT SUPERVISOR RESPONSIBILITIES

Shift Supervisors are responsible for making sure their shift's stop data is entered into RIMS by the end of each shift. Under exceptional circumstances the shift supervisor may allow the officer

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to complete the stop data at their earliest availability during their next shift. This is checked in the RIMS Stop Data Log under the “Missing Records” section.

Once all stop data has been submitted, shift supervisors will then select the “Review Records” button on the Stop Data Log in RIMS to approve their shift’s stop data. The shift supervisor will make sure there are acceptable narratives completed for the circumstances of each stop. There shall not be personal identifying information included in any associated narratives in the stop data. This includes, but is not limited to, names, DOB’s, CDL numbers, license plate numbers, etc. If any narratives need correction, the shift supervisor will select the “Send” button to send the reporting officer a message. Include in the message what needs to be corrected in the narrative. Upon sending the message, the system will ask if you would like to “mark this as incomplete?” Select the “Yes” button. This will send the reporting officer a RIMS message with the associated stop data record and the instructions from the shift supervisor about what needs to be corrected. Once the officer open the message, corrects the issue, and select “Save,” it will again be viewable in the “Review Records” page.

Once the stop data is ready to be approved, highlight the stop data entry and select, “Mark Reviewed.” A popup will ask, “Ready to Review 1 (or however many entries you selected) record?” You will select, “Yes.” This completes the shift supervisor approval process.

If there was not a shift supervisor working during the preceding shift(s), the shift supervisor should also complete this process for those shifts.

In the event the Records Unit identifies an error with an approved stop data entry, they will send the stop data record to the approving shift supervisor with details of what needs correction. The approving shift supervisor will coordinate with the reporting officer to correct the stop data record.

407.2.3 RECORDS UNIT RESPONSIBILITIES

On a monthly basis, the Records Unit will review all stop data entries for errors. In the event an error is identified, The Records Unit will return the stop data entry to the approving shift supervisor with details of what needs correction. The approving shift supervisor will then repeat the the the shift supervisor’s review procedures outlined above. Once the correction has been made and the stop data is re-approved by the shift supervisor, the Records Unit will again review the stop data.

Once the stop data has been reviewed and no errors are identified, the Records Unit will transmit the preceding month’s approved stop data entries to the DOJ. At the completion of the transmission, any additional errors identified by the DOJ will be returned to the Records Unit. Records will then consult with the appropriate administrator to determine the cause of the error and how to correct it.

Mobile Digital Terminal (MDT) Procedures

408.1 MDT PROGRAM

The Mobile Digital Terminal (MDT) allows mobile access to the Department's Records Integrated Management System (RIMS). Information within RIMS contains not only department data but that of confidential records obtained from the State of California, Department of Justice, Department of Motor Vehicles, and California State University Channel Islands databases. MDTs also have direct access to the California Law Enforcement Telecommunications System (CLETS). In addition to this procedure, members shall be aware of and comply with all department policies related to MDT's, records management and CLETS security.

408.2 STORAGE OF MDT'S

At the conclusion of each shift or when otherwise not in use, MDT's will be stored in the patrol sergeant's office. The MDT's should be plugged in to a power source to ensure their batteries are full and ready for use. MDT's may be left in the patrol vehicle upon the conclusion of a shift if another officer is driving the vehicle on the next shift. It is important to adhere to these guidelines due to the MDT's power source deactivating upon the vehicle being turned off.

408.3 MDT CHECK-OUT PROCEDURE

At the start of each shift, officers should retrieve the MDT assigned to their specific patrol vehicle from the patrol sergeant's office unless it is already inside the vehicle from the proceeding shift. The MDT should be secured and locked in the patrol vehicle's docking station.

In the event the MDT is found to be inoperable, the officer is to notify their shift supervisor or officer in charge. At no time should any officer or shift supervisor attempt to fix the MDT or other related hardware/software. This is the responsible of appropriately trained department or campus personnel. The shift supervisor or officer in charge will assign another MDT to the officer for use during that shift. Should there not be an MDT available, the officer will complete their shift without an MDT using standard radio protocols.

Upon learning of a technical problem involving an MDT (i.e., hardware or software), the shift supervisor or officer in charge shall send an email to both the Administration and Operations Lieutenants who will then work with the lead dispatcher and the department IT technician to inspect the MDT and work to correct the inoperable equipment.

408.4 USE OF MDT'S

MDT's can be used for various patrol functions. This includes, but is not limited to, seeing incident details, entering stop data, sending messages between shift members, obtaining CLETS returns from dispatch or directly from CLETS in the field, and documenting administrative functions (i.e. security checks, preventative patrols, traffic enforcement, 10-81, etc.).

MDT's should not be used to change an officer's status during enforcement contacts. This includes, but is not limited to, making a traffic stop, contacting a suspicious subject, going on-scene for a call for service, etc. This can create an officer safety issue if other shift members are not

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aware of each other's status. Officers may disposition calls or traffic stops on the MDT's. Rather than transmitting long disposition details over the radio, officers may input disposition information directly into the MDT allowing for more accurate and complete disposition narratives. If completing an incident disposition via an MDT, officers should at a minimum clear the incident over the air as follows, "Station 16, Paul X, 10-98/10-8, Refer to MDT"

408.4.1 USE OF CLETS

CLETS Security Statement:

This system is for law enforcement authorized use only. All activities may be recorded and monitored. There are no implicit or explicit rights to privacy using this system. Unauthorized or illegal use is strictly prohibited and may be a felony offense punishable under Section 502 of the California Penal Code and/or other laws. Federal, state or local law enforcement agencies shall not use any non-criminal history information contained within these databases for immigration enforcement purposes. This restriction does not pertain to any information that is regarding a person's immigration or citizenship status pursuant to 8 U.S.C. § 1373 and § 1644.

Officers who have been trained and authorized may utilize their MDT to query CLETS to clear subjects and vehicles in the field. The use of an MDT to clear subjects or vehicles shall only be permitted in circumstances when it is safe to do so, such as when there is more than one officer on scene.

Officers shall receive basic training on the interpretation of CLETS returns from the lead dispatcher and/or administrative sergeant prior to being authorized to clear subjects in the field via their MDT. Should an officer need assistance interpreting specific returns they should contact dispatch via phone on our recorded line (805) 437-8889.

Wants/Warrants/10851:

Please note that all wants/warrants must be confirmed by dispatch either via radio or by calling 805-437-8889 prior to taking any action.

If a vehicle returns as a reported stolen vehicle (10851 CVC), the 10851 return will pop-up as an emergency message to all mobiles and dispatch computers. Upon receiving a 10851 return message from an officer in the field, dispatch shall immediately attempt to contact the officer over the radio to confirm status and send additional units to their location.

408.5 SECURITY OF MDT'S

Anytime members leave an MDT inside a secured and unattended patrol vehicle the following procedures should apply. This does not include circumstances where rapidly unfolding situations require the officer to immediately exit the vehicle.

1. The MDT shall be properly secured and locked into the vehicles docking station.
2. The MDT shall be placed into "Stealth Mode" which turns off the screen and requires a password to re-access the MDT.

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3. The patrol vehicle shall be locked and secured preventing unauthorized access.

408.6 MDT EMERGENCY KEY

If an officer needs emergency assistance and is unable to use the radio or call in, the officer may Select the F11 key to immediately send an emergency message to all mobiles and dispatch computers.

Upon receiving an emergency message from an officer, dispatch shall immediately attempt to contact the officer and dispatch all other units to the officers last known location.

408.7 MDT TRAINING

All officers shall receive initial department training in the use of MDT's prior to use. The following documents are available for reference.

1. CSUCI Police MDT Quick Start Guide
2. Mobile RIMS V18 Help Manual ([See attachment: MobileV18HelpManual.pdf](#))

Campus and University Glen Lock-up & Security Procedures

411.1 PURPOSE AND SCOPE

The University Police Department is responsible for the overall physical security of University facilities and has a vested interest in protecting the privately owned properties in University Glen and the Town Center. This procedure is established to ensure consistent patrol service to the campus, University Glen and Town Center Facilities.

411.2 PROCEDURE

LOCK-UPS:

Lock-ups are primarily conducted by Public Safety Officers (PSO); however, in the absence of a PSO, the shift supervisor will assign the lock-ups to an on duty Police Officer or Sergeant. The shift supervisor shall ensure lock-ups are completed and documented in RIMS for the following locations each night:

- (a) Town Center - Restrooms (after 2100 hours)
- (b) Town Center Community Room (after 2100 hours)
- (c) Hillcrest (North) & Townside (South) Pools (after 2100 hours)
- (d) CSU Channel Islands Regional Park Gate (sunset)
- (e) Sage Hall - sliding door (after 2230 hours)

SECURITY CHECKS:

Security checks may be completed by any on duty PSO, Police Officer or Sergeant and may be spread out throughout the night. This shift supervisor shall ensure security checks are completed and documented in RIMS for the following buildings each night beginning at 2200 hours:

- 1. Aliso Hall
- 2. Anacapa Village
- 3. Arroyo Hall
- 4. Bell Tower (including East & West)
- 5. Broome Library
- 6. Central Plant
- 7. Chaparral Hall
- 8. Grand Salon
- 9. Ironwood Hall
- 10. Islands Cafe
- 11. Lindero Hall

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12. Malibu Hall
13. Manzanita Hall
14. Madera Hall
15. Modoc Hall
16. Napa Hall
17. Del Norte Hall
18. Ojai Hall
19. Petit Salon
20. Santa Cruz Village
21. Santa Rosa Village
22. Sierra Hall
23. Smith Decision Center
24. Solano Hall
25. Student Union Building
26. Topanga Hall
27. Trinity Hall
28. Rush Hall
29. Yuba Hall

411.3 DEFINITIONS

Lock-up: A lock-up will consist of physically checking perimeter doors to the identified locations to ensure they are secured. If a door is found unlocked, the officer will be responsible for locking the door. If the officer is unable to secure the door a locksmith will be requested via the after hours call-out procedure. When physically securing a door, officers should take reasonable steps to ensure the building is unoccupied.

Security Check: A security check will at a minimum consist of checking the perimeter of the building for suspicious circumstances including but not limited to open doors, open windows, broken windows, other signs of foul play etc. If anything suspicious is identified, the officers should report the circumstances to dispatch and standby for an additional officer. Open doors and windows should be secured once suspicious circumstances are ruled out.

Officer Ted E. Bear Program Procedures

Effective Date:	10-24-23
Revised Date:	
Issuing Authority: Chief Drake Massey	

412.1 PURPOSE

The gift of a small stuffed teddy bear can make a big difference in the life of a child who has experienced trauma. That's the concept behind the **Officer Ted E. Bear Program**. Officers from the CSU Channel Islands Police Department maintain an inventory of teddy bear's with them and offer them to children at crime scenes, accidents, domestic violence calls, child abuse/neglect calls and other incidents. The bears are a great comfort to small victims/sufferers, and serve as allies for officers. They instill trust in uncomfortable or unfamiliar surroundings.

412.2 PATROL VEHICLES

Each marked patrol vehicle will have one Office Ted E. Bear located in the rear storage area of the vehicle. The bear will be safely stored in a plastic bag to protect it from damage and is kept inside a red CSUCI Police drawstring backpack.

412.3 TED E. BEAR ISSUANCE

During a call for service involving children, the shift Supervisor or Officer in Charge (OIC) may authorize the issuance of Officer Ted E. Bear to a child who may be involved in an accidents, domestic violence call, child abuse/neglect calls or other traumatic incident. If Officer Ted E. Bear is issued to a child in the field, the Shift Supervisor or OIC shall notify the Operations Lieutenant of the circumstances and request a replacement teddy bear for their patrol vehicle.

Chapter 5 - Traffic Operations

Traffic Citation Maintenance

Effective Date:	04--03-2023
Revised Date:	
Issuing Authority: Chief Drake Massey	

501.1 PURPOSE AND SCOPE

Issuing and accounting for traffic citations should be rigidly controlled. Copies of citations issued by personnel should be filed in agency records. Issuing, accounting, and storing of citations may be accomplished by electronic means.

501.2 PROCEDURES

1. Issuing citations forms to personnel
 - (a) The Sergeants are responsible for issuing citation books to sworn personnel.
2. Accounting for citations
 - (a) The Sergeants maintain a log of all citation books currently stored in the department as well as those issued to sworn personnel.
3. Storing of citations in a secure area
 - (a) Unissued citation books are securely stored inside Storage Room #1722.

Traffic Enforcement on Perimeter Roadways

502.1 PURPOSE AND SCOPE

The purpose for enforcing traffic on perimeter roadways is rooted in the idea that there are regularly large numbers of motorists entering and exiting the campus and University Glen residential community and the department has a responsibility to keep them safe.

502.2 PROCEDURES

Officers may enforce traffic laws on perimeter roadways of the campus with reasonableness in mind. These perimeter roadways include Lewis Road from Camarillo Street to Portrero Road and West Portrero Road from Lewis Road to Oxnard Street.

