# University of California, San Francisco Police Department General Orders

Issued: 6/25/07  
Reviewed: 2/16/17

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Addendum
Introduction

This manual of General Orders is published for the assistance and guidance of the members of the University of California, San Francisco Police Department (hereafter, the Department). At any time these articles may be amended, revoked, or added to, as circumstances require by the Chief of Police. It is understood that no compilation of General Orders, Policies and Rules can be established to address all possible situations which may arise, and that necessarily some matters must be left to the discretion of the individual.

Discretion is the power of decision, or latitude of choice within certain legal limits. When this discretion is poorly exercised, discretionary power may be viewed by the public as favoritism, bias or corruption. It is imperative that employees take into consideration when exercising discretionary power the goals and objectives of the department, the best interests of the public they serve, any mitigating circumstances, and the volatility of the situation. An officer’s discretion is based on training, education, experience, laws, ordinances, department directives, and supervisor’s instructions.

Any reference in this manual to he/him/himself, she/her/herself, etc. is intended to apply to persons of both genders.

The orders covering procedures in this manual supersede all previous written and unwritten policies of the University of California, San Francisco Police Department.
Chapter One: Organization

1.1 LAW ENFORCEMENT ROLE AND AUTHORITY

1.1.1 UCSF Police Department Vision, Values and Mission Statements

A. Vision
We strive to provide a crime-free and safe environment through strategic policing, integrity, respect and strong community partnerships. We willingly accept this responsibility and hold ourselves accountable for its accomplishment.

B. Values
The principles upon which we base our policing are:
1. Service – We value the privilege to provide effective, efficient and equitable service. We respect the members of our community, the importance of a combined crime prevention alliance and the opportunity to provide a united policing effort.
2. Ethics – We value honesty and integrity and will demonstrate these values in all of our actions. We are accountable for maintaining the public’s trust with the highest ethical standards and adherence to Department policy, as well as local, state and federal laws. As police officers entrusted with the authority to maintain the public peace, our values will not be compromised.
3. Professionalism – We value commitment, responsibility and clear direction. We achieve the essence of professionalism through teamwork, creativity and continual self-improvement.
4. Diversity – We value our differences and acknowledge that our unique backgrounds bring strength to our organization and community. We strive to reflect the community we serve and respect the skills, knowledge and abilities of one another.

C. Mission
Our mission is to enhance the safety and quality of life at UCSF by working in partnership with the community to promote public safety and crime prevention through education and enforcement, to maintain public order while preserving the legal rights of all individuals, to provide effective, efficient and courteous service and to reduce the impact of crime. This mission is accomplished through effective:
1. Crime prevention and suppression
2. Victim support and assistance
3. Infrastructure protection
4. Emergency preparedness
5. Traffic safety
6. Community education and awareness

1.1.2 **Oath of Office (Revised: 10/18/10)**

All new University of California, San Francisco Police Department sworn personnel are required to read, understand, sign and commit to upholding an Oath of Office. The Oath of Office will usually be presented, read and signed during the swearing-in ceremony and/or orientation week(s) for each personnel. The Oath of Office is:

“I do solemnly swear that I will abide by and support the Constitution and laws of the United States; the Constitution and laws of the State of California; and the Rules and Regulations of The Regents of the University of California; and I will faithfully discharge the duties of my (office or position) to the best of my ability.”

1.1.3 **Law Enforcement Code of Ethics (Revised: 9/30/10)**

All UCSF Police Department sworn employees are required to read, understand, sign and uphold a Law Enforcement Code of Ethics declaration. The Code of Ethics will usually be presented, read and signed during the swearing-in ceremony and/or orientation week(s) for each sworn personnel. In addition, all Department personnel will complete ethics training biennially. The Law Enforcement Code of Ethics reads:

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

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

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

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

1.1.4 Legally Mandated Authority

A. The Constitution of the United States of America, California Constitution and California Statutes define the scope and limits of law enforcement authority as it pertains to the enforcement of laws, statutes and ordinances.

B. California Penal Code (PC) § 830.2(b) establishes that University of California police officers are duly sworn peace officers whose authority extends to any place in the state provided that their primary duty shall be the enforcement of law within the area specified in § 92600 of the California Education Code.

C. Section 92600 of the California Education Code states that sworn members of the University of California Police Department may exercise their power or authority:
1. Upon the campuses of the University of California and in an area within one mile of the exterior boundaries of each
2. In or about other grounds of properties owned, operated, controlled or administered by the Regents of the University of California, and
3. As provided in § 830.2 of the PC.

D. UCSF police officers are granted the authority to:
1. Enforce all state laws
2. Enforce all city ordinances
3. Serve and execute warrants
4. Enforce all traffic laws
5. Preserve public peace and safety within the University of California and the State of California
6. Carry and use Police Department-approved weapons in the performance of their duties and to use that amount of force which is necessary according to PC § 835(a) and as defined in General Order 4.3, “Use of Force.”

E. When to Take Police Action
Under California law, both on- and off-duty sworn police officers have statewide peace officer authority as to any crime committed in their presence.
1. Responsibility of On-duty Officers:
   a. Within UCSF jurisdiction: to take all steps reasonably necessary and consistent with their assignment to effect the enforcement of the penal provisions of the campus, city, state and nation and to protect life and property.
   b. Outside UCSF jurisdiction: In situations requiring police action, officers shall report the situation to the agency of jurisdiction. Officers should then act only after consideration of the tactical situation and the immediacy of the threat to public safety. Officers exercising police authority granted by their employment with UCSF in this manner shall notify the Department on-duty Watch Commander at their earliest opportunity during or after an incident.

2. Responsibility of Off-duty Officers
   a. Off-duty officers, both inside and outside of UCSF jurisdiction, shall refer enforcement/police action to the law enforcement agency having local jurisdiction. When off-duty, officers should act in their official capacity as a police officer only when there is an immediate and serious threat to public safety.
   b. Officers shall also consider their possible liability and the possible liability of UCSF should they take action while off-duty. Officers exercising police authority granted by their employment with UCSF in this manner shall notify the on-duty Watch Commander at their earliest opportunity during or after an incident.
   c. Off-duty officers will give first consideration to causing the appropriate action to be effected by on-duty officers from the law enforcement agency in which the activity occurs. Additionally, the Department recognizes that off-duty officers cannot rely on the immediate assistance or application of police resources in the same capacity as while on duty. Thus, officers are not expected to jeopardize themselves or others by taking police action while off duty. However, when action is considered necessary consistent with the tactical situation, offense involved or other factors as articulated by the involved officer, any police action taken will be governed by the same policies, procedures, rules and regulations that apply to on-duty officers in a similar situation.
   d. All enforcement of the law or police actions taken while off duty shall be reported to the law enforcement agency with jurisdiction.

3. Peace Officer Authority – Out-of-State
   a. Peace officer powers of UCSF police officers do not extend beyond California, except as provided for in the Uniform Act on Fresh Pursuit, PC § 852.2. Officers who are outside the boundaries of California for extradition or other matters of direct concern to
UCSF shall not engage in police activities unless necessary in the performance of their duties as an agent of UCSF and then only if there is an immediate need to protect the public.

4. Members shall not use their position with the Department as a means of forcing or intimidating persons with whom they are involved in civil matters.

5. Nothing in this section shall preclude an officer of the Department from exercising their rights as a citizen; however, such action is not considered within the scope of employment for liability and compensation purposes.

1.1.5 Use of Discretion

A. Discretion is the power of decision or latitude of choice within certain legal limits. When this discretion is poorly exercised, discretionary power may be viewed by the public as favoritism, bias or corruption.

B. It is imperative that officers consider the goals and objectives of the Department, the best interests of the public they serve, any mitigating circumstances and the volatility of the situation when exercising discretionary power.

C. An officer’s discretion is based on training, education, experience, laws, ordinances, department directives and supervisor’s instructions.

1.1.6 Telecommunicator’s Code of Ethics (Issued: 2/22/08)

All UCSF Police Department ECC employees are required to read, understand, sign and uphold a Telecommunicator’s Code of Ethics declaration. The Code of Ethics will usually be presented, read and signed during the orientation week(s) for each employee. In addition, all Department personnel will attend ethics training biennially. The Telecommunicator’s Code of Ethics reads:

“As a telecommunicator, I regard myself as a member of an important and honorable profession. I will recognize the positive relationship between good physical and mental conditioning and the performance of my job.

I will perform my duty with efficiency to the best of my ability.

My conduct and my performance of my duties will be accomplished in an honest manner, contributory to my fellow workers, and in compliance with the Rules and Regulations of the University, laws of the city, state and country.

I will not, in the performance of my duty, work for unethical advantage or profit.
I will recognize at all times in my duty that I am a public safety employee, and that ultimately I am responsible to the public.

I will give the most efficient and impartial service of which I am capable at all times.

I understand the importance of courtesy and will maintain it as my reference point in all my duties.

I will regard my fellow telecommunicators with the same standards as I maintain myself.

I share a reciprocal affinity and obligation with my fellow telecommunicators, my administration, and my agency.

I will accept responsibility for my actions.

I will strive for those values which will reflect honor on my fellow telecommunicators, my agency and myself.”

1.1.7 Public Safety Employee Code of Ethics (Non-sworn) (Issued: 2/22/08)

All UCSF Police Department non-sworn employees are also required to read, understand, sign and uphold the Department’s Public Safety Employee Code of Ethics declaration. The Code of Ethics will usually be presented, read and signed during the orientation week(s) for each employee. In addition, all Department personnel will attend ethics training biennially. The Public Safety Employee’s Code of Ethics reads:

“As an employee in the field of public safety, I regard myself as a member of an important and honorable profession.

I will recognize the positive relationship between good physical and mental conditioning and the performance of my job.

I will perform my duty with efficiency to the best of my ability.

My conduct and my performance of my duties will be accomplished in an honest manner, contributory to my fellow workers and in compliance with the Rules and Regulations of the University, laws of the city, state and country.

I will not, in the performance of my duty, work for unethical advantage or profit.
I will recognize at all times in my duty that I am a public safety employee, and that ultimately I am responsible to the public.

I will give the most efficient and impartial service of which I am capable at all times.

I understand the importance of courtesy and will maintain it as my reference point in all my duties.

I will regard my fellow employees with the same standards as I maintain myself.

I share a reciprocal affinity and obligation with my fellow employees, my administration and my agency.

I will accept responsibility for my actions.

I will strive for those values which will reflect honor on my fellow employees, my agency and myself."

1.1.8 Freedom of Speech (Revised: 8/1/14)

In the United States, all people have the right to free speech and assembly guaranteed by the First Amendment of the Constitution. The First Amendment states, “Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances."

As such, freedom of thought, inquiry, speech and lawful assembly are fundamental rights of all persons. These rights include the freedom to express opinions; to hear, express, debate and support various views, no matter how unpopular and to voice criticism. Free speech is uniquely important to the University as it brings about a free interchange of ideas integral to the University’s fundamental mission of teaching, research and public service.

Protests and civil disobedience have played a historic role on the University campuses and in bringing important and beneficial changes within society. However, civil disobedience is not protected speech under the Constitution. The Constitution does not guarantee any right to engage in civil disobedience – which, by its very definition, involves the violation of laws or regulations – without incurring consequences. Civil disobedience may have a negative effect on the protected interests of others and may
interfere with University business, threaten public safety or University assets in ways that require the University to act to protect those interests.

It is the duty of all Police Department personnel to defend the University community’s rights to pursue their normal activities. In addition, all sworn personnel must carefully balance the First Amendment rights and other civil liberties of individuals, with the interventions required to protect public safety and property. The sometimes competing goals of maintaining order while protecting the freedoms of speech and assembly stand as one of law enforcement’s greatest challenges.

Sworn personnel may use objectively reasonable force, per policy and law, in order to accomplish these goals. All sworn personnel must not be affected by the content of the opinions being expressed, nor by the race, gender, sexual orientation, physical disabilities, appearances, religion or political affiliation of anyone exercising their lawful First Amendment rights. They must have the integrity to not let personal, political or religious views affect how they perform their duties.

1.2 ORGANIZATION: ORGANIZATIONAL STRUCTURE

1.2.1 Organizational Structure (Revised: 2/16/17)

A. This order defines the Department organization and organizational structure.

B. The Department will apply basic organizational principles to ensure unity of command, delineation of responsibility, delegation of authority, organizational communication and career development opportunity.

C. Structure
   1. The Department is organized into five divisions:
      a. Office of the Chief
      b. Field Services Division (FSD)
      c. Homeland Security and Emergency Management (HSEM) Division
      d. Professional Standards Division (PSD).

   2. The Office of the Chief is managed by the Chief of Police. Division Managers report directly to the Chief of Police.

1.2.2 Organizational Divisions/Responsibilities (Revised: 5/3/17)

A. Office of the Chief
   1. Consists of the Chief of Police and an Administrative Analyst.
2. The Chief of Police is responsible for the overall effective and efficient operation and leadership of the Department, including:
   a. Establishing policy and procedures
   b. Internal leadership, staff development and policy direction
   c. Monitoring and evaluating the effectiveness of service delivery
   d. Liaison to various University, municipal, county, state and federal agencies
   e. Labor relations
   f. Communications between the Department and UCSF Office of the President, UCSF administration, advisory boards, committees and the community at large to ensure responsiveness to community priorities
   g. Public and media relations
   h. Short- and long-range planning, strategic planning, research and financial management
   i. Maintenance of grievance, background, internal investigation complaint records and other confidential files and processes
   j. Coordination of citizen’s complaint investigation and processes
   k. Serves as Emergency Operations Center (EOC) Director and Incident Commander.

B. Field Services Division (FSD)

1. Consists of a FSD Captain, lieutenants, sergeants, police officers, crime analyst, property analyst, Communications Manager and public safety dispatchers

2. The FSD is responsible for orderly management and conduct of all uniformed patrol and investigative operations. The FSD includes the following activities: regular and directed uniformed patrol; vehicle, motorcycle, foot and bicycle patrols; safety escorts; special events coordination, criminal investigations, crime analysis, property and evidence unit.
   a. Regular and Directed Patrol
      (1) Consists of five shifts of uniformed police officers, sergeants and lieutenants
      (2) Provides 24-hour community policing services; respond to requests for service from citizens; enforce state, local laws and ordinances; investigate crimes; creates and maintains a community environment that discourages criminal behavior; conduct police patrols by foot, bicycle and vehicle and provide citizen escorts and other assistance.
b. Investigations Unit
   (1) Conducts investigations of crimes that are complex or that require extensive investigation, including major crimes, I-Group and Threat Management Team cases
   (2) Serves as liaison to the State courts
   (3) Serves as liaison for outside law enforcement agencies
   (4) Is responsible for crime prevention.

c. Special Events
   (1) Responsible for:
      (a) Executive protection
      (b) UC Regents Meeting security planning and coordination
      (c) Labor action responses
      (d) Special occasion responses.

d. Crime Analyst
   (1) Maintains the Police Department website
   (2) Conducts security reviews of existing UCSF facilities and construction plans for new facilities, and recommends security measures to ensure personal safety and to protect University assets
   (3) Maintains Police Department records and conducts Uniform Crime and Clery Act reporting.

e. Information Technology Systems (ITS) Service Center Liaison. Records and Communications Center
   (1) Provides 24-hour 9-1-1 emergency communications services for security and police, with the ability to access San Francisco fire and emergency medical services, when applicable, in addition to providing information and support to the UCSF community
   (2) Serves as the Department’s custodian of evidence and lost-and-found properties
   (3) Provides property and evidence control functions involving the maintenance, inventory and handling of evidence and found property
   (4) Responsible for purging evidence and lost-and-found property
(5) Responsible for the maintenance and tracking of all Departmental property and equipment

(6) Manages alarm business functions.

3. The FSD Captain will assist and advise the Homeland Security and Emergency Management (HSEM) Director in planning critical incident response, as needed.

C. Homeland Security and Emergency Management Division (HSEM)


2. Is responsible for providing planning, training, information and resources to the UCSF community to assist with disaster preparedness, hazard mitigation, response and business recovery. Activities include:
   a. Emergency planning and risk assessment
   b. Maintenance of the EOC and related supplies and materials
   c. Training in support of UCSF’s emergency plan
   d. Maintenance of campus care and shelter supplies
   e. Disaster drill planning and coordination
   f. Coordinate Emergency Action Plan compliance
   g. Establish and maintain floor warden program
   h. Coordinate business continuity planning
   i. Collaborate with regional and interagency partners
   j. Enhance UCSF emergency response and management capabilities
   k. Collaborate with UCSF Police Department Divisions and local, regional and Homeland Security interagency partners to enhance UCSF awareness, planning, preparedness and response to local threats or acts of terrorism.

3. The HSEM Director is the primary individual in the agency responsible for planning response to critical incidents. The HSEM Director acts as the principal planner and advisor to the Chief of Police in critical incidents.

D. Professional Standards Division (PSD)

   a. Activities and responsibilities include:
      (1) Manages accreditation programs, including the development and maintenance of policies/procedures and the proof of CALEA standards compliance files
      (2) Responsible for coordination of personnel recruitment, applicant screening and testing processes
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(3) Coordinates the Internal Affairs process and serves as Internal Affairs investigator, as assigned by the Chief of Police

(4) Provides review and analysis of use of force, pursuits, grievances, citizen complaints, Internal Affairs investigations and employee-involved vehicle crashes

(5) Serves as Public Information Officer (PIO)

(6) Coordinates the sworn pre-employment screening and hiring process

(7) Manages the training function

(8) Provides analysis and support for strategic planning, research and development and Department performance management

(9) Manages California POST certification, training and compliance processes

(10) Serves as human resources and Department benefits liaison

(11) Produces grants and financial reporting

(12) Responsible for personnel records management.

b. Security Operations is responsible for safety and security of the UCSF campus community:

(1) Provides fixed-post security

(2) Conducts security checks

(3) Provides safety escorts

(4) Checks employee identification in UCSF facilities

(5) Issue visitor passes

(6) Provides security for special events

(7) Provides lock-out service.

c. WeID Program

(1) Provides identity management for the purpose of UCSF Identification Card issuance

(2) Issues UCSF Identification Cards

(3) Provides electronic access control management for UCSF facilities

(4) Provides LiveScan fingerprinting services for UCSF employees in critical positions

(5) Receives results of fingerprint checks from California Department of Justice and FBI and notifies UCSF managers when employees have been cleared

(6) Interprets and analyzes reports of conviction of UCSF employees in critical positions and report findings to UCSF Human Resources.

d. Support Services

(1) Provides receptionist function for the Administrative Office

(2) Responsible for accounts receivable and accounts payable
(3) Provides administrative support for Administrative Management staff
(4) Coordinates Departmental purchasing.
(5) Coordinates facilities repair, maintenance and telephone needs.

1.2.3 Organizational Chart

The organizational chart is updated as structural changes occur and is distributed to all personnel as a part of this General Order. The current organization chart can be found in the Department’s website: www.police.ucsf.edu.

1.3 ORGANIZATION: UNITY OF COMMAND AND SPAN OF CONTROL

1.3.1 Chain of Command

To ensure operational efficiency and effectiveness for the organization and its employees, supervisory chains of command have been established.

A. With the exception that a supervisor may give an order to a person not directly under the supervisor’s control, personnel shall be responsible to only one supervisor at any time. Supervisors will generally be responsible for no more than ten subordinates under his/her direct supervision.

B. When supervisory personnel of the rank of Lieutenant or above are absent from duty, the supervisor shall designate, in writing, the member who will act in the supervisor’s place. The designee shall have all the authority and responsibility of the delegating manager.

1.3.2 Supervisory Control

A. To ensure operational efficiency and effectiveness for the organization and personnel, supervisory spans of control have been established.

B. Supervisors will be responsible for those personnel assigned to their work unit during their tour of duty. All personnel will be accountable to only one supervisor at any given time.
   1. Higher-ranking supervisors or managers will maintain functional supervision of subordinate personnel, in the absence of the member’s immediate supervisor.
   2. Each Division or Unit of the Department is under the direct command of only one supervisor.
3. Occasions may arise requiring a supervisor to issue an order to personnel outside the supervisor’s immediate responsibility. Nothing in this section precludes such authority.

1.3.3 Command Protocol

A. In the absence of a pre-established command protocol, when members of different units are engaged in a single operation, the following command protocol shall determine who is in charge (when the following are at the scene): Chief of Police command officer of the primary unit, any other command officer, supervisor of the primary unit, any other supervisor, member of the highest rank.

B. When Patrol and Investigations personnel are at the same scene simultaneously, the Patrol Unit shall be in charge, except in the case of a major crime scene or search, in which case Investigations shall be in command.

C. Nothing in this section shall overrule common sense. For example, a non-sworn supervisor at a field operation would not be in command even in the absence of other supervisory personnel.

1.3.4 Annual Review

The Chief of Police will annually review the Department organizational structure as part of the annual budget process to ensure operational efficiency and effectiveness, unity of command, and appropriate spans of control and delegation of responsibility.

1.4 ORGANIZATION: AUTHORITY AND RESPONSIBILITY

1.4.1 Chief of Police (Revised: 2/16/17)

A. The Chief of Police shall be responsible to the Senior Vice Chancellor, Financial and Administrative Services for the leadership and direction the Department. When absent, the Chief of Police will delegate responsibility and authority for the Police Department to a Captain.
   1. In the absence of a Captain, the Chief of Police may delegate responsibility for command to a Lieutenant.

B. Ranks/Chain of Command
   1. The precedence of rank in descending order is:
      a. Chief of Police
      b. Captain
      c. Lieutenant


d. Sergeant

e. Officer.

2. Non-sworn personnel who are assigned to supervisory positions will exercise the same authority and responsibility over their work area as that of a sworn supervisor in the same capacity.

C. Supervisory Responsibility

1. Supervisory positions exist to provide direction, guidance, training and supervision to personnel.

2. All Department personnel will obey and carry out any lawful order from any superior officer.
   a. No personnel will be required to obey an order that is unlawful or requires that an unlawful act be committed.
   b. All personnel will accept responsibility for disobeying an order if, in fact, the order was legal.

D. Commensurate Authority

1. All personnel within the Department are afforded the commensurate authority to effectively make decisions and carry out their responsibilities.

1.4.2 Authority Responsibility of Supervising Employees

All supervisory personnel shall direct their efforts and those of their subordinates to accomplish effective and efficient delivery of community policing services to the public. This will be accomplished through active and direct supervision of subordinates.

A. Supervisors will assume responsibility for police matters on the basis of rank unless another officer has been specifically assigned the responsibility by a higher authority.

   1. In certain circumstances, personnel of lesser rank may be delegated authority for a situation on the basis of expertise or knowledge.

   2. All personnel shall be accountable for the way in which they use or fail to use delegated authority.

B. All Department supervisors will be responsible and accountable for the performance of personnel under their immediate control.

1.4.3 Duties of Supervisors (Revised: 8/1/14)

For purposes of this section, supervisory personnel shall include captains, lieutenants, sergeants, designated officers or supervisors’ in-charge, and any other members assigned by competent authority to perform supervisory functions.
A. General Responsibilities
Subject to direction from the Chief of Police and in accordance with the lines of authority designated in the Department Organizational Chart, a supervisor has direct control over subordinate members of the Department. In addition to general and individual responsibilities of all personnel of the Department, a supervisor is responsible for the following:

1. Command – the direction and control of individuals under his/her command to assure the proper performance of duties and adherence to established rules and regulations, policies and procedures of the Department.
2. Loyalty and Esprit de Corps – its development and maintenance.
3. Discipline and Morale – its development and maintenance.
4. Intra-departmental Action – the promotion of harmony and cooperation with other units of the Department.
5. Organization and Assignment – distribution of duties to assure prompt performance of Department functions and those of the command. To this end, supervisors shall immediately familiarize themselves with all business transacted since their last tour of duty.
6. Reports and Records – preparation of required correspondence and reports and maintenance of records relating to the activities of the command to ensure that information is communicated up and down the chain of command.
7. Maintenance – to ensure that facilities, equipment, supplies and material assigned to the command are correctly used and maintained.

