



Channel Islands

CALIFORNIA STATE UNIVERSITY



DIVISION OF FINANCE & ADMINISTRATION

Police & Parking Services

CSUCI Police Department Annual Report on Time Sensitive Activities for CY-2025

Written Directive System Review (IACLEA Standard 1.1.4)

On December 15, 2025, Lieutenant Garrett Brownfield conducted a comprehensive review of the department's written directive system as part of ongoing time-sensitive compliance and accreditation activities. The review encompassed department policies, procedures, and directives.

Lieutenant Brownfield confirmed that a new California State University (CSU) systemwide policy manual was issued in July 2025, effectively updating all departmental policies. These systemwide policies have been fully implemented, and all department employees have acknowledged the policies through the Lexipol Knowledge Management System (KMS).

With the adoption of the systemwide policy manual, department-specific procedures were transitioned into a standalone Lexipol KMS procedure manual. At the time of the review, the procedure manual undertook the required meet-and-confer process with applicable classified staff collective bargaining units. Full implementation of the procedure manual is anticipated in early 2026.

Lieutenant Brownfield also noted that Sergeant DeBoni has initiated an update of the department's Field Training Officer (FTO) Program Manual for sworn personnel. This update is currently in progress and is expected to be completed in early 2026.

All remaining departmental directives were reviewed and determined to be current, applicable, and consistent with operational needs and professional standards.

Maintenance of Cash Account Audit (IACLEA Standard 1.2.1)

On January 7, 2025, Accreditation Manager John Reid conducted an internal audit of quarterly cash-handling activities associated with Police and Parking transactions at CSU Channel Islands for Calendar Year 2025. The review focused on cash receipts processed through the Parking Management Bureau (PMB) system and assessed compliance with CSU systemwide and campus-specific cash-handling requirements.

The review determined that internal controls were appropriately designed and operating effectively. Cash transactions were accurately recorded, deposits were made on a same-business-day basis, segregation of duties was adequate, and no compliance issues or control deficiencies were identified. Overall risk related to cash-handling activities was assessed as low.

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Line Inspections Summary (IACLEA 1.2.2)

Lieutenant Garrett Brownfield reviewed the department's line inspection reports conducted in May 2025, August 2025, and November 2025 to assess compliance with IACLEA Standard 1.2.2 and CSU Channel Islands Police Department Procedure 207.

Based on this review, Lieutenant Brownfield determined that shift supervisors conducted line inspections as required. Minor concerns were identified during the inspections, primarily related to cleanliness and organization within specific departmental rooms. In each instance, corrective action was taken promptly.

Lieutenant Brownfield noted that line inspections serve as a critical supervisory function involving the routine inspection of personnel, equipment, and facilities. These inspections support operational readiness, reinforce departmental standards, promote accountability, and allow deficiencies to be identified and corrected in a timely manner, thereby enhancing officer performance, safety, and overall departmental effectiveness.

Personnel Early Warning System Evaluation (IACLEA 3.1.3)

On December 8, 2025, Lieutenant Garrett Brownfield conducted an evaluation of the department's Personnel Early Warning System (PEWS), which was implemented in 2022. Lieutenant Brownfield confirmed that the system parameters established at implementation remain unchanged and that no modifications have been made since inception.

The PEWS threshold is defined as either two (2) incidents of a single performance indicator or a combination of any three (3) performance indicators within a twelve-month period. During calendar year 2025, PEWS did not identify any employees whose performance met or exceeded the established threshold, and no PEWS reviews were initiated or conducted.

Lieutenant Brownfield further noted that this outcome was consistent with calendar year 2024, during which no employees met the PEWS threshold and no PEWS reviews were conducted. Lieutenant Brownfield noted that, when a PEWS threshold is met, each case is subject to a thorough supervisory review. The department remains committed to transparency, early intervention, and continuous improvement in service to the campus community.



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Bias Policing Administrative Review (IACLEA Standard 4.1.3)

On December 8, 2025, Lieutenant Garrett Brownfield conducted a review of the department's biased-based policing processes. The review considered department policy and training, applicable IACLEA standards, California law, citizen complaints against peace officers, and California Racial and Identity Profiling Advisory Board (RIPA) data related to officer stops, arrests, and use-of-force reporting.

