University of California

Universitywide Police Policies

And

Administrative Procedures

Berkeley • Davis • Irvine • Merced • Los Angeles • Riverside • San Diego
San Francisco • Santa Barbara • Santa Cruz
INTRODUCTION

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

The Office of the President is responsible for the Universitywide coordination of certain University police services functions. This responsibility is executed through the Office of the Coordinator of Police Services and includes coordination of the development of employee selection, training and performance standards, collection and dissemination of crime prevention information, liaison with other agencies in the Criminal Justice System, organization planning for inter-campus mutual assistance and development of police services policies and standards. The Universitywide Police Policies and Administrative Procedures Manual is issued by the Office of the President and is intended to maintain the high standards of the University of California Police Department.

Responsibility for security and law enforcement at each campus is assigned to the Chancellors who are responsible for campus organization, operation, internal administration and discipline. The Chancellor, at each campus, has established a police or public safety department with responsibility for law enforcement and the protection of the lives and property of the general public, students, faculty, and staff.
Table of Contents

Chapter One
  Applicability 1-1
  Employees • University of California Personnel Policies • Compliance

Chapter Two
  Statutory Authority 2-1
  Authority: Regents–Peace Officers • Concurrent Jurisdiction • Delegation of Authority

Chapter Three
  Police Personnel, Organization 3-1
  Police Department, Organization—Definitions • Organization and Chain of Command—Responsibility • Responsibilities of Sworn Personnel • Specialist Assignments

Chapter Four
  Administrative Communications 4-1
  Orders • Familiarity With Orders • Failure to Obey an Order • Conflicting Orders

Chapter Five
  Personnel, Duties And Responsibilities 5-1
  Code of Ethics • Confidential Information • False Reports • Compromising Criminal Cases • News Media • Court Appearance, Testifying • Speaking Engagements • Civil Proceedings • Alcohol, Drugs, Narcotics—On Duty • Drugs/Medications • Smoking, Generally • General Responsibilities

Chapter Six
  Sworn Personnel Standards For Employment & Training 6-1
  Peace Officer Standards and Training • Minimum Standards for Peace Officer Candidates, Entry Level • Requirements Upon Appointment • Notice of Recruitment • Requirements for Lateral Entry or Intercampus, In-Class Transfer • Reappointment of Former Sworn Personnel, Conditions

Chapter Seven
  Promotion of Sworn Personnel 7-1
  Policy • Promotional Process • Qualified Candidates List • Selection Procedures • Notification of Promotions • Six-Month Probationary Period • Temporary Assignment To Higher Class, Compensation

Chapter Eight
  Weapons 8-1
  Firearms—Authorized Use • On Duty Firearms • On Duty Firearms—Plainclothes Officers • Weapons Registration • Off Duty Firearms • Firearm Safety • Discharge of Firearms • Warning Shots • Inappropriate Use of Firearms—Disciplinary Action • Firearms Proficiency • Chemical Agents—Tear Gas • Police Baton • Stun Guns
Chapter Nine

Arrests
Rights of Individuals • Arrest Procedures • Transactions with Prisoners and Suspects • Bail, Posting Prohibited • Recommending Attorneys Prohibited

Chapter Ten

Uniforms--General Requirements
Policy • Possession of Uniform • Wearing the Uniform--Use of Discretion • Uniform Maintenance • Personal Grooming--Uniformed and Non-Uniformed Employees • Prohibited Use of Uniform--Picketing

Chapter Eleven

Uniform Specifications--Sworn Personnel
Policy • Wearing the Uniform--Regulations • Basic Uniform Items--Plain Clothes Duty • Dress Uniform

Chapter Twelve

Uniform & Equipment Replacement
Uniform Replacement Allowance • Replacement and Repair of University Equipment • Personally Owned Items

Chapter Thirteen

Awards and Commendations
Policy • Medals • Formal Award • Procedure • Certificates • Presentation of Metals or Awards • Wearing of Medals • Posthumous Awards • Medals, Certificates, Lapel Pins

Chapter Fourteen

Universitywide Mutual Aid
Definitions • Requesting Mutual Aid • Responding to Mutual Aid Requests • Reimbursement Policy • Working Hours—Shifts to be Completed • Food, Lodging, and Transportation—Host Campus Responsibilities • Transportation and Equipment—Home Campus Responsibilities • Supervision and Arrest Procedures • Injury and Illness • Reports • Disposition of Citizen’s Complaint • Guidelines for Universitywide Mutual Aid • Reporting Mutual Aid • Universitywide Mutual Aid Forms (14-7; 14-8; 14-9; 14-10) and Report (14-11)

Chapter Fifteen

Honor Guard
Policy • Procedure • Uniforms and Equipment • Attendance by Other Department Members

Appendix A

Law Enforcement Code Of Ethics

Index
Chapter 1: APPLICABILITY

EMPLOYEES

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

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

101.2 Departmental Regulations. Rules and regulations for campus police departments issued by authority of the Chief of Police shall have the same authority as these Universitywide Police Policies and Administrative Procedures. However, local regulations, including General and Special Orders, Procedural Memoranda and instructions shall not conflict with Universitywide Police Policies and Administrative Procedures.

UNIVERSITY OF CALIFORNIA PERSONNEL POLICIES

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

COMPLIANCE

103. All employees of the University Police Department shall comply with applicable Universitywide Police Policies and Administrative Procedures as well as with those police regulations issued locally at the campus.

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

February 1, 1993
Chapter 2: STATUTORY AUTHORITY

AUTHORITY: REGENTS—PEACE OFFICERS

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

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

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

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

CONCURRENT JURISDICTION

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

DELEGATION OF AUTHORITY

203. The Regents of the University of California are authorized and empowered by California Education Code Section 92600 to appoint peace officers. The Standing Orders of The Regents, 100.4 and 100.6 provide for the delegation of authority for governance of the University to the President and for the governance of a campus to each Chancellor.
Chapter 3: POLICE PERSONNEL, ORGANIZATION

POLICE DEPARTMENT, ORGANIZATION—DEFINITIONS

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

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

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

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

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

ORGANIZATION AND CHAIN OF COMMAND—RESPONSIBILITY

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

302.1 Chain of Command, Publication of. The Chief of Police shall publish a General Order establishing the Chain of Command.

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

RESPONSIBILITIES OF SWORN PERSONNEL

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

December 15, 2000
303.1 Chief of Police. Under the general administrative direction of the Vice Chancellor or administrator responsible for police, the Chief of Police shall be responsible for and has commensurate authority to command, direct, and organize a police department on a University of California Campus. This includes establishing objectives for the department; developing department policies and procedures; preparing the budget; and selecting, appointing, training, disciplining, and promoting officers and employees in the department.

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

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

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

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

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

(a) The proper execution of assigned duties.
(b) The prevention of crime.
(c) The suppression of crime.
(d) The enforcement of laws.
(e) The arrest of offenders.
(f) Maintenance of proper public relations.
(g) Maintenance of discipline.
(h) Adherence to rules, regulations, orders and departmental procedures and policies.
(i) Enforcement of rules, regulations, orders, policies, and procedures among junior officers and employees.
(j) Reporting promptly through the chain of command any violation of Universitywide Policies and administrative procedures, criminal statutes or any other misbehavior committed by another employee of the department.
(k) Initiating police action when necessary.
(l) The proper maintenance, use and operation of facilities, materials supplies and assigned equipment.
(m) Promoting University Police morale.
(n) Working such hours and performing such tasks as are assigned by a ranking officer.
(o) Related duties as assigned.
303.5 **General Responsibilities of Employees.** It is the duty and responsibility of each employee to fulfill to the greatest possible extent the functions of the University Police and to perform to the best of the employee's ability those duties assigned by a supervisor.

303.6 **Ranking Officer.** Officers of the same grade will be ranked according to the date of their appointment to that grade, unless otherwise ordered by the Chief of Police. Officers appointed to the same grade on the same date rank in order as designated by the Chief of Police. When two or more officers are on duty together, the officer of the highest rank is in command and will be held responsible. For a special detail, and for a specified period, an officer may be designated by the commanding officer to take command without regard to rank. The assigned officer is to be considered the ranking officer when other officers are dispatched to assist.

303.7 **Authority of Supervisors, Direct and Functional.** Officers who hold a supervisory rank or designation within a department have authority over all subordinates and supervision shall be exercised generally only within the supervisor's scope of assignment. However, in an emergency or for the good of the department, it may be necessary for a supervisor to provide functional supervision by directing or correcting an employee who is subordinate to another supervisor.

**SPECIALIST ASSIGNMENTS**

304. Sworn personnel of Police Officer rank may be appointed as Specialists by the Chief of Police for a specific period of time.

304.1 **Specialists.** Specialist may include any of the following specialty assignments:

(a) Assistant Watch Commander or corporal, assistant team leader, officer-in-charge or the equivalent
(b) Investigator/Detective
(c) Field Training Officer
(d) Police Service Dog Handler
(e) Explosive Ordnance Disposal Officer
(f) Crime Prevention Officer

Other specialty assignments may be designated as Specialist by the Council of the Chiefs of Police with the approval of the Assistant Vice President--Employee and Labor Relations.

304.2 **Additional Compensation.** Officers assigned as Specialists for 50% or more of the full-time working hours of a month will receive additional compensation for that month.

304.3 **Compensation For One Specialty.** An officer assigned to more than one specialty assignment shall only be compensated for one assignment.

December 15, 2000
Chapter 4: ADMINISTRATIVE COMMUNICATIONS

ORDERS

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

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

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

401.2 General Order. A General Order is written and issued by authority of a Chief of Police and is applicable to a University Police Department or to a division, bureau or unit thereof, which establishes a principle, a policy, or a procedure. It is the most authoritative directive in a department. General Orders are permanent directives and remain in full effect until amended or cancelled by the Chief of Police.

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

401.4 Administrative Order. An administrative order is a written order issued by a supervisor establishing a principle, policy or procedure concerning a given subject not otherwise covered by a University Police Order, and directed to employees under the command of, or within the responsibility of the issuing supervisor. They are permanent and remain in effect until amended or cancelled by the issuing supervisor or the Chief of Police. Administrative Orders include Departmental Memoranda and Standard Operating Procedures.

February 1, 1993
FAMILIARITY WITH ORDERS

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

402.1 **Familiarity With New Orders.** It shall be the responsibility of each member of the department to become familiar with orders as soon as possible subsequent to their issuance. Supervisors shall make an employee aware of orders issued during an employee's absence (for other than scheduled days off) within two days of the employee's return to duty.

FAILURE TO OBEY AN ORDER

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

CONFLICTING ORDERS

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

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

404.2 **Appeal of Orders Issued.** If a conflicting order issue is not resolved within the department through the procedure described in Section 404.1, an employee may file an appeal or grievance in accordance with applicable personnel policies.
Chapter 5: PERSONNEL, DUTIES AND RESPONSIBILITIES

CODE OF ETHICS

501. All sworn personnel shall adhere to the principles of the Law Enforcement Code of Ethics (See Appendix A) NOTE: Reference to religious affirmation may be omitted where objected to by the officer.

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

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

(a) Officers shall conduct their private and professional lives in such a manner as to avoid bringing discredit upon the University or the department.
(b) Officers acting in a law enforcement capacity, whether on or off duty, and all other employees, while on duty, shall conduct themselves in a professional manner and shall be civil, orderly and courteous in their conduct and behavior toward the public and each other.
(c) Employees shall treat their fellow employees and associates with respect and when on duty, officers should be referred to by rank.
(d) Employees shall not speak disparagingly of any nationality, race, religion or group.
(e) Employees shall refrain from using profane, insolent or disrespectful language.
(f) Neither employees nor members of their families shall convert to their own use, or have any claim upon, any found or recovered property or evidence held for disposition by the department, unless they are the legal owners of same.
(g) Employees shall not use their positions with the department to influence nor to intimidate persons in any civil or criminal action.
(h) Employees shall not use their positions with the department for personal gain or advantage.

501.3 Gratuities. Police employees shall neither solicit nor accept rewards, presents, gratuities, nor any form of compensation which could in any manner be considered related to their employment, other than that paid by the University or in accordance with University policy. Should any award, gratuity, present, or unauthorized compensation come into an employee's possession, it shall immediately be forwarded to the Chief of Police with a written report describing all circumstances.
501.4 **Discounts.** Except as expressly permitted by University policies, employees shall not use any form of official identification nor their official position to solicit or obtain special privileges for themselves or others, including free admission, discounts or other favored treatment. An employee may use the badge or other official identification to obtain admission to any public event when carrying out an official duty. Should admission be refused, the employee shall pay the required fee and file a report describing the circumstances and requesting reimbursement.

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

**CONFIDENTIAL INFORMATION**

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

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

502.2 **Disclosing Information.** Employees shall not disclose any confidential information acquired in the course of their employment nor any information from the files or the records of the department nor from any criminal justice information system to any person who is not a member of the University of California Police Department, unless it is appropriate to do so in furtherance of the department's official mission.

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

(a) evade detection, arrest or prosecution;
(b) destroy evidence;
(c) destroy or conceal contraband or stolen property.

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

**FALSE REPORTS**

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

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

NEWSPRESS MEDIA

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

COURT APPEARANCE, TESTIFYING

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

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

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

SPEAKING ENGAGEMENTS

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

CIVIL PROCEEDINGS

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

(a) Employees on duty or in uniform shall not serve civil papers except in accordance with department policy.

(b) A civil action related to any event arising out of an employee's official duties may be instituted. Upon such action the employee shall notify the Chief of Police in writing.

(c) Witness fees or other compensation for appearing in civil or criminal court in any matter arising out of an employee's employment shall not be accepted except in accordance with University policy.
ALCOHOL, DRUGS, NARCOTICS--ON DUTY

509. No employee shall consume any alcoholic beverage or any behavioral modification substance while on duty, without the specific approval of the Chief of Police.

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

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

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

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

DRUGS/MEDICATIONS

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

SMOKING, GENERALLY

511. Employees shall be governed by courtesy, common sense and good manners when smoking. Employees shall also comply with campus and department policies on smoking.

GENERAL RESPONSIBILITIES

512. While on duty, employees shall devote their entire time and energies to the performance of the duties and responsibilities of the rank, grade, or position to which they are assigned. In addition, employees shall be governed by the following general responsibilities:
512.1 **Providing Information.** Employees shall assist whenever possible with requests by citizens for public information. They shall direct such persons to the nearest location where information may be obtained if unable to furnish it themselves.