While enforcing traffic on perimeter roadways it is important for officers to remember the limits to jurisdictional authority, as well as their primary responsibility to the main campus and University Glen residential community. Certain circumstances such as acquiring a driving pattern, closing the distance on a speeder, and field training needs may draw an officer out of the perimeter boundaries described above. These types of circumstances are permissible, but should be exercised with caution. Again, reasonableness must always be exercised when officers decide to extend themselves beyond the main campus and University Glen residential community for traffic enforcement duties.

Chapter 6 - Investigation Operations

Interview Room

Effective Date:	01-06-2023
Revised Date:	
Issuing Authority: Chief Drake Massey	

604.1 WEAPONS CONTROL

Officers must be mindful of weapon control when conducting an interview or interrogation inside the Department's designated interview room (PLA 1823). This is especially true during the interrogation of a detained suspect. If an officer believes that a detained suspect has the potential to become uncooperative or violent during the interrogation the officer should request that another officer be present during that process and secure the detainee to the handcuff detention bench.

604.2 SECURITY CONCERNS

Before placing an individual in the interview room, the officer must notify the dispatcher and the shift supervisor of the intended use of the room and the start and projected end time.

Officers and/or the shift supervisor should be assigned to monitor the video and audio as an extra precaution during interrogations of individuals in cases involving extraordinary security concerns.

Detainees must be searched prior to being placed in an interview room. The room must be searched prior to and after the person has been in the room.

A detainee is under the immediate officer's care until that time he or she has verbally or physically relinquished control of the detainee to another officer, either for the purposes of interviews or transport.

604.3 NUMBER OF PERSONNEL ALLOWED IN THE INTERVIEW ROOM

During interrogations, there should normally be no more than one suspect and two officers in the interview room. An exception to this rule is when suspects are afforded legal representation.

604.4 MEANS AND METHODS FOR SUMMONING ASSISTANCE, IF NEEDED

An officer in need of immediate assistance when detaining an individual in the department shall broadcast a "999" audio alert along with their current location from their portable radio.

604.5 USE OF VIDEO AND AUDIO RECORDING EQUIPMENT

The interview room is equipped with the capability to both video and audio record the activity that occurs within.

Interrogations and Interviews with suspects, citizens, witnesses, and victims are recorded on the installed video and audio equipment in the room as well as the officer's body worn camera in accordance with Policy 427 - Body Worn Camera. The interviewing officer is responsible for

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insuring that the lights in the interview room are functional and that the video camera and audio microphones are operational prior to beginning the contact.

604.6 OTHER EQUIPMENT

The interview room shall remain minimally equipped with one table, three chairs, and a detention bench. Shift supervisors should see that the rooms remain uncluttered and clean.

604.7 ACCESS TO RESTROOMS, WATER, OR COMFORT BREAKS

An officer shall endeavor to make the individual being interviewed or interrogated as comfortable as possible while also taking in to consideration safety and security concerns. Sufficient comfort breaks must be provided during the interview or interrogation. Water and restrooms are available in the immediate vicinity of the interview room. The officer will advise the individual being interviewed or interrogated that these items are available, and shall grant access to them if needed or requested.

Case File Management

605.1 CASE STATUS CONTROL SYSTEM

Upon screening or becoming aware of a potential investigations needed case, the Administrative Sergeant or the Administrative Lieutenant enter the case into Case Investigation Log. The investigation typically remains with the original officer although family crime investigations are assigned to a specifically trained investigator. The Case Investigation Log automatically displays:

1. The case number
2. Date assigned
3. Suspects name and offense
4. Arrest

The Administrative Sergeant enters:

1. Investigator assigned
2. Follow up required
3. The follow-up or progress report due date
4. Status

605.2 ADMINISTRATIVE DESIGNATORS

All crimes that the Department investigates have administrative clearance designations that meet the guidelines of the California Department of Justice. Officers are required to use the most appropriate designation as the explanation of clearance. The clearance designations are:

1. Open
2. Closed/Arrest/Exception
3. Inactive
4. Unfounded
5. Information Only
6. Judicial Affairs Referral

605.3 INVESTIGATIONS CASE FILES

When a case is assigned to an officer, a temporary case file may be created. This file should only contain copies of the original case as all original case files are maintained within the Records Section. The case file may also contain records of statements, results of examinations of physical evidence, case status reports, and other reports and records needed for investigative purposes. Upon completion of the case or upon update of original record, the officer is responsible to assure that all information developed is transferred from the investigations case file to the permanent case file. When the officer assigned to a case no longer needs the case file and all pertinent information has been transferred to the permanent record, it may be purged by placing the file in the shred bin for shredding.

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Case File Management

605.4 ACCESSIBILITY TO THE INVESTIGATIONS CASE FILES

Investigations case files in the RMS are partitioned to allow access only to those personnel members with a need to know.

605.5 RECORDS RETENTION

Electronic investigations case files are retained and purged in accordance with the CSU Systemwide Records Retention Policy.

Vice, Drugs and Organized Crime

Effective Date:	03-03-2023
Revised Date:	
Issuing Authority: Chief Drake Massey	

606.1 COMPLAINT HANDLING

When alleged vice, drug, or organized crime activity information is received, it shall be documented, indicating the source, the activity, pertinent dates and times, and any other pertinent information. Documentation may be by official police report, memorandum, or CAD incident printout. Reports regarding vice, drug or organized crime shall be routed to the Administrative Sergeant. The case may be assigned to a officer for possible follow-up or routed to the appropriate jurisdiction. If the case or information is routed to another agency or jurisdiction, such routing shall be documented in the report or incident. Information received from outside agencies shall be reviewed by the Administrative Sergeant and disseminated as appropriate. The Administrative Sergeant shall notify the Chief of Police, via chain of command, of any high profile vice, drug or organized crime arrests or cases.

606.2 RECORD KEEPING

The Operations Division Lieutenant shall maintain the security levels on electronic case files of a sensitive nature. Access shall be restricted to a "need to know" basis. Cases of a sensitive nature are not to be printed in hard file until it is determined the case is closed and placing the information in the records system would not jeopardize the case, witnesses or investigating officers.

606.3 SURVEILLANCE, UNDERCOVER, AND DECOY OPERATIONS

When any surveillance, undercover decoy, or raid operation is planned, the department member in charge of the operation shall prepare an Operations Plan, to include appropriate safety procedures, prior to engaging in the operation. The department member in charge of the operation shall insure that personnel engaged in the operation are appropriately briefed on the plan, and the safety procedures, and the plan and operation has been approved by a Lieutenant. Upon completion of any approved operation the department member in charge shall complete an after action report and submit it to the Lieutenant who approved the plan for review.

In the event that a member assigned to a county task force prepares an Operations Plan, that plan shall be approved by the task force supervisor. Department members shall not participate in surveillance, undercover activities or decoy operations with outside agencies that do not generally meet the requirements of this section.

Chapter 7 - Equipment

Firearms Storage Procedure

Effective Date:	01-27-2023
Revised Date:	
Issuing Authority: Chief Drake Massey	

702.1 PURPOSE AND SCOPE

The purpose of this procedure is to establish standardized security and access control for all CSU Channel Islands Police Department owned Firearms Storage Lockers.

702.2 PROCEDURE

Key's to access to the Firearm Storage lockers shall be stored in the Placer Hall Traka Box Key Management System and may only be access by sworn staff.

At the beginning and ending of each shift, the Shift Supervisor or Officer in Charge should retrieve the key from the Traka Box to allow their shift access to check in and out their assigned firearms. The firearms lockers shall be locked and secured at all other times unless being accessed by Range Staff or with approval from the Shift Supervisor. Shift Supervisors or Officers in Charge shall be responsible for monitoring the check-out and return of firearms and shall return the key to the Traka Box as soon as the exchange is complete.

Chapter 8 - Support Services

Property and Evidence Procedures

802.1 PURPOSE AND SCOPE

This procedure supports the department's policy statement on property and evidence and further provides direction surrounding first responder responsibilities and precautions; procedures for the collection, storage, and transportation of evidence; and procedures for the transfer of custody of physical evidence.

802.2 SUSPENSION OF PRESUMPTIVE TESTING OF CONTROLLED SUBSTANCES

Effective immediately, presumptive testing for all suspected controlled substances shall be discontinued until further notice. These changes are due to the recent incidents involving officers and the dangerous synthetic opiate, Fentanyl, and reported health related complications during field testing.

Fentanyl can be mixed with other substances, altering its appearance, and can be found in pill, liquid, tar, patch, and other forms. Fentanyl can be easily absorbed through the skin or eyes or inhaled through the nose or mouth. Officers shall make sure all patrol vehicles are stocked with personal protection equipment: gloves, eye protection, and masks, and don each while handling any suspected narcotic. Double bag (prior to transporting) all narcotics and other unknown substances.

For report writing: specifically describe the controlled substance seized including the locations, packaging, odor, etc. Document all evidence you considered in forming your opinion including, but not limited to, the presence of specific paraphernalia, writings, observations/statements of the suspect, evidence of recent use, etc. Describe your background, training, and experience, specifically related to the identification and use of controlled substances, including the specific substance seized.

The filing Deputy District Attorney will have the option to wait for the forensic analysis before filing the case, at which time they will request for it to be tested at Ventura County Forensic Services Bureau.

Other important points:

- Do not touch any narcotics with your bare skin.
- Fentanyl can be found in any form: powder, pills, aerosol, etc.... It may not be immediately recognizable.
- Avoid touching your eyes, nose, mouth or personal items like cell phones while you are exposed to areas containing narcotics.
- Seek immediate help if you suddenly start feeling ill while in the vicinity of narcotics.
- Naloxone will reverse the effects of Fentanyl.

In 2019, Calgary Police Service seized the below substance during an arrest. The substance tested positive for Fentanyl, Benzodiazepine and Caffeine. Although it has a similar appearance

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to marijuana, it did not test positive for Cannabis. The detectives in this case do not believe it was manufactured with the intent to deceive, but rather, its green appearance was likely the result of an error during the manufacturing process. This case demonstrates that narcotics can be manufactured with unusual appearances and you should not take for granted that any substance is what you think it is.

See attachment: [fentanyl_marijuana.jpg](#)

To better understand the dangers of Fentanyl, please review this video entitled **[Fentanyl: The Real Deal from U.S. Customs and Border Protection.](#)**

See attachment: [Fentanyl Safety Recommendations for First Responders.pdf.](#)

802.3 FIRST RESPONDER RESPONSIBILITIES AND PRECAUTIONS

As a police officer, your responsibilities and precautions surrounding the collection, processing, and preservation of physical evidence in the field include:

Collection of Evidence:

- (a) Document the location of the evidence and its condition, including any identifying marks, bloodstains, or other forensic evidence.
- (b) Use appropriate equipment and techniques to collect the evidence, such as gloves, tweezers, and evidence bags.
- (c) Ensure that the evidence is properly marked and labeled for identification purposes.

Processing of Evidence:

- (a) Follow established procedures for processing and analyzing the evidence, including chain of custody requirements and guidelines for the use of laboratory equipment.
- (b) Maintain detailed records of all steps taken during the processing of the evidence, including any tests or analyses performed.

Preservation of Evidence:

- (a) Store the evidence in a secure location, with access limited to authorized personnel only.
- (b) Ensure that the storage location is climate-controlled, and that the evidence is protected from sunlight, moisture, and other damaging conditions.
- (c) Store different types of evidence separately to avoid contamination or damage.
- (d) Monitor the condition of the evidence over time and take appropriate measures to preserve it, such as repackaging or retesting.

Precautions:

- (a) Use appropriate protective equipment, such as gloves, masks, and goggles, when handling potentially hazardous materials or substances.
- (b) Be mindful of potential contamination of the evidence, such as through contact with other materials or surfaces.

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- (c) Avoid unnecessary handling or movement of the evidence, which can cause damage or compromise its integrity.
- (d) Maintain the chain of custody at all times to ensure the admissibility and reliability of the evidence in court.

As a police officer, it is important to remember that proper collection, processing, and preservation of physical evidence is critical to the success of criminal investigations and to ensuring the integrity of the criminal justice system.

802.4 GENERAL PROCEDURES FOR THE COLLECTION, STORAGE, AND TRANSPORTATION OF EVIDENCE

Specific procedures for the collection, storage, and transportation of evidence:

Collection of Evidence:

- (a) Secure the crime scene and limit access to authorized personnel only.
- (b) Document the location and condition of the evidence, and any relevant factors such as weather conditions or potential contamination risks.
- (c) Use appropriate collection techniques and equipment, such as gloves, forceps, and evidence bags.
- (d) Place evidence in its own individual container, and clearly label each container with identifying information.
- (e) Establish and maintain the chain of custody by logging who collected the evidence, when it was collected, and who handled it throughout the collection process.