Lieutenant Brownfield's review was conducted to ensure continued compliance with legal requirements and professional standards, and to assess the department's ongoing commitment to impartial policing and accountability.

1. The department follows a comprehensive bias-based policing policy that references all applicable sections of California State law, IACLEA standards and professional best practices. The department's policy was last updated in June 2025, and it represents the absolute best practices in the profession.
2. Annual training for all affected personnel in biased issues, including legal aspects was conducted in February 2025. The California POST approved curriculum included information on managing bias, understanding procedural justice, understanding the duty to report, as well as best practices for connecting with diverse communities.
3. In 2025 the department continued its legislatively mandated practice of reporting data related to civilians' complaints against peace officers, arrests, stops, and use of force to the California Department of justice.
 - a. During the 2025 calendar year, there was one (1) community member complaint or concern involving biased based policing. The finding/disposition in this one complaint was that the peace officer was "unfounded." Every biased-based complaint is considered serious, whether unfounded or not. It is the goal of the CSU Channel Islands Police Department to maintain its good standing with all members of the campus community it serves.
 - b. A review of the 2025 data set related to felony, misdemeanor, and status offense arrests to include aggregated counts of arrests by gender, race/ethnic group, age group and offense level was conducted. The review showed no evidence of unlawful or improper bias.

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- c. A review of the 2025 data set on all stops conducted by the department showed no evidence of unlawful or improper bias. Police officers are required to collect specific information on each stop, including elements of the stop circumstances and the perceived identity characteristics of the individual(s) stopped.
- d. For the purposes of the Bias Based Policing Review the department examines data aggregated within its 2025 annual Use of Force Analysis. A review of incidents revealed there were no situations that resulted in serious bodily injury or death or involved the discharge of a firearm.

Based on his review, Lieutenant Garrett Brownfield determined that available data indicates department personnel continue to uphold high standards of integrity and professionalism in service to the campus community. Through the application of best-practice policies and procedures, ongoing training, effective supervision, and a commitment to fair and impartial policing, the department has demonstrated that bias-based policing has no place within its operations.

Lieutenant Brownfield concluded that the department remains dedicated to fostering trust, transparency, and accountability, and to serving all members of the campus community with fairness, respect, and equality.

Internal Affairs Statistical Summary (IACLEA Standard 4.2.5)

Type	Reported	Sustained	Exonerated	Not Sustained	Unfounded	Pending
Non-Criminal	8	7	0	0	1	0
Misdemeanor	0	0	0	0	0	0
Felony	0	0	0	0	0	0
Total	8	7	0	0	1	0



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Pursuit of Motor Vehicles Review (IACLEA 9.2.2)

Lieutenant Garrett Brownfield conducted an analysis of vehicle pursuits involving CSU Channel Islands Police Department officers for the period of January 1, 2025, through December 31, 2025. The purpose of the analysis was to identify any patterns or trends that might indicate a need for training, equipment, or policy modifications.

Based on his review, Lieutenant Brownfield determined that officers were involved in zero (0) vehicle pursuits during the review period.

Use of Force Analysis (IACLEA Standard 7.1.1)

Lieutenant Garrett Brownfield conducted an analysis of use-of-force incidents involving CSU Channel Islands Police Department officers for the period of January 1, 2025, through December 31, 2025. As part of the review, Lieutenant Brownfield also evaluated departmental policies and practices related to use of force.

During calendar year 2025, officers reported two (2) use-of-force incidents. Following a review of the facts and circumstances associated with each incident, Lieutenant Brownfield determined that the responses to resistance were justified and consistent with applicable department policy and California law, including Lexipol Policy 300, California Penal Code section 832.5, and California Government Code section 7286. Lieutenant Brownfield further noted that, during the same reporting period, CSU Channel Islands Police Department officers engaged in approximately 30,000 incidents without the use of force.