512.2 **Police Identification.**

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

(b) Officers in uniform shall identify themselves by giving their names and/or showing their official credentials upon request except in exigent circumstances or if an exception has been specifically authorized by a ranking officer.

(c) Officers in plainclothes shall identify themselves upon request by giving their names and/or displaying their badge and official credential unless such action is likely to jeopardize the successful completion of a police assignment, or if an exception has been specifically authorized by a ranking officer.

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

512.4 **Adherence to Department Schedules.** Employees shall report for duty as scheduled unless excused by a ranking employee/supervisor.

512.5 **Reporting for Duty.** Employees reporting for duty shall be punctual. They shall report for assignment attired and equipped as required by department policy.

512.6 **Tardiness, Absence—Obligation to Report.** An employee unable to report as scheduled or required, shall report anticipated tardiness or absence to a supervisor prior to the scheduled reporting time, whenever possible. Such reporting may be made to other department personnel in accordance with department policy.

512.7 **End of Duty/Work Day, Reporting Required.** Employees shall report in person to a ranking employee at the end of a tour of duty or work day, unless an exception is authorized. Employees assigned to a specific location on department premises are excluded from this requirement.

512.8 **Maintaining Communications, On Duty—On Call.** Employees on duty, or officially on call, shall be directly available by normal means of communication or shall keep their office, headquarters, unit or ranking employee informed of the means by which they may be reached when not immediately available.
512.9 **Emergencies, Off-Duty Response.** Employees are subject to being called to duty in emergencies and shall report in compliance with directions given them by authorized personnel of the department. It shall be the responsibility of an off-duty employee who cannot be notified to contact the department as soon as practicable upon becoming aware of a major incident within the jurisdiction of the department.

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

512.11 **Daily Bulletin, Department Log, Knowledge Required.** All sworn personnel shall review and be aware of all current information appearing on the department's Daily Bulletin or Log.

512.12 **Daily Bulletin, Department Log, Entries.** All material placed on the department's Bulletin, Log or (information) bulletin boards shall conform to department policy.

512.13 **Bulletin Boards.** Bulletin boards shall be maintained in conformance with department policy.

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

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

512.16 **Sleeping on Duty.** Employees shall remain alert and awake while on duty.

512.17 **Reading on Duty.** Employees on duty shall not read newspapers, books, or similar materials, except as appropriate to their assignments.

512.18 **California Drivers License.** Sworn personnel and other employees designated by the Chief of Police shall possess a valid California Drivers License of the appropriate class while on duty.

513. **Impaired Physical Condition.** If any employee has or develops a physical and/or psychological condition that impairs their ability to do their job they shall report this to their supervisor before they begin their next work shift.
513.1 **Off Duty Conduct.** If any employee, whether on or off duty, is the subject of an enforcement contact by another law enforcement agency that employee shall report such contact to their supervisor as soon as possible and no later than the start of their next work assignment (if off duty). This is intended to require reporting of any such contact but particularly contacts relating to domestic situations. It shall include contacts where the employee was the subject of questioning as well as detention, citation or arrest. Reporting is not required for contacts, while off duty, for vehicle code infractions resulting from the employee's operation of a vehicle.

Any employee served with or becoming the subject of a restraining or protective order shall also immediately inform their supervisor of such action.
Chapter 6: SWORN PERSONNEL
STANDARDS FOR EMPLOYMENT & TRAINING

PEACE OFFICER STANDARDS AND TRAINING

601. The Police Department adheres to the regulations and standards of the California Commission on Peace Officer Standards and Training (POST) in the employment and training of University peace officers. All the requirements of these regulations and standards shall apply to each lateral entrant, regardless of the rank to which the person is appointed. (Note: UCPD does not hire outside the U.C. System above the rank of police officer except for Chiefs of Police, Assistant Chiefs/Captains and in the reemployment of former University of California sworn personnel.)

MINIMUM STANDARDS FOR PEACE OFFICER CANDIDATES, ENTRY LEVEL

602. Every officer employed by the department shall be selected in conformance with the following requirements:

602.1 Felony Conviction. Government Code Section 1029: Disqualifies a convicted felon from being employed as a peace officer.

602.2 Fingerprint and Record Check. Government Code Section 1030 and 1031(c): Requires fingerprinting and search of local, state, and national files to discover the existence of criminal records.

602.3 Citizenship. Government Code Section 1031(a) and 1031.5: Specifies citizenship requirements for peace officers.

602.4 Age. Government Code Section 1031(b): Requires minimum age of 18 years for peace officer employment.

602.5 Moral Character. Government Code Section 1031(d): Requires good moral character as determined by a thorough background investigation. The background investigation shall be conducted as prescribed in the POST Administrative Manual and shall be completed prior to the appointment date.

602.6 Education. Government Code Section 1031(e): Requires high school graduation or passage of the General Education Development Test (GED). When the GED is used, a minimum overall score of not less than 45, and a standard score of not less than 35 on any section of the test, as established by the American Council on Education, shall be attained.
602.7 Physical and Psychological Examination. Government Code Section 1031(f): Requires an examination of physical, emotional, and mental conditions. The examination shall be conducted as prescribed in the POST Administrative Manual.

602.8 Interview. A personal interview must be conducted prior to employment by the department head or a representative(s) to determine the person’s suitability for police service. This regulation may be satisfied by an employee of the department participating as a member of the peace officer’s oral interview panel.

602.9 Reading and Writing Ability. Candidates must be able to read and write at the levels necessary to perform the job of a peace officer as determined by the use of the POST Entry-Level Law Enforcement Test Battery or other job-related tests of reading and writing ability.

REQUIREMENTS UPON APPOINTMENT

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

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

603.2 POST Basic Course. Satisfactorily complete a POST Basic Course which includes a physical training component and at least six semester units or nine quarter units of accredited college or university course work.

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

603.4 POST Basic Certificate. Obtain a POST Basic certificate as evidence of proficiency as a peace officer as required by Section 832.4 of the California Penal Code and POST Administrative Manual, Section F. 1-5.

NOTICE OF RECRUITMENT

604. Notices of recruitment for peace officers shall be posted on all campuses for at least 15 calendar days in advance of the close of recruitment for the announced position.
REQUIREMENTS FOR LATERAL ENTRY OR INTERCAMPUS, IN-CLASS TRANSFER

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

(a) Have successfully completed all basic training at a POST Certified Academy (or equivalency as established by POST);
(b) Authorize review of their personnel files and records of personal history investigations;
(c) Participate in an oral interview with the hiring department;
(d) Meet all University of California minimum standards for appointment to positions in the class of Police Officer, including completion of any step of the qualifying process deemed advisable by the hiring department; and
(d) Submit to a pre-employment psychological and medical examination.

REAPPOINTMENT OF FORMER SWORN PERSONNEL, CONDITIONS

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

(a) There is an existing vacancy in said rank;
(b) The application for reappointment is made within one year from the date of separation;
(c) The applicant’s physical condition and personal history investigation are satisfactory as of the time of reappointment; and
(d) A pre-employment psychological screening examination is conducted prior to reappointment.

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

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

606.3 Probationary Period. Officers of any rank reappointed under sections 606 or 606.1 shall serve a probationary period of 12 months as described in Section 603.3.
606.4 Compensation Rate. Upon approval of the campus personnel department, a re-employed officer may receive a rate of compensation at a step within the range in excess of minimum for the class.

606.5 Authority to Reappoint. The decision to reappoint a former officer will be made by the Chief of Police with the concurrence of the Personnel Manager. Factors which will be considered in evaluating a former officer for reemployment will include, but shall not be limited to, previous job performance and recommendations of former supervisors.

REQUIRED FOR ASSISTANT CHIEF/CAPTAIN CANDIDATES

607. Must meet all University of California minimum standards for appointment to positions in the class of Police Officer, including completion of any step of the qualifying process deemed advisable by the hiring department and one of the following:

(a) Current U.C. Sergeant with advanced POST certificate and at least three years experience at the rank of sergeant;
(b) Current U.C. Lieutenant or higher;
(c) Outside the U.C. System: Current/previous experience at the rank of lieutenant or above or be at the rank of sergeant for at least ten years with progressively more responsibility including significant managerial duties. Must possess an Advanced POST certificate or equivalent and be able to qualify for the California POST certificate within one year of appointment.
Chapter 7: PROMOTION OF SWORN PERSONNEL

POLICY

701. Promotions or appointments to Sergeant and Lieutenant are made on the basis of competitive processes managed locally by each campus police department open to sworn personnel, internally or externally, meeting minimum qualifications.

PROMOTIONAL PROCESS

702. The promotional process and qualifications for candidates as approved by the local Chief of Police and the local Chief Human Resource Officer will be described in a published announcement. Promotional processes may consist of such selection methods as: Supplemental application, a written test, an oral interview, a service performance evaluation, and participation in an assessment center process should the campus police department choose to utilize these testing methods. The published announcement will provide appropriate details to potential candidates, including the qualifications required for participating in the promotional process.

SELECTION PROCEDURES AND MINIMUM STANDARDS FOR POLICE SERGEANTS AND LIEUTENANTS

703. When a promotional process for Police Sergeant or Police Lieutenant is to be conducted, the Chief of Police will determine the selection process the campus police department will use. The testing process may include any or all of the processes described in section 702.

703.1 Minimum Standards for Police Sergeants:

The Chief of Police shall determine the methodology and process to be used for promotions to Sergeant. If at least 10 current and qualified University of California Police Officers apply, no external candidates may be considered. The following minimum criteria must be met for eligibility to participate in the promotional process:

- Eligible internal University of California Police Department candidates must have a minimum of 3 years of service as an officer in California and possess a California POST Intermediate Certificate, or be currently employed as a UCPD police sergeant.

- Eligible candidates who are outside the University of California must have completed at least 5 years of service as a sworn peace officer in California and possess a California POST Intermediate Certificate.

- If the testing process is opened to candidates outside the University of California, all qualified internal candidates that applied will be included in the testing process.
703.2 Minimum Standards for Police Lieutenants:

The Chief of Police shall determine the methodology and promotional process to be used for promotions to Lieutenant. The following minimum criteria must be met for eligibility to participate in the promotional process:

- Currently employed and qualified University of California police sergeants with at least two years of UCPD service at that rank or currently employed as a UCPD police lieutenant.

- Eligible University of California candidates must possess current California POST Advanced and Supervisory certificates.

- Eligible candidates from outside the University of California must have experience at the rank of lieutenant of police or be at the rank of sergeant of police for at least 5 years, and must possess current California POST Advanced and Supervisory certificates.


Notices of recruitment for Police Sergeant and Police Lieutenant shall be posted on all campuses for at least 30 calendar days.

NOTIFICATION OF PROMOTIONS

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

PROBATIONARY PERIOD (UCPD Internal Candidates Only)

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

706.1 Demotion to Previous Rank. Those who fail to complete the six-month probationary period for Sergeant or Lieutenant shall be retained in the same campus department at the rank held immediately prior to the promotion. A transfer to the campus from which the individual was promoted may be considered, depending on circumstances at both departments. Such individuals will receive university service credit at the lower rank for all time in the position to which they had been promoted (Ref: PPSM 22.D.2 pertaining to promotions to Police Sergeant and Police Lieutenant.) This section only applies to University of California Police Department internal candidates.
PROBATIONARY PERIOD (External Candidates Only)

707. External (i.e., non-UCPD) candidates appointed to Police Sergeant or Police Lieutenant shall serve a twelve-month probationary period, exclusive of time on paid or unpaid leave. The probationary period shall be completed following twelve months of continuous service at 50 percent time or more without a break in service.

TEMPORARY ASSIGNMENT TO HIGHER CLASS, COMPENSATION

708. When an officer is temporarily assigned for 20 consecutive working days or more, to perform all of the duties of a position in a Personnel Program class having a higher salary range maximum, the officer shall be granted a salary increase or stipend to the minimum of the salary range of the higher class or to the equivalent of one step in amount, whichever is greater.

708.1 **Conditions for Temporary Assignment.** Appointment to an assignment in a higher class on a temporary basis shall be made at the discretion of the Chief of Police, in accordance with University Policy.
Chapter 8: WEAPONS

FIREARMS--AUTHORIZED USE

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

ON DUTY FIREARMS

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

ON DUTY FIREARMS--PLAINCLOTHES OFFICERS

803. Plainclothes officers shall carry their firearms concealed from public view at all times, except within police department facilities.

WEAPONS REGISTRATION

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

OFF DUTY FIREARMS

805. Officers shall not be required to carry firearms off duty.

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

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

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

FIREARM SAFETY

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

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

December 15, 2000
DISCHARGE OF FIREARMS

807. Officers shall discharge firearms only as follows:

(a) In the defense of another person's life;
(b) In the defense of their own lives;
(c) To apprehend a fleeing suspect when there is reasonable cause to believe that such person has committed a felony involving the use or threatened use of deadly force, is armed and is an immediate or imminent threat to life;
(d) To destroy seriously injured or dangerous animals when another disposition is impractical;
(e) At an approved firearms range.

807.1 Reporting the Discharge of Firearms. Any officer who discharges a firearm, accidentally or intentionally, on or off duty, shall make a oral report to a ranking officer as soon as circumstances permit, and shall file a written report with the Chief of Police in addition to any police report, as soon as possible, describing fully the incident.

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

WARNING SHOTS

808. Warning shots should not be fired.

INAPPROPRIATE USE OF FIREARMS--DISCIPLINARY ACTION

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

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

December 15, 2000
FIREARMS PROFICIENCY

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

810.1 Proficiency Requirement. All officers shall demonstrate firearms proficiency at least annually on either the FBI Tactical Revolver Course (TRC), the Practical Police Course (PPC) or an appropriate police combat shooting course. All officers shall fire minimum scores of 70% PPC, 70% TRC or a score which demonstrates equivalent proficiency on the police combat shooting course.

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

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

810.4 Record Retention. Records of scores shall be held for a minimum of 2 years.

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

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

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

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

CHEMICAL AGENTS—TEAR GAS

811. The use of chemical agents, including tear gas, shall be limited to the protection of life or property when other means of lawful force are either unsuitable or unavailable.