Storage of Evidence:

- (a) Store evidence in a secure location with limited access and climate control, to prevent damage and maintain integrity.
- (b) Ensure that the storage area is clean, dry, and free from potential contaminants.
- (c) Use specialized storage containers for different types of evidence to prevent cross-contamination.
- (d) Maintain an inventory of all evidence stored, including its location and condition

Transportation of Evidence:

- (a) Use secure and tamper-proof packaging when transporting evidence.
- (b) Document the location of the evidence during transport, and the identity of the officer transporting it.
- (c) Ensure that the evidence is not left unattended at any time during transportation.
- (d) Use specialized transport containers for different types of evidence to prevent damage or contamination.

In addition, it is important to note that the specific procedures for the collection, storage, and transportation of evidence may vary depending on the type of evidence and the specific

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circumstances of the case. It is important for police officers to follow established protocols and guidelines, and to seek assistance and guidance from the Shift Supervisor when necessary to ensure the integrity and admissibility of evidence in court

802.5 EVIDENCE COLLECTION TRAINING REQUIREMENTS

- (a) Basic Evidence Collection Training:
 - (a) All police officers shall receive training on basic techniques for crime scene investigation and evidence recovery as part of their field training program.
 - (b) The training curriculum shall cover essential topics, including but not limited to:
 - (a) Crime scene preservation and securing the area.
 - (b) Proper documentation, note-taking, and sketching of the scene.
 - (c) Identification, collection, and preservation of physical evidence, including fingerprints, DNA, and other trace evidence.
 - (d) Photography techniques for capturing accurate and detailed crime scene images.
 - (e) Packaging, labeling, and chain of custody procedures for evidence. vi. Legal considerations and best practices related to evidence handling.
- (b) Field Evidence Technician Training Program:
 - (a) For complex crime scenes requiring specialized knowledge and expertise, the department shall designate police officers who have completed the POST certified Field Evidence Technician (FET) training program.
 - (b) The FET program provides in-depth training on advanced techniques and procedures for evidence collection, analysis, and processing.

Text to 911 Procedure

803.1 PURPOSE AND SCOPE

To establish department procedures for handling text to 9-1-1 calls in the communication center.

803.2 PROCEDURE

Section 53112 Section 1 (d) of the California Government Code, relating to emergency services establishes that by January 1, 2021, every Public Safety Answering Point (PSAP) in California shall deploy a text to 9-1-1 service that enables an individual to text “9-1-1” for emergency services that is capable of accepting Short Message Service (SMS) messages and Real-Time Text (RTT) messages. The CSUCI Police Communication Center has established access to the text to 9-1-1 system through a web-based solution called Comtech eMedia and Rapid Deploy.

Each qualified dispatcher will be assigned a unique username and password for the following sites:

- https://emediatcs.com/users/sign_in
- <https://csupd.caloes.rpdy.us/Login?ReturnUrl=%2fRadius%2f>

A computer in the communication center shall always be logged on to the web-based text to 9-1-1 system with the computer volume on and turned up so that a text to 9-1-1 alert can be heard by the on-duty dispatcher. Each dispatcher shall be responsible for logging in and checking to ensure the system is online and operational at all times.

Once a 9-1-1 alert has activated a qualified dispatcher will use the web-based system to communicate with the person texting.

The dispatcher will attempt to establish if the person texting is requesting emergency assistance requiring police and /or fire services to respond and will dispatch as appropriate.

The dispatcher will also attempt to establish the location of the person texting using the text to 9-1-1 system’s mapping program. Updated locations can be obtained by using the “reload” button to query the persons current location.

If the person texting needs to be transferred to another PSAP, due to either being outside our jurisdiction or because Ventura County Fire (VCFD) and/or EMS services are required. The dispatcher will transfer the person texting to the appropriate PSAP. The dispatcher should then call the other PSAP to ensure if mutual response is or is not needed. (i.e. transfer VCFD for a medical incident located on University property).

All text to 9-1-1 messaging is recorded and archived the same as voice 9-1-1 calls and are public records under the California Public Records Act (CPRA). These records can be admissible in criminal and/or civil proceedings.

Misuse of the 9-1-1 system (including text to 9-1-1) by any person is a violation of California Penal Code Section 653x and 653y as a misdemeanor punishable by a fine of up to \$1000.00 or up to 1 year in jail.

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803.3 TRAINING

All dispatchers shall receive training in the use and operation of the new text to 9-1-1 system prior to July 1, 2020. Beginning July 1, 2020, the CSUCI Police Communications Center text to 9-1-1 system will be fully operational and actively monitored at all times.

Campus Background Investigations

Effective Date:	02-09-2023
Revised Date:	
Issuing Authority: Chief Drake Massey	

805.1 RESPONSIBILITIES

The nature and scope of certain activities on campus requires background investigations to establish trustworthiness and reliability of certain classifications of students, faculty and staff. The background investigation process is managed by Human Resources. The department's role in this process is limited to providing live scan (criminal background fingerprinting) service. When a person requiring live scan appears at the department a trained live scan operator checks the applicant's identification, inputs the applicant's personal descriptor information, captures the applicant's fingerprints electronically, and transmits the data to the DOJ. At the conclusion of the session, the applicant is provided an applicant transaction identifier (ATI) number, a number used to identify the transaction.

Communications Operations

Effective Date:	11-09-2023
Revised Date:	
Issuing Authority: Chief Drake Massey	

806.1 RECORDING INFORMATION

Procedures for Obtaining Relevant Information

- (a) Control Number
 - (a) Each request for service or self-initiated activity must have a control number. RIMS automatically assigns a unique number to each incident when it is created for tracking and reference purposes.
 - (b) The control number shall be recorded and referenced in all relevant documentation and communications related to the incident.
- (b) Date and Time Request
 - (a) The date and time of the request for service or self-initiated activity is automatically recorded in RIMS when an incident is created.
 - (b) This information provides a chronological overview of events and aids in tracking response times and incident progression.
- (c) Name and Address of Complainant, if Possible
 - (a) When available, the name and address of the complainant shall be recorded in RIMS.
 - (b) This information helps establish contact with the complainant and assists in conducting follow-up investigations when required.
- (d) Type of Incident Reported
 - (a) The type of incident reported shall be clearly documented using standardized RIMS classification codes or descriptors.
 - (b) This information aids in categorizing and prioritizing incidents for appropriate response and resource allocation.
- (e) Location of Incident Reported
 - (a) The precise location of the incident reported shall be recorded in RIMS, including the street address, landmarks, or any other relevant details.
 - (b) Accurate location information enables efficient dispatch and response, ensuring officers arrive at the correct scene promptly.
- (f) Identification of Officer or Officers Assigned as Primary and Backup

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- (a) The officer or officers assigned to respond to the incident shall be identified and documented in RIMS, designating a primary officer and backup, if applicable.
- (b) This ensures accountability, facilitates coordination, and allows for effective communication during response and follow-up.
- (g) Time of Dispatch
 - (a) The time of dispatch, indicating when the officer(s) were dispatched to the incident location, shall be accurately recorded in RIMS.
 - (b) This information helps track response times, assess operational efficiency, and analyze workload distribution.
- (h) Time of Officer Arrival
 - (a) The time of officer arrival at the incident location shall be accurately recorded in RIMS.
 - (b) This data provides insights into response times, enables assessment of timeliness, and aids in evaluating performance.
- (i) Time of Officer Return to Service
 - (a) The time when the officer completes their response and returns to service shall be accurately recorded in RIMS.
 - (b) This information assists in monitoring availability of officers in the field and optimizing resource allocation.
- (j) Disposition or Status of Reported Incident
 - (a) The final disposition or current status of the reported incident shall be accurately documented within RIMS, including any necessary follow-up actions taken.
 - (b) This information provides a comprehensive record of the incident's resolution or ongoing investigation.

These procedures for obtaining and recording relevant information support the core training material found in Chapter 6 – Rims. They are crucial in maintaining accurate records, facilitating efficient response, and ensuring proper documentation of reported incidents. Adherence to these procedures promotes transparency, and effective information management within the department.

806.2 RADIO COMMUNICATION PROCEDURES

Radio Communication Procedures

- (a) Methods and circumstance requiring communications by field personnel:
 - (a) Field personnel shall communicate via radio when responding to calls for service, providing status updates, requesting assistance, reporting incidents, or seeking guidance from the communications center.
 - (b) Communications via radio should be clear, concise, and in accordance with departmental communication protocols.
- (b) Recording Status of field personnel when out of service:

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- (a) Field personnel shall notify the communications center when going out of service for breaks, meals, or any other non-emergency reasons.
- (b) Dispatchers shall accurately record and update the status of field personnel in RIMS.
- (c) Methods used for identifying field personnel during communications:
 - (a) Field personnel shall use their assigned call signs or unit designations when initiating radio communications.
 - (b) Dispatchers shall maintain a roster of call signs and unit designations for reference during radio communications.
- (d) Communications with interacting agencies:
 - (a) When communicating with personnel from other agencies, field personnel shall clearly identify themselves, state their department affiliation, and use appropriate common language.
 - (b) Dispatchers shall establish and maintain effective communication channels with other departments to facilitate coordinated responses and information sharing.
- (e) Assignment of field personnel in response to an incident:
 - (a) The assignment of the number of field personnel to respond to an incident shall be based on the nature, severity, and complexity of the incident, as well as available resources.
 - (b) Dispatchers, in consultation with the Shift Supervisor, shall assess the incident and make appropriate assignments to ensure an effective response.
- (f) Presence of Shift Supervisor at the scene for command assumption:
 - (a) The Shift Supervisor self-dispatch and respond to incidents that require their presence for assuming command. Such circumstances may include significant incidents, major crimes, critical incidents involving officer safety, or incidents with potential community impact.
 - (b) Dispatchers shall promptly notify the Shift Supervisor when such incidents occur and provide necessary updates to facilitate their response and assumption of command.
- (g) Responding to field personnel emergency requests for assistance.
 - (a) Field personnel who encounter emergency situations or require immediate assistance shall transmit clear and concise distress signals, clearly stating their location and the nature of the emergency.
 - (b) Dispatchers shall prioritize and expedite the response to such requests, dispatching appropriate resources and notifying the Shift Supervisor and command staff as necessary.

Operations are more efficient and field personnel safety is enhanced when dispatchers, supervisors, and fellow officers know the status of field personnel, their locations, the nature

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of cases or calls for service, and the developments in their investigation. Consistent radio communication procedures support that goal.

806.3 CALLS FOR SERVICE INFORMATION VICTIM/WITNESS CALLS

Procedures for Dispatchers Responding to Phone Calls for Information or Services

- (a) Call Assessment:
 - (a) Upon receiving a phone call, dispatchers shall listen attentively to gather relevant information.
 - (b) Evaluate the characteristics of the call, including urgency, potential danger, and need for immediate law enforcement response.
 - (c) Determine the appropriate response by assessing whether an emergency or non-emergency response is required based on the information provided by the caller.
- (b) Emergency Response
 - (a) If the call is deemed an emergency requiring immediate law enforcement response, dispatchers shall:
 - (a) Gather essential information such as the nature of the emergency, location, and pertinent details.
 - (b) Dispatch appropriate law enforcement personnel to the scene without delay.
 - (c) Provide clear and concise instructions to the caller, ensuring their safety and the safety of others until help arrives.
- (c) Non-Emergency Response and Referrals
 - (a) If the call does not require an immediate law enforcement response, dispatcher shall:
 - (a) Politely and professionally inform the caller that their request will be handled as a non-emergency.
 - (b) Gather necessary information to assess the situation and provide appropriate guidance or referral to other agencies or services.
 - (c) Provide accurate and detailed information to the caller regarding the department's response, such as providing contact information for relevant agencies or resources.
- (d) Victim/Witness Requests for Information and Services
 - (a) Dispatchers shall respond to victim/witness requests for information and services in a compassionate and supportive manner.
 - (b) Gather necessary details to understand the specific request and provide appropriate assistance.
 - (c) Provide initial information and resources to the caller, such as referral to victim advocacy services or the process of filling out a report.

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- (d) Follow up with subsequent requests for information or services promptly and provide updated guidance as needed
- (e) Documentation
 - (a) Dispatchers shall accurately document all relevant information obtained during the call in the appropriate location within the RIMS CAD/RMS system.
 - (b) Maintain clear and concise CAD logs of call details, actions taken, and any referrals or instructions provided to the caller.

806.4 EMERGENCY MESSAGES

Procedures for accepting and delivering emergency messages.

- (a) The delivery of emergency messages is a legitimate law enforcement function.
 - (a) The on-duty dispatcher will first consult with the Shift Supervisor prior to making or assigning the delivery of an emergency message.
 - (b) Police officers will normally deliver emergency messages when any of the following conditions are met:
 - (a) Notification of next-of-kin, in the event of death or medical emergency.
 - (b) Notification to a person to make an emergency phone call concerning a death or medical emergency.
 - (c) Notification of next-of-kin in the event of a traffic accident, when it is necessary for the person contacted to take some immediate action.
 - (d) Notification to a person to request assistance for a stranded person.
 - (e) Any other situation in which the Shift Supervisor feels there is justification to deliver an emergency message.