B. Specific Responsibilities
Supervisors are specifically responsible for the following:

1. Supervisory personnel shall, without delay and when appropriate, communicate orders to their subordinates.
2. Supervisory personnel shall issue clear, concise orders to their subordinates and shall, through inspection, ensure their proper execution.
3. Supervisory personnel shall not issue orders that are in conflict with the policies and procedures, general or specific orders or rules and regulations of the Department.
4. Supervisory personnel, when issuing orders or giving direction, shall continually make every effort to maintain uniformity of overall operations.
5. Supervisory personnel shall ensure their subordinates obey orders, observe rules and regulations, and adhere to Department policies and procedures.
6. Supervisory personnel shall exercise their authority without bias or prejudice.
7. Supervisory personnel shall exercise direct command over subordinate members outside their usual command in situations where the police
8. Personnel who are temporarily filling the position of a supervisor are vested with all authority and responsibility of that supervisor; however, except in an extreme emergency, the member shall not interfere with or countermand previous orders from the absent supervisor.

9. Supervisory personnel shall be held responsible for all activities occurring within their assigned responsibilities and during their tour of duty.

10. Supervisory personnel shall require each member to perform assigned duties, lending assistance only as needed.

11. Supervisory personnel shall forward, through the chain of command, all written requests for transfers, grievances or suggestions submitted by their subordinates. Any such matters covered by collective bargaining agreements shall be handled in accordance with the provisions of the current agreement.

12. On-duty supervisory personnel shall be available at all times by radio, telephone or cellular phones, if applicable. In cases where radio, telephone or cellular phones are not practical, notice shall be left with station personnel in the ECC where the supervisor may be reached.

13. Supervisory personnel shall routinely instruct their subordinates on the contents of the Department rules and regulations, general and special orders and any other Departmental directives.

14. Supervisory personnel shall take measures to ensure that, in their absence, their area of responsibility is commanded by another competent member.

15. Supervisory personnel may place a subordinate member in a temporary supervisory position.

16. Supervisory personnel shall routinely make such assignments as may be necessary to carry out the function of the Police Department.

17. On-duty supervisory personnel shall prevent unnecessary loitering of members not on police business.

18. Supervisory personnel shall not permit subordinates to take meals or breaks in such a manner as to jeopardize the police purpose or image.

19. Supervisory personnel shall report all serious crimes or unusual occurrences to appropriate personnel as outlined in Departmental General Orders.

20. Supervisory personnel shall personally respond to incidents of a serious or unusual nature unless their presence at the station would be of more value under the circumstances, in which case they shall assign a competent officer to take command at the scene of the emergency.

21. Supervisory personnel shall respond to calls where members of their command are involved in a controversy or traffic collision.
22. Supervisory personnel shall be responsible for the prompt service of all official notices, summonses or subpoenas that may be sent to them by proper authority.

23. Supervisory personnel shall accord prompt recognition, respect, courtesy, sincerity and patient attention to every citizen.

24. Supervisory personnel shall take custody of and deliver to their Division Commander the identification, badge(s) and weapons of all suspended Department members and the property issued to members who leave the employment of the Department.

25. Supervisory personnel are responsible for the good order, conduct and discipline of their subordinates.

26. Supervisory personnel shall report, in writing, to the Chief of Police, through the chain of command, infractions of rules, regulations, policy, procedure and written or verbal orders, whenever a sanction exceeding a verbal warning is appropriate. Such reports shall include a specific recommendation from the supervisor as to what disciplinary action is requested. Each level in the chain of command shall initial and date the original report and include recommendations on the matter.

27. Supervisory personnel shall immediately relieve from duty members who commit a serious or flagrant violation of the Departmental rules and regulations, advising the member relieved from duty to report to their Division Manager at 0900 hours on the following business day.

28. Supervisory personnel are responsible for maintaining the highest level of interdivisional cooperation within the Department.

29. Supervisory personnel shall constantly strive for harmony among all members of the Department.

30. Supervisory personnel shall not ridicule rules, regulations, orders or staff decisions.

31. Supervisory personnel shall not permit other members to ridicule rules, regulations, orders or staff decisions.

32. Supervisory personnel shall exercise their authority with kindness, firmness, justice and reason, with the ultimate welfare of the Department being their primary goal.

33. Supervisory personnel shall not censure or reprimand a subordinate in the presence of others.

34. Supervisory personnel shall immediately identify and report to their immediate supervisor any morale problems.

35. Supervisory personnel shall exhaust every effort to dispel rumors and diminish gossip.

36. Supervisory personnel shall commend or recommend for commendation those members performing meritoriously in any incident.
37. Supervisory personnel shall schedule their subordinates and control through inspection, their subordinates’ obligated and unassigned time, including, but not limited to, meals, breaks and reporting time.

38. Supervisory personnel shall immediately investigate members suspected of feigning illness, forwarding a written report of their findings to the Chief of Police through the chain of command.

39. Supervisory personnel shall ensure, through inspection, that all Departmental rules, regulation, orders and laws are adhered to by their subordinates.

40. Supervisory personnel shall routinely inspect the contents of Department directives issued to subordinates for completeness. Supervisory personnel shall ensure that directives maintained in an electronic medium are kept up to date.

41. Supervisory personnel shall review all reports submitted by their subordinates and then approve or disapprove the reports. Reports not acceptable or up to Department standards are to be rejected by the supervisory personnel. No supervisory personnel shall approve any incomplete, inaccurate or unacceptable report.

42. Supervisory personnel shall inspect and be held strictly accountable for the condition and appearance of uniforms and personal equipment of their subordinates.

43. Supervisory personnel shall inspect and have the authority to condemn old uniforms and equipment found unfit for service.

44. Supervisory personnel shall inspect all subordinates at the beginning of their tour of duty.

45. Supervisory personnel are responsible for the good order and sanitary condition of the portions of the building used by their subordinates.

46. Supervisory personnel are responsible for determining that assigned personnel report for duty at the time and place assigned.

47. Supervisory personnel are responsible for the proper care, efficient use and serviceability of the Department property issued to their subordinates.

48. Supervisory personnel shall prepare performance evaluations for all subordinate personnel assigned to them at such intervals and upon such forms as may be required by the Chief of Police.

49. Supervisory personnel are responsible for promoting strengths and correcting weaknesses of their subordinates through training, counseling, commendation, constructive feedback and discipline as necessary.

50. Supervisory personnel are required to appear at all required meetings as scheduled by competent authority.

51. Supervisory personnel are responsible for briefing their relief on any unusual occurrences or important information before going off duty each day.
52. Supervisory personnel are responsible for conducting briefings as required and making such assignments as are necessary for the police purpose.

53. Supervisory personnel are responsible for monitoring radio traffic for activities (sworn and non-sworn) and evaluate field arrests (sworn).

1.5 DIRECTION

1.5.1 Responsibilities of the Chief (Revised: 9/30/10)

The Chief of Police is the chief executive officer of the Police Department. Under the general administrative direction of the Senior Vice Chancellor, Financial and Administrative Services, 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 sworn and non-sworn personnel in the Department.

1.5.2 Chain of Command (Revised: 2/16/17)

A. In the event of an emergency and until the Chief of Police can be notified, the highest-ranking, on-duty sworn police officer will assume command.

B. Unless otherwise designated, the order is:
   1. On-Call Duty Commander
   2. FSD Captain
   3. PSD Captain
   4. Off-duty FSD Lieutenant
   5. Off-duty PSD Lieutenant.

1.5.3 Supervisory Accountability

Supervisors are accountable for the performance of personnel under their immediate supervision and any subordinate personnel they are functionally supervising during their tour of duty.

1.5.4 Obedience to Orders

Personnel are required to obey any lawful order of a supervisor. Any order relayed from a supervisor by coworker of the same or lesser rank shall also be followed.
1.5.5 Conflicting Orders

A. Any personnel who receive an order that conflicts with any previous order or instruction will advise the person who issued the second order.

B. Responsibility for countermanding the original order rests with the supervisor who issued the second order. The member receiving the second order will not be held responsible for disobedience of the first order.

C. In the event neither issuing supervisor can be readily advised, the member will carry out the most recent order and advise a supervisor of the conflict as soon as possible.

1.5.6 Agency Staff Meetings (Revised: 2/16/17)

A. Direct report management staff meetings with the Chief of Police will generally be held weekly.
   1. The Chief of Police, FSD and PSD Captains and HSEM Director are required to attend.
   2. Other Department personnel may attend with approval from the Chief of Police.

B. Leadership group meetings with the Chief of Police will generally be held bi-weekly.
   1. The Chief of Police, Captains, Lieutenants and HSEM Director, are required to attend.
   2. Other Department personnel may attend with approval from the Chief of Police.

C. Division meetings will generally be held monthly by the Division Manager.

D. A Department meeting will be held at least annually by the Chief of Police.

E. General procedures for conducting meetings include:
   1. An agenda with a schedule of times and dates may be published in advance of the meeting and disseminated to those required to attend.
   2. The staff member calling the meeting or designee will facilitate the meeting, following the outline of the agenda.
1.5.7 Agency Communication and Cooperation *(Revised: 3/04/08)*

The Police Department encourages and supports the exchange of information among all agency functions and personnel for the purpose of coordinating activities. There are a number of ways to communicate information. Listed below are some of the effective communication methods:

A. Verbal communication is either telephonic or face-to-face. This is an informal method of exchanging information and ideas, which provides an immediate opportunity for response and feedback.

B. Written communication is the most formal method of communication and a record of what is being transmitted. This form of communication should be used when documentation is necessary.

C. Video, slide or overhead presentations should be used when audiences are intended to receive the same information. This form of communication leaves a documented account of the information disseminated.

D. Departmental staff meetings allow different units and individuals to give an account of current activities or upcoming events. Employees are encouraged to discuss issues and share information.

E. Electronic mail is a form of communication which allows messages to be automatically passed from one computer user to another, often through computer networks and/or via modems over telephone lines. Police Department personnel that have access to e-mail are encouraged to use it as a form of communication.

F. The Supervisor’s Log provides Watch Commanders and officers with information on incidents that occurred during a shift and serves as a permanent record for the Department. This information can be used at shift briefings.

G. Be on the Look-Out (BOLO) is used for many types of communications including, but not limited, to line-up information, wanted persons, training notifications, schedule changes and events.

H. Police Department employees are directed to cooperate fully with other employees of this agency when asked for input, assistance and ideas or information that would improve the overall operation and efficiency of the agency.
1.6 AGENCY LAW ENFORCEMENT JURISDICTION AND MUTUAL AID

1.6.1 Geographical Boundaries (Revised: 8/1/14)

A. The Police Department has primary law enforcement jurisdiction for all properties owned, controlled or leased by the UCSF located within the State of California. The Police Department's primary patrol jurisdiction encompasses a combination of real properties under the control of UCSF located in San Francisco and San Mateo Counties, which includes facilities in San Francisco, Daly City and South San Francisco. The Police Department’s primary investigative responsibility for crimes at all other UCSF sites in California shall be investigated as authorized by the Chief of Police or her designee. Specific UCSF facilities site locations are maintained in the ECC.

B. The UCSF Police Department shall adhere to the jurisdictional authority as outlined in General Order 1.1.4, “Legally Mandated Authority,” Penal Code, § 830.2 (b) and Education Code § 92600.

C. Officers shall keep in mind that their primary responsibility is to provide police services to the University of California community and facilities owned, occupied and/or controlled by the University of California. The intent of this policy is to give guidance to UCSF Police Department personnel to stay focused providing quality service and protection to the UCSF property and community.

D. The Police Department’s ECC maintains a large map of the City and County of San Francisco and a list of related UCSF facilities to identify the Police Department’s jurisdictional boundaries and responsibilities. These will be updated as needed or at least annually, by the TSD. Each officer shall be familiar with the geographical boundaries and accompanying satellite UCSF facilities.

1. Any time there is a question concerning jurisdiction, the Watch Commander shall be consulted to make a determination.

E. The following geographical boundaries are established as the UCSF Parnassus Campus (see ECC Map):

1. North – University property – Martin Luther King Drive (Kezar Drive and Waller Street) to Clayton Street
2. South – University property – Clarendon Avenue (Twin Peaks Blvd.) to Laguna Honda Blvd. (Noriega Street)
3. East – University property – Clayton Street
4. West – University property – Eleventh Avenue.
F. The following geographical boundaries are established as the UCSF Mission Bay Campus (see ECC Map):
   1. North – University property – Townsend Street (3rd Street to 13th Street)
   2. West – University property – Potrero Street (13th Street)
   3. South – University property – 20th Street (3rd Street to Potrero Street)
   4. East – University property – Terry Francois Street.

G. The primary jurisdiction at satellite UCSF facilities (including, but not limited to, Laurel Heights, Mission Center, Mt. Zion Hospital, UC Extension Center, 44 Montgomery Street, 1930 Market Street, 982 Mission Street, Buchanan Dentistry Clinic, China Basin Building, Executive Park, 3130 Harrison Street, Lakeshore Plaza, Hunters Point Facility, Minnesota Street Building, Pritzker Center at UCSF, San Francisco General Hospital, Veterans Administration and Oyster Point) is limited to the facility itself. Any law enforcement action initiated en route to or from a satellite facility shall be limited to situations requiring immediate police action.

H. Officers shall keep in mind that their primary responsibility is to provide police services to the University of California.

1.6.2 Concurrent Jurisdiction

A. UCSF police officers have peace officer powers anywhere in the State of California with primary jurisdiction on all properties owned, operated, or controlled by the Regents of the University of California System and within a one-mile radius of these facilities. This jurisdiction is also shared with local law enforcement agencies. Local police departments have concurrent jurisdiction on all campuses and upon all properties owned or controlled by the University located within the city. If the campus or property is located within a county jurisdiction, the County Sheriff has concurrent jurisdiction with University of California police officers.

B. The UCSF Police Department maintains Memorandum of Understanding agreements with San Francisco, Daly City and South San Francisco Police Departments, as well as, the San Francisco Municipal Transportation Agency (SFMTA; formerly the Department of Parking and Transportation). All agencies agree that the main priority is to provide quality police services. The agreement states that UCSF Police Department is responsible for the investigation and handling of incidents that occur on UCSF property. The UCSF Police Department and the above agencies agree to notify each other when significant events or arrests are initiated by officers in the other’s jurisdiction area.
C. All Police Department personnel shall be familiar and comply with the provisions of the Memorandums of Understanding as they apply to each agency. Memorandums of Understanding are maintained in the Office of the Chief of Police and the ECC.

D. Each of the agencies (San Francisco, Daly City, South San Francisco and UCSF Police Departments and the SFMTA) cooperates with one another to avoid unnecessary duplication or overlap of law enforcement activity. Furthermore, officers of each of these agencies cooperate with one another when situations arise requiring the exercise of authority in each other’s jurisdiction.

1.6.3 Interagency Cooperation

A. Effective law enforcement is not a solitary effort but requires the cooperation and communication of many agencies. The Department supports cooperative efforts, including enforcement of city ordinances, traffic laws and California Statutes.

B. Authority of Department Members
1. Within the San Francisco City limits, UCSF police officers will enforce the ordinances of the City of San Francisco and the laws of the State of California and carry out all duties and responsibilities attributed to the Police Department by the Chief of Police.
2. UCSF police officers will enforce the traffic ordinances of the City of San Francisco and the traffic laws as denoted in the California Statutes on all city streets and state highways within the city limits.
3. UCSF police officers may exercise responsibility in matters concerning city ordinances within the city limits.

C. In any situation where a question arises concerning jurisdiction with another agency, the responding UCSF Police officer will make every attempt to resolve the matter in the most professional manner possible. If this is not possible, the matter will be turned over to a supervisor or Watch Commander for resolution. If no amicable solution can be reached, the matter should be handled by UCSF Police Department in the interests of the community and a report outlining the situation submitted to the Chief of Police.
1.7 CONTRACTUAL AGREEMENTS FOR LAW ENFORCEMENT SERVICES

1.7.1 Assessment

A. The Department may provide contract law enforcement services to those entities/businesses not covered within the jurisdictional boundaries of the University.

B. Upon receipt of a request for law enforcement services, the Chief of Police will assign the appropriate manager to conduct an assessment of the requesting jurisdiction. The assessment will include:
   1. Current service needs
   2. Ability to provide additional service to new jurisdiction
   3. Financial impact
   4. Effect on fulfilling the Department mission.

1.7.2 Written Agreement (Revised: 2/16/17)

Should the UCSF Police Department agree to provide contract services, a written agreement will be entered into between the Department and the entity requesting contractual law enforcement services. The contract will comply with all legal, financial and University policies. The UCSF Police Department contract review process will be followed prior to services being rendered. The PSD Captain and Financial Services Business Center Partner shall review the contract before sending it to the Chief of Police, who shall determine final approval of all contractual agreements.

1.7.3 Statement of Services (Revised: 8/1/14)

Any contract entered into by the Department for the provision of law enforcement and/or security services shall contain statements that identify the type and extent of services to be provided. Any contract entered into by the Department for policing services shall contain statements identifying the type and extent of services to be provided. Every contract shall ensure UCSF Police Department officers have all powers and authority vested in them as public law enforcement officers and include the following provisions, among others:

A. UCSF police officers shall not perform or be requested to perform any services other than law enforcement and community policing.

B. UCSF security personnel shall not perform or be requested to perform any services other than security services.
C. UCSF police officers and/or security personnel shall at all times be considered UCSF personnel.

D. UCSF shall be responsible for all compensation associated with personnel.

E. Guidelines concerning the authority of Department personnel to cite an offender into appropriate courts will be established.

1.7.4 Financial Agreements (Revised: 8/1/14)

A. UCSF Police Department will be reimbursed by the contracting agency for costs associated with providing the service. Compensation for services rendered will be billed to the subscriber agency within 30 days after the services are rendered or as otherwise agreed.

B. Equipment costs, depreciation, overhead and other direct and indirect costs shall be included, when applicable.

1.7.5 Records of Services

A record will be maintained concerning the nature and extent of the services provided under contract for any contract entered into by the Department as a provider or recipient agency, including, but not limited to:

A. Total number of requests for service
B. Number of reports initiated
C. Number of hours of service provided
D. Personnel who provided service.

1.7.6 Duration, Modification and Termination (Revised: 2/16/17)

A. Any contract entered into by the Department shall include language that states the effective beginning and termination dates and procedures for modifying the agreement, including continuation or termination of the agreement.

B. Each contract and agreement will be reviewed annually by the PSD Captain.

1.7.7 Legal Contingencies

Each contract for law enforcement services shall include language addressing:
A. Indemnification
Contracting agency shall indemnify and hold harmless the University, its officers, personnel and agents, from and against any suits, actions or claims of any character, liabilities, losses or costs, including attorney’s fees and court costs, resulting directly or indirectly from the performance of the agreement.

B. Transferability
The contract is for the exclusive benefit of the University and the contracting agency. The contract cannot be assigned, transferred or pledged by either party without prior written consent of the other.

C. Discrimination
The contract will contain wording that both parties agree not to discriminate on the basis of race, religion, sex, color, national origin, sexual orientation, disability, marital status, familial status or source of income.

1.7.8 Equipment and Facilities

A. To avoid conflicts of ownership and control, any contract the Department enters into for law enforcement services shall provide specific arrangements for the use of equipment and facilities.

B. Clear lines of responsibility will be agreed upon between the Department and other contracting body(s) concerning the ownership, use and maintenance of equipment and facilities.

C. The contract will stipulate provisions for property and facility ownership, leasing, purchasing and disposal following termination of the contract, and provisions establishing responsibility for maintenance of equipment and facilities to be used.

1.7.9 Employee Rights

A. No employee of the Department shall be penalized or lose any employee rights due to assignment in a contracted law enforcement arrangement.

B. No employee shall suffer a loss of fringe benefits or promotional or training opportunities due to assignment in a contracted law enforcement arrangement.

1.7.10 Provider Agency/Control over Personnel (Issued: 2/22/08)

Any contract entered into by the UCSF Police Department for law enforcement services shall contain statements identifying the type and extent of services to be provided. Every
contract shall ensure UCSF Police Department officers have all powers and authority vested in them as public law enforcement officers and include the following stipulations:

A. UCSF Police Department officers shall not perform or be requested to perform any services other than policing services.

B. UCSF Police Department officers shall at all times be considered UCSF employees.

1.8 MUTUAL AID

1.8.1 Mutual Aid Agreements (Revised: 9/30/10)


B. Written agreements are maintained with agencies that have concurrent jurisdictions on campus, as well as agencies that have "understandings" with the Department.

C. All requests for mutual aid will be made by the Chief of Police or designee.

1.8.2 Universitywide Mutual Aid (Revised: 9/30/10)

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

B. 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.
   1. 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.
   2. 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’s Chief of Police prior to requesting mutual aid.
   3. Requests for mutual aid will be made from the Gold Book containing the Universitywide Police Policies and Administrative Procedures, Chapter
13, Mutual Aid Request Form (Universitywide Policies and Procedures Addendum A-2). Telephone requests may be made, but shall be followed upon writing as soon as practical. Written requests may be sent via fax.

4. Every effort will be made to provide sufficient advance notice of mutual aid requests for campuses fulfilling the request for mutual aid to evaluate available resources and make necessary schedule adjustments.

5. The Coordinator of University of California Police Services will be notified of the request for mutual aid as soon as practical.

C. 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 (Universitywide Policies and Procedures Addendum A-2) cited in the Gold Book in Chapter 13, will be transmitted via fax to the host campus, specifying if mutual aid will be provided and, if so:

1. Name, rank and identification number of mutual aid personnel
2. Date and hours of the most recent duty assignment of mutual aid personnel
3. Specialized equipment being provided
4. Other resources being provided, if any
5. Name of the person in charge of the mutual aid detail
6. 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 becomes effective.

1.8.3 Local Mutual Aid Request

A. When a determination is made that an emergency situation may go or has already gone beyond the control of university resources, it is the responsibility of the Chancellor or Chief of Police to request mutual aid from the San Francisco Office of Emergency Services.

B. It is the responsibility of the San Francisco Office of Emergency Services to provide assistance and coordination to control the problem (California Government Code § 26602).

1. It is also possible to obtain other services from the San Francisco Police Department (SFPD) and San Francisco County Sheriff Department (e.g., a bus for prisoner transportation at a small demonstration) without invoking mutual aid.

C. To request mutual aid from the San Francisco Office of Emergency Services, the Department must:
1. Place all Department sworn personnel on the following shifts: 12 hours on and 12 hours off.
2. Contact the San Francisco Office of Emergency Services and verbally request mutual aid.
3. Complete a teletype and send the written message to the San Francisco Office of Emergency Services.
4. Meet with appropriate San Francisco Office of Emergency Services personnel to discuss, plan and coordinate the use of outside personnel, including:
   1. Dates and times that mutual aid personnel are required
   2. Number of personnel needed to assist
   3. Location of staging area for responding personnel to meet
   4. Mass processing procedures for persons arrested
   5. Transportation plans for persons arrested
   6. Operation of temporary detention facilities, if needed.

1.8.4 Regional Mutual Aid Request

If the San Francisco City and County does not have the resources to meet the request of the University, they will contact the mutual aid coordinator for Region II (as defined in the State Mutual Aid Plan) to request the assistance. The Region II coordinator will then coordinate the University’s mutual aid request.