811.1 Chemical Agents—Issuance. Chemical agents, including tear gas, shall be issued only to department personnel who are qualified in their use as required by Section 12403 of the California Penal Code.

811.2 Chemical Agents—Authorization to Carry On Duty. Chemical agents issued by the department and approved by statute, including tear gas, shall be carried by on-duty personnel only when authorized by the Chief of Police.
§813.1 Universitywide Police Policies and Administrative Procedures

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

811.4 Reporting - Use of Chemical Agents. The discharge of a chemical agent, including tear gas, shall be reported to a supervisor as soon as possible. A written report describing the circumstances, in addition to any police report, shall be filed by the employee, or when appropriate the supervisor, prior to the end of the tour of duty in which the incident occurred. This report shall include identity of persons involved, describe the area of the body exposed, the date and time of any medical treatment rendered, and the name of any treating physician. This report shall be forwarded to the Chief of Police for review.

POLICE BATON

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

812.1 Baton Use. Police batons shall be used only when other means of lawful force are either unsuitable or unavailable and when necessary for crowd control, self-defense, to protect life or property and to disarm or control potentially dangerous persons and animals.

812.2 Striking Above Shoulders. The baton shall not normally be used to strike areas above the shoulders. This restriction does not apply when the confrontation involves the defense against use of deadly force or a deadly weapon.

812.3 Reporting - Use of Baton. The use of the police baton upon the person of another shall be reported to a supervisor as soon as possible after the incident. A written report, in addition to the police report, describing the circumstances shall be filed by the employee, or when appropriate the supervisor, prior to the end of the tour of duty in which the incident occurred. This report shall be forwarded to the Chief of Police for review.

STUN GUNS

813. Stun guns shall be carried only by qualified and trained employees as authorized by the Chief of Police. The Chief of Police shall establish policy for their use.

813.1 Reporting - Use of Stun Guns. The use of a stun gun upon the person of another shall be reported to a supervisor as soon as possible after the incident. A written report, in addition to the police report, describing the circumstances shall be filed by the employee, or when appropriate the supervisor, prior to the end of the tour of duty in which the incident occurred. This report shall be forwarded to the Chief of Police for review.

December 15, 2000
Chapter 9: ARRESTS

RIGHTS OF INDIVIDUALS

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

ARREST PROCEDURES

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

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

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

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

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

902.5 Transporting Prisoners and Suspects. When it is necessary for an officer to transport a prisoner, the transporting officer shall log mileage, departure and arrival times with the police dispatcher. The dispatcher shall record such information in accordance with Standard Operating Procedures.

TRANSACTIONS WITH PRISONERS AND SUSPECTS

903. No officer shall purchase or accept any article for personal use from any suspect or prisoner or from anyone associated with any suspect or prisoner.
BAIL, POSTING PROHIBITED

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

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

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

RECOMMENDING ATTORNEYS PROHIBITED

905. No officer shall recommend any attorney to any party in a criminal or civil case in which the officer’s department is involved.
Chapter 10: UNIFORMS--GENERAL REQUIREMENTS

POLICY

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

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

POSSESSION OF UNIFORM

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

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

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

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

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

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

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

1003. Uniformed employees shall use discretion when conducting activities while in uniform. Any conduct or activity likely to debase law enforcement, detract from the departmental image, or bring ridicule to the department shall be avoided. Employees in uniform, whether on or off duty, are subject to public scrutiny. The mere presence of employees in uniform in certain locations or establishments, such as taverns and racetracks, unless it is obvious that the employees are conducting official business, could bring criticism of the employees and embarrassment to the department. An example of the foregoing is having coffee, or dining, in establishments whose primary business is the dispensing of alcoholic beverages or in that portion of a restaurant set aside for dispensing such beverages. Uniformed employees should use good judgement and avoid being in such locations if it is not required by an assignment. Officers shall not shop extensively except when required in the line of duty.

UNIFORM MAINTENANCE

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

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

PERSONAL GROOMING--UNIFORMED AND NON-UNIFORMED EMPLOYEES

1005. The professional bearing expected of on duty employees requires that each maintains high standards of personal grooming and cleanliness and is at all times neat and clean. Officers assigned to plain clothes shall dress in a manner which is in keeping with good taste and moderation.

1005.1 Standards. All personnel shall comply with the following grooming standards unless granted an exception by the Chief of Police.

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

(b) Fingernails. Fingernails shall be clean and trimmed. Nails shall not be of such length as to interfere with the performance of any required duty.

February 1, 1993
(c) **Jewelry and Ornamentation.** Any jewelry or other unofficial ornamentation that might interfere with or otherwise have an effect on an officer's ability to perform required duties shall not be worn. Any items considered as detracting from the professional police image shall not be worn.

(d) **Makeup.** If used, cosmetics shall be applied in moderation, in good taste, and in keeping with prevailing grooming standards.

**PROHIBITED USE OF UNIFORM—PICKETING**

1006. California law places legal restrictions on individuals, including peace officers, who are engaged in picketing or informational activities related to a concerted refusal to work. Due to the nature of this law and its applicability to University of California Police employees, it is included here in its entirety.

**California Penal Code Section 12590**

"12590(a) Any person who does any of the following acts while engaged in picketing, or other informational activities in a public place relating to a concerted refusal to work, is guilty of a misdemeanor:

1. Carries concealed upon his person or within any vehicle which is under his or her control or direction any pistol, revolver, or other firearm capable of being concealed upon the person.
2. Carries a loaded firearm upon his or her person or within any vehicle which is under his or her control or direction.
3. Carries a deadly weapon.
4. Wears the uniform of a peace officer, whether or not the person is a peace officer.

(b) This section shall not be construed to authorize or ratify any picketing or other informational activities not otherwise authorized by law.

(c) Section 12027 shall not be construed to authorize any conduct described in paragraph (1) of subdivision (a), nor shall subdivision (b) of section 12031 be construed to authorize any conduct described in paragraph (2) of subdivision (a)."
CHAPTER 11: UNIFORM SPECIFICATIONS--SWORN PERSONNEL

POLICY

1101. Uniformed officers shall wear only the uniform authorized for their particular rank and assignment. Exceptions to this policy, including equipment not specified in this chapter, must be approved in writing by the Chief of Police.

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

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

WEARING THE UNIFORM--REGULATIONS

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

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

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

| 1. Shirt                        | 13. Flashlight            |
| 2. Trousers                     | 14. Keys                 |
| 3. Trouser Belt                 | 15. Handgun              |
| 5. Socks                        | 17. Gun Belt              |
| 6. Footwear                     | 18. Baton                |
| 8. Name Plates                  | 20. Handcuffs/Key        |
| 10. Watch                       | 22. Ammunition           |
| 11. Pen                         | 23. Ammo Pouch           |
| *25. Carrying Case--Speed Loader| *33. Five Year Service Stripe |
Uniform Shirts. The shirt shall be worn complete with shoulder patches and any applicable insignia of rank. Specifications Material. Shall meet the following minimum standards: Weave - tropical worsted. Weight - 10-10 1/2 ounces on a 60 inch width. Fiber Content - 100% wool. Wool Grade - Minimum of 64's grade virgin wool. Yarn Ply - Two ply in both warp and filling. Tensile Strength - 56 pounds in warp, 46 pounds in filling. Construction - 50 ends per inch, 46 picks per inch. Shade - The fabric shall be dyed to match the standard Los Angeles Police Department shade which is the same as Raeford Worsted Company's shade No. 30, or Metcalf's shade No. 125 blue. Stock dye or piece dye shall be permitted. The color shall be rated as good for light fastness at 40, perspiration, dry cleaning, and wet and dry crocking. A sample of the approved University of California Police Department shade is on file at each department.

Collar (Male--Long Sleeved). Military style with one button closure at the neck using a 5/8 inch button. Band shall be 1-1/2 inches high in back and 1 inch in front, full stitched with four horizontal stitch lines 1/2 inch apart or diagonally quilt stitched. Band shall be lined with good grade rayon of matching color and interlined with matching 5.00 sanforized interlining. Top collar shall be approximately 3-1/8 inches at the front point and 1-7/8 inches at the back with a 2.85 sanforized interlining. Collar spread at closure shall be 3/4 inch to provide for the metal clip "breakaway" necktie. Collar points may either be slotted and sewn on the underside to accommodate celluloid collar tabs 1/4 inch wide and 2-1/4 inches long, or "Perma-Stay" flexible type tabs permanently anchored inside the collar may be used. Body (Male--Short & Long Sleeved). Form fitting with a straight yoke 3 inches deep extending up to the collar and well over the shoulder. The yoke may be less than 3 inches deep when required to ensure a proper fit. Front shall have not less than a 1-5/8 inch nor more than a 1-3/4 inch box pleat with self-facing and six 5/8 inch buttons and corresponding vertical buttonholes. Shall be open-front style. All seams shall not be less than 1/4 inch nor more than 3/8 inch double-stitched.

Body (Female--Short & Long Sleeved). Shall conform to the same minimum standards and general specifications as the male shirt in this section, with the exception that the body of the female shirt will be form fitting with a straight yoke approximately 2 inches deep, extending up to the collar and well over the shoulder. Front shall button right side over left side with six buttons spaced 3-1/2 inches apart. Second button to be positioned 2-1/2 inches from top (neck) button. The darts shall not be seams, but shall be tucked, pressed. The length of the darts shall be variable to size, however, the darts at the waist shall extend vertically above and below the natural waist.

Pockets (Male--Short & Long Sleeved). Two breast patch pockets shall be 6 inches deep and 5-3/8 inches wide at the top and bottom. Each pocket shall have a 3 point flap 5-1/2 inches wide, 2-3/4 inches at the points, and 2-1/4 inches at the curves. A size 1/0 black oxidized square Prym
Auto Matic Snap (Amity Notion) may replace Velcro on the outside points of each pocket flap; however, either the snap or the Velcro closure is acceptable. The male portion of the snap shall be sewn into the pocket while the female portion will be sewn to a corresponding position on the flap point. The snaps shall be located as near to the point end as possible, but not visible from the side. The bottom corners of the pockets shall be rounded, double-stitched on the bottom and two sides with a 1/2 inch hem across the top. A pencil pocket with a 1 inch opening through the flap shall be made on the right side of the left pocket. The pockets shall be 1-3/4 inches from the center of the top center. There shall be no eyelet or button on the pocket.

**Pockets (Female—Short & Long Sleeved).** Shall conform to the same minimum standards and general specifications as the male shirt pockets in this section, with the exception that the female shirt pockets shall measure 4-7/8 inches wide and 5 inches deep. Flaps shall measure 5-1/4 inches across and 2-1/4 inches in depth at the center point, and 1-3/4 inches at sides, secured to front of shirt pocket approximately 1/2 inch above pocket. Each pocket shall have Velcro tape 1 inch long by 3/8 inch wide positioned on both edges of each pocket to correspond with outer scalloped flap points.

**Shoulder Strap (Short & Long Sleeved).** Self cloth extending from the sleeve seam to within 3/8 inch of the seam joining yoke and neck band and shall lie flat upon the shoulder. The forward edge shall overlap 1/4 inch parallel to the top shoulder seam of the yoke. Strap shall measure 2 inches wide at the sleeve seam and 1-1/2 inches at the top which shall come to a point measuring 1/2 inch at the center. An imitation style buttonhole perpendicular to the collar shall be centered in the open end of the strap with the end of the buttonhole nearest the collar measuring 1/2 inch from the extreme edge of the point of the shoulder strap. The strap shall be stitched to the shoulder seam with two rows of stitching and shall be stayed across 2-1/4 inches above the shoulder seam and cross-stitched. The entire length of the strap shall be sewn to the shirt by stitching over the 1/4 inch stitch line.

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

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

**Long Sleeves.** Shall have reinforced elbows made by extending the plackets 11-1/4 inches from the cuffs and widening to 6-3/4 inches at the elbow extending down the inseam a minimum of 5-1/2 inches. The placket vent shall be double-stitched all around. These measurements based on size 15 x 34. All other shirt sizes shall have proportionate measurements.

**Cuffs (Long Sleeved).** Shall be 2-1/2 inches wide and square with two buttons and buttonholes evenly spaced. Shall be double-stitched all around with not less than 15 stitches to the inch using double 0 thread of best quality. Cuffs shall be inner lined with 5.00, sanforized, matching interlining.
Short Sleeves. The length of the sleeves shall extend to within approximately 1/2 inch above the inside of the forearm and in no event touch the forearm when it is bent at a 90 degree vertical angle. The sleeves shall be finished with a turned-up hem single stitched 3/4 inch from the bottom. The center line of the sleeve shall be used to square off the bottom of the sleeve which shall be tailored proportionately to the wearer's arm.

Collar (Male—Short Sleeved). Shall be semi-dress convertible sport type consisting of three pieces: Collar top, inner-lining, and facing. It shall be sewn to the yoke and shall curve over the shoulders. Points shall measure 3-1/8 inches finished, and the back shall measure 3 inches from the center of the yoke to the outer edge of the collar. When finished and pressed, the collar shall measure 1-5/8 inches at the center of the back and shall completely cover the seam joining the yoke and collar. Shall be interlined with black Pellon. The collar shall be 1/4 inch edge double-stitched all around. There shall be two 2-1/4 inch bi-angle insert tab pockets under the collar to provide for the celluloid stays. Stays shall measure 2-1/4 inches long and 1/4 inch wide. "perma-Stay" flexible type tabs permanently anchored inside the collar may be used.

Collar (Female—Short & Long Sleeved). Shall conform to the same minimum standards and general specifications as the male summer collar in this section, with the exception that the female collar shall be a one piece convertible collar on both long and short sleeve shirts, to measure 3 inches at points.

Guarantee. Each shirt shall bear two cloth embroidered labels: 1. "(Manufacturer's name, WPL, or RN number) guarantees this article to meet, or exceed, the Los Angeles Police Department specifications." 2. Dealer's name.

Note: When an undershirt is worn under the summer shirt, it shall be white and have either a round crew neck or a V-neck. In no instance shall the neck of the undershirt extend above the collar of the uniform shirt. Boat neck or turtleneck style undershirts shall not be worn with the uniform.

1102.2.2 Trousers and Breeches. Trousers shall be worn by all uniformed officers except those assigned to motorcycle duty.