806.5 MISDIRECTED EMERGENCY CALLS

It is common for the department to receive telephone calls intended for another law enforcement or public service agency. You shall accept any misdirected emergency calls and promptly relay information to the agency having jurisdiction. Should an exigent circumstance exist that makes immediate transfer impossible the dispatcher receiving such call shall obtain as much pertinent information as possible and contact the appropriate agency having jurisdiction as soon as possible.

When you transfer any call to another agency, let the caller know that is what you are doing and provide them with the telephone number in case they get disconnected. If the caller has already provided you with a lot of information, call the agency you will be transferring the call to first, and advise them of the circumstances so the caller does not have to repeat their entire story

Animal Control Procedures

808.1 PURPOSE AND SCOPE

This procedure provides specific guidelines for animal control on and around the campus. Policy direction for this topic may be found in Policy 808, Animal Control.

808.2 SNAKES

Because of the University's rural and mountainous surroundings, the department receives frequent calls-for-service regarding snakes. These calls typically involve snakes that have entered buildings, yards, or other areas where they are not wanted. Many of these calls have involved rattlesnakes.

The handling of snakes is inherently dangerous, and can result in a poisonous bite causing great bodily injury or death. Capturing snakes is not a primary job function for CI Police Officers. However, it is recognized that there will be situations in which it will be necessary and appropriate for CI Police Officers to capture snakes in the performance of their duties. As such, the following procedures will apply to all calls-for-service regarding snakes:

- Upon receipt of a call-for-service regarding a snake on the CI Campus, a CI Police Officer will be immediately dispatched to the scene. The role of the officer will be to assess the situation, stabilize the scene, and address any life safety issues that might be present.
- If a snake needs to be captured, the dispatcher will first contact Ventura County Animal Services and ask them to respond. After normal working hours, or if the ETA for Animal Services is unreasonable, the dispatcher will contact the Ventura County Fire Department and ask them to respond.
- In the event of an emergency or other reason that would make it unreasonable to wait for one of these agencies to arrive, a CI Police Officer will take steps to capture the snake, properly utilizing Department-issued snake capturing equipment. Upon the capturing of a snake, the snake will be transported to an alternate location and released into the wild.

808.3 MOUNTAIN LIONS

More than half of California is mountain lion habitat and mountain lions generally exist wherever deer are found. They are solitary and elusive, and their nature is to avoid humans. Mountain lions primarily eat deer, but, if allowed, they will prey on vulnerable pets and livestock. California Mountain Lions. CSUCI is situated at the base of the Santa Monica Mountains and is frequented by deer and other wild animals which attract mountain lions. From time to time we have had mountain lions seen on the hillside, in the University Glen residential community and even passing through the main campus.

808.3.1 COMMUNICATIONS CENTER RESPONSIBILITIES

If the communications Center receives a report of a suspected mountain lion sighting on the CSUCI campus or in the University Glen Community the on duty dispatcher or Public Safety Officer shall

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gather as much information as possible to establish a confirmed sighting. Examples include, but are not limited to the following:

- Date/Time of sighting
- Detailed location of the sighting (ie...in the park, sidewalk, dirt path, neighborhood etc...)
- Proximity of the RP to the animal
- Behavior of the animal
- Direction of travel after sighting

The on duty dispatcher or Public Safety Officer shall also immediately dispatch officers to respond to the area of the suspected or confirmed sighting.

808.3.2 PATROL OFFICER RESPONSE

At a minimum on duty officers shall respond to the area of the reported sighting and complete the following steps:

- Contact the reporting party
- Check the area for the animal
- Notify the on call Lieutenant (AOC)
- Contact the California Department of Fish and Wildlife to request assistance if sending a CSUCI Alert
- Complete a RIMS report

Officers should plan on maintaining extra patrol presence in the area of the reported sighting and be available to answer questions from the community.

Risk Assessment and Analysis

Effective Date:	02-09-2023
Revised Date:	
Issuing Authority: Chief Drake Massey	

809.1 PURPOSE AND SCOPE

The purpose of Risk Assessment is to identify areas where mitigating action can be taken to remove or limit injuries, property loss, and costs. The scope of any assessment may take into consideration, frequency of past occurrences, the criticality of the event, and loss or replacement costs. Some other factors to consider include crime and incidents reports, vehicle and personal accident reports, potential weather and geographic events, physical and building issues, the surrounding demographic environment, possible negligent human actions, or criminal actions.

809.2 RISK ASSESSMENT AND ANALYSIS PROCEDURES

The basic foundation of the infrastructure security function includes physical security risk assessments and analysis of the information. Analysis of past data indicates what has happened and provides insight to the potential for future criminal activity. The following shall provide guidelines for conducting physical security risk assessments.

Factors to consider include but are not limited to frequency of past occurrences, the criticality of the event and loss or replacement costs, crime and incidents reports, case dispositions, alarm reports, previous risk assessments, vehicle and personal accident reports, potential weather and geographic events, physical and building issues, the surrounding demographic environment, possible negligent human actions or criminal and terrorism actions.

A documented physical security risk assessment is required every four (4) years at the following locations:

1. University Glen Residential Community
2. Santa Rosa Village
3. Santa Cruz Village
4. Anacapa Village
5. Town Center

Risk assessments shall evaluate risks to campus community from criminal activity, risks to campus community from accidents, risk of property loss to the institution and individuals, and liability issues. Each assessment shall contain an analysis conclusion with recommendations for mitigation. Recommendations shall be forwarded to the appropriate individuals responsible for the facility.

Campus Security Escort Procedure

Effective Date:	10-10-2022
Revised Date:	
Issuing Authority: Chief Drake Massey	

810.1 CAMPUS PURPOSE AND SCOPE

The purpose of Campus Security Escorts is to mitigate fear, assaults, sexual harassment, verbal abuse, or other harassment while a person is walking from one on-campus (to include UGlen) location to another.

810.2 CAMPUS SECURITY ESCORT PROGRAM

The Department provides walking security escorts to our campus partners upon request. Depending on circumstances personnel may provide an escort in a vehicle. The security escort program is free, and available to all students, staff and faculty. The program is available during the academic year 24 hours a day.

Notification of the service to the campus community may include posting on the Department webpage, publication in University brochures, through on-campus presentations and directly from Department personnel.

810.3 CAMPUS SECURITY ESCORT PROCEDURES

A campus security escort service is available to students, faculty, staff, and visitors on campus.

Escorts will only be conducted by any on-duty Community Service Officers (CSO), Public Safety Officers (PSO), or sworn Police Officers. All personnel in these work groups have previously completed a background investigation and undergone orientation and training on security escort procedures. Update training is provided as identified.

The Shift Supervisor is responsible for supervising the on-duty personnel who conduct campus security escorts.

The following rules must be followed by all personnel who conduct a security escort.

- No escort will be conducted outside of the University campus.
- Employees will coordinate the details around security escorts with the on-duty Dispatcher.
- The following will be recorded in a CAD call for service or event entry:
 - Beginning and ending location.
 - Beginning and ending time.

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- Beginning and ending mileage, to the tenths, if a vehicle is used to complete the security escort.

Behavioral Threat Assessment

Effective Date:	02-09-2023
Revised Date:	
Issuing Authority: Chief Drake Massey	

812.1 PURPOSE AND SCOPE

The intent of this standard is to engage appropriate campus recourses whenever an affiliate, who comes to the attention of the Department, demonstrates they are at risk physically or emotionally or may be a risk to others. The campus utilizes a collaborative interdisciplinary process when conducting behavioral threat assessment. A Campus Assessment, Response and Evaluation Team (CARE) that includes representation from the Dean of Students office, Student Conduct & Community Responsibility, Counseling & Psychological Services, University Police, Human Resources, Housing & Residential Education, Disability Accommodations and Support Services, Academic Affairs, and Title IX and Inclusion is responsible for:

- Reviewing reports of concern about members of the CI community including students, faculty, staff, and visitors.
- Monitoring and assessing activity in the campus community to identify signs of potential threat as early as possible by "connecting the dots."

812.2 BEHAVIORAL THREAT ASSESSMENT PROCEDURES

1. Police Officers must investigate and document in a case report any facts or circumstances that come to their attention that demonstrate an individual may be at risk physically or emotionally or may be a risk to others.
2. The Shift Supervisor, upon review of the situation and/or case report identifying such behaviors, will determine:
 1. if an immediate Threat Assessment Review and Action Plan is required, and if it is, coordinate the Review and Plan with the CARE Team Lieutenant; or
 2. If a referral to the CARE Team is more appropriate.
3. The Shift Supervisor may always consult with the on-call Lieutenant on an appropriate response to information that demonstrates an individual may be at risk to self or others.
4. The on-call Lieutenant will be responsible for appropriately integrating the Department's Threat Assessment Review and Action Plan with other CARE Team members. This step is critical as a means of not only keeping appropriate campus resources aware of the situation but also for insuring a best practice multi-disciplinary approach to behavioral threat assessment is developed and implemented.
5. The CARE Team Lieutenant is responsible for all follow up actions with the CARE Team and insuring that other relevant notifications or reporting are accomplished.

Security Camera Responsibilities

Effective Date:	02-09-2023
Revised Date:	
Issuing Authority: Chief Drake Massey	

813.1 PURPOSE AND SCOPE

Security cameras are effective in reducing crime and aiding in the identification of criminals, identifying traffic problems, and situations where the campus community may need assistance. The responsibilities for the on-campus security camera program is shared with other departments and it is important that all parties involved meet their respective responsibilities. The California State University has developed a systemwide Video Security Camera Policy that is authoritative for the Department's management of the on-campus security camera program. [See attachment: Systemwide Video Security Camera Policy.pdf](#)

813.2 SECURITY CAMERA PROCEDURES

1. The Department's Dispatchers may monitor video surveillance cameras located in public areas on campus for the purpose of deterring crime, assisting in criminal investigations, and protecting the safety and property of the campus community. Dispatchers shall not continuously monitor video surveillance cameras for employee conduct purposes.
2. Conditions for the installation of cameras and camera locations.
 - (a) No video surveillance or recording equipment may be installed on campus without approval by the Chief of Police or designee.
 - (b) Virtual or fake cameras cannot be installed on campus.
 - (c) Cameras may not be established in private areas of the campus without obtaining a warrant and are subject only to appropriate legal authority.
 - (d) Video surveillance cameras shall not be directed or zoomed into the windows or any private residential building including residence halls.
 - (e) Use of video surveillance cameras shall be accompanied by signage indicating use of such cameras with signage appropriate to the facility and camera placement. Signage content and placement must be approved by the Chief of Police or designee.
 - (f) Prior to adding video monitoring systems to any location, campus departments are encouraged to request a site inspection conducted by a Police Department employee to determine minimum requirements for the area.

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Security Camera Responsibilities

- (g) Placement of video surveillance cameras shall be the responsibility of the Chief of Police or designee, and shall conform to the Systemwide Video Security Camera Policy and all applicable federal and state laws.
3. Conditions and responsibilities for monitoring cameras and responding to potential incidents:
- (a) The existence of video surveillance cameras does not necessarily mean that such cameras are continuously monitored in real time.
 - (b) Dispatchers shall observe the direct video signal when possible or for cause, but are not required to continually view the monitor(s).
 - (c) The viewing of the camera system is considered a "secondary" responsibility for a Dispatcher, after telephone and radio communications.
 - (d) In any case where an incident or potential incident is observed or otherwise alerted, it shall be the responsibility of the Dispatcher to advise field units of the type of incident observed and inform responding field units how the information was received.
 - (e) It shall be the responsibility of the Dispatcher to keep responding field units appraised of the incident as new information is being received/viewed, keeping officer safety a priority.
4. Security access protocols
- (a) Information obtained through video surveillance recordings will be used only for security and law enforcement purposes.
 - (b) Only those responsible for investigation and enforcement of laws/policies will have access to the recorded video.
 - (c) Access to recorded video is subject to approval by the Chief of Police or designee.
 - (d) Monitors for video equipment shall be installed in controlled-access areas and shall not be viewed by unauthorized persons.
5. Date storage and retrieval
- (a) Recordings will be stored in a manner consistent with available technology and transported in a manner that preserves security.
 - (b) Both current and archived recordings will be secured.
 - (c) All storage and access to recordings will be accessible to Department personnel as directed by the Chief of Police or designee.
 - (d) Recordings used in law enforcement investigations or criminal prosecutions shall be retained until the end of the court or judicial proceedings and appeal period unless otherwise directed by a court.
 - (e) Recordings may also be retained for other bona fide reasons as determined by the Chief of Police, in consultation with University General Counsel.