1.8.5 State Mutual Aid Request (Revised: 9/30/10)

A. If Region II cannot meet the University’s request for mutual aid, the coordinator will request mutual aid from the State of California. The law enforcement division of the California Emergency Management Agency (Cal EMA) is responsible for coordination of state resources in support of local law enforcement during "unusual occurrences" such as disorders, demonstrations, riots and natural or war-caused disturbances. Authority is granted to Cal EMA under Article 5, Chapter 7, of the California Government Code. A 24-hour communications center is maintained at the Cal EMA in Sacramento. A representative of the Law Enforcement Division can be reached at any hour of the day or night by calling 800-421-2921 or 916-845-8911.

B. Four state agencies have specific responsibilities to support local law enforcement during emergency situations:
   1. The California Highway Patrol – provides traffic control and maintenance of law and order.
   2. The State Military Department (which includes the California Army and Air National Guard, the State Military Reserve and the Naval Militia) –
provides military support to local jurisdictions, only after a request for same is made by the chief executive of a city, university or county and only after the disturbance is beyond the capabilities of local law enforcement mutual aid forces.

3. The Department of Justice – provides legal advice and intelligence.

4. The Department of Corrections – provides support for local law enforcement (with resources).

1.8.6 Emergency Federal Law Enforcement Assistance (Revised: 2/22/08)

A. An emergency may arise necessitating the call out of the California National Guard (Federal law enforcement). Only the Governor may make the request to the President to provide federal resources to assist in restoring or maintaining law and order. The Governor can only make such requests after all of the State’s available forces, including the state military, are unable to control the emergency. The Department of the Army has the responsibility for the temporary assignment of federal military resources to National Guard units and local civil authorities in anticipation of or during disturbances.

B. Requests for Federal Law Enforcement or National Guard Assistance in Emergency Situations
   1. Federal law enforcement or National Guard assistance shall only be approved through the Chief of Police or designee.
   2. Emergency assistance requiring Federal law enforcement or National Guard assistance will adhere to the California State Government Code, §§ 8555-8561.
   3. Assistance from federal sources shall be of last resort and only requested after regional resources are not capable or available.

1.8.7 Providing Available Aid

A. In the event the Department is contacted by another law enforcement agency requesting mutual aid, the Chief of Police or designee on duty will be immediately notified, so the situation can be reviewed and a determination made as to how many officers and what type of equipment will be sent to the requesting agency.

B. The safety and security of UCSF is the Department’s first concern and only that staffing and equipment that can be spared without leaving UCSF unprotected will be sent.

C. No commitment of personnel or equipment is to be made without the express permission of the Chief of Police or designee on duty. An estimate of the amount
of aid available from provider agencies is addressed in the Mutual Aid Agreements.

D. In the event the authorizing officer is not the Chief of Police, the Chief of Police will be advised of the commitment of staff or equipment as soon as practical. If the Chief of Police is not available, the normal chain of command will be followed until an executive officer is notified. It will only be necessary to notify the Chief of Police or another executive officer immediately if the expected commitment is to be extensive, if the officer in charge feels recall of personnel might be necessary, if the aid will involve potential cost to UCSF (i.e., overtime) or if UCSF personnel are injured or equipment is damaged.

E. The Chief of Police or other executive officer notified will determine whether any special staffing adjustments are necessary.

1.8.8 Mutual Aid Agreement Contents (Revised: 9/30/10)

A. The Mutual Aid Agreement provides the necessary authority to initiate mutual aid activity, either on behalf of The Department or at the request of a neighboring law enforcement agency. The University reviews and approves agreements with other law enforcement agencies pursuant to California Government Code § 8617. Written agreements are maintained with agencies that have concurrent jurisdictions on campus, as well as with agencies that have "understandings" with the Department. These agreements, along with California Emergency Management Agency Law Enforcement Mutual Aid Plan address:

1. The legal status of agencies and agency personnel responding to mutual aid requests
2. Procedures for vesting the provider agency personnel with the legal authority to act within the receiver agency jurisdiction
3. Procedures for requesting mutual aid
4. Identity of those persons authorized to request mutual aid
5. Identity of persons to whom outside personnel are to report
6. Procedures for maintaining radio communication with outside personnel
7. Expenditures, if any, that should be borne by the receiver agency to compensate for the use of the provider agency’s resources
8. Procedures for review and revision if prescribed in the agreement.

1.8.9 Mutual Aid Prisoner/Detention Assistance

Provisions in the Mutual Aid Agreement govern assistance of outside agency personnel in:
A. Mass processing of arrestees by the San Francisco County Sheriff Department
B. Transporting prisoners in coordination with San Francisco County Sheriff’s Facility
C. Operation of temporary detention facilities by San Francisco County
D. Responsibility for prisoner medical care costs.

BY ORDER OF:  
Mike Denson  
Chief of Police
Chapter Two: Administration

2.1 DIRECTION: GOALS AND OBJECTIVES

2.1.1 General Information (Revised: 11/15/10)

Police Department Goals and Objectives are developed by the Chief of Police. Goals and objectives are incorporated into the Police Department’s strategic and operational master plans including, but not limited to:

A. Finance and Administrative Services (FAS) Department performance goals
B. Police Department workload measures
C. Police Department performance measures
D. Police Department Action Plan
E. Police Department Campus Security and Crime Prevention Plan
F. Emergency Management Plan
G. Additional division and unit goals and work plans.

2.1.2 Distribution of Agency Goals and Objectives (Revised: 11/15/10)

A. The UCSF Police Department formulates specific goals and objectives for the ensuing fiscal year as a part of the overall, annual budget development and Department performance goals planning process. Division Managers are responsible for developing and submitting annual goals, objectives and initiatives related to their area of responsibility to the Chief of Police during the budget process.

B. A final Police Department work plan consisting of goals and objectives, performance measures and financial projections is approved by the Chief of Police.

C. Employees are informed of the mission, goals, objectives, performance measures and budget at the annual Department Meeting.

2.1.3 Goals and Objectives, Employee Input

Goals and objectives are submitted to the Chief of Police after Division Managers have met with and collected input from their middle managers, supervisors and work groups and after they have formulated and received approval for their Division’s operational and strategic plans. Personnel input, both during the annual development process and on an on-going basis, is both highly valued and encouraged. Personnel are informed of the annual budget development process and are encouraged to provide input and suggestions,
ranging from equipment and training suggestions to program and strategic planning ideas. Input will be submitted through processes such as:

A. Leadership meetings
B. Divisional or work group meetings
C. Police Department staff meetings
D. Equipment repair/replacement reporting
E. Daily shift briefings
F. Chain of command to the respective division and unit managers or the Chief of Police.

2.1.4 Annual Goals and Objectives Progress Report (Revised: 2/16/17)

A. Goals and objectives status and performance measures are reported monthly and annually to the Chief of Police by the Analyst for the Office of the Chief. Monthly management reports are reviewed and approved by the Chief of Police.

B. The Office of the Chief of Police maintains historical records of all progress reports.

C. All employees may access the quarterly Performance Measures and Performance Goals via the UC Police Department (UCPD) intranet.

2.2 WRITTEN DIRECTIVES

2.2.1 Written Orders and Memoranda (Revised: 6/30/11)

A. Policy and Purpose of Written Directives

1. The Universitywide Police Policies and Administrative Procedures Manual is established by the University of California Office of the President and is, therefore, applicable to the UCSF Police Department. These system-wide policies are incorporated into the Universitywide Police Policies and Administrative Procedures. General University policies include the University of California Staff Personnel Policies, Business and Finance Bulletins, and Accounting Manuals.

2. A General Order is a written directive of a permanent nature that pertains to subjects such as organization, procedures, rules of conduct, and/or anything else in the nature of policy and procedure of importance to a broad segment of the Department.

3. A Special Order is a written directive of limited duration with explicit dates (or circumstances) during which it is valid. Special Orders will pertain to temporary matters designed to cover a special occurrence or event and will be issued with a specific expiration date.
University of California, San Francisco
Police Department General Orders

Issued: 6/25/07
Reviewed: 2/16/17

4. A Personnel Order will announce appointment of new personnel, transfers, special assignments, deaths, funerals, shift assignments, promotions, examinations, citations and all other personnel matters.

5. UCSF Administrative Policies are rules of conduct and specific guidelines to which all UCSF faculty, staff, and students must adhere. They specify both required and prohibited conduct by all UCSF faculty, staff, and students.

6. Personnel Policies for Staff Members delineate the employment relationship between unrepresented staff members and the University of California. These policies describe certain rights, benefits and expectations, which encourage professionalism, service and contribution. These policies do not apply to personnel who are covered by a memorandum of understanding with an exclusive bargaining agent.

7. Instructional materials, including the Field Training Manual, and training bulletins are designed to provide technical information.

8. Section manuals are designed for specific sections and contain technical information unique to those units.

9. Memoranda are formal or informal written documents used to clarify, inform or inquire. Memoranda disseminate information that does not warrant a general order.

10. Electronic communications, such as voicemail and e-mail, are available for personnel use as authorized by UCSF policy and are restricted to business use only.

B. Authority to Issue

1. Universitywide Police Policies and Procedures are issued by the Office of the President and are intended to maintain the high standards of the University of California Police Department for all system-wide campuses.

2. General Orders are issued by the Chief of Police to announce organization-wide policies and procedures that are applicable for the indefinite future. General Orders will be submitted to the Chief of Police through the PSD Captain. The Chief of Police or designee shall be responsible for the preparation and maintenance of written directives. The Chief of Police has the authority to issue modify approve, revise, or deny all orders.

3. Special Orders must be signed by and issued under the authority of the Chief of Police. Special Orders concerning particular events or subjects under the command of Division Managers should be prepared by that level of command and submitted to the Chief or designee for approval. Special Orders will be submitted to the Chief of Police through the PSD Captain.

4. Personnel orders involving appointment of new personnel, promotions, suspensions and terminations must be signed by the Chief of Police. All
other personnel orders may be issued by Division Commanders when appropriate. Originals or copies of signed Personnel Orders will be sent to the Office of the Chief for personnel records. Any University personnel action forms must be signed by the Chief of Police.

5. The UCSF Administrative Policy Coordinator and Office of the Chancellor reviews, edits, and finalizes all content of the Administrative Policies; coordinates review of policy drafts among specified units and the Vice Chancellors; distributes updates via the electronic Listserv and oversees website maintenance.

6. Personnel Policies for Staff Members that requires any variance from the policies must be approved by the President or, where indicated, by delegation of the Chancellor, Laboratory Director or Senior Vice President of Business and Finance.

7. Instructional materials and training bulletins will be approved by the Chief of Police or designee prior to dissemination. A copy of the approved instruction materials and training bulletins will be sent to the Training Manager as documentation of Department-wide training.

8. Memorandums may be utilized by all Department personnel.

9. Patrol information bulletins shall be disseminated by Patrol to relay critical information to other Patrol staff personnel. Patrol Information bulletins can be generated by any member of the police staff with the approval of a supervisor.

10. Section manuals are issued by the Division Manager upon approval of the Chief of Police. The Division Manager will ensure each Section has an updated copy of their manual available at all times. A copy of new or updated procedures will be sent to the PSD Captain after it has been approved by the Chief of Police.

11. Voicemail and e-mail are available to personnel.
   a. Personnel with voicemail, e-mail and/or access to the Internet shall ensure that the access to their information is password protected.
   b. Personnel are cautioned against leaving an active computer terminal on without logging off or activating a password-protected screen saver to protect information.
   c. Personnel shall not use unsolicited or borrowed computer software on university equipment.
   d. Personnel shall remove sensitive data from the computer when not in use. Personnel shall password protect sensitive data on disks.

C. Indexing and General Format
   1. The Department Manual consists of ten chapters:
      a. Chapter 1 – Organization
      b. Chapter 2 – Administration
c. Chapter 3 – Personnel and Training  
d. Chapter 4 – Patrol Operations  
e. Chapter 5 – Investigations  
f. Chapter 6 – Crime Prevention  
g. Chapter 7 – Homeland Security  
h. Chapter 8 – Records and Communications  
i. Chapter 9 – Evidence & Property  
j. Chapter 10 – Special Operating Procedures

2. General Orders, which are permanent directives concerning policies, rules and procedures, will be placed in the manual and numbered utilizing a standard format. The first part of the number will be a reference to the chapter, followed by a period with the subtopic, followed by a numerical listing of sub-topics in that chapter. Example: General Order 1.2.1, “Organizational Structure.”

3. All General Orders will have the same format and contain the following information:
   a. General Order number  
   b. Title and subject  
   c. Issued date and revised date, if applicable  
   d. The body of the order, containing procedures and delineated responsibilities for all affected personnel

Many General Orders will also contain Department policy statements. All General Orders will be approved and signed by the Chief of Police.

4. The Department General Orders will contain a table of contents.

5. The Department General Orders contain addenda for reference to certain sections. Addenda will be numbered by the reference chapter, followed by a letter of sequence. Example: Addendum 2A is the first addendum referenced in Chapter 2.

6. Special Orders will follow the format outlined in Addendum 2A and will be numbered consecutively with a prefix consisting of the last two digits of the year; i.e., 17-01, 17-02, etc.

7. Personnel Orders will be written in a memorandum format and will be maintained by the PSD in personnel files and by the Office of the Chief in an appropriate file determined by the subject matter.

8. Training Bulletins will follow the format outlined in Addendum 2B and be numbered consecutively with a prefix consisting of the last two digits of the year; i.e., 17-01, 17-02, etc. Training bulletins will be indexed and cross-referenced.

9. Memoranda will follow the format outlined in Addendum 2C.

10. Internal memoranda correspondence from within the Police Department will be sent on Police Department “Inter-Office Memo” letterhead.
11. All correspondence outside the University that uses the UCSF letterhead stationary for official business purposes shall be forwarded up through the chain of command for prior approval (Addendum 2D).

12. Patrol Information Bulletins will follow the format outlined in Addendum 2E.

D. Cancellations
1. The Chief of Police or designee(s) will review yearly, after the original date of issue, all General Orders, Special Orders, Training Bulletins, and Memoranda from the Chief that are not self-canceling to determine if they should be:
   a. Canceled
   b. Incorporated into a manual
   c. Revised or
   d. Continued in their present form.

2. Cancellations and incorporation into other manuals will be effected by a General Order revision.

3. Section manuals, including the Field Training Manual, will be reviewed yearly by the respective Division Managers and revised as needed. Copies of all updates will be sent to the PSD Captain for inclusion in the Accreditation reference section manuals.

E. Updating Manuals
1. Copies of new General Orders that become effective outside of the annual revision will be placed in the roll call training binder and updated in the Police Department website (“Intranet”). All employees will receive training in the changes.

2. Manuals maintained on computer disc will be updated annually, unless there are no substantive changes.

3. The PSD will update hard copy manuals as revisions become effective.

4. At the time that a manual is issued or revised, all affected employees shall review the changes via the PowerDMS system and sign an electronic acknowledgement of understanding indicating that they have received and reviewed the disseminated directives. The record of acknowledgement will be maintained via Power DMS.
   a. PowerDMS is an internet-hosted system designed for the paperless distribution, organization and maintenance of written directives.

5. The issuance of Department Manuals will also be maintained by the PSD.
F. Application of Orders

1. Each General Order contains within the language words to describe the degree of discretion allowed. For proper application, the following definitions will apply:
   a. “Policy” is a broad statement of the principles and values that guide the performance of Department personnel.
   b. “Shall” or “will” are words used to provide specific direction and indicate the same level of authority as an order from a superior officer.
   c. “May” or “could” are words used to allow a greater degree of personal judgment. Tolerance or deviation from the instruction is acceptable if it is reasonable and consistent with the overall policy of the Department.

2. It is allowable for personnel to deviate from the guidelines of the manual when they are acting knowingly and in response to particular circumstances that indicate their action was justifiable and reasonable. Personnel who deviate shall report their actions as soon as possible to their immediate supervisor.

2.2.2 Staff Review of Directives (Revised: 10/21/08)

A. All proposed General Orders and Rules of Conduct will be disseminated to the command staff for review prior to issuance. Command staff includes: the Chief of Police, captains, lieutenants and the Homeland Security and Emergency Management (HSEM) Director. The command staff will review proposed orders and policies and return comments to the PSD Captain within thirty days, or the proposed orders and policies may be reviewed and discussed during a management staff meeting.

B. All other directives will be reviewed by the issuing authority, Chief of Police and PSD Captain, as appropriate.

C. The review and comment process should reflect input from personnel groups directly affected by the directive.

2.2.3 Procedure Manual/Distribution of Directives (Revised: 8/1/14)

A. All personnel are provided with an electronic copy of the General Orders Manual when hired and upon the release of newer editions. The manual is also available online through the UCSF Police Department website. When provided with an electronic copy at the time of hire or upon distribution of updated editions, all
employees are required to sign an acknowledgement form documenting the receipt of the General Orders Manual.

B. All personnel are responsible to demonstrate knowledge of the contents of the General Orders Manual. Personal conduct and work performance shall be consistent with the directives of this manual.

C. When a new order or changes are issued, all personnel shall acknowledge receipt and understanding of the order. Employees shall review the changes via the PowerDMS system and sign an electronic acknowledgement of understanding indicating that they have received and reviewed the disseminated directives.

D. Supervisors shall be responsible to ensure all personnel are knowledgeable about how to access the General Orders through the computer network.

E. The PSD Captain is responsible for keeping a record of all Police Department personnel and others issued a General Order Manual. Acknowledgement of General Orders receipt will be kept in personnel files. Acknowledgement of General Orders review will be maintained via Power DMS. Changes to issued General Orders tracking forms will be maintained by the PSD Captain.

2.3 GENERAL MANAGEMENT

2.3.1 Management Information System

The Police Department gathers data and maintains statistics essential for tracking criminal activity, measuring performance, determining resource needs, forecasting crime trends and preparing annual budgets.

2.3.2 Administrative Reporting (Revised: 2/16/17)

Administrative reports are derived from the New World System records management system (RMS), as well as from supervisors’ daily logs, Department action plans and performance reports and related criminal justice system data gathering. All personnel have access to the reports described within this General Order.

Reports are generally available on demand, although some reports are compiled on a regular basis. A comprehensive list of these reports titled “Required Reports” is maintained by the PSD Captain. This list includes, but is not limited to, the following reports:
A. Daily Logs
1. The Briefing Summary Report is reviewed at the beginning of all shifts during the respective team or work unit briefings.
2. The Watch Commander completes a Daily Shift Log highlighting deployment and vehicle assignments, significant events, shift training, citizen ride-alongs and personnel absences.

B. Monthly Reports
1. The Uniform Crime Report is a summary of jurisdictional Part I and II crime and activity and is produced monthly by the Field Services Division (FSD). A master copy of this report is kept on file in the RMS.
2. The Analyst to the Chief of Police will prepare a monthly Department Performance Report for the Chief of Police updating progress on Police Department goals, objectives, action plans and performance measures. This report is essentially a combined statistical analysis of the monthly performance reports provided by Unit and Division Managers. This report contains a report related to calls for service, dispatch and response times by the FSD.

C. Quarterly Reports
A quarterly customer satisfaction survey report is produced by the Crime Prevention Unit and submitted to the Chief of Police no later than the last day of the month following the close of the quarter. Quarterly customer service reports highlight the quality of performance of the respective Division and alert the Chief of Police to any significant issues on the horizon.

D. Annual Report
The Police Department will produce an annual report of significant activities for distribution to the Senior Vice Chancellor of Financial and Administrative Services, the UC Office of the President and the UC Coordinator of Police Service. The annual report will be prepared by the Crime Analyst with oversight by the TSD Captain and will highlight department services and significant events, provide crime prevention information and inform citizens how they can get involved with the Police Department.

2.3.3 Agency Forms Control (Revised: 2/16/17)

A. An employee who wishes to request a new Police Department form shall submit a draft of the form request via the chain of command to his/her Division Manager, who will forward it to the PSD for preparation of a draft document. The document will be returned to the Division Manager and original requester for review to ensure the new Police Department form is in accordance with Police Department
and University standards. Once approved, the requesting Division Manager shall then forward the new form to the Chief of Police or designee for final approval and implementation.

B. The PSD Captain will ensure review of forms by appropriate management and staff as forms as they are modified or printed to:
   1. Minimize the overall number of forms
   2. Minimize overlap and duplication of information
   3. Keep forms current and up-to-date
   4. Maintain professional-looking and legible forms.

C. Recommendations for change will be presented to the management team for consideration; final approval shall be obtained from the Chief of Police or designee prior to modification of a form.

2.3.4 Periodic Reports and Review (Revised: 8/1/14)

A. Responsibility for ensuring that the General Order Manual reflects current operations, legal requirements and Police Department needs rests with all Department members who have knowledge of a discrepancy or needed change. General Order 2.2, “Written Directives,” outlines the process of bringing needed changes to the attention of the Chief of Police via the chain of command, so policies can be kept accurate and current.

B. Actual maintenance and distribution of the General Orders, general order updates, proofs of compliance, receipts of manual issuance and receipts of policy and training is the responsibility of the PSD Captain.

C. The PSD Captain will maintain a log to ensure all time sensitive reports are completed as required. All reports and reviews are scheduled to be due by the 15th of the month following the designated reporting period.

D. To guarantee that reports and reviews will be completed in a timely manner, the PSD Captain will use the following tracking procedures:
   1. During the first week of every quarter, he/she will notify (via e-mail, memorandum, staff meeting agenda, etc.) all applicable personnel of any reports and reviews that are due during the next three months.
   2. The log will be updated upon receipt of a copy of the report.
   3. The Chief will be notified of any items that remain outstanding after the 15th of the month preceding that the assignment was due.
2.4 PLANNING AND RESEARCH: ORGANIZATION

2.4.1 Planning and Research Function (Revised: 10/15/08)

Planning and research is essential to the smooth operation and anticipation of future needs for the provision of police services in the community.

A. Strategic and tactical planning and research is encouraged and conducted at all levels and in all divisions of the Police Department to anticipate and/or resolve the more immediate issues.

B. Long range planning is conducted primarily at the division management or higher level and is coordinated through the Office of the Chief.

C. Overall Department planning and budgeting is coordinated and conducted through the Office of the Chief.

2.4.2 Planning and Research Supervision (Revised: 11/15/10)

To ensure that the Chief of Police is kept well informed of the status and progress of planning and research projects, the member(s) primarily responsible for the function and/or individual projects will either report directly to the Chief or have no more than one person in the chain of command between him/herself and the Chief of Police.

A. Division Managers are responsible for the general research and planning function and report directly to the Chief of Police.

B. Other managers, who are occasionally involved in planning activities, report to their respective Division Manager.

2.5 PLANNING AND RESEARCH: FUNCTIONS

2.5.1 Planning and Research Functions (Revised: 10/15/08)

Division-specific planning and research activities are conducted by Division Managers. These activities include, but are not limited to:

A. Division budget and contingency planning
B. Crime, traffic, and calls for service analysis
C. Equipment and resource analysis and recommendations
D. Scheduling and staff allocation
E. Strategic and tactical planning
F. Community surveys
G. Other programs/projects as assigned by the Chief of Police.

2.5.2 Dissemination of Analytical Reports (Revised: 2/16/17)

A. Annual Budget
Copies of the adopted University budget are distributed annually to the:
1. Chief of Police
2. Division Managers.