(a) Trouser. Specifications: Material. Shall meet the following minimum standards:
- Weave - serge. Weight - 16 - 16-1/2 ounces on a 60 inch width. Fiber Content - 100% wool. Wool Grade - minimum of 64's grade virgin wool. Yarn Ply - two ply in both warp and filling. Tensile Strength - 126 pounds in warp, 100 pounds in filling. Construction - 68 ends per inch, 54 picks per inch. Shade - the fabric shall be dyed to match the standard Los Angeles Police Department shade which is the same as Raeford Worsted Company's shade No. 8813, or Metcalf's shade No. 386-16 Blue. Stock dye or piece dye shall be permitted. The color shall be rated as good for light fastness at 40 SFH, perspiration, dry cleaning, and wet and dry crocking. Durable Press - the fabric may be treated with a durable press, "coin-op" dry cleanable finish, it shall not be permanently creased. Trademark - the fabric shall be trademarked to show the name of the producer. Note: A sample of the approved University of California Police Department shade is on file at the department.

Style and construction. Shall be the slacks type. Rise shall be of sufficient length to allow the bottom of the waistband to ride above the hip bones. Waistband shall be cut in
two separate pieces, 2 inches wide, made in the closed method, and lined to match the pocketing. A rubberized waistband 1 inch wide shall be sewn to the inside of the trouser waistband (SNUG-TEX quality). It shall be resistant to laundering and dry cleaning agents, light, perspiration, and weather. Trousers shall have an inner seat lining of black shade. Seat area shall be fully-lined not less than 7 inches downward and around the crotch area. Seams shall be sewn with polyester core thread and inside seams shall be overcast. The French fly shall have a heavy duty Talon (trademark) front closure zipper (or equal) and either a button waist or hook and eye closure properly stayed.

**Legs (Male Trousers).** Shall hang to a point not less than 1 inch nor more than 2 inches from the top of the heel, in back and hollowed in front to allow the bottoms of the trouser to rest on the shoes without break. Leg bottoms shall be plain with a minimum 2 inch turn up, 17 inches wide, size 33, and a 20 inch knee (graded according to size). Leg bottoms shall have self cloth stays at front and back.

**Legs (Female Trousers).** Shall hang to a point not less than 1 inch nor more than 2 inches from the top of the heel, in back, and hollowed in front to allow the bottoms of the trouser to rest on the shoes without a break. Leg bottoms shall be plain with a minimum 2 inch turn up, with a width of not less than 17 inches, nor more than 20 inches. Knees shall not be less than 20 inches wide on a size 34, however, the width of the bottoms and knees shall be proportionate to the size of the trousers, and shall be constructed on a 19 to 21 inch modified flair.

**Pockets.** Both male, and female police officer trousers shall be constructed with one watch, two hip, two club, and two side pockets, plain without flaps. Hip pockets shall be 6 inches wide and 7-1/2 inches deep, finished with approximately a 1/8 inch double cord edge with a 1-1/2 inch facing on the back and a 3/4 inch finish on the front; facings shall be self cloth. A club pocket 3-1/2 inches wide and 8 inches deep shall be placed 5-1/4 inches below each hip pocket; same finishing as hip pockets. The front edge of the club pockets shall be 3/4 inch from the side seams of the trousers. Side pockets shall have an opening not less than 6-1/2 inches and shall be 4 inches deep measuring from the bottom of the pocket opening to the bottom of the pocket. Side pockets shall have a 1/4 inch welt edge, facing of self cloth shall measure 1-1/2 inches top to bottom finished. All pockets shall be made with 2.50 drill, dyed black with Indo-Carbon dye, prototype No. 126, and shall be double lock stitched at the bottom. A watch pocket, 3 inches wide and 4 inches deep, shall be placed on the right side of the trousers. All pockets shall be securely stayed and reinforced with heavy bar tacking in triangular shape.

**Belt Loops.** Shall have seven stitched through belt loops 3/4 inch wide to allow a belt 1-3/4 inches wide to pass through. One loop, center back, shall be dropped and stitched 1/2 inch below the waistband. The remaining six loops shall extend over the top of the waistband and stitched into the waistband lining. Loops shall be proportionately spaced from the center back to the front.

**Guarantee.** Each pair of trousers shall bear two cloth embroidered labels: 
"(Manufacturer's name, WPL, or RN number) guarantees this article to meet, or exceed, the Los Angeles Police Department specifications." 2. Dealer's name.

(b) **Motorcycle Breeches.** Specifications: **Fabric.** Raeford 13507-96, 19 1/2 - 20 ounces on a 60 inch width, and 100% wool elastic.
Basic Design. The breeches shall be manufactured from up to date patterns and shall be designed so that there will be a slight "peg" at the hip, and no baggy seat. The front shall be plain (no pleats) with two top pockets, two hip pockets, and two watch pockets. All pockets shall be bar tacked with diamond bar tacks except for the watch pockets which shall have straight bar tacks. The hip pockets shall be of the double welt method, manufactured on Recce PW machine, and shall be finished in such a manner that there is no top stitching. The welts shall be interlined with Pellon.

Yarn Ply. Two ply in both warp and filling.

Construction. 24 ends per inch, 80 picks per inch.

Shade. The fabric shall be dyed to match the standard Los Angeles Police Department shade which is the same as Raeford Worsted Company's shade No. 96. Stock dye or piece dye shall be permitted. The color shall be rated as good for light fastness at 40 SPH, perspiration, dry cleaning, and wet and dry crocking.

Trademark. The fabric shall be trademarked to show the name of the producer.

Note: A sample of the approved University of California Police Department shade is on file at each department.

Thread. All thread used in the construction shall match the material and be of the best quality, vat dyed, mercerized cotton. The color shall be fast to laundering and dry cleaning agents, light, perspiration and weather.

Pockets. The pocketing shall be disciplined twill, 65% Rayon/Viscose and 35% cotton. The color of the pocketing shall be black. White or off-white color pocketing will not be acceptable.

Waistband. Waistband curtain to be of the same fabric as the pocketing and shall close with a hook and eye. The waistband curtain must be attached to the trouser with a zigzag stitch. There must also be a Snugtex waistband.

Fly lining. The right fly shall be the same fabric and color as the waistband and pocketing. The right fly lining must be sewn to the left fly below the zipper with strong closure and smart appearance. There shall be a French fly closure on the inside of the right fly, and the fabric for the French fly must be the same as the outer material of the trousers.

Belt loops. There shall be 6 belt loops, 3/4 inch wide of double thickness, and each loop must be interlined with a non-woven fabric. All loops (except for the back center loop) shall be sewn into the bottom of the waistband, and the top of all loops shall be caught into the waistband curtain seam. The waistband shall measure approximately 2 inches wide when finished and wide enough to comfortably accommodate a belt 1-5/8 inches wide. The back center loop shall be 1 inch wide.

Miscellaneous. Breeches shall have a Talon #42 memory lock zipper, the tape of which has permanent press finish, and there shall be a bar tack at the bottom of the fly, going through the zipper tape. The breeches must be seamed with matching thread and the seat seem must be stitched with a tandem needle machine (2 threads). All exposed inside edges must be serged. Breeches to have full cavalry reinforcement cut square at the top and not to be more than 3/8 inch from hip pocket. Bottoms of breeches shall have zipper closures.

Stripe. A 1/2 inch gold silk braid from the bottom of the waistband to the bottom of breeches leg.
Labels. The breeches must have a care label permanently affixed and must also have size label showing fabric content and WPL number.

Guarantee. Each pair of breeches shall have two cloth embroidered labels as indicated: "(Manufacturer's name, WPL, or RN number) guarantees this article to meet, or exceed, the Los Angeles Police Department specifications." 2. Dealer's name.

1102.2.3 Trouser Belt. Either the buckle or buckleless type belt shall be worn with trousers or breeches. Specifications: 8 - 9 oz. top-grain cowhide, plain or basket-weave design, buckle to be not less that one nor more than two inches with straight-type end, or with end tapered to not less than 3/4 inch, plain yellow colored brass or plain black colored heel or bar-type buckle.

1102.2.4 Jacket. Uniform jackets shall be complete with shoulder patches and when applicable, sleeve stripes (local discretion for Lieutenants, Assistant Chiefs and Chiefs), and insignia of rank. Wearing of the jacket will be optional except when required for special details or formal occasions such as funerals, inspections, V.I.P. escorts, etc.

(a) Duty Jacket. Specifications: color - black, black fur collar (may be removable) swing action coat sleeves with inside wool wristlets, badge holder on left breast, fully lined, zipper closure with button flap, pockets - Short jacket -two patch pockets with flap with vertical slash glove pockets underneath, pockets - Long jacket - two upper slash pockets and two patch pockets with flap on breast, California Eureka fire gilt buttons. Material - all nylon. When worn, jackets shall be complete with badge, name plate, rank insignia and shoulder patches.

(b) Dress Jacket. Specifications: Eisenhower style, color - standard Los Angeles Police Department shade, waist length, plain coat sleeves, brass zipper, belted back, plain peaked lapels, two flap opening-patch pockets on breast, badge holder, depart-ment stripe of royal blue with gold piping on outer half of sleeves, 3" from bottom, fully lined, shoulder straps, California Eureka fire gilt buttons. Material - 2 ply, all wool or acceptable equivalent.

1102.2.5 Socks. Solid color black socks, without design, shall be worn any time the socks may be visible.

1102.2.6 Footwear. Specifications: color - black, plain toed, smooth finish, lace shoe/slip-on or lace boot. Rain covers or rain boot - color black, plain toed, non-skid soles.

1102.2.7 *Necktie, Tie Clasp. Four-in-hand breakaway-type necktie may be worn with the long-sleeve shirt. Uniformed officers assigned to motorcycle duty may wear the approved bow tie. The necktie may be worn with the short-sleeve shirt provided an approved uniform jacket is worn and the shirt collar is presentable. The clasp will be worn with the necktie. Specifications: Shade - The fabric shall be dyed to match the standard Los Angeles Police
Department shade which is the same as Raeford Worsted Company's shade No. 30, or Metcalf's shade No. 125 blue. Four-in-hand knot, breakaway or hook, approximately 3-1/2 inches wide at its widest point. Tie Clasp - gold in color, plain bar, approximately 5/6 inches wide and 2 inches long.

(a) **Bow Tie.** Specifications: "pre-tied bow" type with square ends. The ends to be not less that 1-1/4 inches, nor more than 1-1/2 inches wide. The center knot to be not less that 3/4 inch, nor more than 1 inch wide. The overall length to be not less than 4-7/8 nor more that 5-1/8 inches. Fastener to be breakaway style, clip or band, black in color.

1102.2.8 **Name Plates.** Specifications: metal, gold finish with blue or black enamel 3/16" letters. The name plate shall be worn centered above the right hand breast pocket on the outermost garment and remain clearly visible. A second name plate is issued to preclude the necessity of removing the name plate from an inner to an outer garment.

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

1102.2.9 **Badge.** The badge shall be worn on the uniform attached to the badge holder on the outer most garment so as to be clearly visible at all times. Specifications: 7 point star 2-7/8" diameter, gold color, University of California Police, four color Eureka seal, 5/16" blue hard enamel letters, safety clasp.

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

1102.2.10 **Watch.** A watch capable of indicating accurate time shall be carried while on duty.

1102.2.11 **Pen.** A pen shall be carried while on duty.

1102.2.12 **Whistle.** A whistle shall be carried on a key strap on the Sam Browne belt or concealed within the uniform. Specifications: Brass, chrome or black plastic, "Acme Thunderer" or approved equivalent.

1102.2.13 **Flashlight.** A flashlight conforming to specifications approved by the Chief of Police shall be carried while on duty (day or night).

1102.2.14 **Keys.** Appropriate keys shall be carried while on duty at all times. University keys will not be duplicated without permission from the Chief of Police.

February 1, 1993
1102.2.15 Semi-Automatic Pistol or Revolver. Police officers shall carry a 9mm, 10mm, .38, .357, .40 Smith or .45 caliber weapon. The weapon shall be clean and in good operating condition at all times. The weapon shall be carried loaded at all times except when entering a location where loaded weapons are prohibited.

(a) Barrel length. Barrel length shall be no shorter than 2 inches and no longer than 6 inches.

(b) Inspection/Sighting of Weapons. Before a weapon is carried on duty, it must be inspected, fired and sighted in on a firing range by a supervisor and/or rangemaster before being approved for service by the Chief of Police.

(c) Modifications. Carrying a weapon that has been modified in any way from factory specifications is prohibited unless the modification has been approved by the Chief of Police.

(d) Off duty weapons. The carrying of off duty weapons is optional. Weapons carried off duty must be approved by the Chief of Police, who may require conformance to 1102.2.15 (b).

1102.2.16 Holsters. Uniform: High ride safety type; black, standard basket-weave design. Approved brands: Hoyt, Bianchi, Byrne-Martin or suitable equivalent approved by the Chief of Police.

(a) Plain Clothes: Black or brown color, smooth or basket-weave finish, design approved by the Chief of Police.

(b) Fit. Holsters shall properly fit the weapon carried.

(c) Safety strap/snap or device. The holster safety strap, snap, or device shall be in use at all times the weapon is holstered.

(d) Off duty holsters. The carrying of a weapon off duty is optional. If one is carried, the off duty holster must be approved by the Chief of Police. The safety strap, snap, or device shall be in use at all times the weapon is holstered.

(e) Exceptions to this section must be approved by the Chief of Police.

1102.2.17 Uniform Gun Belt. Modified Sam Browne. Specifications: 9-10 ozs. top-grain cowhide, black, standard basket-weave design, 2-1/4 inches wide with either five or six sets of buckle and stud holes in the billet which is to be shaped into a English strap end. To be reinforced with not less than five ounce leather sewn into the body starting at the belt hook and extending approximately to the center of the wearer's back. To have a rounded buckle guard 2-5/8 inches wide sewn into the belt which shall extend 2-1/4 inches beyond the hook end. Belt hook to be solid brass. Buckle to be solid brass, colonial type, 2-1/4 inches wide with two tongues. Belt stud to be solid brass, rounded, and riveted on and sewn into the belt. Belt may be cut on a contour that will accommodate both right and left handed wearers. To be lock-stitched, six stitches to the inch, with hot-waxed, five-cord, linen thread.