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- (f) Recordings shall be retained for 30 days and then will be erased or recorded over unless retained as part of a criminal investigation, a civil or criminal court proceeding, or pursuant to a preservation request issued by University General Counsel.
 - (g) No attempt shall ever be made to alter any recording. Editing or otherwise altering recordings or still images, except to enhance quality for investigative purposes, is strictly prohibited.
 - (h) Transmission of recordings using the Internet or campus network will use appropriate encryption to insure that recordings are not improperly accessed.
 - (i) For FERPA purposes, recordings with information about a specific student are considered law enforcement records.
6. Maintenance and Testing
- (a) The Chief of Police or designee oversees installation and maintains video camera monitoring systems throughout the campus.
 - (b) Security cameras, devices, recording units, and all associated wiring, cabling, network connections and associated costs are the responsibility of the facility in which they are installed. Exceptions would be negotiated on a case by case basis between the campus unit and the Chief of Police or designee.
 - (c) The testing of video systems is completed by the Dispatcher at the start of each work shift.
 - (d) Any maintenance issues are reported directly to the Administrative Lieutenant and Lead Dispatcher, typically via email communication.
7. Training
- (a) All new video camera monitoring system installations on campus must include accompanying user training provided by Police Department personnel and, if required, by the vendor that installed the devices. Update training will be provided as needed or identified.
 - (b) Dispatchers, and all persons with remote access ability to cameras, shall be trained in the technical, legal and ethical parameters of appropriate camera use.
8. Responsibilities
- (a) An annual reevaluation of incidents and camera locations shall be conducted by the Administrative Lieutenant.
9. Requests to view recordings and the release of information
- (a) Access to recorded video is subject to approval by the Chief of Police or designee.
 - (b) No researcher or organization, whether faculty or staff, student, or the general public, is authorized to use these cameras or recordings for research purposes.
 - (c) Monitors for video equipment shall be installed in controlled-access areas and shall not be viewed by unauthorized persons.

Emergency Only Phones

Effective Date:	02-09-2023
Revised Date:	
Issuing Authority: Chief Drake Massey	

814.1 PURPOSE AND SCOPE

Blue light phones or emergency and information phones, prominently marked direct line phones or devices to the Department provide the campus community a means of immediate contact for public safety services. These devices are located within buildings and external environments.

814.2 EMERGENCY ONLY PHONES PROCEDURES

1. Public Safety Officers conduct a monthly inspection and test of all Emergency Only Phones and Devices on campus. All inspections are documented. When maintenance needs are identified the Public Safety Officer conducting the test shall submit a work order to IT and or Facilities Services as appropriate. Out of service Emergency Only Phones shall be appropriately marked as such.
2. When the University acquires a new property or constructs/remodels an existing building or outdoor facility the Chief of Police or designee shall make recommendations on optimal locations for the installation or removal of Emergency Only Phones or Devices.
3. Notification of the existence and purpose of Emergency Only Phones and Devices to the campus community shall be distributed via the Department's website, the *Annual Security & Fire Safety Report*, and at crime prevention presentations.
4. The Administrative Lieutenant shall complete a needs review of the Emergency Only Phones and Devices every three years based on a a documented security survey.
5. Calls received via an Emergency Only Phone or Device will be handled as an emergency unless the nature of the facts and circumstances surrounding the call does not warrant an emergency response from field units.

Juvenile Records

Effective Date:	07/18/2023
Revised Date:	
Issuing Authority: Chief Drake Massey	

815.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide additional support and clarification to Policy 805 - Records Maintenance and Release by establish guidelines for distinguishing juvenile records from adult records and managing juvenile identifying information in our law enforcement agency. As a police department, it is important to maintain accurate and clear records and protect the confidentiality of juvenile information.

815.2 GUIDELINES

1. **Definition of Juvenile Records:** For the purposes of this directive, juvenile records refer to any record related to an individual who was under the age of 18 at the time of the offense. Such records include arrest records, detention records, and court records.
2. **Methods to Distinguish Juvenile Records:** All juvenile records shall be physically separated from adult records and maintained in a separate database or file system. Juvenile records should be identifiable with a clear label and color coding system. Juvenile records shall be accessible only to those personnel who have a legitimate need to access them.
3. **Collection, Dissemination, and Retention of Juvenile Identifying Information:** All juvenile identifying information, including fingerprints, photographs, and other forms of identification, shall be collected in accordance with state and federal law. Access to such information shall be limited to law enforcement personnel, prosecutors, and other authorized parties in accordance with state and federal law. Such information shall be retained in accordance with state and federal law.
 - (a) **Welfare and Institutions Code section 625:** This law allows for the collection of fingerprints, photographs, and other forms of identification of juveniles who are taken into custody for a felony or misdemeanor offense, or who are placed on probation or in a juvenile detention facility.
 - (b) **Welfare and Institutions Code section 827:** This law requires that juvenile records and information be kept confidential and only shared with authorized individuals, including law enforcement agencies, probation departments, and the courts.
4. **Physical Security and Controlling Access to Juvenile Confidential Information:** All juvenile records and identifying information shall be stored in a secure location with limited access. Only authorized personnel shall have access to juvenile records and identifying information. The department shall implement appropriate physical and

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technical safeguards to protect against unauthorized access, use, or disclosure of juvenile records and identifying information. Policies 805.9.1, 805.10, and 805.11 provide further guidance on the physical security and access to juvenile confidential information.

- (a) Welfare and Institutions Code section 827: This law requires that juvenile records and information be kept confidential and only shared with authorized individuals, including law enforcement agencies, probation departments, and the courts.
5. Guidelines for Disposition of Juvenile Records after reaching adult age: Juvenile records shall be retained in accordance with state and federal law. Upon reaching the age of majority, individuals may petition to have their juvenile records expunged or sealed, in accordance with applicable laws and regulations. All juvenile records shall be disposed of in a secure manner in accordance with state and federal law.
 - (a) Welfare and Institutions Code section 781: This law allows a person who was a ward of the juvenile court to petition the court for dismissal of the petition and sealing of the juvenile court record after attaining the age of 18, or five years after the jurisdiction of the juvenile court has terminated, whichever occurs later.
 - (b) When a juvenile record is sealed, the Records Custodian shall not erase or delete the record from the official records. Instead, it shall be kept confidential and is generally only accessible by court order or with the consent of the individual whose record is being sealed. This means that, while the record is not available to the general public, it may still be accessible to certain parties, such as law enforcement agencies or government officials.
 6. Expungement: When a court orders expungement of a juvenile record, the department shall comply with the court order and the Records Custodian shall expunge the record from all systems, files, and databases. The department shall also provide written confirmation to the individual of the expungement.

Audio Recordings of Radio and Telephone

816.1 PROCEDURES

The Admin Division Lieutenant and Lead Dispatcher will maintain a system for recording and immediate playback of all telephone and radio transmissions within the Communications Center. All recordings shall be maintained for a minimum of 100 days and pursuant to the California State University systemwide records retention schedule. The Admin Lieutenant shall assure that the recordings are backed up and that security measures are in place so that access is restricted to as appropriate. Immediate playback access for operational or review purposes is available to personnel as needed via the on-duty dispatcher. The editing, erasing, duplicating, copying, sharing, or the distribution of audio recordings shall only be accomplished at the direction of the Chief of Police or designee. External requests for copies of audio recordings from the Communications Center shall be forwarded to the Records Unit for processing and release. Non-routine requests will be reviewed by the Admin Lieutenant.

Chapter 10 - Personnel

Uniform & Equipment Specifications Procedure

1010.1 CLASS A - FORMAL DRESS UNIFORM

1010.1.1 POLICE OFFICERS

Dress Cap

Description:

Required for all peace officers

Lancaster #1960 LAPD style (or identical), 100% wool, navy blue

Details:

- Shall display approved cap piece (side by side posts, 1 1/2 inches apart)
- Officer and corporal - Silver metal mesh strap with silver "P" buttons
- Sergeant - Gold metal mesh strap with gold "P" buttons
- Lieutenant - Gold ribbon strap with gold "P" buttons
- Chief - Gold ribbon strap with gold "P" buttons. Cap bill to display gold embroidery

Dress Jacket

Description:

Optional for all peace officers

"Command" jacket from Flying Cross, wool blend material, LAPD navy blue

Details:

- Fastened in front by five "P" buttons
- Shall display CSU Police shoulder patch, breast badge, name plate, and rank insignia
- Shall display gold service stars on left sleeve above piping, two points down
- Officer & corporal - sleeve piping - single blue with gold border, 1/2 inch wide
- Sergeant - sleeve piping - single solid gold, 1/2 inch wide
- Lieutenant - sleeve piping - two solid gold, 1/2 inch wide
- Chief - sleeve piping - three solid gold, 1/2 inch wide

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Uniform & Equipment Specifications Procedure

Uniform Shirt

Description: Flying Cross, Elbeco, or identical, 100% wool, navy blue, must meet LAPD specifications

Details:

- Long-sleeved
- Shall display CSU Police shoulder patch, breast badge, name plate, rank insignia, and service stripes
- Sergeant, lieutenant, & chief - gold "P" buttons on epaulets and pocket flaps

Uniform Trousers

Description: Flying Cross, Elbeco, or identical, 100% wool, navy blue, must meet LAPD specifications

Details:

- Straight pockets design, includes sap pockets

Tie

Description: Black, 3-inch wide, clip-on style, polyester

Details:

- Shall display plain, polished gold tie bar, aligned with shirt pocket buttons

Trouser Belt

See Uniform Accessories/Equipment for description

Duty Belt

See Uniform Accessories/Equipment for description

Shoes

Description: Black leather uniform oxfords or boots with plain toe

Details:

- Must be wax polished to a shine gloss at all reasonable times.
- Black socks must be worn with oxfords or low-top boots.
- Boots with pointed toes are not permitted.

1010.1.2 DISPATCHERS

Uniform Shirt

Description: Flying Cross, Elbeco, or identical, wool blend or topical Dacron/polyester material, medium blue, with epaulets, black buttons and pressed creases

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- Details:
- Long-sleeved, top button fastened, with uniform tie
 - Shall display CSU Communications shoulder patch, breast badge, name plate, and rank insignia

Uniform Trousers

Description: Flying Cross, Elbeco, or identical, wool or wool blend, black in color

- Details:
- Straight pockets design, includes sap pockets

Uniform Skirt

Description: Optional
• Wool, wool blend, or similar material, LAPD navy blue

Tie

Description: Black, 3-inch wide, clip-on style, polyester

- Details:
- Shall display plain, polished gold tie bar, aligned with shirt pocket buttons
 - Shall be worn at all times with the long-sleeved uniform shirt

Trouser Belt

See Uniform Accessories/Equipment for description

Shoes

Description: Conservative and complimentary to the uniform, black in color

Alternative Duty Jacket

Description: V-neck or cardigan sweater, black in color

- Details:
- Shall display CSU Communications shoulder patch

1010.1.3 PUBLIC SAFETY OFFICERS

Uniform Shirt

Description: Flying Cross, Elbeco, or identical, wool blend or topical Dacron/polyester material, Heather blue, with epaulets, black buttons and pressed creases

- Details:
- Long-sleeved, top button fastened, with uniform tie
 - Shall display CSU Police shoulder patch, breast badge, name plate, and rank insignia

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Uniform Trousers

- Description: Flying Cross, Elbeco, or identical, wool or wool blend, black in color
- Details:
- Straight pockets design, includes sap pockets

Tie

- Description: Black, 3-inch wide, clip-on style, polyester
- Details:
- Shall display plain, polished gold tie bar, aligned with shirt pocket buttons
 - Shall be worn at all times with the long-sleeved uniform shirt

Trouser Belt

See Uniform Accessories/Equipment for description

Shoes

- Description: Black leather uniform oxfords or boots with plain toes
- Details:
- Must be wax polished to a shine gloss at all reasonable times.
 - Black socks must be worn with oxfords or low-top boots.
 - Boots with pointed toes are not permitted.

1010.2 CLASS B - REGULAR DUTY UNIFORM

1010.2.1 POLICE OFFICERS

Traditional Uniform Shirt

- Required for all peace officers (must maintain at least one set)
- Description: Flying Cross, Elbeco, or identical, 100% wool, navy blue, must meet LAPD specifications
- Details:
- Short or long-sleeved, top button unfastened with black undershirt
 - Shall display CSU Police shoulder patch, breast badge, name plate, and rank insignia
 - Sergeants, Lieutenants & Chief - Gold "P" buttons on epaulets and pocket flaps on all wool uniforms (Class A & B).