B. Monthly, quarterly and annual financial and performance reports are prepared and distributed as follows:
1. Monthly and Annual Financial and Performance Report
   a. Prepared by FAS Finance Service Center
   b. Distributed to the Chief of Police and Police Department Division Managers
2. Quarterly and Annual Statistical Performance Reports
   a. Prepared by the PSD or the Office of the Chief
   b. Distributed to the Chief of Police and Police Department Division Managers.
3. UCPD Annual Report
   a. Prepared by the Crime Analyst with oversight by the FSD Captain.
   b. Distributed widely to officials and campus community each year including:
      (1) Senior Vice Chancellor of FAS
      (2) UC Office of the President
      (3) UC Coordinator of Police Services
      (4) UCPD website for public and internal access.

2.5.3 Multi-year Planning

The Police Department prepares and annually updates multi-year financial and operations plans, in accordance with guidelines established by the UCSF Budget and Resource Department. Mission, goals and objectives are reviewed and set annually as a part of the budget process and include consideration of:

A. University goals and objectives
B. Campus survey results
C. Anticipated service demands and service area size population, and demographics
D. Projected staffing levels and allocation of personnel resources
E. Anticipated capital improvements and equipment needs
F. Operational efficiency and effectiveness.
2.5.4 Risk Assessment and Analysis Reporting (Issued: 6/1/12)

A. Background

UCSF Risk Management & Insurance Services is responsible for providing property and liability insurance for the entire, ten-campus University of California system. The University of California is self-insured and assesses its liability coverage needs annually. Data collected from all ten campuses is loaded into a database at the University of California’s Office of the President and premiums are determined. Risk Assessment and Insurance Services then allocates costs to the individual campuses in proportion to the claims and damages each individually filed over the previous three years.

Additionally, the HSEM Division prepares a Hazard Vulnerability Assessment, which assesses UCSF’s vulnerability to many potentially catastrophic events. HSEM ranks these potential hazards on the basis of probability, severity and mitigation measures already in place. The Hazard Vulnerability Assessment is reviewed annually by a stakeholder work group and revised if indicated.

B. Risk Assessment Scope, Reporting and Dissemination

1. Risk Assessment and Insurance Services

a. Risk Assessment and Insurance Services takes into account the following five areas of risk and liability when determining insurance coverage needs for the University of California as a whole:
   (1) General Liability
   (2) Auto
   (3) Employment
   (4) Property
   (5) Construction.

b. As a standard procedure, the UCSF Police Department shall submit a copy of any police report recording details of an accident or property loss to Risk Assessment and Insurance Services for entry into the UC Office of the President database.

c. Once every three years, Risk Assessment and Insurance Services shall prepare a report for the UCSF Police Department that breaks out property and liability insurance costs attributable to:
   (1) Vandalism and other damage to UCSF facilities
   (2) Vehicular accidents
   (3) Theft
   (4) Personal injury and accidents
   (5) Employee liability for negligence or actions taken while on the job.
d. This report will contain a risk assessment and analysis of:
   (1) Risks to the campus community from criminal activity
   (2) Risks to the campus community from accidents
   (3) Property loss to both UCSF and individuals at UCSF
   (4) Liability issues of concern to UCSF.

e. The report shall be made available to the Chief of Police, the HSEM Director and the PSD Captain.

   a. In its Hazard Vulnerability Assessment, HSEM considers risks to the UCSF community from potential hazardous incidents. (Refer to EAP Appendix HVA for the current risk assessment and ranking of risk from potential hazards.)
   b. Events that may trigger a reevaluation of the Hazard Vulnerability Assessment include:
      (1) Changes in intelligence information on terrorist threats/risks
      (2) New tactics employed by anarchists/extremists during civil disturbances
      (3) Increased public attention on controversial University research, student fees, etc.
      (4) New scientific indicators of natural disasters/emerging health threats (e.g., earthquakes, pandemics)
   c. The UCSF Police Department shall provide a copy of the Hazard Vulnerability Assessment to the Long Range Development Plan Committee.
      (1) The information will be used as aid in most effectively allocating funds when planning new building systems.
   d. Every year, the HSEM division shall conduct a 3-year analysis of threat and risk factors at UCSF and their impact on the Hazard Vulnerability Assessment.

2.6 FISCAL MANAGEMENT

2.6.1 Fiscal Authority and Responsibility (Revised: 11/15/10)

The Chief of Police, who reports directly to the Senior Vice Chancellor of Finance and Administration, is charged with:

A. Planning, organizing and directing the overall activities of the Police Department and serving as UCSF’s Chief Law Enforcement Officer and Emergency Operations Center (EOC) Director.
B. Developing strategic and operational plans to ensure services, programs and policing strategies meet the University’s changing needs and are financially viable.

C. Establishing overall Department goals and objectives, and monitoring and evaluating Department performance.

D. Developing and administering the Department’s annual budget to help ensure quality, community-oriented and cost-effective services.

2.6.2 Fiscal Management Responsibility (Revised: 11/15/10)

A. The Police Department fiscal management activities are directed by the Senior Vice Chancellor of Finance and Administration. The Chief of Police is responsible for fiscal performance. The FAS Finance Service Center Business Partner supports the Chief’s operation by:

1. Coordinating the annual budget development process
2. Performing planning, research and tracking of financial trends
3. Constructing periodic budget reports, as required by the Police Department and/or the University
4. Monitoring monthly financial reports for trends and accuracy
5. Providing monthly budget reports to Division Managers to evaluate and monitor financial trends and issues
6. Pinpointing areas of concern (e.g., risk of fraud) and alerting management to those concerns
7. Preparing possible fiscal solutions for consideration by the Chief of Police
8. Acting as liaison to University fiscal officers.

B. Division Managers are charged with and responsible for developing their operation’s ongoing fiscal performance by:

1. Participating in annual budget, goals and objectives development
2. Ensuring approval of all expenditures up to $2,500.00
3. Monitoring monthly financial reports
4. Reporting quarterly to the Chief of Police on financial performance, performance measures, operational activities, goals and objectives.

2.6.3 Budget Preparation and Participation (Revised: 2/16/17)

The University of California budget year runs from July 1 through June 30. Formal budget preparation activity generally begins in the fall for the next fiscal year.
A. The Police Department annual budget is developed according to guidelines set forth by the University of California and UCSF, in cooperation with all major organizational components within the agencies as follow:

1. Office of the Chief of Police – includes the Chief of Police and Analyst to the Chief of Police
2. Field Services Division – includes Patrol, Investigations and Crime Prevention Operations the ECC, Evidence/Property Control and Crime Analysis – FSD Captain
3. Professional Standards Division – includes Training, CALEA, Sworn and Dispatch Employee Recruitment, Internal Affairs, Background Investigations, Support Services, Security Services and the WeID Program – PSD Captain

B. The annual budget development process is designed by the Senior Vice Chancellor of Finance and Administration and the Associate Vice Chancellor of Finance, coordinated by the FAS Finance Service Center and directed by the Chief of Police. The process includes:

1. Updating multi-year FAS strategic initiatives
2. Updating the Departmental action plans
3. Formulating annual goals and strategic objectives
4. Reporting budget highlights for the preceding fiscal year
5. Preparing proposed and historic expenditures and revenues by category
6. Projecting personnel resource requirements and assignments.

C. Division Managers shall submit their new activity proposals (including business case and budget) to the Chief of Police for consideration.

D. The Chief of Police shall present the overall Police Department budget to the Senior Vice Chancellor of Finance and Administration.

E. Emergency funding requests shall be made by the Chief of Police to the Senior Vice Chancellor of Finance and Administration. All such requests shall be made in writing, specifying the need for supplemental funding and the amount requested.

2.6.4 Development of Budget Recommendations

As a part of the annual budget process, Command Staff will evaluate personnel and resource deployment against service demands and Departmental requirements. Budget recommendations will include any proposed changes to existing resources and will be
clearly and thoroughly justified in writing. Additionally, five-year service and resource projections will be reviewed and updated annually.

2.6.5 Accounting System Elements (Revised: 11/15/10)

The UCSF Police Department’s fiscal activity is managed via several accounting and budget planning tools housed at the FAS Finance Service Center:

<table>
<thead>
<tr>
<th>System</th>
<th>Role</th>
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<tbody>
<tr>
<td>BearBuy</td>
<td>Purchasing</td>
</tr>
<tr>
<td>PeopleSoft</td>
<td>Accounting</td>
</tr>
<tr>
<td>FileMaker Finance Module</td>
<td>Ledger reconciliation, validation, cost transfers</td>
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<tr>
<td>FSC SQL Report Manager</td>
<td>Financial reporting</td>
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<tr>
<td>FSC SQL Report Manager</td>
<td>Budget development</td>
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<tr>
<td>On-line Payroll Personnel System</td>
<td>Payroll – Appointments</td>
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<tr>
<td>HBS</td>
<td>Payroll – Timekeeping</td>
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<tr>
<td>FileMaker HRDb</td>
<td>Payroll – Risk points and training tracking</td>
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</tbody>
</table>

In concert, these systems track activities of all accounts authorized by the Senior Vice Chancellor of Finance and Administration. They ensure expenditures are processed and verified in a timely manner, statements are accurate and remaining balances for the current and annual fiscal period clearly stated.

While financial statements are produced monthly (by the tenth business day of each month for the prior month), data is available for rapid retrieval and ad hoc analysis at any time.

Policies related to fiscal compliance are maintained by the UCSF Controller’s Office.

2.6.6 Cash Handling Procedures (Revised: 2/16/17)

A. Definitions
   1. Cash Handler: a UCSF Police Department member who has received cash handler training by the Controller’s Office. A cash handler engages in handling functions such as receiving and depositing cash, checks and processing credit cards.
   2. Campus Cash Coordinator: the Senior Vice Chancellor of Finance and
Administrative Services or designee, who has responsibility for coordinating all cashiering operations on the campus. The Campus Cash Coordinator, as referred to in this document, is housed in the Controller’s Office.

3. Police Report Fund: a fund used to collect fees for police reports issued to members of the public. The ECC Supervisor is the cash handler of the fund.

4. Administrative Tow Fund: a fund used to collect fees for towed vehicles belonging to drivers arrested for a moving violation under vehicle codes, CVC §§ 12500(a), 14601(a), 4000(a) and 23152 (a)(b). The ECC Supervisor is the custodian of the fund.

5. WeID Fund: a fund used to collect fees for the UCSF identification program. The WeID program administrative assistants are the cash handlers for the fund.

6. LiveScan Fund: a fund used to collect fees for the automated fingerprint processing program. The WeID program administrative assistants are the cash handlers of the fund.

7. Lost and Found and Evidence: a fund received by means of either purged or absorbed funds through the Lost and Found and/or Evidence section.

B. Procedures

1. The UCSF Police Department handles cash directed to funds for police reports issued to the public and vehicle towing, managed by the ECC Supervisor. No change fund for these purposes is maintained and all funds are immediately deposited with receipts for any funds received. Change funds directed for WeID UCSF identification program and LiveScan fingerprinting services are managed by the WeID program administrative assistant.

2. All cash funds are incoming only; no cash disbursements are authorized from any fund. All funds received are deposited through either the UCSF Finance Service Center or into a UCSF Controller’s Office drop box.

3. The UCSF Police Department does not maintain a petty cash fund. Any request for expense reimbursement must be submitted to the UCSF Controller’s Office via the MyExpense system.

4. All requests for reimbursement from UCSF accounts by UCSF Police Department personnel must be supported by a receipt or other document, which must be submitted at the time of request via MyExpense. The MyExpense request and support document must include the following data:
a. Name of requester  
b. Date of transaction  
c. Fund from which reimbursement will be paid  
d. Reason for expenditure  
e. Signature of requester’s supervisor.

C. Cashing of Checks  
1. No checks may be cashed at any time, by anyone, for any purpose out of a cash fund.

D. Security  
1. All cash and checks shall be held in a locked cash box maintained in a secure file cabinet. The file cabinet will be out of view of the general public.  
2. Only the cash handler may accept cash funds; if a cash handler is unavailable, cash may not be accepted for payment.  
3. Only those persons identified and authorized by the UCSF Controller’s Office are permitted access to these funds.

E. Accountability  
1. Each transaction shall be recorded.  
2. Cash funds and receipts shall be reconciled at the time of deposit or at least weekly by the Controller’s Office. WeID will maintain a $200.00 change fund, supervised by the WeID supervisor and managed by the WeID police lieutenant.  
3. Cash funds must be accessible for unannounced audits at all times.  
4. The police department will be notified annually by the UCSF Controller’s Office to verify funds held.  
5. The appropriate cash handler is accountable for their cash fund, except in the case of theft or forcible entry.  
a. Unexplained losses will be investigated and may result in transfer of responsibility and/or appropriate disciplinary action.  
6. A quarterly audit of the WeID change fund will be conducted by the WeID supervisor.

F. Transfer or Termination of Fund  
1. University policy requires that the custodian of a cash fund, who is directly responsible for the safekeeping and disbursement of the fund's cash, be appointed by the Department head. The policy also requires that any change in custody of an existing fund must be documented in writing and the amount of the transfer verified.
2. The Department head must notify the Cash Coordinator in writing when the custodian of cash funds changes. In addition, the Department head must document that written instructions detailing procedures to be followed in managing the cash fund are provided to the new custodian. Completion of this form is sufficient verification that this requirement has been met.

3. To terminate a cash fund, the cash handler shall complete a UC deposit slip for the amount remaining in the cash fund and deposit the cash. All cash records, receipts and a completed Cash Settlement and Fund Termination Form shall then be forwarded to the Cash Coordinator.

4. The cash fund may be terminated by the Cash Coordinator if there is a prolonged period of inactivity.

G. Police Report Funds

1. The Police Department collects a $5.00 service charge for copies of police reports issued to members of the public. The appropriate employee completes the UCSF Police Incident Report Copy Release Form after receiving a request for a copy of a report. If cash is received, the report release section of the form is marked “cash.” If a check is received the report release section of the form is labeled “check” and the check number recorded.

b. One copy is placed in the secured file cabinet in the Record’s Custodian cabinet and one is given to the requestor of the report as a receipt, if requested.

2. After the police report has been released, the report is signed out a second time on a log. A notation is made next to the report denoting whether the report was paid for in cash or by check. The original release form is then attached to the original police report and placed in the Records Custodian cabinet.

3. Upon receipt, all checks are immediately stamped with the Police Department’s account number and secured.

4. If a report is to be released after normal business hours the ECC Supervisor will assign the case to a public safety dispatcher. The dispatcher will retrieve the copy of the report and attached the Police Incident Report Copy Release Form from the “ready for pick up” file. The dispatcher shall ensure that all applicable areas of the form are completed and record his/her initials in the “released by” section of the form. The dispatcher shall note whether payment is made in cash or by check.

5. Funds that are received after hours are placed in the open slot of a locked box to which only the ECC Supervisor has a key.
6. ECC Supervisor shall reconcile the account, making deposits on a monthly basis. All receipts are forwarded to the UCSF Financial Services Center, with a copy maintained by the ECC Supervisor.

7. There are no cash disbursements from this fund.

H. Administrative Tow Fee
The Police Department collects a $170.00 administrative fee for towed vehicles. The Public Safety Dispatcher completes the tow release form and makes out a cash receipt. A copy of each is given to the registered owner. The money, along with a copy of the release form and cash receipt, is then dropped into a lock box to await deposit. A third copy of the cash receipt is attached to the CHP 180 form and listed on the Towed Vehicle log. Checks are only accepted from rental vehicle companies and must have the rental company’s name imprinted on the check. If a check is received, the receipt is labeled “check” and the check number recorded.

I. Reporting Thefts and Losses
1. A police report must be immediately filed.
2. The Campus Cash Coordinator, internal audit department and Insurance and Risk Management custodian must be notified within 24 hours.

2.6.7 Complimentary Parking Stickers (Revised: 2/16/17)

A. UCSF and the UCSF Police Department issue complimentary parking to visiting dignitaries, perspective employees and non-UCSF employees on University business. Complimentary parking stickers are purchased from the UCSF Parking and Transportation on a recharge basis, which allows the holder to park in designated campus parking areas without paying. Paid consultants, Police Department employees and vendors are ineligible to receive parking stickers.

B. The Office of the Chief’s Analyst is responsible for the maintenance, issuance and reconciliation of parking stickers.

C. Maintenance
Parking stickers shall be kept in a locked file cabinet by the Office of the Chief’s Analyst.

D. Issuance
The Office of the Chief’s Analyst shall record the voucher type, number, date, time and person to whom issued and reason for issuance on the Parking Voucher Log.
1. Parking stickers cannot be issued in the absence of the Administrative Analyst.

E. Reconciliation
The Analyst to the Chief shall reconcile the parking stickers on a master list, the Parking Voucher Log, monthly.
1. He/she will confirm that all parking stickers are either present or were issued in the appropriate manner.
2. The parking stickers and the Parking Voucher Log shall be submitted to the PSD Captain for quarterly review and reconciliation.
3. The PSD Captain shall initial the log to verify conformity with this policy.

2.6.8 Gasoline Magnetic Keys and Credit Cards (Revised: 11/15/10)

A. Most UCSF Police Department vehicles are assigned a magnetic fuel key for use at City and County of San Francisco Central Shops fueling stations. If the gas keys are lost, missing or inoperative; if the Sentry malfunctions or if there is a power outage, etc., notify the on-duty supervisor, Watch Commander or sergeant immediately.

B. The UCSF Police Department also maintains gasoline credit cards for the purchase of gasoline only. Use of the University credit cards to purchase gas will be on an emergency basis only (e.g., for lost magnetic key, power outage, failure of magnetic key) and should be authorized by a supervisor, Watch Commander, or sergeant. Utilization of gasoline credit cards for emergency vehicle repairs shall be authorized by the on-duty Watch Commander, with notification to the Office of the Chief of Police no later than the morning of the next regular business day.

C. Each Department vehicle shall have a gasoline credit card assigned to it. The credit card shall be kept in the vehicle to which it was assigned. Only purchases relating to the assigned vehicle may be made with the credit card.

D. Gasoline credit card users shall ensure the following information is on the original credit card slip:
1. Vehicle number
2. Date of purchase
3. Gasoline amount and dollar value
4. Purchaser's initials.
E. The gasoline credit card receipt issued at the time of purchase shall be forwarded to the Professional Standards Administrative Assistant (PSAA) by the employee making the purchase.

F. All personnel operating Department vehicles shall ensure the gas tank is, at minimum, above half-full at the end of his/her shift or assignment.

G. Gasoline magnetic keys and credit cards shall be used only for University business and shall not be used for personal purchases.

2.6.9 Car Wash Tickets (Revised: 8/1/14)

A. Car wash tickets have been purchased in advance by the Department and allow the holder to have a vehicle washed without the exchange of cash. It is the policy of the UCSF Police Department that car wash tickets be maintained with the same care and security as cash.

B. The PSAA will assume sole responsibility for the issuance of car wash vouchers.

C. The PSAA will issue vouchers to Department personnel as needed.
   1. The voucher number, date, and name of individual receiving the voucher shall be entered on the Car Wash Voucher Log

D. The PSAA shall assume primary accountability for the maintenance and safe-keeping of car wash vouchers.
   1. Vouchers shall be maintained in a secure area (a locked desk or cabinet).
   2. Issuance or use of each car wash voucher shall be documented on the log.
   3. All thefts or losses of car wash vouchers shall be reported on an Incident Report form. A copy of the Incident Report shall be routed to the PSD Captain.

E. The PSAA will reconcile the car wash vouchers quarterly and/or prior to each ticket re-order and will maintain a master list of car wash vouchers purchased by the Department.
   1. The PSAA will confirm that all purchased car wash vouchers are either present or have been issued in the appropriate manner.

2.6.10 Independent Audit (Revised: 8/1/14)

All UCSF divisions are subject to internal audits, which are initiated as part of an annual audit plan.
A. The Campus Cash Coordinator or designee will perform surprise cash counts and reviews of documentation; he/she shall report any major discrepancies disclosed by the cash count to Audit Services.

B. The Petty Cash Verification letter should be sent to departments semi-annually with follow-up on discrepancies.

2.6.11 Requisitioning and Purchasing Procedures (Revised: 2/3/11)

The UCSF has an extensive procedure for purchasing all goods and services for the institution. The UCSF Police Department shall comply with these established University policies. These policies and procedures may be found online at the UCSF Controllers Office and the Campus Procurement and Contracting office’s websites.

2.6.12 Department Recharge Revenue

The UCSF Police Department maintains recharge services for funds recovered through financial journals, interdepartmental orders and/or charges, sundry debtors, checks, cash deposits and all other forms of revenue recovery.

A. Definition

1. **Contract Services**: services that are contracted on an annual basis. These include the Police Department annual recharges.

2. **Hourly Services**: services that are provided for special events and charged at an hourly rate or by the incident. These services include charges for temporary, special assignment, basic services of police officers and sergeants, as well as services provided for student lock-outs, medical transports, mutual aid requests, sign posting and Regents Meetings.

3. **Miscellaneous Recharges**: These include recharges for LiveScan fingerprinting, WeID photo identification cards, training registration and payments for copies of reports.

4. **Accounting Body**: one of the following, depending on the type of recharge or cash deposit: Campus Accounting or Cashier.

B. Policy

1. It is the policy of this Department that recharges will be submitted to the appropriate accounting body on a monthly basis.

2. No recharge shall be processed without the signature authorization of the department being recharged.

3. All recharges shall be deposited into the appropriate account and fund.

4. **Contract Services**

   a. Recharges for contract services will be prepared and submitted for that month's services.
5. Hourly Services  
a. Recharges for hourly services will be prepared and submitted for services performed during the previous month.

6. Miscellaneous Recharges  
a. Recharges for miscellaneous services will be prepared and submitted for services performed during the previous month.  
b. Cash deposits will be handled according to the UCSF Accounting Manual, Chapter C-173-14.

2.6.13 Emergency Purchasing Procedures *(Revised: 11/15/10)*

A. An emergency purchase may be warranted in circumstances that could not have been reasonably foreseen, that create a substantial risk of loss, damage, interruption of services or threat to the public health or safety, requiring prompt execution of a contract to remedy the condition.

B. In the event an emergency purchase is required, the Chief of Police must contact the Senior Vice Chancellor of Finance and Administration to secure verbal authorization to secure goods or services on an emergency basis. Within 24 hours of the emergency purchase, the Chief of Police must prepare and submit written documentation noting the nature of the emergency, description of the goods or services, the procedures followed to obtain the goods or services, the vendor, account number and any line item budget adjustments required.

C. The written request for emergency purchase must be approved in writing by the Chief of Police and the Senior Vice Chancellor of Finance and Administration and then attached to the invoice prior to payment. No invoice for goods or services procured on an emergency basis shall be paid without this signature authorization.

D. In the event of a declared emergency or disaster, procedures outlined in the UCSF Emergency Response Management Plan shall be followed.

2.6.14 Inventory Control *(Revised: 11/15/10)*

The Police Department maintains inventory records of UCSF-owned property and assists in an annual inventory audit of these items. The Police Department inventory audit is coordinated by the FAS Finance Service Center.
2.6.15 Supplemental and Emergency Fund Requests (Revised: 11/15/10)

Supplemental and emergency fund transfers may be initiated and approved by the Chief of Police as follows:

A. Emergency Purchases: according to General Order 2.6.15, “Supplemental and Emergency Fund Requests”

B. Budget Adjustment or Transfer of Funds from One Purchasing Classification to Another: according to the Police Department purchasing procedures

C. If No Other Alternatives Are Available and the Funding Requirement Can Be Justified to the Senior Vice Chancellor of Finance and Administration: as set forth in the UCSF budget request process.

Supplemental budget requests must be approved and submitted by the Chief of Police.

2.7 PUBLIC INFORMATION AND COMMUNITY RELATIONS: PUBLIC INFORMATION

2.7.1 Policy (Revised: 2/22/08)

It is the policy of the University of California and the UCSF Police Department to work through UCSF Public Affairs to provide accurate and timely information to the community and news media. Information is provided in compliance with applicable laws and regulations without jeopardizing the rights of crime victims, witnesses and suspects, breaching confidential relationships or compromising the security or successful completion of any investigation.