Occurrences – Day of Week and Time of Day

Incident #	Case #	Date of Incident	Day of Week	Time of Day
1	25-0213	04/16/2025	Wednesday	12:08 a.m.
2	25-0234	04/24/2025	Thursday	3:57 p.m.

In 2025, there was 1 use of force on a Wednesday and one on Thursday. One instant occurred during the 6:00 p.m. – 6:00 a.m. work shift and the other during the 6:00 a.m. – 6:00 p.m. work shift.

Level of Force Used

Incident #	Fist/Hands	Less Lethal Weapon	Lethal Weapon
1	Hands	n/a	n/a
2	Hands	displayed	n/a



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Location Force Used

Incident #	On or Off Campus
1	On Campus/On the Grounds
2	On Campus / Private Residence

Demographic Information on Involved Officers

Incident #	Age	Experience	Gender	Ethnicity	Race
1	49	24 Year	Male	Not Hispanic or Latino	White
1	33	6 Year	Male	Not Hispanic or Latino	White
2	29	4 Year	Male	Not Hispanic or Latino	White
2	52	27 Years	Male	Not Hispanic or Latino	White

Demographic Information on Involved Suspects

Incident #	Age	Affiliation*	Gender	Ethnicity	Race
1	15	None	Male	Hispanic	White
1	17	None	Female	Hispanic	White

Injuries

The uses of force in 2025 resulted in one (1) suspect with a complaint of pain (no visible injury) declining medical attention. Additionally, one (1) officer was injured with a minor visible injury not requiring medical attention.

Background

Incident #1 – Occurred on 04/16/2025 at 12:08 a.m. Male, Hispanic, White, 15 years old, was witness by an Officer stealing a vehicle and fleeing on foot. The Officer, a Male, Hispanic, White, 49 years old with 24 years of experience and a second officer, a Male, Hispanic, White, 33 years old with 6 years of experience, attempted arrest the suspect by placing him in handcuffs. The suspect pulled away from officers attempt to place him in custody while refusing the officers lawful orders. Officers placed the suspect on the ground into a prone position where they were able to place him in handcuffs without further incident.

Incident #2 – Occurred on 04/24/2025 at 3:19 p.m. Female, Hispanic, White, 17 years old, was reported to be in an erratic and psychosis state harming herself with scissors and attempting to jump from a balcony. Officers arrived on scene and de-escalated the subject. While doing so, the subject attempted to punch one of the officers. Officers then gained control of the subject by grabbing her arms, placing her face down on the ground and detaining her in handcuffs.

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Personnel Summary

Lieutenant Garrett Brownfield conducted an analysis of the two use-of-force incidents and determined that both occurred during the same month and involved juvenile subjects, but took place on different days of the week, at different times, and in different locations. Based on his review, Lieutenant Brownfield did not identify any factors related to department policy, procedures, or training that contributed to the incidents.

Lieutenant Brownfield further noted that the number of use-of-force incidents decreased by approximately 33 percent compared to the prior year. He attributed this reduction, in part, to enhanced training provided to patrol staff over the preceding 12 months, particularly in the areas of de-escalation and mental health response.

Sergeant/Instructor Review

As part of the use-of-force analysis, Lieutenant Garrett Brownfield reviewed feedback provided by UPD sergeants and department instructors regarding the 2025 use-of-force incidents. Sergeants and instructors independently reviewed the incidents and concurred that the uses of force were justified and consistent with department policies and practices, as well as applicable state law.

Based on their review, sergeants and instructors recommended the continuation of ongoing training in use-of-force principles and de-escalation techniques.

Impact of Findings on Policy and Practice

Lieutenant Garrett Brownfield reviewed the improvements implemented during calendar year 2025 in response to recommendations made by UPD sergeants and use-of-force instructors during the prior year's use-of-force analysis.

As a result of those recommendations, the department implemented the following actions in 2025:

- Continued quarterly Arrest and Control Tactics training conducted by certified instructors to strengthen officer proficiency in this area.
- Delivery of use-of-force and de-escalation training to all sworn patrol personnel by certified instructors.

Lieutenant Brownfield noted that these measures reflect the department's ongoing commitment to continuous improvement, training, and risk reduction.