Alternate Uniform Shirt

Optional for all peace officers

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Description:	5.11 TACTICAL TWILL PDU CLASS B Shirt in Midnight Navy
Details:	<ul style="list-style-type: none">• Short Sleeve- Men's Style #71177, Women's Style #61159• Long Sleeve- Men's Style #72345, Women's Style #62065<ul style="list-style-type: none">◦ Short or long-sleeved, top button unfastened with black undershirt◦ Shall display CSU Police shoulder patch, breast badge, name plate, and rank insignia◦ Gold "P" Buttons shall only be used for Lieutenants and the Chief of Police

Alternate LBV Uniform Shirt

Description:	Optional for all peace officers 5.11 TACTICAL RAPID PDU® SHIRT (Worn under approved LBV only. May not be used without LBV)
Details:	<ul style="list-style-type: none">• Short Sleeve- Men's Style #71332, Women's Style #61304• Long Sleeve- Men's Style #72197, Women's Style #62372<ul style="list-style-type: none">◦ Short or long-sleeved, top button unfastened with black undershirt◦ Shall display CSU Police shoulder patch, and rank insignia on sleeves◦ No badge or name tapes will be used◦ Gold "P" Buttons shall not be used

T-Shirt - Undershirt

Description:	Plain dark black, crew neck (non-faded)
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Traditional Uniform Trousers

Description:	Required for all peace officers (must maintain at least one set) Flying Cross, Elbeco, or identical, 100% wool, navy blue, must meet LAPD specifications
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- Details:
- Straight pockets design, includes sap pockets (same as Class A Pants)

Alternate Uniform Trousers

Optional for all peace officers

Description:

5.11 TACTICAL TWILL PDU® CLASS-A PANT in Midnight Navy

Details:

- Style #74338
- No Cargo Pockets

Trouser Belt

See Uniform Accessories/Equipment for description

Duty Belt

See Uniform Accessories/Equipment for description

Shoes

Description:

Black leather uniform oxfords or boots with plain toe

Details:

- Must be wax polished to a shine gloss at all reasonable times
- Black socks must be worn with low-top shoes
- Boots with pointed toes are not permitted.

1010.2.2 DISPATCHERS

Dispatchers are authorized to wear civilian attire as outlined in CSUCI Police Policy 1018.5 whenever Class B uniforms are directed, and may continue to utilize the optional Dispatcher Class B Uniform as outlined below:

Uniform Shirt

Optional Uniform for Police Communications Personnel

Description:

Cornerstone (by Port Authority) Select Snag-Proof Tactical Polo or identical, Dark Navy in color

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Details:

- Model CS410 (Men) or CS411(Women)
- Identifying information shall be embroidered onto the uniform shirt, as specified below:
 - Left shirt breast:

Embroidered 3-inch CSU Police Badge, white stitching

"DISPATCHER" embroidered in all caps beneath badge, white stitching
 - Right shirt breast:

Employee's last name embroidered in all caps, white stitching

Uniform Trousers

Description:

Flying Cross, Elbeco, or identical, wool or wool blend, navy blue, must meet LAPD specifications

Details:

- Straight pockets design, includes sap pockets

Uniform Skirt

Description:

Optional

Wool, wool blend, or similar material, LAPD navy blue

Trouser Belt

See Uniform Accessories/Equipment for description

Shoes

Description:

Conservative and complimentary to the uniform, black in color

Alternative Duty Jacket

Description:

V-neck or cardigan sweater, black in color

Details:

- Shall display CSU Communications shoulder patch

1010.2.3 PUBLIC SAFETY OFFICERS

Uniform Shirt

Description:

Required for all Public Safety Officers

Flying Cross, Elbeco, or identical, wool blend or topical Dacron/polyester material, Heather blue, with epaulets, black buttons, and pressed creases

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- Details:
- Short-sleeved, top button unfastened
 - Long-sleeved, top button fastened, with uniform tie
 - Shall display CSU Police shoulder patch, breast badge, name plate, and rank insignia

T-Shirt undershirt

Description: Plain dark black, crew neck (non-faded)

Uniform Trousers

Description: 5-11 BDU Patrol Pants

- Details:
- Black in color

Trouser Belt

See Uniform Accessories/Equipment for description

Duty Belt

See Uniform Accessories/Equipment for description

Shoes

Description: Black leather uniform oxfords or boots with plain toe

- Details:
- Must be wax polished to a shine gloss at all reasonable times
 - Black socks must be worn with low-top shoes
 - Boots with pointed toes are not permitted.

1010.3 CLASS C - TRAINING & SPECIAL DUTY UNIFORMS

The optional Class C Uniform may only be worn when approved by the Chief of Police or Lieutenant for use in during inclement weather, during authorized training or special assignments, and/or during emergency/disaster operations. It is not required to maintain a Class C uniform.

Uniform Shirt

Optional for all peace officers

Description: 5.11 TACTICAL TWILL PDU CLASS B Shirt in Midnight Navy.

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- Details:
- Short Sleeve- Men's Style #71177, Women's Style #61159
 - Long Sleeve- Men's Style #72345, Women's Style #62065
 - Short or long-sleeved, top button unfastened with black undershirt
 - Shall display CSU Police shoulder patches, cloth badge patch, cloth name tape (navy with gold letters), and rank insignia
 - Gold "P" Buttons shall not be used.
 - Officers currently wearing Load Bearing Vests (LBV) may continue to use the approved 5.11 Tactical RAPID PDU® SHIRT

T-Shirt - Undershirt

Description:

Plain dark black, crew neck (non-faded)

Uniform Trousers

Description:

Optional for all peace officers

5.11 TACTICAL TWILL PDU® CLASS-B PANT in Midnight Navy

Details:

- Style #74326
- With Cargo Pockets

Trouser Belt

See Uniform Accessories/Equipment for description

Duty Belt

See Uniform Accessories/Equipment for description

Shoes

Description:

Black leather uniform oxfords or boots with plain toe

Details:

- Must be wax polished to a shine gloss at all reasonable times
- Black socks must be worn with low-top shoes
- Boots with pointed toes are not permitted.

1010.4 DEPARTMENT POLO OPTIONS

Polo Shirt

Description:

Cornerstone (by Port Authority) Select Snag-Proof Tactical Polo or identical

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Details:

- Womens: CS411/Mens: CS410
- Dark Navy in color

Identifying information shall be embroidered onto the uniform shirt, as specified below:

Left shirt breast:

- Embroidered 3-inch CSU Police Badge, white stitching
- Rank or assignment embroidered in all caps beneath badge, white stitching

Right shirt breast:

- Employee's last name and first initial embroidered in all caps or the employees full name, white stitching

1010.5 UNIFORM ACCESSORIES AND EQUIPMENT

Uniform Badge

Description:

Entenmann-Rovin Company, #787, with full-color seal

Details:

- Seven-point gold star, 3-inches in diameter. The center of the badge shall display The Great Seal of the State of California, bordered by the words "CALIFORNIA STATE UNIVERSITY POLICE". Centered below the state seal shall be a banner that displays the officer's rank

Cloth Badge

Description:

Emblem Enterprises, Inc., #5297

Details:

- Cloth, embroidered replica of the standard CSU Police uniform badge may be substituted for wear on the duty jacket, baseball cap, and Class C Uniform. Direct embroidery of the CSU badge replica may be substituted for the cloth badge, upon Department approval.

Cap Piece

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Description:	Entenmann-Rovin Company, #361, with full-color seal
Details:	<ul style="list-style-type: none">• Cap shall have side-by-side posts, 1 1/2 inches apart. Cap piece shall depict a gold eagle with open wings atop a gold shield. Cap piece shall display The Great Seal of the State of California with a banner below the seal containing the word "POLICE". The cap piece worn by officers with rank shall display an additional banner above the seal which displays the officer's rank.

K9 Collar Badge

Description:	Entenmann-Rovin Company, #776, with full-color seal, flat and mounted in leather
Details:	<ul style="list-style-type: none">• Seven-point gold star, 2-inches in diameter. The center of the badge shall display The Great Seal of the State of California, bordered by the words "CALIFORNIA STATE UNIVERSITY POLICE". The bottom of the badge shall include a banner that displays the canine's name.

Rank Insignia

Description:	Commercially available pin or clutch pin fastened, polished gold metal, displayed on the jacket epaulet and shirt collar
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Details:

- Chief - four gold stars - displayed along the centerline of the epaulet on the jacket, 1 inch inward from the shoulder seam, and on the shirt collar, placed parallel with the top edge of the collar and 1/2 inch away from the edge.
- Lieutenant - one gold bar - displayed on the shoulder epaulets on the jacket, centered and perpendicular to the outer edge of the epaulet, 1 inch inward from the shoulder seam of jacket (1" x 3/8"), and on the shirt collar with the longest dimension of the insignia positioned parallel, centered, and 1/2 inch from the collar leading edge (3/4" x 1/4").
- Alternate pink versions of the rank insignia may be worn during the month of October.

Rank Insignia - Chevrons

Description:

CHP specifications, two or three striped cloth chevrons, blue and yellow on black background

Details:

- Sergeant - three chevrons
- Corporal, dispatcher II, and public safety officer II - two chevrons
- Alternate pink versions of the uniform chevrons may be worn during the month of October.

Service Stripes

Description:

CHP specifications, diagonal, parallel stripes, blue and yellow on black background

Details:

- One stripe represents five years of full-time service as a peace officer
- Service stripes are to be worn on the left sleeve of the Class A uniform shirt

Service Stars

Description:

For Class A Formal Dress Uniform Jacket

Gold embroidered, two points down, 3/4 inch point-to-point

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Details:

- One star represents five years of service as a peace officer
- Service stars are to be work on the left sleeve of the Class A dress jacket, above the piping

Nameplate

Description:

Gold color, satin finish, 2 1/4 inch by 3/8 inch rectangle with clutch back, black lettering (all caps), displaying the officer's first initial and last name. Ordering from Copquest, the size of lettering is 0.145 condensed single line block to 80%. Cutter size is 15,000th of an inch.

Details:

- Centered on the right breast pocket flap, 1/4 inch below the top of the flap.

Cloth Name Tape

Description:

Shall display the officer's first initial and last name, embroidered in yellow block lettering (all caps) on black or navy blue cloth material. The name tape shall be 1 inch wide with 5/8 inch lettering

Details:

- Sewn securely and directly above the right front pocket
- Only applicable with duty jacket and Class C uniform

Special Assignment Insignia/Medal Awards/ Unit Pins

Description:

At the discretion of the Chief of Police. An approved American flag pin may be worn at officer's discretion.

Details:

- Generally, these items shall be worn on the right front pocket flap of the uniform shirt, centered on the outer and/or inner half of the pocket flap

Uniform Tie

Description:

Black, 3-inch wide, clip-on style, polyester

Details:

- Shall display plain, polished gold tie bar, aligned with shirt pocket buttons
- Shall be worn at all times with the long-sleeved uniform shirt

Uniform Oxfords

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Description: Constructed of leather or simulated leather material, solid black in color, smooth finish, plain round toe with black laces and black lacing grommets. Shall display a high gloss on the toe.

Details:

- Boots are authorized for duty wear in lieu of uniform oxfords. Boots may be lace or pullover style. The top shall be either snug fitting to the ankle and calf, or high enough to preclude trouser cuffs from hanging on the boot top. Pointed toes shall not be allowed.

Duty Gear

Description: Bianchi Accumold Elite, black basket weave design, constructed of a synthetic, simulated leather material. All accessories shall have hidden snaps. Whenever wearing a traditional wool uniform, Police officers and corporals shall display silver Sam Browne belt buckles and Sergeants, Lieutenants, and the Chief shall display gold Sam Browne belt buckles. Officers may choose to wear an approved optional black plastic clip buckle when wearing the alternate 5.11, LBV or Class C uniform variations.

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Details:

- Sam Browne Belt - Accumold Elite 7960 (metal buckle) or 7950 (plastic clip buckle)
- Magazine Pouch - Accumold Elite 7902 double magazine holder or similar
- OC Holder - Accumold Elite 7907 oc spray pouch
- Handcuffs - Peerless or Smith & Wesson, 10 ounce steel with nickel finish or similar
- Handcuffs Case - Accumold Elite 7900 single handcuffs case or similar
- Baton - ASP or Peacekeeper 16, 21, or 26 inch expandable baton
- Baton Holder - ASP or Peacekeeper expandable baton holder
- Radio Holder - Accumold Elite 7914 universal radio holder
- Belt Keepers (4) - Accumold Elite 7906
- Combat Application Tourniquet (CAT) - Black with black basket weave holder
- Other Duty Belt Accessories - As approved by the Chief of Police or designee

Weapon Mounted Light

Description:

Issued to all officers

Streamlight TLR-1 HL Weapon Mounted Light

Details:

- DG switches/pressure pads are prohibited
- Officers may choose to utilize a personally owned Surefire X300 series WML if they choose.

Holsters

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Description: Safariland 6280, 6360RDS or similar, as approved by the Chief of Police (Level III retention), high, medium, or low ride only. Black basket weave design.

- Details:
- All holsters shall be outfitted with an AXON Signal Sidearm Sensor
 - Officers assigned to administrative duty or plain clothes assignments may utilize alternate holsters as approved by the Chief of Police or Range Master.

Duty Jacket

Description: Elbeco Shield Soft Shell Patrol Jacket or 5.11 Double Duty Jacket (or similar)

- Details:
- Shall display CSU Police shoulder patch and rank insignia.
 - Cloth badge shall be affixed on the left breast
 - First initial and last name will be directly embroidered in gold thread on the right breast level with the badge.
 - First initial and last name cloth name tape shall be sewn securely and directly above the right front pocket of the 5.11 style jacket.