2.7.2 Guidelines for Disseminating Public Information (Revised: 8/1/14)

A. The UCSF designates the UCSF Public Affairs’ News & Media Services unit as being primary responsible for working with the press and media. News & Media Services is responsible for determining the publicity value of a story, in addition to the method, time and outlets for dissemination of stories.

B. The Chief of Police or designee maintains a liaison with News & Media Services and will work with the news office in preparing and releasing factual information on major crimes, Department issues or other newsworthy events.
   1. During non-business hours, the on-duty commander shall act as the Chief of Police’s designee with respect to public information issues.
   2. The Chief of Police and News & Media Services shall be notified immediately of all major incidents, such as arson, explosions or civil disturbance, which, in the judgment of the Watch Commander or senior
officer on scene, should be brought to their attention. For less serious situations, the Chief of Police or a designee shall decide whether the circumstances warrant contacting News & Media Services.

a. Whenever the media is present at the scene of a police action, the Chief of Police and News & Media Services shall be notified immediately.

b. The News Office maintains a 24-hour line in order to initiate an immediate response and cooperative action.

3. Appropriate factual information, news briefings and “News Releases” will be planned cooperatively between the Chief of Police and News & Media Services.

C. Police Department personnel shall extend full cooperation to members of the media, without jeopardizing the successful investigation or prosecution of a police case. All information released shall be reported to the Chief of Police as soon as practical. Any questions of the appropriateness of a relationship with the media shall be referred to the Chief of Police and News & Media Services.

D. In instances where members of the Police Department are either actively involved in or have just concluded a police action, care should be exercised before talking with media representatives. In these instances, members will consult their immediate supervisor, Watch Commander or the designated Police Department Public Information Officer prior to releasing information.

E. Members of the Police Department should only release information to the media in conjunction with the following guidelines:

1. Information released in cases regarding the arrest of person(s):
   a. Name, age, residence and employment
   b. Charge or charges
   c. Amount of bail or conditions of release, date of scheduled court appearance and place of detention
   d. General information regarding both the nature of the complaint and the victim
   e. Identity of the investigating and arresting agency and duration of the investigation
   f. Circumstances of the arrest, including time, place, resistance, pursuit and weapons used
   g. Information necessary to enlist public assistance in apprehending fugitives
   h. Upon request or out of public necessity, the arrested person(s) mug shot or photograph, if available.
2. Information released in cases involving a deceased person:
   a. Deceased’s name, age, residence, marital status, employment and similar biographical information.
   b. Deceased’s location at the time of death
   c. In the case of an accidental death or confirmed suicide, the circumstances of how it occurred, after cause of death has been satisfactorily determined by medical examiner or autopsy
   d. In an undetermined cause of death case, such as a suspected suicide or homicide, a news release will be prepared following the procedures in this Order.

In cases involving a deceased person, information will be released only after the Medical Examiner or Coroner has contacted the immediate next of kin.

3. Information shall not be released to the media or general public under the following conditions:
   a. Prior to trial, when the release of information would jeopardize the successful conclusion of an investigation or trial:
      (1) Contents of a confession or whether one was made or not
      (2) Opinions relative to the arrested person’s character, guilt or innocence
      (3) Predictions concerning the outcome of the trial
      (4) Statements pertaining to the credibility of anticipated testimony or the truthfulness of prospective witnesses
      (5) Description of evidence seized and/or the results of analysis conducted
      (6) Prior criminal charges or convictions, additional computerized criminal history information or the character/reputation of the defendant.
      (7) Photographs of the arrested person or suspect
      (8) Judgments concerning evidence or argument pertaining to the case
      (9) Evidentiary details that were excluded in prior judicial proceedings in the same case.
   b. The circumstances and names of involved parties pertaining to a child or parental abuse case.
   c. The names of complainants and/or patients contained in reports of suspected abuse of patients.
   d. Detoxification reports
   e. Information relating to personnel disciplinary action or materials supporting any disciplinary actions. (These are conditionally
exempt from disclosure and will not be released without authorization of the Chief of Police.)

f. Information of a personal nature about personnel or volunteers, including, but not limited to, medical or psychological information

g. Peace Officer Custody/Mental Commitments, W&I Section 5150 cases

h. Information or the identity of any juvenile suspect

i. The name of any victim of a felony sex offense, as directed by the California Penal Code (PC) and University policy or when disclosure will reasonably subject the victim to serious mental distress.

j. Information on an adult suspect prior to arrest or the filing of formal charges, except as necessary to aid in the investigation, to assist in the suspect’s apprehension or to warn the public of danger.

k. The identity of officer(s) involved in shootings or other major incidents without the consent of the involved officer(s) or upon a formal request in accordance with the Public Records Act.

l. The existence of a criminal record or the character/reputation of the accused, except as necessary to aid in apprehension

m. The identity, testimony or credibility of prospective witnesses.

F. Interviewing and Photographing Defendants

If the defendant in custody has legal counsel, any request by the news media to interview or photograph the defendant shall be referred to his/her attorney.

1. Interviews and photographs are permissible, providing the defendant signs a written waiver granting permission and the defendant’s attorney gives authorization.

2. Police personnel shall not appear in photographs with the defendant.

G. Victims should be informed that, while consideration will be given to a request for no publicity, Government Code § 6254(f) requires that information regarding complaints and criminal investigations be released to the public, unless such disclosure would endanger the successful completion of an investigation.

1. Any officer requesting “No Publicity” shall include at the end of the report full justification for the request.

H. Disaster scenes may be closed to public pursuant to PC § 409.5; however, news media representatives are exempt from this restriction. As soon as a disaster or accident has been identified and secured, media, including photographers who display legitimate media identification, shall be permitted free access to the affected area after being advised of any existing danger.
1. Police Department personnel shall not decline to rescue news media employees who are in danger. However, they will not provide an escort into or out of dangerous areas.

I. Crime scenes may be closed to all unauthorized persons, including the news media. Crime scenes that are located in the areas of public access may be opened for media inspection after any evidence search, preservation and processing has been completed and the scene is secured. Reporters and/or photographers shall be kept at a sufficient distance from the crime scene being searched or preserved to protect it from being disturbed and evidence from being destroyed or contaminated.

J. Dissemination of Information by Police Department Personnel
   1. The existence of a designated Police Department PIO does not preclude other members of the Police Department from speaking to the media concerning criminal investigations or other events that fall within the scope of their assignment, with the express knowledge and consent of their immediate supervisor. Under normal circumstances, the lead investigator or sergeant will prepare and disseminate news releases concerning major crimes or incidents.
   2. Should a serious situation occur, such as a hostage or barricaded suspect situation, criminal homicide, officer-involved shooting, natural disaster or other event that generates a great deal of media interest, the Chief of Police or designated PIO should be notified to manage the media inquiries, so that officers and investigators will be free to conduct their investigation. If the designated PIO is called to the scene of a major event, the on-duty Watch Commander will be responsible for the release of information to the media until the PIO arrives.
   3. For major incidents, written news releases will be utilized whenever possible. Information may also be recorded on a published telephone line accessible to the public; in this case, each recording will include the date and time of the next update. Preparation and distribution of news releases will be in consultation with News & Media Services.
   4. Information regarding routine criminal investigations and the arrests of individuals will be released, following Departmental guidelines, as a matter of public record. All information cleared for public access, with the approval from the Chief of Police or designee, will be posted on the Police Department website as a crime bulletin. These bulletins cover:
      a. Motor vehicle crashes
      b. Specific details contained in crime reports
      c. Specific details contained in arrest reports
      d. News releases
e. A daily case number log.

5. All inquiries relating to personnel investigations (internal affairs matters) shall be referred to the Chief of Police or the Chief’s designee. Inquiries relating to cases to which the Police Department is a party to a civil suit are to be referred to the PSD Captain.

K. Release of Information by Department Personnel Other than the PIO
When information is disseminated by any person other than the PIO, the PIO will be notified in writing, as soon as practical, of the content of the material released, who released the material and when it was released. Copies of all media releases will be maintained by the PIO for three months or until the PIO determines the incident is no longer newsworthy.

L. Multiple Jurisdictions (Responsibilities for Release of Information)
In situations where multiple jurisdictions or agencies are present (police, fire, medical examiner), supervisory persons representing involved agencies shall be consulted by the PIO as to a plan for coordinating the dissemination of information to the news media. The agency with jurisdiction is responsible for the media plan and approval of media releases. In all cases, News & Media Services shall be notified of the circumstances.

2.7.3 News Media Relations (Revised: 8/1/14)

A. The PIO function encompasses:
1. Assistance to news staff covering routine stories and unusual occurrences
2. Being available at all times, on an on-call basis, to assist and respond to the media as the need arises
3. Preparation and distribution of news releases, as directed
4. Arranging for and assisting at news conferences
5. Coordinating and authorizing release of information about victims, witnesses and suspects
6. Assisting with the Police Department crisis situations, as appropriate
7. Coordinating and authorizing release of information concerning confidential agency investigations and operations.

B. It is the responsibility of all personnel to cooperate with those who gather and report the news. Cooperation does not require disclosure that is not in compliance with this policy.
C. Assignment and Duties
The assignment and primary duties of the PIO shall be the responsibility of the PSD Captain. The PIO has the authority to speak publicly on behalf of the Chief of Police.

D. When available, the PIO will coordinate dissemination of public information to the media concerning disasters, special events, unusual occurrences and significant Police Department operations. When the PIO is unavailable, the ranking officer in charge will assume his/her responsibilities.

E. Frequency of Dissemination of Information to the Media
During major incidents, the PIO will obtain approval from the Chief of Police or designee on the frequency and content of media releases. Information shall be released to the media after it has been organized and determined to be of importance to the media by the Chief of Police or designee. All disseminated information will be made available to all media sources on an equal basis. Methods for disseminating information include:
1. Printed press releases faxed or e-mailed to News & Media Services
2. Dissemination during formalized press conferences,
3. Police incident reports provided to the News & Media Services
4. Media interviews with the PIO or designee
5. Printed Police Department or UCSF web-based publications.

F. Actions of the Media at Crime Scenes
1. At the direction of the Incident Commander, the PIO or designee will coordinate media protocol at the scene of a major crime or activity.
2. The scene supervisor has the authority to restrict media access when:
   a. The property owner requests that media be excluded.
   b. There is a possibility that evidence will be damaged, tampered with or removed from the scene of a crime and the investigation will be hampered.
   c. During a tactical police operation, the media’s presence would disrupt operations or place a citizen or an officer in substantial risk of injury or loss of life.
3. The Medical Examiner can restrict entry to the scene of a death to preserve evidence.
4. News media staff shall not denied access to an area solely because of the possibility of injury or death to those individuals. If this possibility is the only reason to deny access, they should be advised of the danger and then allowed to decide independently whether or not to enter the area.
University of California, San Francisco
Police Department General Orders

Issued: 6/25/07
Reviewed: 2/16/17

G. Guidelines Recognizing or Revoking Media Credentials
1. The Police Department will not issue formal media credentials.
2. Media staff that interfere or jeopardize public safety or police activities shall be brought to the attention of the Chief of Police.
3. Any Department personnel having a complaint regarding the conduct of a news media representative should write a memorandum to the Chief of Police. The Chief of Police will initiate the appropriate investigation. The assigned investigator will forward the results of the investigation to the Chief of Police with a recommendation for appropriate action. News & Media Services shall be consulted if a determination is made that the complaint should be brought to the attention of appropriate management of the news media organization.
4. The Chief of Police shall determine what, if any, action shall be taken against the offender, including notification of his/her employer.

H. Departmental Policy Changes Concerning the Media
If a change to the Police Department policy or procedure concerning the news media is being made, representatives from the various media will be encouraged to participate in the development of the new policy or procedure.
1. The Chief of Police or designee will meet annually with News & Media Services to review media policies and procedures.

2.7.4 The Clery Act (Issued: 2/16/17)

A. As an institute of post-secondary education participating in federal student aid programs, UCSF is required to maintain compliance with all terms of the Higher Education Act § 20 United States Code §1092 (f)(3), otherwise known as the Clery Act.

B. The Chief of Police shall serve as the Clery Act Compliance Officer for UCSF. In order to maintain compliance, he/she will ensure the following:
1. Annual Report
   By October 1 of each year, the UCSF Police Department shall publish a report that contains three years’ worth of campus crime statistics; certain policy statements, including sexual assault policies that ensure basic victims’ rights, a statement of the law enforcement authority of campus police and information on where members of the campus community should go to report crime.
   a. Crime statistics in the report will give the number of incidents of the following:
      (1) Criminal homicide, separated by:
         (a) Murder and non-negligent manslaughter
         (b) Negligent manslaughter

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(2) Sex offenses, separated by:
   (a) Forcible sex offenses (including rape)
   (b) Non-forcible sex offenses
(3) Robbery
(4) Aggravated assault
(5) Burglary
(6) Motor vehicle theft
(7) Arson
(8) Domestic Violence
(9) Dating Violence
(10) Stalking
b. The report shall also provide statistics on the following if they resulted in an arrest or disciplinary referral:
   (1) Liquor law violations
   (2) Drug law violations
   (3) Illegal weapons possession.
c. A statistical summary will also be provided, breaking down reported crimes as occurring either:
   (1) On campus
   (2) In residential facilities for students, on campus
   (3) In non-campus buildings or
   (4) On public property.
d. The report shall indicate if any of the reported incidents or other crime involving bodily injury was a “hate crime.”

2. Timely Access to Information
In the event a crime occurs that is deemed a threat to the safety of the campus community, the UCSF Police Department shall follow the procedures for timely notification outlined in General Order 6.3.5 (B)(C), “Timely Warnings.” Specifically, a Crime Alert bulletin will be disseminated through the Listserv system.

3. Public Crime Logs
A daily log of crimes reported to UCSF Police Department shall be maintained and made available to the public as detailed in General Order 8.5.17, “Public Crime Log (Clery Crime Log).”

4. Records Submissions to the U.S. Department of Education
Once a year, the Clery Coordinator will submit a copy of the following documents to the U.S. Department of Education:
   a. Clery crime and student housing fire log statistics for the previous calendar year.

C. All Clery related documents will be retained for at least seven years.
2.8 GENERAL MANAGEMENT: BUILDING SECURITY

2.8.1 Law Enforcement Building Security (Revised: 8/1/14)

The Police Department must take special precautions to protect police operations and personnel since it is located in publicly-accessible buildings.

A. The non-public entrances to the police facilities shall remain locked at all times, and only authorized part- or full-time personnel shall be allowed beyond the public lobby without personnel escort. Personnel are encouraged to challenge persons unknown to them to establish their identity and purpose.
   1. Outside agency law enforcement personnel shall be allowed access to the facility if they are in uniform, prominently display their authorized department identification or wear an authorized tag provided by a UCSF security guard.

B. The two public lobbies at Parnassus and 654 Minnesota Street will be closed during non-business hours. After hours, a telephone that rings directly to the ECC is available outside the Millberry Union at Parnassus and 654 Minnesota Street.

C. Access to the ECC is controlled and limited to persons with specific business in the center, as described in General Order 8.1.5, “Access to Communications.” These are:
   1. Communications unit personnel
   2. Any command officer or duty Watch Commander in order to supervise or conduct official business
   3. Sworn personnel in order to perform their duties
   4. Equipment repair persons in order to perform their duties
   5. Personnel on official business that must be conducted in the ECC
   6. Law Enforcement trainees, when prearranged with the ECC supervisor.

D. Law Enforcement Facility Tours
   Citizens are encouraged to participate in law enforcement facility tours. Under normal circumstances:
   1. Tours shall be scheduled in advance with the Office of Chief of Police or ECC Supervisor.
   2. Tour groups shall be generally limited to one or two persons; larger tours of up to 15 people must be prearranged through the Office of the Chief of Police.
   3. Groups of children or tour groups with special needs (for interpretation, physical assistance, etc.) shall be accompanied by at least one responsible
chaperon or organizer. More chaperons may be required depending upon the size and nature of the group.

4. No tour group or individual shall be allowed to move about the facility unescorted by Police Department personnel.

5. Tour groups will not be allowed access to sensitive areas such as:
   a. Locker rooms
   b. Evidence/property control areas
   c. Personnel offices, unless invited by that member
   d. Areas where sensitive or confidential information may be accessible or in plain view.

E. Tours of the ECC are permitted to encourage and promote public understanding and relations. The following provisions should be adhered to:
   1. Dispatchers on duty at the time of tour will be notified in advance.
   2. The tour is accompanied by Police Department personnel
   3. Prior approval shall be obtained from the ECC Supervisor, PSD Manager or designee.

F. Facility Access
   1. Access Control Door
      Only Police Department personnel shall have access to non-public entrances of UCSF Police Facilities. Family members and acquaintances, and other UCSF personnel shall enter the facility by the front, public door or be escorted into the building by Police Department personnel.
      a. The Police Department shares facilities with other UCSF employees and should only control access to its exclusive areas by personnel, visitors and guests.
   2. Key Access
      Key distribution is strictly controlled and accounted for by the Chief of Police or designee.
      a. Upon separation from the Police Department, keys are to be returned to the equipment officer and/or respective division manager.
      b. Each marked patrol vehicle shall be equipped with appropriate keys for sworn employees to carry out their daily activities.
      c. Each vehicle is equipped with two sets of keys, which include a beat set and a satellite set. Keys shall not be removed from their assigned ring without approval from the shift Watch Commander.
      d. Security personnel shall have access to facilities keys for designated buildings they patrol.
      e. Employees shall not possess individual University-owned keys without Police Department approval.
2.9 AGENCY-OWNED PROPERTY

2.9.1 Property Requisition (Revised: 8/1/14)

A. Property Agent’s Role

The Division Managers shall be responsible to oversee the purchase of property for the agency. With the exception of some expendable items costing less than $25, all requests for police-related property will be submitted on the Police Department Supplies and Equipment Requisition Form (SERF) to the employee’s respective manager, through the chain of command. Once approved, the requisition form will be forwarded to the PSAA to generate a purchase order requisition.

1. Purchase Requisitions Under $2500

   Once the SERF is approved, a purchase order requisition will be generated by the PSAA and forwarded to the Division Manager for final approval. After it is approved, the PSAA will place the order and mark the purchase order requisition form with the order date.

2. Purchase Requisitions $2500 or more

   In the case of a purchase of $2500 or more from a single vendor, a purchase order requisition will be generated by the PSAA and forwarded for approval by the Division Manager and Chief of Police.

   a. When all necessary approval levels are completed, the PSAA will forward the purchase order requisition to Campus Procurement for final review. When approved, Campus Procurement will generate purchase order number and place the order.

   b. After placing the order, the Campus Procurement will return the Purchase Order to the PSAA for filing and tracking.

   c. The PSAA will file and track all approved and ordered purchase requisitions until such time as all ordered items are received and related invoices are approved for payment.

   d. Employees receiving merchandise shall sign and date the packing slip and immediately forward same to the PSAA.

B. Department Property Custodian

The assigned Department Property Analyst will be responsible for requisitioning uniform and equipment items stored in the Police Equipment Room for issuance to Police personnel.


2.9.2 Property Distribution *(Revised: 2/16/17)*

A. Department Property
Upon receiving requisitioned property, the requisitioning employee will verify that all items ordered have been received and the property is in good repair and proper working condition. He/she will then sign, date and submit the invoice for payment to the PSAA.

B. Police Badges
1. The PSD Lieutenant is responsible for maintaining an inventory of all Police Department badges. An inventory log of all badges, assigned and unassigned, will be maintained by the PSD Lieutenant or his/her designee. A supply of unassigned badges, controlled by the PSD Lieutenant, will be kept in a locked, secure place to allow for the issuance of temporary replacement badges, necessary badge repairs or replacement and the outfitting of newly-hired personnel.
2. The PSD Lieutenant or his/her designee shall record all temporarily-issued badges in the badge inventory log.
3. Employees will immediately report any badge damaged or lost, through the chain of command, to their respective Division Manager. The employee will write an original police report with a Police Department case number, documenting the loss/theft. An ECC dispatcher will enter the badge information into the Automated Property System of CLETS and send a “BOLO” teletype to other law enforcement agencies.
4. The PSD Lieutenant is authorized to maintain all badges and to arrange for the repair any badge that is damaged or worn from routine wear. He/she will issue a temporary replacement badge to the officer or security guard.
5. The PSD Lieutenant will not issue to any person a badge inconsistent with the person’s rank or position.
   a. Promotions
      Employees promoted to a higher rank shall receive the badge, all other equipment and uniform details of that rank as soon as possible after the effective date of the promotion.
   b. Acting-in-Capacity Positions
      Employees in an Acting-in-Capacity (AIC) position shall maintain the badge, equipment, uniform details, etc. of their permanent rank if the AIC duties will last for less than 90 days. If the assignment is anticipated to extend over 90 days, the AIC employee shall receive the badge, all other equipment and uniform details of the rank as soon as possible after the effective date of the promotion.
6. Upon retirement and/or termination of service in good standing with the University, with a minimum of five years of consecutive service, an
employee, after surrendering his/her badge, will be issued a retired badge following the Chief of Police’s approval.

C. Uniform Accessories
1. The Property Custodian shall maintain a supply of uniform accessories and replacement items for issue to uniformed employees, consistent with Police Department uniform policies.
2. The Property Custodian will maintain inventory control records of all uniform accessories issued.
3. The Property Custodian will conduct a complete inventory of all uniform accessories on hand by the end of each calendar year. Items issued shall be reconciled with the inventory control records.

D. Departmental Forms
1. Each Division is responsible to maintain an adequate supply of departmental forms specific to the Division’s needs.
2. Forms that need to be stocked are ordered through the PSAA.
3. Prior to reordering forms, the respective Division Manager or designee will determine if any changes needs to be made to a particular form.
4. The UCSF purchasing policy will be adhered to when ordering forms.

E. Non-issued equipment (e.g., crime scene tape, flares, cameras, tape recorders, fingerprint supplies, police officer notebooks) will be supplied and purchased by the respective Division in which the supplies are used.

2.9.3 Property Accountability (Revised: 8/1/14)

A. The Property Analyst will conduct a property inventory record of all agency-owned property and equipment having a value of $5000 or more, in coordination with the FAS Finance Service Center. In addition, all Department-owned firearms, rifles and shotguns shall also be included in the property inventory, regardless of value. An annual inventory of this property will be made in accordance with University policy and the results documented and reported to the UCSF Capital Asset Management.

B. Police Department-owned weapons will be under the control of the Department Range Master. The Department Range Master will be accountable at all times for these items. Any unaccounted for change in the weapons inventory will be immediately reported to the Chief of Police.

C. Munitions will be under the control of the Department Range Master. A property inventory book of all munitions shall be maintained. All munitions issued shall be
recorded in the inventory book. The Department Range Master accountable for all munitions.

D. Any agency-owned property that becomes inoperable through normal use shall be reported to the immediate supervisor of the section where that property is assigned or used. It is the responsibility of that supervisor to notify the Division Manager of the problem, through the chain of command.
   1. If the property is not to be repaired or is no longer being used by the Police Department and the property has a fixed asset number, the Division Manager or designee shall ensure an Equipment Inventory Modification Request form is completed and forwarded to the analyst assigned to the Property Room. An Equipment Inventory Modification Request form is also required for fixed assets that are lost or stolen. Inoperable property can be destroyed, traded, sold at auction or dismantled for parts with the approval of the PSD Captain.

E. Each employee is responsible for the proper care, use and custody of equipment used by or issued to them and for immediately reporting, in writing, any damage, malfunction or loss of that equipment to their immediate supervisor.