(a) Velcro-lined Modified Sam Browne. May be worn if approved by the Chief of Police.

1102.2.18 Batons. Either a straight baton, side-handle baton or other baton as authorized by the Chief of Police shall be carried when on duty:
(a) Straight baton. Specifications: Shall be between 25-1/2 to 29 inches in length, shall be constructed of hardwood, 100% virgin monopac plastic, or polycarbonate, shall weigh at least 20 ounces but not more than 30 ounces, shall have a smooth (ungrooved) finish, and shall be equipped with an approved rubber grommet. No wrist thong will be attached to the straight baton.

(b) Side-handle baton. Specifications: Shall be between 24 to 26-1/2 inches in length, shall be constructed of 100% virgin monopac plastic, aluminum, or polycarbonate, shall weigh at least 20 ounces but not more than 30 ounces, shall have a smooth finish and a side-handle which is joined to the baton at a 90 degree angle by a 3 inch bolt of hardened tool steel. Both the side handle and baton shall be approximately 1-1/4 inches in diameter. A rubber grommet may be attached to the side-handle's knob.

(c) Other batons. Specifications: Pursuant to Section 1101, The Chief of Police may authorize other batons (e.g., expandable batons for bicycle officers), to be carried on duty. Authorization shall be in writing and should contain the approved baton's specifications.

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

1102.2.19 Baton Rings. Specifications: Shall be conventional style, basket-weave design with brass colored ring and snap or black plastic ring and snap. Side handle baton rings may have a small stub attached to the ring to keep the side-handle baton in position.

1102.2.20 Handcuff/Key. Handcuffs with key shall be carried when on duty. Specifications: Shall be Peerless, Smith-Wesson or approved equivalent as approved by the Chief of Police.

1102.2.21 Handcuffs Case. Specifications: Shall be the open or covered flap type, black basket-weave design, secured in the closed position by heavy duty snaps or velcro.

1102.2.22 Ammunition. Specifications: Only factory ammunition approved by the Chief of Police will be used in weapons carried on or off duty.

1102.2.23 Ammunition Pouch. Shall be black basket-weave design, material and construction capable of securing cartridges in place while carried in the pouch, secured in the closed position by heavy duty snaps or velcro.

1102.2.24 *Ammo Speed Loading Device. The loader device shall be of design, material and construction capable of securing cartridges in place while carried in the carrying case and while being used in the process of reloading a revolver or semi-automatic pistol. Specifications/revolver: Round, movable cartridge release mechanism with cartridge recesses arranged to correspond in number and position to the cartridge chamber of the service revolver. Specifications/semi-automatic: magazines specified for the weapon carried.
1102.2.25 *Carrying Case-Speed Loader. 5-7 ounce leather (5-7/64 inch thickness) but carrying frame may be of hard plastic. The carrying case shall be formed and blocked to accept two speed loader devices. Cover flaps shall be provided for security and protection to the devices and to be secured in the closed position by heavy duty snaps or velcro. The formed section and cover flaps shall be of black standard basket-weave design. The back portion of the case shall be constructed to fit the standard 2-1/8 inch gun belt.

1102.2.26 Shoulder Patches. The face of the patch to be fully embroidered. All lettering and detail to be sharp and clear. Shoulder patches shall be sewn on each shoulder of each garment which is a part of the authorized uniform. Specifications: Outer edge, background and detail of the University Seal to be medium blue (PMS 286); lettering: "POLICE," background of the University Seal, star points, and the 1/8 inch band paralleling the outer edge and boarding the inner field are to be Gold (PMS 116); treatment of the back of the patch to be non-toxic, non-flammable, of such a nature as to be harmless to the garments to which the patches will be applied, and serve as a binding/sealing agent for all loose threads on the reverse side of the patch.

1102.2.27 Rank Insignia

(a) Chief specifications: Two 3/4" five pointed stars on each collar, metal, gold color, to have two metal clutch fasteners. On jackets-Two 1" five pointed stars on each shoulder, metal, gold color, to have pin and safety catch. To conform to local area custom four stars may be worn rather than two.

(b) Assistant Chief specifications: One 3/4" five pointed star on each collar, metal, gold color, to have two metal clutch fasteners. On jackets-One 1" five pointed stars on each shoulder, metal, gold color, to have pin and safety catch. To conform to local area custom two stars may be worn.

(c) Lieutenant specifications: One 1/4" by 3/4" bar on each collar, metal, gold color, to have two clutch fasteners. On jackets-one 3/8" by 1" bar on each shoulder, metal, gold color, to have pin and safety catch.

(d) Sergeant specifications: Three stripe CHP chevrons on coat and shirt. Metal Sergeant insignias on collar of short sleeve shirts are optional at the discretion of the Chief of Police. Metal Collar Chevron: Three-bar type, metal, gold color with insert stripes of hard enamel, U.S. Standard Color Table #65010 ultra-marine blue, to have two clutch fasteners. Insignia to be equal to or better than Wolf-Brown, Inc. Style #M-17-5.

1102.2.28 Helmets. Duty Helmets. Helmets shall be worn as directed by the Chief of Police. Specifications: Premier Crown Company Riot Helmet, model 900, shell and face made of Lexan-Polycarbonate, expanded polystyrene liner, open cell/absorbent foam padding in neck protector, secured by "D" ring harness with chin cup, blue in color, to be clearly marked with officer identification, or approved equivalent. Black helmets are to be phased out and replaced with blue.
(a) Motorcycle Helmet. Officers assigned to motorcycle duty shall wear the issued safety helmet, midnight blue and gold in color. When riding a department motorcycle, the helmet shall be worn with the chin strap fastened.

1102.29 Police ID Card. The police ID card will be carried at all times while on duty.

(b) An officer shall not use another officer's police ID card.

(c) An officer shall not permit any person to use his/her ID card.

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

1102.30 California Driver's License. A valid California Driver's License will be carried at all times while on duty.

1102.31 *Leather Jacket. Specifications: leather, color-black, wool wristlets and waist band, fully lined, zipper closure with button flap front pockets and side entry slash pockets. The left breast shall have a 3" circular protective leather patch with two vertical metal eyelets for badge placement. The right breast shall have a 2" x 3" black leather nameplate attached to the jacket via velcro. The leather nameplate shall contain the officer's name on the first line of print and "U.C. POLICE DEPARTMENT" on the second line. These shall be printed in gold. At the officer's discretion, a rank or specialty assignment may also be embossed on the leather patch. Rank insignia shall be worn on the epaulets as on the uniform shirt. No other adornments to the jacket shall be made.

1102.32 *Key Strap. Specifications: The strap shall be of not less than seven ounce black leather, basket-weave 4-1/4" minimal length.

1102.33 *Five Year Service Stripes. Specifications: 3/8" wide by 2" long, material to be blue and gold embroidery thread, colors to match department dress jacket sleeve stripe, center portion to be blue, trim surrounding blue center to be gold and 3/32" wide. One service stripe may be worn for each five years of full time California law enforcement employment as defined in 830.1 or 830.2 PC.

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

(b) Placement/Duty Jacket: Same position as determined in 1102.23 (a).

(c) Placement/Long Sleeve Shirt: Same position as determined in 1102.23(a) except stripe to be placed 3/4" above the sleeve cuff with the complete stripe in front of the center press crease of sleeve.

1102.34 *Service Awards. Service and award pins of the University or the State of California shall be worn on the left pocket flap of the shirt or service jacket, 1/2" below the top
edge of the pocket flap, centered above the button. Such pins may also be worn as tie pins or clasps.

1102.2.35 *Gloves.* Specifications: Leather or fabric, color-black, to be plain finish either lined or unlined. White gloves may be worn for special occasions as approved by the Chief of Police. No weighted gloves will be worn.

1102.2.36 *Turtleneck.* Only to be worn under the long sleeve uniform shirt. Specifications: Turtleneck style; wool or synthetic equivalent; color - navy blue, or black; plain pullover without design, buttons or zipper.

1102.2.37 *Dickey.* Only to be worn under the long sleeve uniform shirt. Specifications: Turtleneck style, wool or synthetic equivalent, color - navy blue or black, without design.

1102.2.38 *Jump Suit/Utility Uniform.* Jump suits and utility uniforms may be worn as approved by the Chief of Police.

1102.2.39 *Hats.* Uniform Hat. Specifications: Material. Shall meet the following minimum standards: Weave, Serge. Weight.6 - 16-1/2 ounces on a 60 inch width. Fiber content.00% wool. Wool grade. Minimum of 64's grade virgin wool. Yarn Ply, Two ply in both warp and filling. Tensile strength.26 pounds in warp, 100 pounds in filling. Construction. 68 ends per inch, 54 picks per inch. Shade. The fabric shall be dyed to match the standard Los Angeles Police Department shade which is the same as Raeford Worsted Company's shade No. 8818. Stock dye or piece dye shall be permitted. The color shall be rated good for light fastness at 40 SFH, perspiration, dry cleaning, and wet and dry crocking. Trademark. The fabric shall be trademarked to show the name of the producer. Note: A sample of the approved University of California Police Department shade is on file at each department.

Style and cover. Four piece Lancaster Cap Company's Style No. 1960. The tip shall measure 10-1/2 inches wide and 10-3/4 inches long with the front measuring 2-3/8 inches, the sides measuring 2 inches, and the back seam measuring 1-7/8 inches. The front of the cap shall measure 4 inches from the bottom of the band to the piping. Measurements given are for size 7. The diameter shall vary 1/2 inch larger or smaller in proportion to head sizes.

Piping. Shall be self cloth, same as cover, and sewn between the crown and the quarters.

Lining. Shall be high count Liberman-Hercules Company No. 42685, shade 1130, sanforized and pre-shrunk rayon. The lining shall be completely covered with a clear plastic sweat protector which shall be basted to the lining. The nameplate holder shall be heat sealed to the plastic sweat protector. (See "Guarantee")

Front inner lining. Shall consist of a nylon filament hair cloth (Kendall Company quality) cut to completely fill the front, seam to seam, and covered with a gold rayon lining to match the top. Hair cloth shall be positioned and cut so that the warp will run vertical.

Stay. Shall be hair cloth and covered with a gold rayon lining and made with 1-1/8 inch slot of leatherette to receive a 1 inch cloth-covered double spring wire, which shall be attached by sewing to the top front and permanently placed into position with two 4/16 inch rivets through the braid cane, band and stay.

February 1, 1993
Frame. Shall be 2-1/8 inches No. 1 quality black open cane and sprayed on both sides with black lacquer. Top and bottom of frame shall be bound with a good quality leatherette, black in color.

Outband. A 1-3/4 inch black rayon mesh, Rice's No. 2825, braid shall be sewn to a strip of cloth, same as cover, 3/4 inch wide and seamed in the back; braid shall be sewn to the quarters. When the cover is mounted to the frame it shall be permanently stitched on top and bottom through the frame and pulled taut, leaving 1/4 inch of blue serge showing on the bottom (stitching not to show).

Visor. Shall consist of two parts as follow: Top. .030 Black Patent Vinyl combined with .020 Latex impregnated filler paper. Lining. 7 ounce resin impregnated genuine leather fibers, dark green in color, sliver grain, embossed in the corner with the words "VINYL VISOR." The top and bottom pieces shall be securely and permanently cemented together. The leading edge shall be bound with .012 Black Patent Vinyl using No. 24 Four Cord top thread and CSB nylon bottom thread. The visor shall measure 2 inches in width at the widest point and drop to an angle of 45 degrees. The visor shall be sewn onto the bottom of the frame.

Side buttons. Shall be gold California Eureka fire gilt buttons.

Binding. The cap shall be bound with a double-folded, high count cotton binding at the top seam catching the tip, quarters, and piping. The band and quarter seams shall also be bound in the same manner on a lock stitch machine.

Eyelets. Two rust-proof, black (Japanned) eyelets (Stimpson Company No. A917) shall be placed on each side of the cap for ventilation. They shall be placed 1-3/4 inches apart. The cap piece eyelets in front shall be spaced horizontally 1-5/8 inches from center to center and 1-1/8 inches from the bottom of the front quarter.

Sweatband. Shall be made of perforated and burred Grade A select quality Roan 1-3/4 inches wide. It shall be hand felled at least 6 stitches to the inch with an ALL-NYLON THREAD, black, size "C". A brown (russet) Hatter's Bow shall be attached to the overlap of the sweatband in the back of the cap. The sweatband shall be sewn (Hand sewn preferred) to create a cushioning effect in the front of the cap.

Grommet. Shall be "AIR LITE," all nylon, 3/4 inch tubular with elastic stripping outside. It shall be cut to properly fill out the cap. A 1/4 inch cloth-covered, one-sided wire shall be inserted into the nylon grommet and properly clenched for size. A 1 inch grommet retainer (Kendall Company's No. 8812 material) shall be sewn around the entire quarters of the cap.

Packing wire. A 1/16 inch galvanized No.2 spring wire, properly clenched, shall be placed in each cap for packing and blocking purposes.

Chin strap. Shall be a 1/2 inch, single construction, gold gilt expansion chin strap.

Guarantee. A cloth (linen) guarantee together with the dealer's name shall be secured in the top forward part of the cap, underneath the plastic sweat protector. It shall be visible to the wearer and shall read as follows: "(Manufacturer's name, WPL, or RN number) guarantees this cap to meet, or exceed, the Los Angeles Police Department specifications."

Rain cover: clear or black plastic.

Caps. Officers may be allowed to wear caps on duty as approved by the Chief. Specifications: Navy blue baseball cap, with "Police" embroidered on the front of the cap in gold lettering.

February 1, 1993
1102.2.40  "Hat Piece. To be worn with the uniform hat. Specifications: Eagle crest, 2-7/8" width by 2-1/4" height, four color Eureka seal in center with hard enamel blue 1/4" ribbon enclosing "Police" in 3/16" gold letters, two threaded posts and fasteners 1-5/8" apart at rear of shield.

**BASIC UNIFORM ITEMS—PLAIN CLOTHES DUTY**

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

1103.1  **Badge.** The badge shall be visible when a weapon is visible. Specifications are the same as indicated in section 1102.2.9.

1103.2  **Watch.** A watch capable of indicating accurate time shall be carried at all times while on duty.

1103.3  **Pen.** A pen shall be carried while on duty.