Campaign Hat

Description: Required for all peace officers
Stratton, straw double-brim campaign hat, model S-40DB, navy blue

- Details:
- Shall display approved cap piece (side by side posts, 1 1/2 inches apart)
 - 3-piece leather chin strap, black
 - Officer & Corporal - Silver, solid color mylar cords, with acorns
 - Sergeant, Lieutenant, and Chief - Gold, solid color mylar cords, with acorns

Ball Cap

Description: New Era - Structured Stretch Cotton Cap or similar style, NE100, black in color

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Details:

- Cap shall display the CSU Police badge, embroidered in full color on the front, centered above the bill.
- Officer's rank abbreviation (Chief, Lt. Sgt. Ofc. PSO etc.) and last name shall be embroidered in gold thread centered on the rear of the hat

Rain Gear

Description:

TRU-SPEC H2O LE Pants and Parka ECWCS

Details:

- Pants (TRU-SPEC VPO-348881-1), black in color
- Parka (TRU-SPEC VPO-039257-1), black in color
 - 3 inch embroidered 7 point star, white thread, centered above left, top, pocket opening.
 - 4x2 inch black patch, "POLICE" in white letters, sewn directly below left, top, pocket opening
 - 3 1/2 x 2 inch "subdued" American Flag, sewn centered above right, top, pocket opening.
 - 1 inch high name tape, white letters "First Initial. Last Name" sewn directly below right, top, pocket opening. Letters are 0.70 high.
 - 10 3/4 x 4 1/8 inch "POLICE" patch with white letters, sewn centered on the back, directly below cape flap.. Patch shall have rounded corners and will be bordered with white thread

Long Term Military Activation of Department Members

Effective Date:	09-13-2022
Revised Date:	
Issuing Authority: Chief Drake Massey	

1011.1 PURPOSE AND SCOPE

Military reservists and members of the National Guard are vital components of our nation's security against foreign and domestic threats. The department recognizes and encouraged the contribution of these service members.

1011.2 POLICY

The department will abide and guarantee all reemployment rights afforded to members by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

1011.3 PRE-MILITARY ACTIVATION OF MEMBERS

In the event of long term (excess of 180 days) Reservist or National Guard activation, the department will develop a method of regular contact and communication between the member and the Chief of Police or designee. This plan will accommodate the specific needs of the member and will include an exit interview with the Chief of Police or designee and storage of department issued equipment. Prior to deployment, the member will meet with the Chief of Police or designee to insure that all administrative matters are in order within the department to include human resource, payroll and benefit needs.

1011.4 REINTEGRATION AND POST DEPLOYMENT

Once the member has been released from service and is ready to return to work, the service member will meet with the Chief of Police or designee and insure that all inbound administrative matters are in order to include human resource, payroll, and benefit needs. Additionally, the member will meet with the Administrative Sergeant and receive previously issued equipment and/or be issued new equipment as needed. The Administrative Sergeant shall also be primarily responsible for insuring the member is appropriately reintegrated, retrained and re-qualified as necessary before being required to return to their duty assignment.

Recruitment Plan for Full-Time Sworn Personnel

Effective Date:	10-10-2022
Revised Date:	
Issuing Authority: Chief Drake Massey	

1012.1 PURPOSE

The department has a recruitment plan for full-time sworn personnel outlining the steps to achieve the goals of an ethnic, racial, and gender workforce composition in approximate proportion to the campus community it serves.

1012.2 RECRUITMENT PLAN

Although every member of the department should act as recruiters during their daily contacts with the community, the responsibility and authority of the recruitment program shall belong to the Administrative Lieutenant in partnership with the campus' Human Resources Department

Plan of Action:

1. Recruitment activities both inside and outside of our campus may include:
 - (a) Attending job fairs;
 - (b) Conducting presentations at high schools and community colleges regarding a career in law enforcement;
 - (c) Publishing job opportunities on multiple websites and job boards;
 - (d) Distributing recruitment literature to organizations who are fluent in the local community's minority and multi-cultural environment. This literature shall project police officers as personable, professional, and integrated in the campus community and will include women and minorities in law enforcement roles;
 - (e) Conducting a law enforcement/police academy informational seminar prior to each recruitment cycle; and
 - (f) the Utilization of social media marketing.

Unit 8 Hours of Work, Overtime and Scheduling

1013.1 PURPOSE AND SCOPE

The purpose of this procedure is to clarify and define the process for determining hours of work, overtime and scheduling of Unit 8 members in accordance with the provisions of the Unit 8 Collective Bargaining Agreement.

1013.2 PATROL SHIFT SELECTION PROCEDURE

- (a) Around the first of October of each year, Unit 8 members assigned to patrol shall submit a confidential shift bid via an online survey ranking their preferred shifts in order of preference for the first six months of the year and the second six months of the year respectively.
- (b) Unit 8 members may only remain on the same shift for a maximum of one (1) year.
- (c) In accordance with Article 13.5(b) of the Unit 8 Collective Bargaining Agreement, Once all members complete the shift bid survey, Command Staff will review all submissions and set the patrol schedule based on seniority in rank with the exceptions as outlined in Article 13.5 (B) of the Unit 8 Collective Bargaining Agreement.
- (d) The initial shift selection process must successfully achieve minimum staffing and EMT requirements for each shift, and an officer's shift selection must be different from the shift he/she is currently working unless the officer worked the majority of the current year on another shift.
- (e) Peace officer position vacancies will be absorbed on the patrol work schedule (held open) in the following order:
 - (a) B Shift - front end of the week
 - (b) B Shift - back end of the week
 - (c) A Shift - back end of th week
 - (d) A Shift - front end of the week:
- (a) Prior to posting the final shift assignments for the upcoming year, Command Staff will review the selection process with the local SUPA Director and/or alternate to ensure compliance with the CBA.
- (b) After shift assignments have been posted, but prior to the scheduled start date of the new assignments, any new shift vacancy that arises on the schedule may be selected by another officer in the same classification, based on seniority in rank.
- (c) If an officer leaves patrol during the course of the year, thereby creating a shift vacancy, that shift will remain vacant for the duration of the year. If that vacancy causes the shift to fall below minimum staffing requirements, the Department will change the schedule of another officer to fill that vacancy for the duration of the year or until the original officer returns to his/her patrol shift. All necessary schedule changes will be made in accordance with Article 13.5(c) of the Unit 8 Collective Bargaining Agreement.

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Unit 8 Hours of Work, Overtime and Scheduling

1013.3 PATROL MINIMUM STAFFING

As outlined in Policy 206, Minimum Patrol Staffing levels should result in the scheduling of at least:

- Two (2) sworn Police Officers (Sergeant or Corporal or Officer) at all times. At least one (1) of these individuals shall be a currently certified EMT

1013.4 OVERTIME

All CSUCI Unit 8 Members are assigned to a two week work period. Per the Unit 8 CBA, employees assigned to a two week work period shall be paid overtime for authorized time worked in excess of eighty (80) hours. Employees may not be awarded or receive flex time in lieu of CTO or pay for time worked.

1013.4.1 PATROL OVERTIME SCHEDULING PROCEDURE

Scheduled Vacancies:

Each month the Sergeant responsible for scheduling (scheduling sergeant) shall build the patrol schedule for the proceeding month based on the established shift assignments for that year taking into account known vacation weeks, training and other approved time off.

If a shift falls below the established minimum staffing threshold, the scheduling sergeant shall post the vacant shifts as available overtime to all CSUCI Unit 8 members in the online scheduling system.

If there is an insufficient number of bargaining unit members on campus desiring to work the overtime, the scheduling sergeant may post the open shifts on the online CSU system-wide overtime portal to seek unit 8 members from other campuses unless the vacant shift is for an EMT officer.

If the vacant shifts were posted and remain unfilled, following 72 hours of posting on the online CSU system-wide overtime portal, the vacant shifts shall be assigned and distributed in an equitable and impartial manner among all eligible CSUCI Unit 8 members as outlined in the CBA no less than 21 days in advance of the known vacancy.

Unscheduled Vacancies:

If a shift falls below the established minimum staffing threshold as a result of an unscheduled call-off or situation, the shift supervisor shall notify all eligible CSUCI Unit 8 members of the vacancy and request voluntary overtime coverage.

If there is an insufficient number of bargaining unit members on campus desiring to work the unscheduled overtime, the shift supervisor shall, as far as practicable, assign and distribute overtime to bargaining unit members on the campus in an equitable and impartial manner. Employees may not decline such overtime assignments.

Extended or Early Watch:

In certain circumstances a shift supervisor or officer in charge may authorize or order members to either begin their shift early or hold over beyond their scheduled shift's end time on overtime

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contiguous to their scheduled shift. Circumstances where members may be authorized to begin early or extend their shift include but are not limited to early or late calls for service, late arrests, the need to complete a crime report prior to the end of the officers work week, major incidents and/or other unusual occurrences.

Call-Back Work:

Please refer to 1013.4.4 below.

Non-mandatory/Optional Overtime:

On occasion the Chief of Police or designee may authorize non-mandatory/optional overtime for members who wish to attend a meeting or event when they are not scheduled to work. Examples of these types of non-mandatory meetings or events include but are not limited to, Business and Financial Affairs Division Meetings, non-mandatory department meetings, the peace officer's memorial ceremony, the University Convocation etc. In circumstances where optional overtime is authorized for these events the hours authorized will be outlined in the notification message announcing the approved overtime for the specified event. Non-mandatory/optional overtime is not subject to the provisions of "Call-back Work" as defined in section 1013.4.4 below and the Unit 8 CBA.

1013.4.2 SPECIAL AND/OR PLANNED EVENTS OVERTIME SCHEDULING PROCEDURE

For overtime related to special and/or planned events, the Chief of Police or designee shall first determine the number of officers needed to staff an event.

Overtime assignments shall be offered as outlined in Section 13.13 of the Unit 8 CBA.

1013.4.3 UNIT 8 MEMBERS WORKING OVERTIME ON OTHER CAMPUSES

Bargaining unit members shall notify the scheduling sergeant and operations lieutenant in writing (via email) within twenty-four (24) hours of when they accept an overtime assignment at another campus. If the bargaining unit member accepts the overtime assignment less than twenty-four (24) hours before the event, the bargaining unit member shall notify the scheduling sergeant and operations lieutenant in writing (via email) before working the shift and shall ensure the on-call lieutenant is notified.

If an employee fails to follow the above procedure, the employee may be excluded from future overtime opportunities at other campuses.

If the scheduling sergeant or operations lieutenant determines that the overtime assignment can reasonably be expected to adversely affect the employee's work performance during an assigned shift at the employee's home campus, then he/she may direct the employee not to work the overtime assignment.

1013.4.4 CALL-BACK WORK

As outlined in the Unit 8 CBA, call-back work, is work, including non-scheduled work directed by the Chief of Police or designee and performed at a time outside of and not continuous with an employee's assigned regular work schedule. An employee called back to work shall receive a

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minimum of four (4) hours of call-back pay. Only hours spent performing call-back work shall be counted as time worked for the purpose of computing overtime. The hours credited but not worked shall be paid at the straight time rate of pay. Call-back pay shall not apply to hours contiguous with an employee's normal work shift.

Actual time (hours) spent performing call-back work overtime and remaining call-back work straight time shall be indicated on the approved "Report of Overtime" form from the approved call back.

1013.4.5 STANDBY AND COURT APPEARANCES

An employee required to be on standby for court appearance must notify the Chief of Police or designee as soon as the employee receives notice of the standby requirement. The employee must advise the Chief of Police or designee the date of the standby requirement for court, the anticipated court time and any additional relevant information that is available. If requested to be on standby for an additional day (s) the employee must contact the Chief of Police or designee for authorization to remain on standby. Failure to do so will result in standby pay being denied. 13.21 An employee shall receive a minimum of two (2) hours compensation or compensatory time off at straight time rate for required standby time for court appearances outside a unit member's regular schedule. Employees may be required, as directed by the Chief of Police or designee, to inquire with the party issuing the subpoena regarding the continuing need of standby status.

An employee shall receive a minimum of four (4) hours at the overtime rate of pay for required court appearances outside an employee's regular schedule. Court appearance pay shall not apply to hours contiguous with an employee's regular work shift.

1013.4.6 OVERTIME APPROVAL AND TRACKING PROCEDURE

All Unit 8 members who are assigned to work overtime shall complete a department "Report of Overtime" form and have it approved by the shift supervisor or a lieutenant at the time of the overtime occurrence. If a shift supervisor or lieutenant are not on-duty at the time of the overtime occurrence the member shall submit the form to the next oncoming shift supervisor or lieutenant for approval.

All approved Reports of Overtime shall be entered into the online scheduling system and the signed forms shall be retained by the officer until the end of the pay period.

At the end of each pay period members shall complete a State of California "Absence and Additional Time Worked Report" (Form: STD 634) which indicates the actual hours worked including all approved overtime, and any approved time off.

In addition to the STD 634, all members shall complete CSUCI Payroll "Authorization for Extra hours Worked" form (PA-125) which lists specifically the date and time of all authorized overtime work. The dates and hours on the PA-125 shall match the dates and hours claimed on the STD 634 and shall have the previously approved supporting police department Reports of Overtime for each overtime occurrence attached.