2.9.4 Responsibility of Operational Readiness (Revised: 11/15/10)

A. Agency-owned equipment and property stored in the Police Equipment Room will be kept in a condition of operational readiness by the Property Custodian. This includes proper care and cleaning, preventative maintenance, repair, workability and responsiveness. Problems regarding the condition or maintenance of agency-owned equipment and property stored by the Property Custodian will be directed to the FSD Lieutenant. It is the responsibility of the FSD Lieutenant to inspect said property annually. The inspection should identify the numbers and types of equipment and supplies needed for various emergencies. Problems regarding the condition or maintenance of said property shall be corrected by the FSD Lieutenant.

B. Agency-owned equipment and property stored and used in the various sections and units of the Police Department will be kept in a condition of operational readiness. The responsibility for the maintenance and inspection of such property rests with the manager of the Division in which the property is used.

C. Agency-owned equipment and property stored and used in support of emergency operations, EOC and critical incident plans shall be kept in operational readiness. Quarterly inspections shall be completed by the HSEM Director or designee. The inspection report should identify the numbers and types of equipment and
supplies needed for various emergencies. Problems regarding the condition or maintenance of said property shall be corrected by the HSEM Director.

BY ORDER OF: _____________________________
Mike Denson
Chief of Police
Addendum 2A – Special Order #12-02 (sample page)
University of California, San Francisco
Police Department Training Bulletin

Addendum 2B – Training Bulletin

Page 109
Addendum 2C – Interoffice Memorandum

Date: February 8, 2017

To: Mike Denson
Chief of Police

From: Robert Bonilla
Lieutenant of Police

Re: Memorandum Format

This is the proper format for a UCSF PD memorandum. Please use this format for all internal communication.
### Officer Safety

**Date:** 09/17/2016  
**Case #:** 2016-32564  
**Service Requested By:** Ruiz #267

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**Image 1**

**Image 2**

**Image 3**

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On 09/17/2016, (A) Edward A., Zuniga was a patient in the Parnassus emergency room. While a nurse was treating him, Zuniga sexually assaulted her. Zuniga has a history of assaultive behavior. Zuniga claims to have seven years of "Golden Gloves" boxing experience and carries a knife on his key chain.

Zuniga was cited and released on scene without incident.  
See case number 2016-32564.

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University of California, San Francisco  
Police Department  
1855 Folsom Street, Mission Center Building, Room #143  
San Francisco, CA 94143-5218  
(415) 476-1414

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**Addendum 2E – Patrol Information Bulletin**
Chapter Three: Personnel and Training

3.1 RULES AND REGULATIONS: ALL PERSONNEL

3.1.1 Foreword

A. Pursuant to the laws of the United States of America, the State of California and the University of California, the following Rules and Regulations hereinafter set forth are established governing the actions of the personnel of the UCSF Police Department. The Chief of Police may amend or repeal any of these Rules and Regulations or add new ones from time to time, as needed for the maintenance of a capable and efficient Police Department and the providing of professional police service to the community. If any provision, clause or phrase of these Rules and Regulations becomes invalid, such invalidity shall not affect other provisions or applications of the remaining Rules and Regulations that can be given effect without the invalid provision, clause or phrase, and, to this end, the provisions of these Rules and Regulations are declared separable.

B. Individuals subject to these Rules and Regulations must understand that no compilation of Rules and Regulations can be established to spell out in detail all conduct which will result in corrective and/or disciplinary penalties and that necessarily some matters must be left to the intelligence and discretion of individuals. Personnel must understand, however, that if discretion is used in a wanton or unreasonable manner and acts are committed or in some cases omitted in a way in which law and sound public opinion recognize as injurious to the image of the Police Department, the University community, the efficiency of the individual personnel or the Police Department, or the law enforcement profession, those acts on the part of the member may result in corrective and/or disciplinary action. Existence of facts showing a violation of law, rules, regulations, general or special orders, policies, procedures, or written or verbal orders is all that is necessary as a basis for disciplinary action.

C. Any previous Rules and Regulations of the Police Department are superseded as of the date and time of issuance of these Rules and Regulations. Any cause of action, which arose or may arise prior to the effective date of these Rules and Regulations shall be governed by the Rules and Regulations and code of conduct existing on the date and time the incident occurred. If any provisions of these rules conflict with specific language of an existing or future collective bargaining agreements pertaining to all or a portion of Police Department personnel, the language of the collective bargaining agreements shall be considered controlling and the rule or rules in conflict deemed inapplicable and unenforceable.
3.2 CLASSIFICATION AND DELINEATION OF DUTIES AND RESPONSIBILITIES: JOB TASK ANALYSIS

3.2.1 Objectives of Job Task Analysis

A job analysis of every position classification with the Police Department shall be maintained and available for personnel review by the Police Department and the UCSF Department of Human Resources. The objectives of such job analyses are:

A. To serve as a basis for the determination of the University classification and compensation plan

B. To provide guidance to personnel and their supervisors concerning the duties and responsibilities of individual positions

C. To assist in the establishment of training and evaluation criteria

D. To provide a basis for establishing minimum qualification requirements for recruitment, examination, selection, appointment and promotion.

3.2.2 Job Task Analysis File (Revised: 2/2/11)

Written job analysis is conducted and maintained system-wide by the UC Office of the President and at each of the ten UC campuses. At UCSF, job descriptions exist for all current Police Department positions. Specific job descriptions are maintained by the UCSF Financial and Administrative Services (FAS) Human Resource Service Center (HRSC).

3.2.3 Job Task Analysis Requirements (Revised 2/16/17)

In accordance to the overall guidelines of the UC Office of the President, it is the responsibility of the Police Department, with the assistance of UCSF Human Resources personnel, to utilize job analysis in the development of any new position classifications and/or reclassifications that apply to the Police Department. Written job analyses will include, at a minimum:

A. Essential functions, duties, responsibilities and tasks of each position

B. Frequency with which each task is performed
C. Minimum level of proficiency necessary in the job related skills, knowledge, abilities and behaviors

D. How critical the work behaviors are

E. The job-related skills, knowledge and abilities needed to perform the work behaviors effectively

F. Features distinguishing the job from other jobs in the Department.

3.3 CLASSIFICATION AND DELINEATION OF DUTIES AND RESPONSIBILITIES:

CLASSIFICATION

3.3.1 Written Classification Plan

The UC Office of the President maintains a system-wide written classification and compensation plan that is identified as, Titles, Rates and Pay Plans. There is a range for most of the positions throughout the University of California, with actual amounts of compensation varying from campus to campus. The UC Titles, Rates and Pay Plans:

A. Group each job into a job class according to the appropriate bargaining unit or non-represented status of the position.

B. Lists:
   1. A summary of the position
   2. Essential functions
   3. Decision making/problem-solving requirements
   4. Skill requirements
   5. Scope of authority and responsibility.

C. Relates compensation to individual job groups, classifications and pay step.

D. Sets forth the process and requirements for position reclassification.

3.3.2 Agency Role in Developing Class Specifications (Revised: 2/2/11)

A. Positions are established and classified based on the level and scope of assigned duties and responsibilities. The classification process is designed to ensure that positions are appropriately classified and that the required skill level and assigned responsibilities of the position are accurately reflected in the position descriptions.
B. Positions with similar duties and responsibilities are grouped together in the same job series. When duties and responsibilities undergo significant changes, positions may be reviewed for reclassification. Division Managers shall work with the UCSF Human Resource Staffing and Compensation unit to assist in classifying and reclassifying positions using the full range of UCSF job titles.

3.3.3 Review of the Classification Plan

A. Departments may submit a request for classification review to the UCSF Human Resources Staffing and Compensation unit for personnel whose duties and responsibilities have undergone significant changes. Additionally, personnel may request that their assigned duties and responsibilities be reviewed for appropriate classification level, in accordance with UCSF policies.

B. Changes in the following factors may indicate a need for a classification review:
   1. Position duties
   2. Essential functions
   3. Level of complexity and responsibility of duties
   4. Nature of contacts with others
   5. Organizational impact of the position
   6. Level of supervision received and/or exercised
   7. Knowledge, skills and abilities required to successfully perform in the position
   8. Special requirements (e.g., changes in required licenses, certificates or credentials).

3.3.4 Job Descriptions

The UCSF Human Resources Staffing and Compensation unit provides a statement of the duties and responsibilities for each position within UCSF, including all paid positions with the Police Department. Job descriptions are available to all managers, supervisors and other Department personnel via the UCSF Human Resources website.

3.3.5 Duties of All Police Department Members (Revised: 2/2/11)

A. General
   It shall be the duty of all personnel in the Police Department, both sworn and civilian, to maintain a course of conduct that benefits the University of California and the Police Department and that will not adversely reflect upon the University, the Police Department or the individual.
B. Obedience to Orders
Personnel in the Police Department shall obey and fully execute any lawful order, written or oral, given by management, which shall include, but not necessarily be limited to, the rules and regulations, general and special orders, policies and procedures of the Police Department. The term “lawful order” shall be construed as any duty prescribed by law, these Rules and Regulations or the preservation of good order, efficiency and proper discipline.

C. Manner of Issuing Orders
Orders from management to a subordinate shall be in clear and understandable language, civil in tone and issued in pursuit of Police Department business.

D. Unlawful Orders
Police Department management shall issue only lawful orders to subordinate personnel.

E. Obedience to Unlawful Orders
Obedience to an unlawful order is never a defense for an unlawful action, and no individual is required at any time to obey an order that is contrary to City, State or Federal law.

F. Improper Orders
Personnel receiving orders they feel to be improper, unjust or contrary to Police Department orders or regulations must first obey the order to the best of their ability and in compliance with the law. Upon receipt of an improper order, the individual shall indicate to the person issuing the order that it is improper, along with an explanation, and then appeal the matter through the chain of command afterwards unless the supervisor reconsiders and the matter no longer presents a conflict.

G. Maintenance of Police Department Directives
Police Department personnel issued copies of the Rules and Regulations, general and special orders and other Police Department directives are responsible for their maintenance. All personnel will have electronic access to Department General Orders and have a responsibility for staying updated on the General Orders, either electronically or by accessing a hard copy.

H. Personal Appearance
Police Department personnel shall at all times, while on duty, be neat and professional in appearance and comply with Police Department orders on wearing of the uniform, appearance and grooming standards.
I. Speaking Engagements, Exhibitions, etc.
Any Police Department personnel who is approached or requested to make public appearances in connection with his/her Police Department duties or as a result of his/her association with the Police Department shall first have authorization from his/her immediate supervisor. All such public appearances shall be documented for the Police Department’s records through the member’s Division Manager.

J. Release of Information/Confidentiality of Records
It shall be the duty of all Police Department personnel to safeguard confidential information. Information regarding suspects and ongoing investigations, as well as juvenile information, will not be released to any person except in accordance with the Law. Personnel shall be expected at all times to protect the confidentiality of Police Department records and not discuss, disclose nor otherwise release information of a confidential nature, except when such disclosure is authorized by law. Any information accessible only to personnel of the Police Department as a result of their employment shall be considered confidential unless otherwise defined.

K. Courtesy/Cooperation
Police Department personnel shall perform their duties in a courteous, professional manner and cooperate with other Police Department personnel, the public and other law enforcement agencies.

L. Impartiality
Police Department personnel shall perform their duties in a fair and impartial manner without being influenced by race, religion, sex, gender, gender identity, color, age, sexual orientation, sexual preference, marital status, disability, economic status, national origin or ancestry.

M. Efficiency
Police Department personnel shall perform their duties efficiently without wasting time or resources.

N. Completion of Reports, Records, Documents
Police Department personnel shall complete reports, records and other police documents in an accurate, complete and timely manner.

O. Press Relations
Police Department personnel shall comply with Police Department Orders when dealing with the press, and all information released shall be in accordance with prescribed directives from the Office of the Chief of Police.
P. Rules of the UC Office of the President Human Resources
Police Department personnel shall comply with all rules of the UC Office of the President Human Resources Personnel Policies for Staff Members and their respective labor relations collective bargaining agreements as they pertain to University employees. A copy of the UC policies can be obtained online at the UCSF Human Resources website. These policies are available for review by all personnel. The university’s Violence in the Workplace Policy, Sexual Harassment Policy, Discrimination Policy and Workers Compensation Policy are incorporated into UCSF Campus Administrative Policies website (http://policies.ucsf.edu/). In the case of conflict or confusion between University regulations and rules and the regulations or procedures of the Police Department, the Police Department personnel shall immediately bring conflicting matters to the attention of an immediate supervisor for clarification.

Q. Possession of a Valid Driver’s License
1. Police Department personnel required to operate Police Department or University vehicles in connection with their duties shall, at all times, be in possession of a valid California driver’s license, unless otherwise specifically authorized by the Chief of Police.
2. The California Commercial Motor Vehicle Safety Act of 1983 requires that UC employees who operate certain motor vehicles as part of their duties participate in the California Department of Motor Vehicles (DMV) Pull Notice System. The Pull Notice System allows the University to obtain the public driving records of these employees to evaluate their suitability to operate University vehicles as required by their employment. All Police Department personnel are subject to this requirement.
3. The PSD completes all DMV Pull Notice System records and forwards a copy to the UCSF Transportation Services Office for processing. All Police Department DMV action reports (convictions, failures to appear, accidents, driver's license suspensions and revocations, or other actions) received by the UCSF Transportation Services Office will be forwarded to the Chief of Police for review.
4. When Police Department personnel are identified by the Transportation Services Office as having an expired, suspended or revoked driver's license, the personnel will be given three days to correct the problem and show proof of correction.
5. In positions where driving is required as part of the job description, any Police Department personnel failing to possess or maintain in good standing a valid California driver license may result in a basis for corrective actions, up to and including dismissal.
3.3.6 Prohibited Acts (Revised: 2/16/17)

The following actions by Police Department personnel are prohibited and may subject the personnel to disciplinary action:

A. Consuming, Possessing, or Purchasing Intoxicating Beverages while On Duty, Except in the Performance of Duty and while Acting under Proper and Specific Orders from a Supervisor.

When consuming alcohol in the performance of duty and while acting under proper and specific orders from a supervisor, members shall refrain from consuming intoxicants to the extent that it results in impairment, intoxication or offensive behavior that discredits them or the Police Department or renders them unfit to continue their assigned duties. On-duty personnel suspected of being under the influence of intoxicating liquor shall submit to a chemical test upon direction of supervisory personnel. Refusal to comply with the request shall be considered insubordination.

B. Intoxication of Police Department Personnel
Defined as consumption of intoxicating beverages, on or off duty, to the extent that it results in impairment, intoxication or obnoxious or offensive behavior that discredits the member or the Police Department or renders the member unfit to report for duty.

C. Possession/Purchase or Use of Cannabis or Controlled Substances
Possession/purchase and/or use of cannabis and/or controlled substances, except when the possession/purchase is as a result of official duties or the purchase/use is in compliance with a prescription and the orders of a licensed physician. If a member is under doctor’s care and receives a prescription to take cannabis at any time or to take controlled substances while on-duty, the member shall report in detail, in writing to his/her supervisor the specific substance the member is taking under doctor’s orders at the start of the member’s next working day, unless the prescription is made while on duty, at which time the member shall notify their supervisor. The supervisor shall immediately forward the information in writing through the chain of command to their Division Manager.

D. Withholding Information of Criminal Activity
Failure to promptly report to the Police Department any information concerning any crime or unlawful activity occurring within UCSF jurisdiction, whether the information or observation comes to the attention of the member while on or off duty.
E. Prohibited Association
Associating with persons known to have been convicted of a felony within the past five years, who have a reputation in the community for felonious involvement or who are under present criminal indictment/investigation, except as necessary to the performance of official duties or where unavoidable because of other personal relationships to members.

F. Solicitation of Favorable Acts
The solicitation of an individual to intercede with the Chief of Police, a supervisory member, the Associate Vice Chancellor of Administration or any University official in relation to promotions, assignments, and disciplinary actions or personnel investigations. This section shall not apply to licensed attorneys at law or employee organization representatives who are representing department personnel consistent with the provisions of collective bargaining agreements.

G. Known Conduct of Police Department Personnel
Failure to promptly report a fellow Police Department member’s violation of a law, rule or regulation, policy or procedure, General or Special Order or written or verbal order from a supervisor. To this end, all such known violations of a member shall be immediately reported in writing to a supervisor in the Police Department.

H. Failure to Cooperate with Internal Investigations
Failure to answer questions, respond to lawful orders or to render relevant statements in an internal investigation being conducted by the Police Department, when such orders, questions and statements are specifically and narrowly related to the member’s job responsibilities and fitness for office. Nothing in this section shall be construed as to be in violation of a person’s Federal or State Constitutional rights.

I. Participation in Civil Matters without Notifying the Chief
Giving a deposition or preparing/submitting an affidavit stemming from one’s official duties as a Police Department member in a civil matter, without the knowledge of the Chief of Police.

J. Escapes
It is prohibited to allow a subject in custody to escape as a result of negligence or inattention to duty.

K. Serving as a Witness without Notifying the Chief
By providing testimony in any legal proceeding arising out of one’s official duties, without the knowledge of the Chief of Police.
L. Failure to Establish and/or Maintain Knowledge of Laws, Rules, Policies, etc.
The failure to establish and maintain a working knowledge of Laws, Rules and Regulations, Policies and Procedures and General and Special Orders can result in discipline.

M. Failure to Register Weapons
The failure to register with the Police Department any personal handgun carried by a member, on or off duty, in connection with the member’s peace officer status.

N. Private Benefit from Police Department Association
Use of the prestige or influence of one’s official position or the use of the time, facilities, equipment or supplies of the Police Department for the private gain or advantage to oneself or another.

O. Settlement of Duty Incurred Expenses/Damages
Acceptance of money or other compensation for damages sustained or expenses incurred in the line of duty from any individual without first notifying the Chief of Police in writing.

P. Vexatious/Unnecessary Complaints
The making a vexatious or unnecessary complaint against a fellow member of the Police Department is inappropriate and will be handled accordingly.

Q. Use of Private Vehicles/Equipment
The use of private vehicles/equipment for official purposes unless directed/authorized to do so by the Chief of Police or a supervisor.

R. Neglect of Duty/Incompetence/Inefficiency
The failure to present suitable attention in the performance of one’s duties will not be tolerated. Some examples include, but are not necessarily limited to: failure to take appropriate action on the occasion of a criminal offense, disorder or other act or condition deserving police attention, absence without leave, failure to perform duties or comply with any lawful rule, regulation, policy or procedure or order, failure to maintain sufficient competency to perform duties, failure to efficiently perform duties.

S. Failure of Prompt Performance of Duty
The failure to promptly perform required duties is subject to discipline.
T. **Insubordination**
Failure or refusal to obey a lawful order given by a supervisor and/or, any disrespectful, mutinous, insolent or abusive conduct toward a supervisory member whether or not in the presence of the supervisory member, is inappropriate.

U. **Failure to Forward Communication through the Chain of Command**
Failure to forward communications through the chain of command as required is inappropriate.

V. **Providing Inaccurate Information in Official Documentation**
Falsifying any official report or entering or causing to be entered any false, inaccurate or improper information on the books, records or reports of the Police Department.

W. **Accepting/Soliciting Gifts**
Soliciting or accepting for oneself or member money or other compensation for services provided in the line of duty other than as outlined in Police Department orders.

X. **Failure to Provide Residence Telephone Number**
Failure to maintain an operable telephone at one’s residence and/or to provide the Police Department with a current telephone number is unacceptable. Personnel shall report any change in their telephone to the Office of the Chief of Police as soon as possible and in no event later than three days after the change becomes effective.

Y. **Failure to Provide Residence Address**
Failure to provide the Police Department with one’s current residential address. Personnel shall report any change in their address to the Office of the Chief of Police as soon as possible and in no event later than three days after the change becomes effective.

AA. **Surrender of Police Department Property**
Failure to surrender to the Police Department all Police Department-issued/owned property upon request of the Police Department or upon separation from the Police Department.

AB. **Unauthorized Police Department Vehicle Use**
Use of a Police Department vehicle outside the scope of Department duties and without permission of the on-duty supervisory personnel.
AC. Unauthorized Persons in Police Vehicles
Allowing unauthorized persons to ride in police vehicles without permission of the on-duty supervisory personnel.

AD. Irresponsible Operation of Police Motor Vehicles
Negligent, careless, reckless or inattentive operation of a police vehicle by any Police Department personnel.

AE. Crashes Involving Police Motor Vehicles
Failure to promptly report any crash involving the operation of a police vehicle and failure to comply with Police Department General Orders in making such reports.

AF. Improper Use of Police Radio
Unnecessary or inappropriate use of the police radio.

AG. Failure to Provide Prompt, Courteous Service/Behavior
Failure to promptly respond to calls for police service and/or provide courteous contact with citizens; harassment of or offensive conduct toward the public or fellow personnel; unwillingness or inability to work harmoniously with the public or fellow personnel; playing mean, cruel or dangerous pranks; swearing at others; spreading harmful comments, rumors or gossip; threatening others and/or any other type of aggressive or violent acts.

AH. Improper Patrol Activities
Failure to devote attention to duty by lounging on post, inappropriately visiting with citizens, loafing, congregating with other officers except to exchange information or concealing a police vehicle for no useful purpose.

AI. Failure to Respond to Radio Calls
Failure to promptly respond to a radio call unless occupied with police business or failure to check a silent radio for malfunction.

AJ. Conduct Unbecoming a Member
Conduct that adversely affects the morale or efficiency of the Police Department, disgraces Police Department personnel or reflects discredit upon the Police Department or the member as an element of the Police Department.

AK. Interfering with Other Units, Divisions, Sections, etc.
Engaging in conduct that interferes with another unit, division or section of the Police Department or that interferes with cases assigned to another member, without the consent of the assigned member or his/her supervisor.
University of California, San Francisco
Police Department General Orders

Issued: 6/25/07
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AL. Unauthorized Investigations
Conducting an investigation on a member of the Police Department without authorization from the Chief of Police or conducting a criminal investigation in any manner other than with the knowledge of the Police Department and in compliance with the Police Department General Orders.

AM. Safety Violations
Failure to exercise due care and caution in the performance of duties or performing duties in violation of issued safety manuals, bulletins or directives.

AN. Failure to Possess Specialized Licenses
Failure to maintain a valid license or certificate for specialized services acquired by virtue of training received by the Police Department, without permission from the Chief of Police.

AO. Failure to Complete Specialized Training
Failure to maintain a working knowledge of the skills acquired from specialized training received as Police Department personnel and paid for by University/Department funds.

AP. Compromising Criminal Cases
Interfering with the proper administration of justice or legal process.

AQ. Failure to Render Aid/Furnish Information
Failure to provide proper aid or assistance to any person while on duty or failure to provide one’s name and identification number in a respectful manner when so requested.

AR. Failure to Report Loss or Damage to University Property
Failure to promptly report in writing to a supervisor when property of the University or the Police Department is lost or damaged.

AS. Failure to Protect Police Department Property
Failure to adequately secure and care for Police Department property.

AT. Failure to Recover Property/Evidentiary Material
Failure to inventory and process recovered property in conformance with Police Department General Orders.
AU. Failure to Submit Reports
Failure to promptly submit reports as are required by the performance of one’s duties or by constituted authority.

AV. Violation of Law
Violation or attempted violation of any Federal, State, County or Municipal law while on or off duty.

AW. Unavailability when On Duty
Failure to be immediately and readily available to the public while on duty.

AX. Acceptance of Fees/Rewards/Gratuities
Acceptance of any fee, reward, compensation or gratuity for any service in the line of duty without the knowledge and consent of the Chief of Police.