1103.4  **Flashlight.** A flashlight meeting the specifications in section 1102.2.13 will be carried during hours of darkness.

1103.5  **Revolver or Semi-automatic Pistol.** The handgun carried must be approved by the Chief of Police. The handgun will be carried fully loaded with approved ammunition (section 1102.2.22) except when circumstances dictate otherwise or when FAA and airline procedures preclude carrying the weapon. Section 1102.2.15(b) also applies.

1103.6  **Holster.** (See 1102.2.16.(a), 1102.2.16.(b), and 1102.2.16.(c))

1103.7  **Handcuffs and Key.** (See 1102.2.20)

1103.8  **Departmental Identification Card.** (See 1102.2.29)

1103.9  **Valid California Driver's License.** (See 1102.2.30)

**DRESS UNIFORM**

1104. The dress uniform shall be worn at all formal public events or on other occasions as specified by the Chief of Police. The dress uniform shall consist of the same items of apparel, identification and equipment as the standard field uniform, with the following exceptions:

- (a) Long sleeved shirt. (1102.2.1)
- (b) Tie and tie clasp. (1102.2.7)
- (c) Dress jacket. (1102.2.4(b))
- (d) The gun belt shall be worn with only the holster and handcuff and cartridge case attached.
(e) No other type of equipment shall be showing (pens, citation books, etc.) from any pocket of the uniform.

1104.1 Modification of the Dress Uniform. Circumstances may require modification of the forgoing section.
Chapter 12: UNIFORM & EQUIPMENT REPLACEMENT

UNIFORM REPLACEMENT ALLOWANCE

1201. An annual uniform replacement allowance shall be paid to full-time sworn personnel who are required to maintain a uniform and who qualify under the University uniform clothing and equipment allowance regulations. The purpose of the allowance is to provide for the maintenance and replacement of uniform articles. A uniform replacement allowance is paid to police department personnel who meet the following conditions:

1201.1 **Full Allowance.** A full-time employee who is required to wear a uniform full time and who has completed twelve months of service since the previous July 1 shall receive a full allowance.

1201.2 **Prorated Allowance.** A full-time employee who has completed less than twelve months of service, and a part-time employee, shall receive an allowance prorated on the basis of the percent of time worked since the previous July 1.

1201.3 **Uniform Replacement.** When an employee's uniform is damaged in the line of duty, not due to negligence, the employee will be reimbursed for repair or replacement, on a prorated basis, upon the approval of the Chief of Police. Reimbursement for optional uniform items so damaged will be at the discretion of the Chief of Police.

REPLACEMENT AND REPAIR OF UNIVERSITY EQUIPMENT

1202. Whenever University equipment is in need of repair or replacement, the equipment shall be forwarded through proper channels for replacement or repair. University equipment provided to an employee shall be returned upon completion of the assignment.

1202.1 **Loss/Damage Report.** Employees shall report the loss or damage of University equipment to their supervisor as soon as possible. A written report may be required.

1202.2 **Corrective Action.** If University equipment is lost or damaged due to employee negligence, the employee shall be subject to corrective action and/or dismissal.

PERSONALLY OWNED ITEMS

1203. Personally owned items used in place of or in addition to University issued equipment will not be repaired or replaced at University expense, unless the use was required and authorized by the Chief of Police or his designate.

1203.1 **Watches.** Reimbursement for a watch damaged in the line of duty, not due to officer negligence, will be limited to actual costs of repair/replacement up to $50.

February 1, 1993
Chapter 13: AWARDS AND COMMENDATIONS

POLICY

1301. A universitywide policy is hereby established to provide for the awarding of medals and commendations to department personnel in order that acts which merit special attention are formally recognized. To qualify for a medal, individuals must distinguish themselves by heroic action. Certificates of commendation are to be awarded for the performance of valuable service to the department in a specific instance or for outstanding performance of general duties over an extended period of time.

MEDALS

1302. The following medals may be awarded to police department employees:

1302.1 The Medal of Valor. This gold medal shall be awarded when a hazardous act was performed by an employee at the risk of the employee's life or when the act was of such an extraordinary nature that the employee was exposed to peril above and beyond the call of duty. Each nomination for the Medal of Valor shall be based upon the following criteria:

(a) Outstanding bravery above and beyond that expected of an employee in the line of duty.
(b) The failure to take such action would not justify censure.
(c) The risk of life actually existed and the employee was aware of it.
(d) The objective was of sufficient importance to justify the risk.
(e) The employee accomplished the objective or was prevented from doing so by injury, death or circumstance beyond the employee's control.

1302.2 The Distinguished Service Medal. This silver medal shall be awarded for conspicuous bravery in the line of duty and should be considered when the act performed by the employee does not meet the requirements for the Medal of Valor. Each nomination for the Distinguished Service Medal shall be based upon the following criteria:

(a) Significant bravery in the line of duty.
(b) The failure to take such action would not justify censure.
(c) The risk of serious injury to the employee existed and he or she was aware of it.
(d) The objective was of sufficient importance to justify the risk.
(e) The employee accomplished the objective or was prevented from doing so by injury or by circumstances beyond the employee's control.

1302.3 The Meritorious Service Medal. This bronze medal shall be awarded for bravery in the line of duty or for meritorious service to the department. Each nomination for the Meritorious Service Medal shall be based on the following criteria:

(a) Bravery in the line of duty.
(b) Employing good police procedures, the employee was able to significantly reduce the risk of injury or death to the employee or to others.
(c) The objective was of sufficient importance to justify the risk.
(d) Or, though bravery was not involved, the employee's outstanding judgement, quick action or skillful handling of an incident resulted in the prevention of serious injury or death to another.

FORMAL AWARD

1303. The following formal awards may be bestowed:

1303.1 The Distinguished Service Commendation. This certificate of commendation shall be awarded to employees who have performed a particularly valuable service to the department. Such service may involve a specific instance or it may be the outstanding and exemplary performance of general duties over an extended period of time. Each nomination for the Distinguished Service Commendation shall be based on the following criteria:

(a) The service performed would be beyond that expected of an employee of the department in the performance of the employee's duties.
(b) The employee consistently performed in an outstanding fashion during the time period identified.

1303.2 The Lifesaving Commendation. This certificate of commendation shall be awarded to employees whose direct actions and application of first aid/CPR have resulted in the saving of a life.

PROCEDURE

1304. The procedure for awarding medals and commendations is as follows:

1304.1 Duty to Report. It is the duty of each department employee to report all acts worthy of recognition to their supervisor.

1304.2 Nominations

(a) Nominations for medals or commendations shall be initiated whenever it is reported that an employee of the department may be deserving of such recognition.
(b) Nominations shall be typewritten and forwarded by an employee to an immediate supervisor.
(c) Supervisors receiving such nominations shall review them for completeness and accuracy; attach all relevant reports and forward the nomination to the Chief of Police via the chain of command.
(d) The Chief of Police will notify the nominee via the chain of command of the nomination and maintain a file containing all documentation submitted.

1304.3 Nomination Review.

(a) Acting as an Award Board, the U.C. Police Chiefs and the Coordinator of Police Services (Council of Chiefs) will review all nominations for awards described in this
policy.

(b) The Awards Board shall determine whether or not an award is appropriate and, if so, the type of award to be made. The Board may request additional information during its deliberations.

(c) The Coordinator shall notify each nominee in writing as to the results of the Board's review and conclusions.

(d) Copies of all relevant documents shall be placed in the nominee's personnel file by the nominee's Chief of Police.

CERTIFICATES

1305. Medals shall be presented together with an appropriate certificate bearing the signatures of the U.C. Chiefs of Police and the Coordinator of Police Services. The Distinguished Service Commendation will be a certificate, properly inscribed, also bearing such signatures.

PRESENTATION OF MEDALS OR AWARDS

1306. The presentation of a medal or a commendation shall be the responsibility of the awardee's Chief of Police, who will arrange an appropriate ceremony, time and place.

WEARING OF MEDALS

1307. An employee may wear a medal while in uniform during formal ceremonies with the approval of the Chief of Police.

1307.1 Wearing of Pins. Lapel pins, indicating the award of medals described in this policy, may be worn on the uniform, centered on the left shirt or jacket pocket flap, on the left lapel of a plainclothes suit or sport coat jacket or in an appropriate location on a blouse.

POSTHUMOUS AWARDS

1308. The next of kin shall be entitled to receive any award earned by a deceased member of the department. Next of kin, in order of precedence, are: widow, widower, eldest daughter or son, father, mother, eldest sister or brother. The Chief of Police shall determine whether or not such awards shall be made during an appropriate ceremony or in private.

MEDALS, CERTIFICATES, LAPEL PINS

1309. It shall be the responsibility of the Coordinator of Police Services to secure medals, certificates and lapel pins of a type and quality approved by the Council of Chiefs.
Chapter 14: UNIVERSITYWIDE MUTUAL AID

DEFINITIONS

1401. Universitywide mutual aid is the temporary reassignment of personnel, equipment and/or other resources from one campus or laboratory, to another campus or laboratory within the University of California police system.

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

REQUESTING MUTUAL AID

1402. Normally, requests for mutual aid will be made before incidents of civil disorder, special campus events, or other local emergencies when the available resources of the host campus are insufficient to accomplish the police mission.

(a) Requests for mutual aid will be made by the Chief of Police of the host campus, directly to the Chiefs of Police of other campuses.
(b) In the absence of the Chief of Police, the senior ranking command officer may initiate the request for mutual aid. The senior ranking command officer will make every effort to consult with the host campus Chief of Police prior to requesting mutual aid.
(c) Requests for mutual aid will be made on the Universitywide Mutual Aid Request Form (see Page 14-7). Telephone requests may be made, but shall be followed up in writing as soon as practical. Written requests may be sent via the FAX system.
(d) Every effort will be made to provide sufficient advance notice of mutual aid requests in order that home campuses can evaluate available resources and make necessary schedule adjustments.
(e) The Coordinator of UC Police Services will be notified of the request for mutual aid as soon as practical.

RESPONDING TO MUTUAL AID REQUESTS

1403. Campuses will make every reasonable effort to provide the requested mutual aid commensurate with available resources and depending on local circumstances. A Universitywide Mutual Aid Authorization Form (see Page 14-8) will be transmitted via FAX to the host campus specifying if mutual aid will be provided, and if so:

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

February 1, 1993
(c) Specialized equipment being provided;
(d) Other resources being provided, if any;
(e) The name of the person in charge of the mutual aid detail; and
(f) Specific reassignment of mutual aid personnel and equipment to the command of the Chief of Police of the host campus, and the date and time such reassignment become effective.

REIMBURSEMENT POLICY

1404. The policy of the University of California Police Department, as established by the Council of Police Chiefs, provides that a host campus shall reimburse a home campus for those costs that are a direct result of the assignment of personnel, equipment or other resources to the host campus for mutual aid. Such costs are only those that are over and above the ordinary cost of the routine operation of the home campus.

1404.1 Reimbursable Costs. The following describes reimbursable and non-reimbursable costs.

1404.1.1 Personnel Costs

(a) Salary - costs for the regular wages of personnel on mutual aid assignments are not reimbursable; personnel who would be on-duty at the home campus are assigned to a host campus at no charge.
(b) Overtime - overtime costs for personnel are a reimbursable cost and may be:

(1) Overtime costs resulting from hours worked at, or spent in traveling to and from, the host campus by personnel on a mutual aid assignment;
(2) Overtime costs resulting from hours worked by personnel at the home campus who are assigned to cover the positions of those personnel absent due to a mutual aid assignment;
(3) Overtime costs which occur when personnel on mutual aid work hours over their normal working hours.
(4) Costs associated with related court appearances.

1404.1.2 Travel Costs. Travel costs to and from the host campus from the home campus are reimbursable, as follows:

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

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

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

(3) If the home campus leased/rented a vehicle, such as a van, to transport assigned personnel to the host campus, costs would be reimbursable. This would apply to UC or commercially leased vehicles.

(c) Use of Personal Vehicles - the use of personal vehicles by personnel of a home campus to travel to and from the host campus is not appropriate, for a variety of reasons. Personnel should utilize the vehicular transportation provided by their home campus for that purpose.

(1) Exceptions - the chief of the home campus may grant an exception to an individual to their personal vehicle, if sufficient justification exists. However, if space is available on the home campus transport vehicle(s), no mileage expense will be provided to the individual and exceptions will be granted in accordance with this provision.

(d) The home campus should submit a transportation form (See Page 14-9) to the host campus to arrange for airport pick up and return.

1404.1.3 **Lodging and Meal Costs.** The host campus is responsible for arranging lodging and meals for personnel from home campuses. Two arrangements or a combination of the two may be used, based on circumstances:

(a) Funds Provided - The home campus, if time allows, may provide individual personnel with funds in advance to cover the cost of lodging and meals during the mutual aid assignment. Such costs are reimbursable to the home campus.

(b) Meals and Lodging Provided - The host campus may provide meals and arrange lodging for the personnel from home campuses. In such situations there would be no costs to the home campuses and reimbursement would not be an issue.

(c) Combination Approach - The host campus may provide some combination of meals and lodging. In such situations, those expenses incurred by home campus personnel would be a charge to the home campus and subject to reimbursement from the host campus.

1404.1.4 **Other Costs to Home Campuses.** Any costs incurred by a home campus as a result of providing personnel to a host campus that are not covered in this appendix, should be resolved through an agreement between the two chiefs that is mutually acceptable.
WORKING HOURS--SHIFTS TO BE COMPLETED

1405. On occasion, the host campus may determine that personnel from other campuses should be released because the need for mutual aid no longer exists. However, the Officer-in-Charge (OIC) from each home campus should determine whether each individual in the OIC's detail will complete the working hours required by individual's own routine work schedule.

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

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

FOOD, LODGING, AND TRANSPORTATION--HOST CAMPUS RESPONSIBILITIES

1406. The host campus is responsible for the following:

(a) Arranging appropriate lodging for mutual aid personnel;
(b) Providing meals for mutual aid personnel;
(c) Providing transportation from/to the airport (See form on page 14-9);

TRANSPORTATION AND EQUIPMENT--HOME CAMPUS RESPONSIBILITIES

1407. The home campus is responsible for the following:

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

SUPERVISION AND ARREST PROCEDURES

1408. Supervision of mutual aid personnel is the responsibility of the host campus, through the local chain of command.

(a) Upon arrival at the host campus, the senior ranking officer of the mutual aid detail shall report immediately to the senior ranking supervisor or command officer of the host campus for assignment or instructions.