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Unit 8 Hours of Work, Overtime and Scheduling

Individual shift supervisors shall review the completed payroll forms (timesheets) against the approved reports of overtime and the online patrol schedule for the officers assigned to their shifts to verify accuracy. Once the shift supervisor has reviewed and approved their officer's timesheets, they will submit them to their appropriate lieutenant.

Each lieutenant is ultimately responsible for final review and approval of all timesheets prior to approving submitted absences in the online absence management system and forwarding the paper timesheets to payroll for processing.

Once the Lieutenants have approved the paper timesheets for all department members, a customer service coordinator and/or police support coordinator will scan all paper timesheets and enter the overtime hours into the departments tracking spreadsheet prior to sending the original paper copies to Payroll Services for final processing.

Unit 7 - Break Procedures

1014.1 PURPOSE AND SCOPE

The purpose of this procedure is to clarify and define the process for ensuring Unit 7 members are scheduled for and receive their required breaks in accordance with the provisions of the Unit 7 Collective Bargaining Agreement.

1014.2 REST PERIODS

In accordance with the Unit 7 Collective Bargaining Agreement, employees shall be allowed rest periods each workday of fifteen (15) minutes for each four (4) hours worked. Rest period schedules shall be determined by the Appropriate Administrator in accordance with the operational needs of the department (see below). Rest periods shall be counted towards hours worked. When an employee is required to perform duties during a scheduled rest period, the Shift Supervisor or Officer in Charge shall reschedule the rest period for that workday. Rest period time not taken shall not be cumulative.

In general, the department schedules rest periods to be taken approximately half way through each four hour block of scheduled work. For Unit 7 members assigned to the dispatch center, the following rest period schedule has been established to help the Shift Supervisor or Officer in Charge ensure required rest periods are offered in accordance with this procedure. Due to the nature of our work, dispatchers are required to stay within an appropriate distance from the communications center and keep a handheld radio on their person so as to be subject to immediate call-back in the event of an emergency. If the employee is required to return to the center for emergency assistance prior to the end of their scheduled rest period, the Shift Supervisor or Officer in Charge shall reschedule the rest period for that workday as outlined above.

Pre-Scheduled Rest Periods for Dispatch Shifts:

- During a 12 hour work shift scheduled from 0700-1900 hours, rest periods are scheduled for: 0900, 1200, & 1500 hours.
- During a 12 hour work shift scheduled from 1900-0700 hours, rest periods are scheduled for: 2100, 0000, & 0300 hours.
- During an 8 hour work shift scheduled from 0700-1500 hours, rest periods are scheduled for: 0900, & 1300 hours.
- During an 8 hour work shift scheduled from 1500-2300 hours, rest periods are scheduled for: 1700, & 2100 hours.
- During an 8 hour work shift scheduled from 2300-0700 hours, rest periods are scheduled for: 0100, & 0500 hours.

Non-Dispatch Shifts:

- Employees not currently assigned to the dispatch center shall be responsible for ensuring they take their rest periods approximately half-way thorough each four (4) hour block of scheduled work. Since it is not necessary to have another employee available to provide rest periods to employees working non-dispatch shifts; these

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employees shall simply break themselves and the breaks have not been scheduled for specific times.

1014.3 MEAL PERIODS

In accordance with the Unit 7 Collective Bargaining Agreement, employees working more than five hours shall be entitled to a meal period of not less than thirty (30) minutes, and not more than sixty (60) minutes. The time of such meal period shall be scheduled by the Appropriate Administrator and shall be at or near the middle of the workday (see below).

Employees who are required by an Appropriate Administrator to remain at the employee's workstation (dispatch) for the full shift shall be permitted to take a meal period, **not to exceed thirty (30) minutes** during work time. The meal period shall be paid and shall count as hours worked. Due to the nature of our work, dispatchers are required to stay within an appropriate distance from the communications center and keep a handheld radio on their person so as to be subject to immediate call-back.

Pre-Scheduled Meal Periods for Dispatch Shifts:

- During a 12 hour work shift scheduled from 0700-1900 hours, the meal period is scheduled from 1300-1330 hours.
- During a 12 hour work shift scheduled from 1900-0700 hours, the meal period is scheduled from 0100-0130 hours.
- During an 8 hour work shift scheduled from 0700-1500 hours, the meal period is scheduled from 1100-1130 hours.
- During an 8 hour work shift scheduled from 1500-2300 hours, the meal period is scheduled from 1900-1930 hours.
- During an 8 hour work shift scheduled from 2300-0700 hours, the meal period is scheduled from 0300-0330 hours.

Non-Dispatch Shifts:

- Employees not currently assigned to the dispatch center shall be responsible for ensuring they take their meal period at or near the middle of their workday.
- Meal periods shall not be considered time worked when all of the following conditions are met:
 - Meal periods are at least thirty (30) minutes in duration,
 - The employee is completely relieved of their duty, and
 - The employee is free to leave their work station if the employee so desires.

1014.4 SUPERVISOR'S RESPONSIBILITIES

The shift Supervisor or Officer In Charge will be responsible for ensuring the scheduled breaks are offered; however, the onus will be on Unit 7 Members, that if you are not offered a break in accordance with the procedure, you should first notify your Shift Supervisor or Officer In Charge and request a re-scheduled break. If for some reason the Shift Supervisor or Officer In Charge

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does not provide the required break after speaking with them, you should then report the incident to the Administration Lieutenant as soon as reasonably possible.

Tracking meal and rest periods in RIMS:

In order to assist the Shift Supervisor and/or Officer In Charge in ensuring that breaks are being offered in accordance with this procedure and the Unit 7 CBA, members assigned to provide a meal or rest break shall log their status of providing a break by assigning themselves to a "BREAK" Incident in RIMS. Once the rest or meal period is completed, the member who provided the break shall clear themselves from the incident with a disposition of "assignment completed." If a break is offered but the Unit 7 member declines to observe the break, the member who offered the break shall still initiate an officer initiated "BREAK" incident in RIMS and disposition the incident as "assignment completed" with a comment of "break refused."

Guaranteed Vacation Procedures

Effective Date:	10-20-2023
Revised Date:	
Issuing Authority: Chief Drake Massey	

1015.1 PURPOSE

The Guaranteed Vacation program is intended to provide employees with opportunities to use accumulated vacation hours by securing guaranteed weeks of vacation for each upcoming calendar year. As such, Compensatory Time Off (CTO) or Holiday Credit (HC) may not be considered for the selection of Guaranteed Vacation, and only vacation hours may be used when periods of Guaranteed Vacation are observed.

1015.2 SELECTION PROCESS

Beginning in October of each year, the Operations Lieutenant will direct Unit 7 and Unit 8 members to select their "guaranteed vacation" weeks for the following year calendar year. Each employee – by rank and seniority – will be able to select and secure entire work weeks for vacation, during which his/her time off will be guaranteed. One calendar is completed by the Police Officers and Sergeants and one calendar is completed by the Dispatchers and Public Safety Officers (PSO's). There will be no more than one Police Officer/Sergeant or Dispatcher/PSO scheduled to be on guaranteed vacation during any given work week on their respective calendars, nor will vacation time be granted during the first two weeks of the fall and spring semesters or the weeks associated with Commencement.

1015.2.1 POLICE OFFICERS & SERGEANTS (UNIT 8)

The calendar will be distributed first to the Sergeants, and then it will be circulated among the remaining Police Officers in the order of seniority. When the calendar is presented to an employee, he/she will have 48-hours to select his/her guaranteed vacation selection unless on days off. Employees who receive the vacation calendar during a regularly scheduled day off will have 48-hours to make his/her guaranteed vacation selection from the point of their next scheduled work shift. The employee is not required to select a vacation period at all, but if he/she does, he/she may select either one (1) complete work week or two (2) complete consecutive work weeks. After making the selection the employee will pass the calendar on to the next senior employee. After the schedule has rotated through all the employees for their first selection, it will return to the Sergeants for their second vacation selection, and so on. This process will continue until all the guaranteed vacation selections for all employees have been made.

To select a guaranteed vacation period on the calendar, the employee will draw a line through the entire week (Sunday through Saturday) on the Unit 8 calendar, and write his/her last name on the line. Upon making this selection, the entire week (Sunday through Saturday) will be secured by

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that employee, regardless of the employee's actual work schedule or the desired number of days off within the week. No other employee may select guaranteed vacation during that week.

After making a selection, the employee will enter his/her initials on the cover sheet, indicating that a vacation selection has been made, and eventually that all selections have been made.

All guaranteed vacation selections must be completed by January 1st. Once the guaranteed vacation selection process has been completed employees who would like to change their guaranteed vacation week(s) may only do so in accordance with the Guaranteed Vacation Change Request Process.

1015.2.2 DISPATCHERS & PUBLIC SAFETY OFFICERS (UNIT 7)

The calendar will be distributed first to the Dispatcher II, then to the PSO II, and then it will be circulated among the remaining Dispatchers and PSOs in the order of seniority. When the calendar is presented to an employee, he/she will have 48-hours to select his/her guaranteed vacation selection unless on days off. Employees who receive the vacation calendar during a regularly scheduled day off will have 48-hours to make his/her guaranteed vacation selection from the point of their next scheduled work shift. The employee is not required to select a vacation period at all, but if he/she does, he/she may select either one (1) complete work week or two (2) complete consecutive work weeks. After making the selection the employee will pass the calendar on to the next senior employee. After the schedule has rotated through all the employees for their first selection, it will return to the Sergeants for their second vacation selection, and so on. This process will continue until all the guaranteed vacation selections for all employees have been made.

To select a guaranteed vacation period on the calendar, the employee will draw a line through the entire week (Sunday through Saturday) on the Unit 7 calendar, and write his/her last name on the line. Upon making this selection, the entire week (Sunday through Saturday) will be secured by that employee, regardless of the employee's actual work schedule or the desired number of days off within the week. No other employee may select guaranteed vacation during that week.

After making a selection, the employee will enter his/her initials on the cover sheet, indicating that a vacation selection has been made, and eventually that all selections have been made.

All guaranteed vacation selections must be completed by January 1st. Once the guaranteed vacation selection process has been completed employees who would like to change their guaranteed vacation week(s) may only do so in accordance with the Guaranteed Vacation Change Request Process.

1015.3 MAXIMUM GUARANTEED VACATION HOURS

During the guaranteed vacation selection process, each employee will be permitted to select up to the maximum number of vacation hours he/she will earn during the upcoming calendar year. A vacation credit accumulation chart is included for your reference:

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The Guaranteed Vacation program is intended to provide employees with opportunities to use accumulated vacation hours. As such, Compensatory Time Off (CTO) or Holiday Credit (HC) may not be considered for the selection of Guaranteed Vacation, and only vacation hours may be used when periods of Guaranteed Vacation are observed.

1015.4 GUARANTEED VACATION CHANGE REQUESTS

Due to employees choosing vacation dates up to a year in advance there may be times where employees would like to change or add to their guaranteed vacation week(s). In the event an employee would like to change or add to their vacation week(s) they must follow the process listed below.

If the employee's request is denied for any reason, they may still make a request for time off in PlanIt for the dates requested or coordinate a shift trade etc. Those request will be processed like other requests for time off.

1015.4.1 EMPLOYEE RESPONSIBILITIES

- (a) Verify the change request follows the Guaranteed Vacation Procedures above. This includes, but is not limited to, the requested week(s) is from a Sunday-Saturday and it not more than the vacation hours earned for the year by the employee.
- (b) The request must be made at least two calendar months in advance. For example, if the request is made on March 2nd, the requested vacation week(s) must start on or after May 1st.
- (c) If these conditions are met, email the Scheduling Sergeant with the request.

1015.4.2 SCHEDULING SERGEANT RESPONSIBILITIES

- (a) Verify the requested dates are at least two calendar months in advance.
- (b) Review the affected Guaranteed Vacation Calendar to see if the requested dates are available.
- (c) If the request is at least two months in advance and the dates are available, forward the request to the Administrative Sergeant. If the request is not at least two months in advance or the dates are unavailable, deny the request and notify the employee.

1015.4.3 ADMINISTRATION SERGEANT RESPONSIBILITIES

- (a) Determine if the requested vacation week(s) would negatively impact the patrol schedule due to any planned or anticipated trainings or events during the requested week(s).
 - (a) If there are negative impacts, notify the Scheduling Sergeant who will then notify the employee of the issue and deny the request.
 - (b) If there are no known negative impacts, forward the request to the Operations Lieutenant.

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1015.4.4 OPERATIONS LIEUTENANT RESPONSIBILITIES

- (a) Determine if the requested vacation week(s) would negatively impact the department during the requested week(s).
- (b) Absent any negative impacts to the department, the Operations Lieutenant will approve the request and notify the Scheduling and Administrative Sergeants. The Scheduling Sergeant will notify the employee and update the schedule and vacation calendar. The Administrative Sergeant will update the training calendar. If there are negative impacts, notify the Scheduling Sergeant who will then notify the employee of the issue and deny the request.