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Impact of Findings on Training Issues

Based on his analysis and review of each of the use-of-force incidents, Lieutenant Garrett Brownfield did not identify any training deficiencies related to the application of force, including escalation or de-escalation practices.

Lieutenant Brownfield further determined that the analysis did not identify any findings related to equipment, and no equipment modifications or replacements were warranted as a result of the review.

Impact of Findings on Equipment

Lieutenant Brownfield further determined that the analysis did not identify any findings related to equipment, and no equipment modifications or replacements were warranted as a result of the review.

Crime Prevention Function Evaluation (IACLEA Standard 12.1.1)

Lieutenant Garrett Brownfield reviewed the department's crime prevention function for purposes of the 2025 Annual Report. Lieutenant Brownfield noted that a formal written evaluation of the department's crime prevention programs was not conducted during calendar year 2025. Instead, the review consisted of a summary identification of existing crime prevention and community engagement programs. The first comprehensive written evaluation of the department's crime prevention function is scheduled for inclusion in the CY-2027 Annual Report.

Lieutenant Brownfield documented that the CSU Channel Islands Police Department emphasizes close collaboration with the campus community and surrounding neighborhoods to inform crime prevention priorities. The department engages regularly through presentations, community training sessions, and participation in monthly Homeowners Committee meetings, which provide insight into community concerns and perceptions of safety.

Lieutenant Brownfield further noted that these partnerships, combined with crime analysis and ongoing community engagement, support informed decision-making by aligning enforcement and prevention efforts with identified problem areas and community needs. This approach establishes a foundation for long-range planning, assists in estimating future crime trends, and helps ensure that crime prevention strategies remain responsive to the campus environment and town-gown relationships.



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The following crime prevention outreach took place between January 1, 2021, to December 31, 2025:

Orientation & Onboarding

- Student/Parent Orientation — 44
- New Employee Orientation — 2

Safety, Emergency & Preparedness

- Surviving an Active Shooter — 18
- Run, Hide, Fight / Active Shooter: Run, Hide, Fight — 3
- RAD Self Defense Training — 4
- Panic Alarm Training — 2
- Mountain Lion Safety Presentation — 2
- Emergency Preparation — 4
- DSA Safety Plan — 1
- RA Training — 4

Training & Staff Development

- Home Owners Committee Monthly Meeting — 45 +/-

Campus Security and Fire Safety Reports (IACLEA Standard 16.3.1)

2025 CSU Channel Islands Annual Security and Fire Report

Evidence Audit and Inspections (IACLEA Standard 15.1.7)

On October 22, 2025, Lieutenant Garrett Brownfield, in his capacity as the individual responsible for management of the department's property and evidence control function, conducted an inspection of the property room to assess adherence to established policies and procedures governing the control of property and evidence. Lieutenant Brownfield determined that all systems and practices were in order and compliant with departmental requirements.

On November 14, 2025, the Chief of Police conducted an unannounced inspection of all property storage areas and identified no issues of concern.

On November 13, 2025, CSO Proctor conducted the department's annual audit of property and evidence. CSO Proctor is not routinely or directly connected with the control of property and evidence, as required. The audit included a full review of 710 property items and confirmed that all records and property locations were accurate and properly documented. The audit resulted in an error rate of 0.845 percent.

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Also on November 13, 2025, Sergeant Hector Gomez, the newly assigned primary property custodian, completed an inventory of the property room in conjunction with CSO Proctor and verified that all records were correct and properly annotated.

All Hazards Plan Review (IACLEA Standard 17.1.3)

On January 14, 2026, the Police Chief completed the CY-2025 review of the campus' Emergency Operations Plan to include the department's integration within that plan. There were several gaps that were identified to include a missing letter of promulgation, lack of tiered training requirements, missing business continuity index, and no business impact analysis/risk assessment section. The Chief, along with staff will immediately begin working on closing all gaps with the goal of having them all updated prior to the next review period.

Prepared By: 
John M. Reid – Accreditation Manager

Date: 1-20-2026

Approved By: 
Drake Massey - Chief of Police

Date: 1-20-2026

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