(b) Whenever possible, sworn officers from the host campus shall make any necessary arrests in order to avoid court appearances by mutual aid personnel.

February 1, 1993
INJURY AND ILLNESS

1409. Mutual aid personnel who are injured while at the host campus shall immediately notify their immediate supervisor, who shall insure that the host campus commanding officer is notified.

(a) Each person will complete an Emergency Information Form (see Page 14-10) prior to arrival at the host campus. Upon arrival at the host campus, the ranking officer of the mutual aid detail will present the completed forms to the senior ranking supervisor or command officer of the host campus.

(b) Injured personnel are responsible for completing all required documents and reports of injury/illness consistent with the policies of the host campus, including worker's compensation forms if applicable.

(c) The host campus shall notify the home campus of the injury/illness as soon as practical.

REPORTS

1410. Mutual aid personnel shall complete all reports, or other documents as necessary prior to terminating the mutual aid assignment and returning to the home campus. All reports will be reviewed and approved by the host campus prior to departure.

DISPOSITION OF CITIZEN'S COMPLAINT

1411. Investigation of a citizen's complaint, involving mutual aid personnel, is the responsibility of the home campus in conjunction with the host campus. The home campus of the involved officer will be notified of the complaint in a timely fashion and invited to participate in the investigation.

GUIDELINES FOR UNIVERSITYWIDE MUTUAL AID

1412. The following guidelines are provided as recommended procedures in situations involving Universitywide mutual aid. These guidelines will be followed whenever practical.

1412.1 Rest. The host campus will insure that mutual aid personnel are provided adequate rest periods, for sleep and relaxation. The last tour of duty, and most recent sleep period will be considered when assigning mutual aid personnel to initial duty. On duty personnel will be rotated from assigned posts at reasonable intervals, especially in high stress assignments. Adequate toilet facilities will be made available to field personnel.

1412.2 Food/Liquids. The host campus will insure that mutual aid personnel receive adequate meal breaks, and that appropriate food is available. Food and liquids, including water, soft drinks, fruit juice and coffee, will be available at appropriate times when personnel are on duty.

February 1, 1993
Food and drinks will be available at a central location or provided to field personnel at their assigned posts.

1412.3 Medical. All injuries or illnesses of mutual aid personnel should be treated in a licensed medical facility consistent with the policies and procedures of the host campus. The home campus shall be notified of any serious medical condition as soon as possible. Police personnel requiring medical attention should be treated at a facility separate from that treating persons who may have been injured as a result of a police action. Home campuses shall provide an Emergency Information Form (See Page 14-10) for each person in their mutual aid unit.

1412.4 Personal and Operational Equipment -- Home Campus. The home campus will provide:

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

REPORTING MUTUAL AID

1413. Upon termination of a mutual aid incident, the host campus will forward a written report on the Mutual Aid Summary Report form (see page 14-11) to the Coordinator of UC Police Services summarizing the extent of the assistance provided including a list of the home campuses, the rank and number of personnel sent, hours worked and a brief summary of the incident or event.

UNIVERSITYWIDE MUTUAL AID FORMS AND REPORT

1414. The following forms will be used when requesting reporting mutual aid:

(a) Universitywide Mutual Aid Request Form, (Page 14-7)
(b) Universitywide Mutual Aid Authorization Form, (Page 14-8)
(c) Universitywide Mutual Aid Transportation Information Form, (Page 14-9)
(d) Universitywide Mutual Aid Emergency Information Form, (Page 14-10)
(e) Universitywide Mutual Aid Summary Report, (Page 14-11)
University of California Police Department

Universitywide Mutual Aid Request Form

TO: ___________________________________________

Requesting campus: ___________________________ Date of request: ____________

Event: ________________________________________

Aid requested from: Date: ____________ Time: ____________

To: Date: ____________ Time: ____________

Personnel requested: Lieutenants____ Sergeant____ Officers____

Other (specify): _______________________________________________________

Equipment requested: __________________________________________________

Lodging information: __________________________________________________

Meal information: _____________________________________________________

Transportation information: _____________________________________________

Direct billing questions and invoices to:

Name: ___________________________ Telephone: _______________________

Mailing address: _______________________________________________________

Requesting campus contact person for this event is:

Name: ___________________________ Telephone: _______________________

Additional information: ________________________________________________

__________________________________________  ____________________________
Date                                         Chief of Police
University of California Police Department
Universitywide Mutual Aid Authorization

TO: ____________________________

FROM: __________________________

RE: Confirmation of Mutual Aid

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank</th>
<th>ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*denotes person in charge of detail

In addition to the standard issue police equipment, the following special equipment is also hereby transferred to your command:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Date ____________________________  Chief of Police ____________________________

14-8
University of California Police Department
Universitywide Mutual Aid Transportation Information Form

NAME: ____________________________________________________________

Campus: ________________________________________________________

Purpose of trip: __________________________________________________

Dates of travel: __________________________________________________

DESTINATION:

Departing from: ___________________________ Airport: ___________________________
Date: ___________________________ Time: ___________________________
Arriving at: ___________________________ Airport: ___________________________
Date: ___________________________ Time: ___________________________

RETURN DESTINATION:

Departing from: ___________________________ Airport: ___________________________
Date: ___________________________ Time: ___________________________
Arriving at: ___________________________ Airport: ___________________________
Date: ___________________________ Time: ___________________________

Transportation needed to and from airport? _____ Yes _____ No

__________________________________________ ___________________________
Signature Form prepared by

__________________________________________
Telephone number

Please submit this form to the campus requesting mutual aid.
University of California Police Department
Universitywide Mutual Aid Emergency Information Form

TO: ________________________________

DATE: ________________________________

REQUESTING CAMPUS: ________________________________

EVENT: ________________________________

NAME OF OFFICER: ________________________________

CAMPUS: ________________________________

DATE OF BIRTH: ________________________________

PERSON TO BE NOTIFIED IN EMERGENCY: ________________________________

Relationship: ________________________________

Home Phone: ________________________________

Office Phone: ________________________________

Address: ________________________________

If first person is unavailable,
PERSON TO BE NOTIFIED IN EMERGENCY: ________________________________

Relationship: ________________________________

Home Phone: ________________________________

Office Phone: ________________________________

Address: ________________________________

EXISTING MEDICAL CONDITIONS: ________________________________

KNOWLEDGE OF MEDICATION: ________________________________

PERSONAL PHYSICIAN: ________________________________

Office Phone: ________________________________

Address: ________________________________

HEALTH PLAN: ________________________________

Group #: ________________________________

Policy #: ________________________________
University of California Police Department

Universitywide Mutual Aid Summary Report

TO: Coordinator of Police Services

FROM: __________________________________________

REGARDING MUTUAL AID EVENT: __________________________________________

EVENT DATE(S): __________________________________________

Campuses that provided mutual aid personnel: __________________________________________

Personnel provided: Lieutenants ______ Sergeants ______ Officers ______

Other (specify) __________________________________________

Campuses that provided mutual aid equipment: __________________________________________

Equipment provided: __________________________________________

COSTS                  PERSONNEL HOURS

Salary costs ________________ Lieutenant ________________

Operations ________________ Sergeant ________________

Transportation ________________ Officer ________________

Other costs ________________ Other ________________

TOTAL COSTS ________________ TOTAL PERSONNEL HOURS ________________

Summary of mutual aid event: __________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Chapter 15: HONOR GUARD

POLICY

1501. A universitywide policy is hereby established for the formation of a University of California Police Department Honor Guard. The Honor Guard shall represent the department, as appropriate, at funerals and special events.

PROCEDURE

1502. The Honor Guard Commander for that portion of the state in which the funeral or special detail will take place shall coordinate the Honor Guard detail.

1502.1 Number of Honor Guard Members. The number of Honor Guard detail members assigned to represent the University of California Police Department at a funeral or special event will vary depending on the type or size of funeral or special event and availability of Honor Guard detail members. For some funerals or special events, both Honor Guard details may be requested to attend.

1502.2 Location. The Honor Guard Commander shall specify a location for Honor Guard detail members to report. In many cases it may be at the campus department closest to the funeral or event site.

1502.3 Logistical Planning. The Honor Guard Commander shall obtain information and schedules concerning the funeral or event and make any arrangements that may be necessary for the Honor Guard detail. The Honor Guard Commander will arrange for training specific to each event. Such training will be provided at the reporting location prior to the start of the event.

1502.4 Vehicles. The Honor Guard Commander shall request an appropriate number of clean, marked police vehicles from the campuses sending Honor Guard detail members.

1502.5 Conduct at Funeral or Special Event. Honor Guard detail members shall march, line-up, and sit as a unit at the funeral or special event.

UNIFORMS AND EQUIPMENT

1503. The Honor Guard uniform shall be worn at all funerals and special events. The Honor Guard uniform shall consist of the same items of apparel, identification, and equipment as the standard field uniform, with the following exceptions:

1503.1 Clothing. Dress jacket, long sleeved shirt, and tie with clasp shall be worn as directed.
1503.2 **Hats.** Uniform hats shall only be worn as directed.

1503.3 **Gun Belt.** The gun belt shall be worn with only the weapon, holster, handcuffs, cartridges and their cases attached, with keepers if necessary.

1503.4 **Badge.** The badge shall have a 1/4" black stripe uniformly installed.

1503.5 **Other Equipment.** No other type of equipment shall be showing (pens, citation books, etc.) from any pocket of the uniform.

**ATTENDANCE BY OTHER DEPARTMENT MEMBERS**

1504. Members of the University of California Police Department, who are not members of the Honor Guard detail, may attend funerals and special events as appropriate.
Law Enforcement
Code of Ethics

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

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

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

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

NOTE: Reference to religious affirmation may be omitted where objected to by the officer.
INDEX

A

Absence, Obligation to Report, 512.6
Address, Reporting Changes, 512.10
Administrative Communications, 401.1—404.2
Conflicting Orders, 404.1—404.2
Appeal of Orders Issued, 404.2
Conflicting Order, 404.1
Conflict Resolution, 404.1
Failure to Obey an Order, 403.
Familiarity With Orders, 402.1
New Orders, 402.1
Upon appointment, 402.
Orders, 401.1—401.4
Administrative Order, 401.4
Generally, 401.
General Order, 401.2
Special Order, 401.3
University Police Order, 401.1
Alcohol, Drugs, Narcotics, 509.1—509.4
Department Premises, 509.4
In Uniform, 509.1
Off Duty, 600.3
On Duty, 509.
Reporting for Duty, 509.2
See Also, Drugs/Medications
Applicability, 101.1—103.1
Compliance, 103.
Failure to Comply, 103.1
Employees, 101.
Department Regulations, 101.1
Personnel Policies, 102.
Appointment, Requirements Upon, 603.1—603.4
Initial Training, 603.1
PCST Basic Certificate, 603.4
POST Basic Course, 603.2
Probationary Period, 603.3
See Also, Reappointment of Sworn Personnel
Arrests, 901.1—905.
Arrest Procedures, 902.1—902.5
Precautions, 902.1
Searching Prisoners and Suspects, 902.4
Security of Weapons, 902.2
Transporting Prisoners and Suspects, 902.5
Treatment of Prisoners and Suspects, 902.3
Ball, 904.1—904.2
Accepting Bail, Fines, 904.1
Posting Prohibited, 904.
Recommending Bond Agency, 904.2
Prisoners and Suspects, Transactions With, 903.
Recommending Attorneys Prohibited, 905.
Rights of Individuals, 901.
Assistant Team Leader, 304.1(a)
Assistant Watch Commander, 304.1(a)
Awards and Commendations, 1301.1—1309.
Certificates, 1305.
Distinguished Service Commendation, 1303.1
Formal Award, 1303.
Policy, 1301.
Medals, 1302.

B

Ball, 904.1—904.2
Accepting Bail, Fines, 904.1
Posting Bond Prohibited, 904.
Recommending Bond Agency Prohibited, 904.2
Baton, See Weapons
Bulletin Boards, 512.13

C

California Drivers License, 512.18, 1103.3, 1102.2.30
Chain of Command, Organization and, 302.1—302.2
Adherence to, 302.2
Publication of, 302.1
Responsibility, 302.
Chemical Agents (See Weapons)
Chief of Police, 303.1
Civil Proceedings, 506.
Code of Ethics, 501.1—501.5, Appendix A.
Discounts, 501.1
Endorsements, 501.5
Ethical Responsibilities, 501.2
Gratuities, 501.3
Inappropriate Conduct, 501.1
Communications, Maintaining, 512.8
Concurrent Jurisdiction, 502.
Corporal, 304.1(a)
Court Appearance, 506.6—506.2
Appropriate Attire, 506.2
Punctuality, 506.1
Testifying, 506.
Crime Prevention Officer, 304.1(f)
Criminal Cases, Compromising, 504.

D

Daily Bulletin, 512.11, 512.12
Definitions, 301.1—301.2
Coordinator-Police Services, 301.2
Police Department, 301.
University Police System, 301.1
Delegation of Authority, 203.
Department Log, 512.11, 512.12
Department Regulations, 101.1
Detective, 304.1(b)
Discounts, 501.1
Dog Handler, 304.1(d)  
Drivers License, 512.18  
Drugs/Medications, 510.  
See Also Alcohol, Drugs, Narcotics

E

Employees, 101, 303.5  
Emergencies, Off-Duty Response, 512.9  
Employment, 601.  
Lateral Entry/Intercampus, In-Class Transfer, 605.  
Minimum Standards, Entry Level, 602.  
Age, 502.4  
Citizenship, 502.3  
Education, 602.6  
Felony Conviction, 602.1  
Fingerprint and Record Check, 602.2  
Interview, 602.8  
Moral Character, 602.5  
Physical & Psychological Examination, 602.7  
Reading and Writing Ability, 602.9  
Notice of Recruitment, 604.  
Peace Officer Standards and Training, 501.  
Reappointment of Sworn Personnel, 606.  
Appointment to Lower Rank, 606.1  
Authority to Reappoint, 606.5  
Compensation Rate, 606.4  
Conditions, 606.  
Employee Status, 606.2  
Probationary Period, 606.3  
Requirements Upon Appointment, 603.  
Initial Training, 603.1  
POST Basic Certificate, 603.4  
POST Basic Course, 603.2  
Probationary Period, 603.3  
Employment, Outside, 512.14  
End of Duty/Work Day, Reporting, 512.7  
Endorsements, 601.5  
Ethical Responsibilities, 601.2, See Also, Code of Ethics  
Expense to University, Incurring, 512.15  
Explosive Ordinance Disposal Officer, 304.1(e)

F

False Reports, 503.  
Field Training Officer, 304.1(c)  
Firearms, See Weapons

G

Gratuities, 501.3

H

Honor Guard, 1501.  
Attendance By Other Department Members, 1504  
Policy, 1501  
Procedure, 1502  
Conduct at Funeral or Special Event, 1502.5  
Location, 1502.2  
Logistical Planning, 1502.3  
Number of Honor Guard Members, 1502.1  
Vehicles, 1502.4  
Uniforms and Equipment, 1503

I

Identification, Officer, 512.2  
Information, 502.5, 512.1  
Confidential Information, 502.1  
Disclosing Information, 502.2  
Interfering with Legal Process, 502.3  
Providing Information, 512.1  
Releasing Records, Reports, 602.4  
Withholding Information, 502.1  
Investigator, 304.1(b)

J

Jurisdiction, Concurrent, 202.