AY. Fighting/Quarreling
Fighting or quarreling with another member of the Police Department.

AZ. Firearms Use/Display/Handling
Drawing, displaying or discharging a firearm, other than as authorized by the Law and/or Department orders, or the negligent handling or discharging of firearms.

AAA. Criticism of the Police Department
Criticizing or ridiculing the Police Department, its policies or other members, where the talking, writing or other expression tends to impair the operation of the Police Department by interfering with its efficiency, interferes with the ability of supervisors to maintain discipline or has been made with reckless disregard for truth or falsity.

AAB. Divulgence of Police Department Business Inappropriately
Disseminating or releasing Police Department records or information concerning police matters except as provided by Police Department General Orders.

AAC. Inappropriate Political Utilization of Official Position
Engaging in partisan political activity of any nature while on duty, unless that activity is authorized by State law. Inappropriately utilizing influence for partisan political reasons. Use of University funds, supplies, property or equipment, or wearing a uniform for partisan political purposes.

AAD. Notices – Posting/Circulation/Destruction/Defacing
Destroying or defacing any official written notice posted by the Police Department and intended for viewing by Police Department personnel or the
posting or circulating of any written materials of a derogatory nature relating to any person, member of the Police Department, group or Police activity.

AAE. Valuable Items – Buying/Receiving/Selling
Buying, receiving or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner or other individual involved in any case that has come to the attention of a member or which arose out of a member’s employment with the Police Department, except as authorized by the Chief of Police.

AAF. Illness/Condition (Physical/Mental) Sick Leave
Failure to notify a supervisory member when one becomes ill and cannot report for duty or if there is any change in one’s physical/mental health that could disqualify the individual from being employed by the Police Department.

AAG. Failure to Report Outside Employment
Police Department personnel performing secondary or outside employment without the specific authorization of the Chief of Police.

AAH. Failure Read/Understand/Comply With Orders
Failure to interpret, comprehend or comply with rules and regulations, policies and procedures, general and special orders or written or verbal orders of a supervisor. To this end, it shall be considered Neglect of Duty to fail to inquire of a supervisor until the matter is resolved, any question as to the meaning of any law, rule or regulation, general or special order, policy or procedure of the Police Department or any written or verbal order of a supervisor.

AAI. Inappropriate Courtroom Conduct
Failure to be punctual for court appearances. Failure to appear in court prepared to testify. Failure to appear properly dressed in police officer uniform or business attire for court, including Grand Jury, in accordance with Police Department orders. Failure to maintain professional demeanor while in court.

AAJ. Dishonesty/Uncooperative
Divulging fraudulent information in securing employment with the University. Testifying, making reports or conducting police business in less than a truthful and/or cooperative manner.

AAK. Unauthorized Actions regarding Police Departmental Records/Reports/Citations
Stealing, releasing, altering or tampering with any record, report, citation or documentation in the Police Department, except as provided in Police Department General Orders and in accordance with the law. To this end, the copying,
releasing, altering or tampering with any record of the Police Department or information contained in any record of the Police Department except by process of law or as directed by the Chief of Police or a supervisory member is prohibited.

AAL. Absence from Duty/Tardiness
Failure to appear for duty at the date, time and place assigned without being excused or properly notifying the Police Department of illness or other emergency, in addition to habitual or excessive absence or abuse of sick leave.

AAM. Unauthorized Recommendation of Professional or Commercial Services
Recommending to any citizen the retention of or consultation with a specific attorney, professional person or commercial service is prohibited. This rule does not apply to referring persons to the District Attorney, legal referral services or public social service agencies.

AAN. Holding Items in Mouth
Holding a cigarette, cigar, pipe, toothpick, tobacco, candy or gum in the mouth while in uniform in official contact with the public and conducting police business.

AAO. Uncooperative with Investigations
Failure to testify or cooperate in investigations being conducted by the Police Department, other law enforcement agencies, a grand jury, the District Attorney, the Attorney General or a governmental administrative agency (City, State or Federal) when properly called upon to do so and when there is no properly asserted Constitutional privilege or when immunity from prosecution has not been granted.

AAP. Unnecessary Use of Force
Unnecessary or excessive use of physical force against any person while on or off duty.

AAQ. Leaving Place of Assignment
Leaving one’s duty assignment without being properly relieved or without proper authorization.

AAR. Criticism of Orders
Publicly criticizing instructions or orders, except as provided for in established grievance/complaint procedures.
AAS. Inappropriate Person Stops
It is a fundamental duty of every member of this agency to observe, respect and protect the Constitutional rights of every person with whom we come in contact. No person shall be subjected to any stop, detention or search by members of this agency when such a stop, detention or search is based solely and impermissibly on the person’s race, color, sex, national origin or sexual orientation, or upon the member’s perception of any person’s race, color, sex, national origin or sexual orientation.

AAT. Sleeping on Duty
Employees shall remain awake while on duty. If unable to do so, they shall report to their supervisor, who shall determine the proper course of action.

3.3.7 Dress Code – Non-uniformed Civilian and Sworn Personnel (Revised: 2/2/11)

Male and female members of the Department who are permitted to wear civilian clothing during their working hours shall wear such civilian clothing that conforms minimally to business casual attire standards recognized in University settings. Plainclothes officers carrying firearms shall also carry their badge, except as authorized by the Chief of Police. If carrying their firearms displayed, plainclothes officers shall also prominently display their badge. When meeting with members of the campus senior administration or selected persons from the public, making public presentations or attending court proceedings, employees should wear business dress attire. Each employee assigned to administrative duties has the discretion to wear business dress or business casual dress attire, unless otherwise directed by the Chief of Police. Patrol personnel shall follow the guidelines set forth in the Universitywide Staff Policies and Procedures.

A. Business Attire
1. Male business attire consists of a professional business-like suit or a color-coordinated sport coat/jacket and dress slacks/pants with a dress tie and dress shoes or boots.
2. Female business attire consists of a professional business-style slacks, pantsuit, skirt or dress, with color-coordinated blouse, shirt or sweater, jacket or coat and dress shoes, heels or boots.

B. Business Casual Attire
1. Male business casual attire holds the same meaning as business attire except that a dress shirt may be worn with an open collar and no tie. Sports shirts, collared polo shirts, sweaters and slacks are permissible. In addition, dress slacks, chino pants or “Dockers” style cotton pants are acceptable. Shoes may be either dress shoes, loafers
or a boot style. Blue jean pants and sandals or sneakers are not acceptable as business attire.

2. Women’s dresses, skirts, chino pants, slacks, or “Docker” style cotton pants are acceptable. Blouses or sweaters may be long, short-sleeve or sleeveless. Dress shoes, loafers, boots and open-toed shoes are acceptable. Blue jean pants and sandals or sneakers are not acceptable as business attire.

C. Casual Dress Attire: Men and women assigned to administrative duties may wear any items listed under “Business Dress” and “Business Casual Dress.” In addition, upon approval of Chief of Police, blue jean pants and sneakers may be worn on approved occasions. Warm-up suits, shorts, T-shirts and flip-flop sandals are not acceptable.

D. Exceptions
   1. Property Control Personnel
      Property Control/Evidence personnel may wear casual clothing or Battle Dress Uniform (BDU) in lieu of a uniform when no public contact is required. A lab coat will be worn over casual clothing when public contact is required.

E. Prohibited Attire
   The following clothing items are not permitted as non-uniform work attire except as authorized for training or operational needs by the respective supervisor: Athletic wear including sweat pants or shirts, running shoes, spandex, shorts, leggings, ball caps, T-shirts, tank tops and faded, worn or damaged denim jeans.

3.4 ALLOCATION AND DISTRIBUTION OF PERSONNEL

3.4.1 Authorized Personnel (Revised: 2/2/11)

A. The Police Department maintains a list of all authorized positions granted at the start of each budget year. The list indicates the classification and division assignment of each authorized position. This list is maintained and updated quarterly by the PSD Captain. The number of authorized budgeted positions will not be exceeded without prior approval from the Senior Vice Chancellor of Finance and Administration or as otherwise allowed by University policy. The Human Resources Department maintains a list of University position vacancies.

B. The Chief of Police will be immediately notified if the authorized staffing level in any division is impacted by a significant event, resignation or retirement etc. Upon the resignation of any member, the Chief shall be briefed by the affected member’s Division Manager on the short- and long-term impact of the vacancy on
the Department’s ability to provide services. It is the responsibility of the appropriate Division Manager to recommend a replacement schedule to fill the vacancy, if warranted.

C. Vacancies though retirement and promotion will be planned for both fiscally and operationally to minimize interruption in service delivery.

3.4.2 **Allocation of Personnel (Revised: 2/16/17)**

A. Personnel allocation will be based upon workload demands to:
1. Accomplish the community policing mission
2. Meet campus community service needs
3. Meet the operational needs of the Police Department.

B. The Field Services Division (FSD) Captain or designee annually reviews staffing levels on the patrol shifts and security posts to ensure the Police Department’s effectiveness and efficiency. The review includes:
1. Number of calls for service by time of day/day of week
2. Amount of obligated/assigned time per shift
3. Amount of unassigned time
4. Comparison of total scheduled time to time loss due to holidays, vacation, sick leave and other leave
5. Customer requirements and agreements for security guard coverage
6. Comparison of total scheduled time to time loss due to holidays, vacation, sick leave and other leave
7. Staffing needed to cover mandatory breaks and meal periods as required by collective bargaining agreements
8. Recommendations for campus/beat boundaries adjustments to increase or decrease the geographic area will be based upon the analysis of the demands for calls for service. Any recommendation will be forwarded to the Chief of Police for approval.
   a. Campus/beat boundaries will follow natural boundaries such as streets, railroad tracks, etc. for identification.
   b. Any campus/beat realignment will be reflected on the campus/beat maps in Records and Dispatch.
9. The FSD Captain will adjust deployment of officers and security guards by campus/beat and shift based on the workload.

C. The Captain or designee annually reviews the deployment and staffing levels of WeID/LiveScan personnel to ensure effectiveness and efficiency. The review includes a review of customer needs/demands for WeID/LiveScan services.
D. Each Division Manager will assess personnel needs during the annual budget process.

3.4.3 Triennial Assessment (Revised: 8/1/14)

The Chief of Police will conduct a triennial review of the Police Department organizational structure and distribution of personnel as a part of the budget process to ensure operational efficiency and effectiveness, appropriate spans of control, distribution of work and delegated responsibility.

3.5 ALLOCATION AND DISTRIBUTION OF PERSONNEL AND PERSONNEL ALTERNATIVES: SWORN SPECIALIZED AND CAREER ENHANCEMENT ASSIGNMENTS

3.5.1 Distribution of Personnel Resources

A. Personnel are deployed to:
   1. Accomplish the community policing mission
   2. Meet community service needs
   3. Meet operational needs of the Police Department
   4. Enhance employee’s career development.

B. Personnel assignments in specialized assignments will be made in accordance with current and projected workload assessments. Staffing needs will be assessed annually during the budget development process.

C. Each specialized program, activity or organizational component will be reassessed annually to determine if continued specialization is beneficial and cost effective and then submitted to the Chief of Police for review. This assessment will occur as part of the annual budget development process.

3.5.2 Specialized Assignment Notification (Revised: 8/1/14)

A. Specialized assignments are jobs of a specialized nature that require additional training or skills as a police officer to be accomplished. For purposes of this order, the following are specialized assignments currently maintained in the Police Department:
   1. Detective – Field Services Division
      Responsibilities include follow-up investigation of an assigned caseload, investigating UCSF Investigative Group (I-Group) cases, investigating serious criminal acts and assisting uniformed police officers with investigations and arrests of a serious nature. This assignment is on a
rotational basis for three years, with a possible extension for up to two additional years.

2. Field Training Officer (FTO) – Field Services Division
   Provides individualized field instruction and close supervision to new police officers who have completed the POST Basic Police course work using a standardized field training program. This position is on a temporary basis when the FTO is assigned a trainee.

3. Watch Commander – Field Services Division
   Responsibilities include, but are not limited to, conducting shift briefing, determining beat assignments, coordinating emergency notifications and making any other decisions as necessary and critical for each shift. In the absence of a sergeant, the Watch Commander will have the authority and responsibility to handle this task. This position is on a temporary basis when an assignment is made to function as the shift’s Watch Commander.

4. Other Positions as Authorized by the Chief of Police
   Specialized assignments may be modified, combined or eliminated at the discretion of the Chief of Police to meet Police Department needs, on the basis of service delivery and staffing levels.

B. Division Managers will announce assignment opportunities, selection criteria and selection process a minimum of 15 days prior to appointment.
   1. Written notice will be prominently displayed and distributed to advise Police Department personnel of specialized assignment opportunities. Additional notices will be provided to all supervisors.

C. Sworn personnel assigned to a specialized assignment may be reassigned prior to the scheduled rotation date at management’s discretion and/or to meet Police Department needs. Personnel assigned to a specialized assignment may have their rotation date extended up to two years by mutual agreement of the member and Division Manager or to meet other Police Department needs.
   1. Rotation for the specialty assignments will normally be for three years.
   2. Specialty assignments will generally be at least 60 days in duration, but not exceed five years.

D. Sworn personnel may reapply for the specialized assignment at the completion of a full tour of duty upon approval of the Chief of Police and
   1. After one full year back to their original assignment or
   2. If there are no other qualified applicants for the specialized assignment.

3.5.3 Selection Criteria

Special assignments will be appointed using a competitive selection process.
A. Among other selection criteria used, the selection process will include an evaluation of the member’s:
   1. Skills, knowledge and abilities in the specific area
   2. Prior job performance
   3. Attendance record
   4. Demonstrated commitment to community policing.

B. Only non-probationary police officers are eligible for a specialty assignment position.

3.5.4 Selection Procedure

Appointment of personnel to specialized assignments will be made by the supervisor/manager responsible for that division. Each qualified candidate will be considered according to the identified selection criteria and the results of tests and/or interviews given during the competitive process. The person appointed may not necessarily be the one with the highest numerical score, but rather the person determined to be most qualified for the particular assignment.

3.5.5 Career Enhancement Assignments (Revised: 8/1/14)

Career enhancement assignments are those sworn police officer functions that offer the member a new career opportunity or new means of approaching the regular patrol police officer assignment. Career enhancement assignments do not receive additional compensation. Selection to a career enhancement assignment may be conducted, where applicable, as outlined in General Order 1.2.2, “Organizational Divisions/Responsibilities.” Examples may include, but are not limited to:

A. Bicycle Patrol Officer
B. Crime Scene Processor
C. Traffic/DUI Patrol
D. Drug Recognition Expert
E. Instructor
F. Armorer.
3.6 ALLOCATION AND DISTRIBUTION OF PERSONNEL AND PERSONNEL ALTERNATIVES: NON-SWORN PERSONNEL

3.6.1 Non-Sworn Positions (Revised: 2/2/11)

A. Positions within the Police Department that require skills, knowledge and training other than those of a sworn police officer will be designated as non-sworn positions and staffed accordingly.

B. The following positions within the Police Department are staffed by non-sworn personnel:
   1. Public Safety Dispatcher
   2. Public Safety Dispatch Lead Dispatcher
   3. Records and ECC Manager
   4. Administrative Analyst
   5. Administrative Assistant
   6. Security Personnel
   7. Property Analyst
   8. Alarm Management Analyst
   9. Homeland Security and Emergency Management (HSEM) Director
   10. Crime Analyst/Crime Prevention Officer
   11. Community Services Officer
   12. Security Analyst
   13. Professional Standards Analyst IV
   14. Professional Standards Analyst II (CALEA)
   15. Mass Communications Analyst
   16. Emergency Management Analyst
   17. “WeID” Program Supervisor.

C. In the event of a Police Department need or to enhance a sworn employee’s experience, a sworn employee may be temporarily assigned to a non-sworn position if the employee possesses the skills and abilities specifically required to perform the duties of the position (e.g., temporary assignment of an officer to Public Safety Dispatcher duties).

3.6.2 Review of Non-Sworn Positions (Revised: 2/2/11)

In conjunction with the development of the annual budget, the Police Department management staff will review and assess the appropriate classification of existing non-sworn positions to assure that police officers are assigned only to positions requiring law enforcement authority. The reclassification of positions may be reviewed and
recommended by a Division Manager and the UCSF Human Resource Staffing and Compensation Unit. Recommendations of the Division Managers and the UCSF Human Resource Staffing and Compensation Unit are assessed for final determination by the Chief of Police.

3.6.3 Community Service Officer (CSO) Program (Deleted: 8/1/14)

3.6.4 CSO Training Program (Deleted: 8/1/14)

3.6.5 CSO Duty Assignments (Deleted: 8/1/14)

3.6.6 CSO Uniform (Deleted: 8/1/14)

3.6.7 CSO Equipment (Deleted: 8/1/14)

3.6.8 Security Guard Program (Revised: 8/1/14)

A. The Technical Services Security Operations Unit strives to assist the UCSF Police Department to provide a crime-free and safe environment through the highest level of professional service, integrity, respect and excellent customer service.

B. The mission of the Security Operations Unit is to provide a safe and crime-free environment at assigned facilities for all those using or visiting the University of California.

C. A security guard’s scope of authority is limited to the UCSF properties. Security guards are not peace officers and are governed by the same laws as private citizens.

3.6.9 Security Guard Training Program (Revised: 4/1/10)

Newly hired security officers will receive training that includes individualized training and an on-line training component. Security officers are required to complete the Security Officer Training Program during the six-month probation period. Upon completion of the training program and probation, security officers will be given a certificate of completion.

3.6.10 Security Guard Duty Assignments

A. Some of the duty assignments of security guards include, but are not limited to:
   1. Monitoring for proper and acceptable identification at facility access points
   2. Vigilant monitoring of electronic surveillance and alarm systems
3. Immediate notification to UCSF Police of emergencies, criminal activities and/or suspicious situations
4. Identifying potential security improvements
5. Assisting staff and patrons in a professional and friendly manner
6. Assist with lost and found properties turned in by members of the UCSF community and/or the public.

3.6.11 Security Officer Uniform (Revised: 8/07/08)

A. Security Officer Badge
   1. Upon hire, all security officers are issued an assigned badge. The badge number corresponds to the assigned radio call sign.
   2. Security officer badge responsibilities include:
      a. Ensuring that their badge is protected from misuse, loss or damage
      b. Openly displaying the badge while on duty, in uniform and/or in furtherance of official UCSF Police Department business
      c. Immediately reporting lost or stolen badges to a supervisor or Watch Commander.
   3. Security officers are prohibited from:
      a. Using the badge for identification purposes unless working in an official capacity
      b. Giving or loaning their badge to any other person
      c. Representing himself/herself as a peace officer.
   4. Improper use of the badge may result in disciplinary action(s) up to and including termination.

B. Security officers are issued the following uniforms:
   1. Three light blue uniform shirts, at least one of which is long-sleeve
   2. Two pair of navy blue uniform pants
   3. One navy duty jacket with zip-out liner
   4. One navy uniform sweater
   5. Black tie worn with a silver-colored tie bar, which is worn even with the bottom of the pocket flap
   6. Black, 1-½” basket weave belt with silver-colored buckle
   7. One silver-colored name plate
   8. Shoulder patches, which are sewn on both shoulders of shirts, jacket and sweater.

C. The following items must be supplied by the security officer:
   1. Black socks
   2. Black, smooth, clean and polished shoes.
D. The Class “A” uniform includes a long-sleeve shirt worn with a tie and silver-colored tie bar. The Class “A” uniform may be required during authorized events, such as a Board of Regents meeting. When a Class “A” uniform is required, Security officers may be required to limit indoor use of outerwear, so all staff at the assignment matches in uniform appearance. Outdoors, security officers may choose any of the authorized outerwear options.

E. The Class “B” uniform is the standard duty uniform. It includes either the long- or short-sleeve shirt worn with an open collar. Any visible tee-shirt must be plain white. No logos or other print on undergarments that could be visible through the uniform are permitted. During normal duty, security officers may choose to wear either the Class “B” or Class “A” uniforms.

F. Security officers who choose to wear a jacket or sweater are required to place their badge on the outermost garment during duty hours.

G. Security officers shall not wear the approved uniform or any recognizable portion thereof in any off duty capacity.

H. Personnel who choose to wear the uniform while traveling to and from work shall conceal all recognizable parts of the uniform with a jacket or some alternative outer garment.

3.6.12 Security Guard Equipment

Security guards are issued the following standard equipment and shall be issued additional equipment as their duties require:

A. Security Radios
Radios shall be carried at all times while on duty. Radios are not to be taken off the property unless specifically authorized by the Security Operations Manager or for special assignments. Radios specific to assigned posts will be returned prior to the end of shift.

B. Keys
Security personnel, unless authorized by the Security Operations Manager, shall not possess keys to any door, storage room or entry/exit to UCSF while off duty. Keys specific to assigned posts will be returned the main security desk prior to the end of shift.
C. Security Vehicle
Security personnel shall, at the beginning of each shift, check for damage(s) to ensure that the vehicle is working properly and all equipment is in working order. If upon inspection damage is found, an incident report must be written and forwarded to the Security Operations Manager via the on-duty Supervisor.

D. Security personnel shall not use a security vehicle unless so directed by a Security Supervisor. UCSF Security Operations vehicles shall not be used for personal business. Personal vehicles are not to be used during the course of business except in compliance with UCSF policy.

E. In the event that UCSF property/equipment is found bearing evidence of damage that has not been reported, it shall be regarded as prima facie evidence that the last person using the property, equipment or vehicle was responsible.

3.6.13 Public Safety Dispatcher Attire

Public Safety Dispatchers shall adhere to the dress code as outlined in General Order 3.3.7 “Dress Code – Non-Uniformed Civilian and Sworn Personnel,” unless otherwise permitted by the Division Manager and/or supervisor.

3.7 COMPENSATION, BENEFITS, AND CONDITIONS OF WORK: COMPENSATION

3.7.1 General Information

It is the policy of UCSF and the Police Department to provide personnel with appropriate compensation, benefits and working conditions. It is the purpose of this policy to provide Police Department members additional information about and quick reference to other materials regarding compensation, benefits and working conditions. This policy is not intended to differ from or conflict with any binding labor agreement or University policy.

A. Represented Personnel
1. Sworn police officers of the Police Department are represented by the Federated University Police Officers Association (FUPOA), which is authorized to enter into labor agreements between the association and the University of California. These agreements, negotiated according to Federal, State and local laws shall take primary precedence in determining and defining compensation, benefits and conditions.
2. Non-sworn, non-exempt personnel are represented by other personnel associations (AFSME and CUE), which are authorized to enter into labor agreements between their association and the University of California.
These agreements, negotiated according to Federal, State and local laws shall take primary precedence in determining and defining compensation, benefits and conditions.

B. Non-Represented Personnel
For the purposes of this policy, non-represented supervisory and management personnel and confidential personnel are non-represented personnel. In matters regarding compensation, benefits and conditions of employment where the respective labor agreement is silent, established University policies and procedures shall apply.

3.7.2 Salary Compensation (Revised: 2/2/11)

The elements of the salary program are determined by the UCSF Human Resources Department and the UC Office of the President.

A. Entry-level salaries are outlined in the current UCSF Title and Pay Plan.

B. Salary differentials within and between ranks are outlined in the UCSF Title and Pay Plan.

C. Compensation for special assignments requiring special skills is given according to the Universitywide Police Policies and Administrative Procedures.