L

Lateral Entry, 605.  
Lieutenant, 303.2

M

Medals, See Awards and Commendations  
Minimum Standards, Entry Level, 602.  
Age, 502.4  
Citizenship, 502.3  
Education, 502.6  
Felony Conviction, 602.1  
Fingerprint and Record Check, 602.2  
Interview, 602.8  
Moral Character, 602.5  
Physical and Psychological Examination, 602.7  
Reading and Writing Ability, 602.9  
Mutual Aid, Universitywide, 1401.  
Citizen's Complaint, Disposition Of, 1411.  
Definitions, 1401.  
Guidelines For Universitywide Mutual Aid, 1412.  
Food/Liquids, 1412.2  
Medical, 1412.3  
Personal & Operational Equipment--Home Campus, 1412.4  
Rest, 1412.1  
Injury And Illness, 1409.  
Reports, 1410.  
Responsibilities, Home Campus, 1407.  
Responsibilities, Host Campus, 1406.  
Requesting Mutual Aid, 1402  
Responding To Mutual Aid Requests, 1403.  
Reimbursement Policy, 1404.  
Lodging and Meal Costs, 1404.1  
Other Costs to Home Campuses, 1404.1.4  
Personnel Costs, 1404.1.1  
Reimbursable Costs, 1404.1  
Travel Costs, 1404.1.2  
Reporting Mutual Aid, 1413.  
Supervision And Arrest Procedures, 1408.  
Universitywide Mutual Aid Forms And Report, 1414.
N
Narcotics, See Alcohol, Drugs, Narcotics
News Media, 505.
Notice of Recruitment, 604.

O
Officer, 303.4
Officer Identification, 512.2
Officer, Ranking, 303.6
Orders, 401–404.2
  Conflicting Orders, 404.4–404.2
  Appeal of Orders Issued, 404.2
  Conflicting Order, 404.
  Conflict Resolution, 404.1
Failure to Obey an Order, 403.
Familiarity With Orders, 402.4, 402.1
New Orders, 402.1
Upon Appointment, 402.
Orders, 401.1–401.4
  Administrative Order, 401.4
  Generally, 401.
  General Order, 401.2
  Special Order, 401.3
University Police Order, 401.1
Organization, Police Personnel
  See Police Personnel, Organization
Outside Employment, 512.14

P
Peacetime Officer Standards and Training, 601.
Personal Grooming, 1065.
Personnel, Duties & Responsibilities, 501–512.18
  Alcohol, Drugs, Narcotics, 509–509.4
  Department Premises, 509.4
  In Uniform, 509.1
  Off Duty, 509.3
  On Duty, 509.
  Reporting for Duty, 509.2
Civil Proceedings, 508.
Code of Ethics, 501.5, Appendix A.
  Discourtesy, 501.4
  Endorsements, 501.5
  Ethical Responsibilities, 501.2
  Gratuity, 501.3
  Inappropriate Conduct, 501.1
Compromising Criminal Cases, 504.
  Court Appearance, 506–506.2
  Appropriate Attire, 506.2
  Punctuality, 506.1
  Testifying, 506.
Drugs/Medications, 510.
  See also, Alcohol, Narcotics
False Reports, 503.
General Responsibilities of Sworn, 512.1–512.18
  Address, Phone Number-Changes, 512.10
  Adherence to Department Schedules, 512.4
  Bulletin Boards, 512.13
  California Drivers License, 512.18
  Cooperation with Public Agencies, 512.3
Daily Bulletin, Dept. Log, Knowledge, 512.11
Emergencies, Off-Duty Response, 512.9
End of Duty/Work Day, Reporting, 512.7
Incurring Expense to University, 512.15
  Maintaining Communications, 512.8
  Making Purchases in Uniform, 512.16
  Officer Identification, 512.2
  Outside Employment, 512.14
  Providing Information, 512.1
  Reading on Duty, 512.17
  Reporting for Duty, 512.5
  Sleeping on Duty, 512.16
  Tardiness, Absence—Reporting, 512.6
Information, 502.2–502.4
  Confidential Information, 502.
  Disclosing Information, 502.2
  Interfering with Legal Process, 502.3
  Releasing Records, Reports, 502.4
  Withholding Information, 502.1
News Media, 505.
Smoking, Generally, 511.
Speaking Engagements, 607.
Personnel Policies, 102.
Police Officer, See Officer
Police Personnel, Organization, 301–304.3
  Organization—Definitions, 301.1–301.2
  Coordinator-Police Services, 301.2
  Police Department, 301.
  Universitywide Police System, 301.1
Organization & Chain of Command, 302–302.2
  Adherence to, 302.2
  Publication of, 302.1
  Responsibility, 302.
Responsibilities of Sworn Personnel, 303–303.7
Authority of Supervisors, 303.7
  Assistant Chief, 303.1.1
  Chief of Police, 303.1
  Employees, 303.5
  Officers, 303.4
  Lieutenant, 303.2
  Ranking Officer, 303.6
  Sergeant, 303.3
  Specialist Assignments, 304–304.3
  Additional Compensation, 304.2
  Compensation For One Specialty, 304.3
  Police Service Dog Handler, 304.1(9)
  Specialists, 304.1
Probationary Period, Promotions, See Promotion
  Promotion, 701–707.1
  Notification of Promotions, 705.
  Policy, 701.
  Probationary Period, 706–706.2
  Demotion to Previous Rank, 706.1
  Exception, 706.2
  Six-Month Probationary Period, 706.
Promotion Process, 702.
Qualified Candidates List, 703.
Selection Procedures, 704–704.2
  Notices of Recruitment, 704.2
  Procedure, 704.
  Waivers, 704.1
Q
Qualified Candidates List, 703.

R
Ranking Officer, 303.8
Reading on Duty, 512.17
Reappointment of Sworn Personnel, 606.6–606.5
Appointment to Lower Rank, 606.1
Authority to Reappoint, 606.5
Compensation Rate, 606.4
Conditions, 606.
Employee Status, 606.2
Probationary Period, 606.3
Reporting for Duty, 512.5
Responsibilities, Employees, 512.5–512.18

S
Sergeant, 303.3
Schedules, Adherence to, 512.4
Sleeping on Duty, 512.16
Smoking, 511.
Speaking Engagements, 507.
Specialist Assignments, 304.1–304.3
Additional Compensation, 304.2
Compensation For One Specialty, 304.3
Specialists, 304.1
Standards for Employment and Training,
See Employment
Statutory Authority, 201.1–203.
Authority: Regents-Police Officers, 201.
California Education Code, Sec. 92600, 201.1
California Education Code, Sec. 92601, 201.3
California Penal Code, Section 830.2, 201.2
Concurrent Jurisdiction, 202.
Delegation of Authority, 203.
Stun Guns, See Weapons
Supervisors, Authority, 303.7
Sworn Personnel, Responsibilities, 303.1–303.7
Assistant Chief of Police, 303.1.1
Authority of Supervisors, 303.7
Chief of Police, 303.1
Employees, 303.5
Officers, 303.4
Lieutenant, 303.2
Ranking Officer, 303.6
Sergeant, 303.3

T
Tardiness, Absence—Obligation to Report, 512.6
Tear Gas (See Weapons/Chemical Agents)

U
Uniform & Equipment Replacement, 1201–1203.1
Personally Owned Items, 1203.
Watches, 1203.1
Uniform Replacement Allowance, 1201.
Full Allowance, 1201.1
Prorated Allowance, 1201.2
Replacement of Uniform, 1201.3
Replacement and Repair of University Equipment, 1202.
Corrective Action, 1202.2
Loss/Damage Report, 1202.1
Uniform–General Requirements, 1001.1–1006.
Maintenance, 1004.
Repaired Uniforms, 1004.2
Personal Grooming, 1005.
Standards, 1005.1
Hair, 1005.1(a)
Fingernails, 1005.1(b)
Jewelry and Ornamentation, 1005.1(c)
Makeup, 1005.1(d)
Policy, 1001.
Care/Authorized Use of, 1001.1
Possession of Uniform, 1002.
Duty Requirements, 1002.3
Official Functions, 1002.3
Restrictions on Wearing, 1002.4
Wearing of Uniform, 1002.1
Specifications, 1002.2
Prohibited Use of Uniform–Picketing, 1006
Wearing the Uniform–Use of Discretion, 1003.
Uniform Specifications–Sworn Personnel, 1101.1–1104.1
Basic Uniform Items—Plain Clothes Duty, 1103
Badge, 1103.1
Departmental Identification Card, 1103.8
Driver's License (Valid California), 1103.9
Flashlight, 1103.4
Handcuffs and Key, 1103.7
Holster, 1103.6
Pen, 1103.3
Revolver or Semi-automatic Pistol, 1103.5
Watch, 1103.2
Dress Uniform, 1104
Modification, 1104.1
Policy, 1101.
Restriction—Accouterments, 1101.2
Uniform Accouterments, 1101.1
Wearing The Uniform—Regulations, 1102.
Ammo Speed Loading Device, 1102.2.24
Ammunition, 1102.2.22
Ammunition Pouch, 1102.2.23
Authorized Equipment To Be Used, 1102.2
Authorized Uniform Specifications, 1102.1
Authorized Uniform To Be Worn, 1102.2
Badge, 1102.2.9
Batons, 1102.2.18
Baton Rings, 1102.2.19
CARRYING CASE-Speed Loader, 1102.2.25
Dickey, 1102.2.37
Driver's License, California, 1102.2.30
Flashlight, 1102.2.13
Footwear, 1102.2.6
Gloves, 1102.2.35
Gun Belt, 1102.2.17
Velcro-lined Modified Sam Browne, 1102.2.17(e)
Handcuff Key, 1102.2.20
Handcuffs Case, 1102.2.21
Hats, 1102.2.39
Helmets, 1102.2.28
Holsters, 1102.2.16
   Exceptions, 1102.2.16(e)
   Flt, 1102.2.16(b)
   Off duty holsters, 1102.2.16(d)
   Plain Clothes, 1102.2.16(a)
   Safety strap/snap or device, 1102.2.16(c)
Jacket, 1102.2.4
   Duty Jacket, 1102.2.4(a)
   Dress Jacket, 1102.2.4(b)
Jacket, Leather, 1102.2.31
Jump Suit/Utility Uniform, 1102.2.38
Key Strap, 1102.2.32
Keys, 1102.2.14
Name Plates, 1102.2.8
   Cloth Name Tags, 1102.2.8(a)
Necktie, Tie Clasp, 1102.2.7
   Bow Tie, 1102.2.7(a)
Pen, 1102.2.11
Pistol or Revolver (Semi-Automatic), 1102.2.15
   Barrel length, 1102.2.15(a)
   Inspection/Sighting of Weapons, 1102.2.15(b)
   Modifications, 1102.2.15(c)
   Off duty weapons, 1102.2.15(d)
Police ID Card, 1102.2.29
Rank Insignia 1102.2.27
   Assistant Chief specifications, 1102.2.27(b)
   Chief specifications, 1102.2.27(a)
   Lieutenant specifications, 1102.2.27(c)
   Sergeant specifications, 1102.2.27(d)
Service Awards, 1102.2.34
Service Stripes (Five Year), 1102.2.33
Shirts, 1102.2.1
Shoulder Patches, 1102.2.26
Socks, 1102.2.5
Trousers Belt, 1102.2.3
Trousers and Breeches, 1102.2.2
   Motorcycle Breeches, 1102.2.2(b)
   Trousers, 1102.2.2(a)
Turtleneck, 1102.2.36
Watch, 1102.2.10
Whistle, 1102.2.12

W
Weapons, 801.---813.1
   Baton, 812.---812.3
      Authorization, 812.
      Reporting, 812.3
      Striking Above Shoulders, 812.2
      Use, 812.1
Chemical Agents--Tear Gas, 811.---811.4
      Authorization to Carry On Duty, 811.2
      Certified for Use, 811.3
      Issuance, 811.1
      Use, Reporting, 811.4
Discharge of Firearms, 807.---807.2, 808., 809.
   Personal Use, 807.2
   Reporting, 807.1

Inappropriate Use of Firearms, 809.
   Warning Shots, 808.
   When Permitted, 807.
Firearm Safety, 806., 806.1
   Display of Firearms, 806.1
Firearms-Authorized Use, 801.
Firearms Proficiency, 810.---810.8
   Course Rules, 810.3
   Exceptions, 810.8
   Failure to Demonstrate Proficiency, 810.7
   Failure to Report, 810.2
   Firearms-Accessories Requirement, 810.5
   Quarterly Requirement, 810.1
   Record Retention, 810.4
   Special Weapons Requirement, 810.6
Inappropriate Use of Firearms, 809.
   Off Duty Firearms, 805.---805.3
      Authorized Firearms, 805.2
      Non-sworn, 805.1
      Proficiency, 805.3
      Requirement, 805.
   On Duty Firearms, 802.
      On Duty Firearms Plainclothes Officers, 803.
      Stun Guns, 813.
      Warning Shots, 806.
      Weapons Registration, 804.

B-5