D. Incentive pay based on Peace Officer Standards and Training (POST) certification is provided to police sergeants and officers as follows:
   1. A $225 monthly incentive is awarded to police officers completing the intermediate POST level.
   2. A $325 monthly incentive is awarded to police officers and sergeants completing the advanced POST level.
   3. The intermediate and advanced incentive pay awards are not cumulative, nor will they apply when a specific POST certification is a minimum job requirement. For example, police sergeants are not eligible for intermediate incentive pay, since this is a minimum requirement for the sergeant’s position.
   4. An additional $50 monthly incentive is awarded to police sergeants who possess a POST supervisor’s certificate.

E. Eligibility for merit increases, shift differentials and performance awards is determined in accordance with existing University policies and labor agreements.
F. Overtime is compensated as required by applicable University policy and/or labor agreement. The UCSF Police Department does not offer compensatory time in lieu of pay for overtime.

3.7.3 Salary Augmentation

Salary augmentation is pay added to a member’s base salary. Such pay includes overtime, incentive pay and working out of class or acting in capacity/stipend pay. Such compensation is set forth in the member’s respective bargaining agreement or by Personnel Policies for Staff Members online.

3.8 COMPENSATION, BENEFITS AND CONDITIONS OF WORK: BENEFITS

3.8.1 Compensation and Benefits (Revised: 2/2/11)

A. Descriptions of benefits provided to employees are available for review with the FAS HRSC and on-line at the “At Your Service” website. The benefits described include health insurance, retirement, disability, death benefits, workers compensation, dental, vision, legal, dependent care and health care savings plan.

B. Administrative leave, sick leave, holiday leave and vacation leave policies are in accordance with applicable University policies and labor agreements.

C. All personnel of the University are routinely covered 24 hours a day, worldwide, against accidental death and dismemberment while on an official University business trip.

D. Liability Protection Program
   Personal liability of Police Department personnel when acting within the scope of their duties is according to the California Tort Claims Act, Government Code § 810 et seq.

E. The provision of clothing and equipment used by personnel in the performance of law enforcement or security functions is detailed in the Universitywide Police Policies and Administrative Procedures, General Orders, Police Regulations, University policies and labor agreements.

F. Educational benefits available to Police Department personnel are in accordance with applicable General Orders, University policies and labor agreements. Detailed information pertaining to the program can be found at: http://avcadmin.ucsf.edu/files/AVCAProfDevPolicy.pdf.
3.8.2 Fringe Benefits

Benefits for the University of California and the Police Department represented personnel are mutually agreed upon through the collective bargaining contracts negotiated with the member’s respective bargaining unit. Non-represented personnel benefits are covered in the Personnel Policies for Staff Members, which is a system-wide UC policy governed by the UC Office of the President. The following documents provide a reference for benefits afforded to UCSF personnel.

A. UCSF Personnel Policies for Staff Members (PPSM)
B. Federated University Police Officers Association (FUPOA) labor agreement
C. American Federation of State, County, and Municipal Employees (AFSCME) labor agreement
D. Coalition of University Employees (CUE) labor agreement.

3.8.3 Leaves of Absence

Leave of absence, with or without pay, may be granted by the Chief of Police consistent with University policy. Such leave may be granted for represented employees as outlined in the employee’s respective labor agreement or for non-represented and confidential personnel as outlined in the UC Office of the President PPSM. Leaves include, but are not limited to:

A. Jury, court and military duty
B. Bereavement
C. Leave of absence
D. Family and/or parental leave.

3.8.4 Holiday Leave

Holiday leave is granted to Police Department personnel as provided for in the labor agreements and PPSM policies.
3.8.5 Sick Leave

A. Sick leave is accrued according to the provisions of applicable labor agreements and/or the PPSM policy, as applicable to the particular member.

B. A member who is unable to report for duty because of illness or injury shall call his or her immediate supervisor or other person designated by the supervisor to report the absence prior to the start of his/her assigned shift. The supervisor shall immediately complete a time off request form designating the time off as sick leave.
   1. The use of vacation time in lieu of sick time will not be permitted.

C. A member who has been on sick leave for three consecutive days may be required to provide a doctor’s release for return to duty.

   Sick leave shall only be used for the following purposes:
   1. Injury or illness rendering the member unfit for duty
   2. Medical/dental examinations and treatment
   3. Illness or death in the member’s immediate family (as defined in the relevant collective bargaining agreement or policy) requiring the member’s presence, including maternity leave and as described in the member’s respective labor agreement or University of California personnel policy or
   4. As provided in the Family and Medical Leave Act.

3.8.6 Vacation Leave

A. Vacation accrual rates are specified in the member’s respective bargaining agreement or the UC Office of the President PPSM for non-represented employees.

B. Police Department personnel shall schedule use of their vacation time according to provisions in the member’s respective labor agreement or the PPSM and in compliance with work unit practices and with consideration for workload, work status and staffing.

3.8.7 Retirement

The University of California provides retirement benefits for personnel through the UC Retirement Plan (UCRP). Retirement benefits are described in UCRP literature at the UC Office of the President website, UCSF Human Resources website and in the employee’s respective labor agreement. The University of California also offers optional deferred
compensation plans to personnel. For further information related to retirement benefits and compensation, personnel may contact the UCSF Human Resources.

3.8.8 Health Insurance

The University of California provides medical and dental insurance for all eligible personnel who are, in general, any employee appointed at 50 percent and above (check the applicable contract or PPSM for more detailed eligibility requirements). Coverage and cost are subject to the provisions of the applicable labor agreement and total compensation package.

3.8.9 Disability and Death Benefits

The University of California provides disability and life insurance for all full-time personnel, subject to the provisions of their respective labor agreement or as outlined at the UC Office of the President website.

3.8.10 Liability Protection

The University of California will indemnify and defend personnel against claims or suits and pay any non-punitive judgments that personnel shall be legally obligated to pay as a result of that member’s reasonable or lawful activities and exercise of authority within the scope of his/her duties and responsibilities as a Department member.

3.8.11 Clothing and Equipment

Members of the Police Department receive uniforms and equipment and/or clothing allowance according to the provisions of the applicable labor agreement and as outlined in General Order 4.7.7, “Uniforms and Equipment.”

3.8.12 Tuition Reimbursement

The University of California, San Francisco encourages all personnel to continue to develop themselves through special training and academic courses. To encourage professional development, the Police Department provides financial assistance to any regular, full-time or part-time member who wishes to pursue education. Courses eligible for reimbursement must be directed toward acquiring skills and knowledge of value to the Police Department and be related to the member’s current position or other positions within the University to which the member might reasonably be promoted.
A. Personnel desiring to request tuition assistance shall notify their supervisor in advance of the annual budget process, so that approved expenditures can be anticipated and budgeted for.

B. Requests for tuition assistance must be submitted through the chain of command to the Chief of Police in advance of the education/training for approval.

C. Conditions regarding educational reimbursement are available to personnel according to the terms described in Associate Vice Chancellor of Administration’s Educational/Professional Development Guidelines and Reimbursement Policy and are also contingent upon availability of funding.

3.8.13 Personnel Services (Revised: 4/3/11)

A. Department Personnel Administrator
The FAS HRSC is responsible for the Police Department’s personnel function and is a resource to Police Department managers, supervisors and members concerning compensation, benefits, hiring and worker’s compensation. The PSD is responsible for training for the entire Department and the marketing for recruitment of sworn and dispatch positions.

B. UCSF Faculty & Staff Assistance Program
The Faculty & Staff Assistance Program (FSAP) provides confidential assessment, counseling, crisis intervention and referral services to faculty, staff and healthcare professionals of the campus community on a voluntary basis. Personnel who wish to obtain further information about the FSAP may contact them at: 3333 California Street, Suite 293, San Francisco, CA 94143, 415-476-8279.

1. Police Department supervisors shall be trained to be aware of, recognize and address employee behaviors that would indicate the existence of employee concerns, problems and/or issues that could impact employee job performance. The FSAP provides training in these areas to assist supervisors and managers who have employee-related or intra/inter-departmental concerns.

2. Supervisors wishing to refer employees to FSAP shall direct those employees to the on-line brochure at the FSAP website.

3.8.14 Worker Safety: On-duty Injuries/Light Duty (Revised: 2/2/11)

The University of California is concerned about the health and recovery of all personnel injured on the job. The worker safety policy is to assist in providing a safe work place for personnel by establishing the process to be followed when employees are injured on duty.
A. Each member must be alert and dedicated to improving safety. All University personnel are responsible for contributing to a safe work environment and for promptly reporting to their supervisors any accident or injury, or any hazardous condition or procedure that affects them, their fellow personnel or the general public.

B. The University of California carries workers’ compensation insurance, which covers personnel if they are injured on the job. This insurance will pay medical expenses for the injury and pay the member while off work due to the injury. To receive these benefits, it is important that personnel report their injury immediately to their supervisor and accurately describe the circumstances of the injury, including the names of any witnesses.

C. It is the policy of the University to return injured personnel to work as soon as possible following an on-the-job injury. Although expenses related to on-the-job injuries are processed through the insurance carrier, the University is directly responsible for these costs and will make every effort to assist a member in getting their claim processed promptly. In order to accomplish this, all personnel must take responsibility for reporting accidents and injuries immediately.

D. Failure to follow the procedures below can result in a delay or denial of a worker’s compensation claim. The UCSF Human Resources Disability Management Services oversees accident reporting and the Early Return to Work program.

1. Employee Responsibility
   a. Report the injury/accident immediately to the on-duty supervisor or, if they are unavailable, notify the Watch Commander. The supervisor will complete the Supervisor Report of Employee Injury form, with member input.
   b. An employee needing medical attention on a new or previous injury must immediately inform the on-duty supervisor. The supervisor will assist the injured employee in completing the Supervisor Report of Employee Injury, Form 71455-137 prior to the end of the current work shift.
   c. Obtain a Medical Return-to-Work Release form from the employee health physician and inform him/her there may be light duty/modified jobs available. These jobs may be tailored around individual needs and restrictions. Return this form to the on-duty supervisor as soon as you return from the medical evaluation.
Questions about light duty/modified work should be referred to the FAS HRSC.

d. Once a physician signs a release allowing a return to work (part-time, temporary, light duty, or regular work), the injured employee must report to work at the next scheduled shift or as directed by the Division Manager.

e. Employees who are unable to perform any kind of work are required to call in weekly and report their medical status to their supervisor, unless other arrangements have been made. It is the employee’s responsibility to supply the supervisor with a current telephone number and an address for contact.

2. Supervisor’s Responsibility

Personnel injured on-the-job are often concerned about medical care, finances and job security. A lack of information and a sense of isolation can make job injuries seem even more frustrating. Supervisors are responsible to ensure personnel follow the proper procedures, so that claims are processed promptly. Necessary forms are available from the FAS HRSC. Supervisors are responsible to ensure that on-the-job injuries and accidents are reported promptly and correctly.

a. When an incident occurs that does bit require medical attention other than first aid:

   (1) Instruct the member to follow the procedures outlined in General Order 3.8.14(D)(1), “Employee Responsibility.”

   (2) Complete the Supervisor Report of Employee Injury form, with the input of the injured employee. The completed form should be faxed to UCSF Disability Management Services. The original shall be routed through the member’s chain of command to the respective Division Manager. This must be completed within 24 hours of the incident/accident.

   (3) Complete a casualty report and route copies to: UCSF Risk Management, the respective Division Manager and the FAS HRSC.

b. When an injury requires medical attention, the injured employee and supervisor must:

   (1) For emergencies, refer the employee to the UCSF Long Hospital Emergency Department or the nearest emergency medical care facility. For non–emergencies, call the Employee Health Services clinic to arrange an appointment. After clinic hours, treatments should be referred to the Emergency Department.
(2) Complete as much as the possible on the Supervisor Report of Employee Injury form prior to the completion of the injured worker’s shift or no later than 24 hours after the injury. The completed form should be faxed to the UCSF Disability Management Services. The original shall be routed through the member’s chain of command to the respective Division Manager. This must be completed within 24 hours of the incident/accident. This requirement is mandatory because all claims must be submitted to the insurance carrier within five days of the injury.

(3) Complete a casualty report and route copies to: UCSF Risk Management, the respective Division Manager and the FAS HRSC.

(4) Refer injured employees with a medical release form to their Division Manager for light duty assignments.

(5) The employee will be allowed to return to regular work and pay once the attending physician has signed the employee’s Medical Return-To-Work Release form.

(6) Employees are required to turn in a written medical status report completed by their physician to the FAS HRSC after each doctor’s visit.

3. Medical Treatment after Normal Work Hours
   a. If an employee is injured on duty and requires medical care, he/she should seek such care as quickly as possible following the incident.
   b. Should continuation of this medical care or transit to a medical care provider require time immediately following an employee’s regular shift, such time, up until their admission to or release from the medical care provider, shall be considered to be time worked, provided that all of the following are true:
      (1) The injury occurred on duty, during the immediately preceding shift.
      (2) The employee’s supervisor is informed the employee intends to seek medical care for an injury incurred on duty during that shift, before the employee seeks the medical care.
      (3) The employee provides documentation from the medical care provider stating medical care was required and the condition requiring the care was not a preexisting condition
      (4) The employee provides documentation of the time spent in transit to the medical care provider and/or the time spent
receiving medical care before admission to or release from the medical care provider.

c. Any time required in transit to a medical care provider or receiving medical care that is not part of the work shift when the injury occurred or is not immediately following that shift, including time in transit to follow-up medical appointments, is not considered to be time worked and is not overtime compensable.

E. Light Duty
The University of California is committed to providing staffing resources to accomplish needed work while providing personnel who are unable to perform their regularly assigned duties an alternative to significantly reducing or depleting their accumulated sick leave.

1. The Chief of Police will be notified of all light duty assignments. Light duty assignments will be approved and coordinated by the employee’s Division Manager.

2. Light duty for psychological reasons is specifically not allowed for sworn officers and/or dispatchers.

3. Personnel in light duty status will be continued at their normal rate of salary. Hours of work and tasks assigned will be at the discretion of the Department and what best meets the organization’s overall needs.

4. Job-related Light Duty
   a. In the event a member has a job-related illness/injury and is capable of returning to work in a light duty status, the Department will, if specific projects and/or tasks are available, bring the employee back to work in a light duty status. If there are no light duty jobs available at the Police Department, the employee’s Division Manager may work with Human Resources to locate a suitable light duty assignment elsewhere at the University.

5. Non-job Related Light Duty
   a. Personnel with non-job related illness/injury are allowed to use their accrued leave banks in accordance with their respective labor agreement/PPSM or apply for disability through Liberty Mutual.
   b. In the event a member has a non-job related illness or injury and is capable of returning to work in a light duty status, the Police Department may, if specific and appropriate projects and/or tasks are available, allow the member to return to work in a light duty status.

   (1) Request Process
   Personnel should make their request for non job-related injury/illness light duty status in writing through their chain
of command to their respective Division Manager. A physician’s statement allowing light duty, listing limitations and an estimated time of recovery, must accompany the written request.

(2) A light duty status job must be of substantive benefit to the Department.

(3) The light duty assignment will be contingent upon the medical prognosis of full physical recovery from the member’s injury/illness within a reasonable period of time.

(4) The maximum light duty assignment will be 30 days from the date of injury; however, an extension may be granted at the discretion of the Chief of Police.

(5) Extension Considerations
   (a) The prognosis of the member being able to return to full employment in a reasonable period of time, in accordance with the advice of a physician retained by the Department.
   (b) The availability of assignments that can be worked by light duty personnel and that are of substantive benefit to the Department.
   (c) Organizational need.

3.8.15 Retired Officer Identification Cards (Revised: 8/1/14)

A. Definitions

1. **Honorably Retired**: Refers to peace officers who have service retired and entered retirement status directly from active service as a peace officer or who have not agreed to a service retirement in lieu termination California Penal Code (PC §16690). Those receiving duty disability income have not separated from the University of California and are not retired.

2. **Retirement in Lieu of Termination**: For purposes of determining eligibility for retiree privileges, a retirement occurs in lieu of termination after a formal agreement to avoid termination or immediately following service of notice of adverse action recommending termination.

3. **Good Cause**: An appealable basis for denial or revocation of carry concealed weapon (CCW) privileges. Good cause may be based on misconduct or any reason that could jeopardize public safety.

4. **Good Standing**: Refers to peace officers who have either service retired or retired due to a disability and who did not retire in lieu of termination or while under investigation for circumstances that could warrant termination.
B. The Department shall issue identification cards and CCW endorsements for honorably retired peace officers in accordance with California PC §§ 25450, 25455, 25460, 25465, 25470, 26300, 26305, 26310, 26312, 26315, 26320, 26325, 538d[d][3] and any other applicable laws and policies.

C. CCW Privilege
Eligibility for privileges is determined pursuant to state law. Responsibility for ensuring appropriate privileges are granted or denied is as follows:

1. Retiring peace officers requesting CCW privileges shall notify the Chief of Police, in writing, of their intent to retire, along with their anticipated separation date. The PSD Captain will review the retiring peace officer’s requests for an honorably retired ID card and CCW privileges. The review will include the examination of the retiring peace officer’s personnel file, disciplinary records, eligibility for honorably retired status and any other eligibility requirements. The PSD Captain will confirm by reviewing the Retired Officer’s Application and Certification to Carry a Concealed Firearm form (Addendum 3A), completed by a Department-approved firearms instructor, that the retiring peace officer has met the requirements for certification of firearm qualifications and is certified to carry a concealed weapon. The certification form will be attached to the CCW request. Once the review is complete, the request is forwarded the Chief of Police for approval of CCW privileges. The Chief’s Office issues the honorably retiring peace officer ID card and CCW endorsement based upon clearance authorization provided by the PSD Captain. The PSD Captain will retain all CCW applications.

2. Good Cause Hearings
When an appealable denial or revocation of CCW privileges is determined, the PSD Captain coordinates the good cause hearings as provided by PC § 26305(d).

3. CCW Qualification
The Range Master shall confirm that retiring peace officer has met the standards for qualification in firearms training for active law enforcement officers by completing the “Retired Officer’s Application and Certification to Carry a Concealed Firearm” form.

D. An “honorably retired and separated peace officer” is defined as a University of California sworn officer who meets all the standards of a qualified retired peace officer and:
1. Was a full-time, sworn employee of a UC police department who was authorized to and did carry firearm(s) during the course and scope of employment
2. Was honorably retired from service and eligible to receive benefits under the provisions of the UCRP
3. Was not retired due to a psychological disability [PC § 26305(a)], was actively working and had no mental health incapacity limiting her/his ability to work as a sworn police officer preceding retirement in good standing
4. Is not otherwise subject to a lawful restriction on the possession of firearms that conflicts with a CCW endorsement
5. Meets the current Department firearm proficiency qualification standard
6. Entered retirement directly from active service as a peace officer
7. Is not receiving duty disability income.

E. Retired Badge
   At the discretion of the Chief of Police, honorably retired peace officers may be eligible to receive a commemorative badge with the words “Honorably Retired”. The Chief of Police may revoke a retired badge if it has been misused or abused. (Refer to California PC § 538d[d](3)). Peace officers who have not honorably retired may not be issued a retirement badge.

F. Retired Identification Card
   Honorably retired peace officers shall receive a retired ID card. The Chief of Police may revoke a retired ID card if it has been misused or abused. (Refer to California PC §§ 538d[d][3] and 25455[a]). Peace officers who do not honorably retire may not be issued a retired ID card or certificate.

The retired ID card of an honorably retired peace officer may be revoked under the following circumstances:
1. The honorably retired peace officer has been involved in an incident that causes embarrassment or discredit to the Department AND, in the course of this incident, utilized the Department ID card and status as a retired peace officer in an attempt to obtain special consideration from another party, including, but not limited to, a law enforcement agency.
2. The honorably retired peace officer uses the retired ID card or status as a retired peace officer to harass or intimidate others, including, but not limited to, the representation to others that the retired ID card or status as an honorably retired peace officer permits them to exercise peace officer powers.
3. The fact that an honorably retired peace officer is involved in an incident which brings discredit or embarrassment to themselves or on the
Department is NOT sufficient grounds to revoke their his/her ID card.

G. CCW Privilege: Honorably retired peace officers who have honorably retired and who have not retired because of a psychological disability shall have an endorsement on their retired ID card indicating they are approved for CCW privileges.

Retiring peace officer shall be denied CCW privileges upon initial retirement under the following conditions:
1. Statutory Denial: Retirement in Lieu of Termination
   A retiring peace officer who agrees to a service retirement in lieu of termination is deemed by PC § 538d[d] (4) “not honorably retired” and, therefore, is prohibited from carrying a concealed weapon, pursuant to § PC 25455(a). A denial of CCW privileges in such circumstances is statutory and is not subject to a hearing.
   No peace officer who retired after January 1, 1989 because of a psychological disability shall be allowed CCW privileges, pursuant to PC § 26305(a). Denial of CCW privileges under such circumstances is statutory and is not subject to a hearing.
3. Denial for Cause
   In addition to the statutory conditions for denial contained in paragraphs (a) and (b) above, a retiring peace officer’s CCW privilege may be denied for good cause. When the peace officer’s CCW privilege is denied under these circumstances, they are entitled to a hearing as provided by PC § 26305(d).

H. An honorably retired peace officer’s CCW privileges may be revoked pursuant to PC § 26305 for the following reasons:
1. Conduct that compromises public safety
2. Violation of any Departmental rule or state or federal law that, if violated by an officer on active duty, would result in that officer’s arrest, suspension or removal from the agency.

I. Honorably retired officers who elect not to exercise CCW privileges or honorably retired officers whose CCW privileges have been revoked or denied may be issued ID cards that distinctly bear the text “Not CCW Approved.” Additional text may further specify that the bearer is not authorized to carry a concealed firearm. Cards of this type have no expiration date and otherwise resemble those described in PC § 25460 (c).
1. Honorably retired peace officers must apply for CCW privileges by completing the Retired Officer’s Application and Certification to Carry a Concealed Firearm form.

2. Honorably retired peace officers who elect to and are approved to carry concealed weapons shall remain in the California Department of Justice (DOJ) Summary Criminal History Information Database, pursuant to PC § 11105(k)(1).

3. It shall be the responsibility of each individual, honorably retired officer exercising CCW privileges to ensure compliance with all relevant provisions of law and policy.

4. Honorably retired peace officers exercising CCW privileges remain subject to University of California rules and Police Department policies [PC § 26305(b)]. Violation of law and/or Department policy, including failure to meet the appropriate firearm proficiency qualification standards at time of separation, will be cause for denial of CCW privileges.

J. Honorably retired UCPD officers who meet all the standards of a qualified retired peace officer and wish to apply for retiree CCW privileges must:
1. Apply for CCW privileges concurrent with retirement from active duty status
2. Notify the Department of any change in home address information within 30 days of change in permanent residence, so an updated ID card may be issued
3. Only carry a concealed firearm of the type for which he/she is qualified, and which is in good condition and proper working order
4. Refrain from being under the influence of alcohol (or any other intoxicating or hallucinatory drug or substance) when exercising CCW privileges
5. Contact the Department in a timely manner to apply for renewal of ID cards and to make arrangements for re-qualification, if necessary
6. In the event that their retiree badge or University of California Retired Officer Identification Card is lost or stolen, contact the Department as soon as practical and make a police report, in addition to any police report filed with another jurisdiction;
7. Immediately surrender any and all ID cards, CCW certification documents and non-decorative badge or other property issued by the Department upon the demand of the Chief of Police.

K. The Department shall maintain a firearm proficiency qualification standard for qualified, honorably retired officers that is equivalent in rigor to the basic firearm proficiency qualification standard required of active duty officers. Qualified,
honorably retired officers must meet the current firearms proficiency qualification standard as a condition of the CCW endorsement.

L. Five-Year Renewal of Carry Conceal Weapon Privileges.

Pursuant to PC §§ 25465 and 25915, honorably retired peace officers with CCW privileges are required to renew their retired ID card every five years. The honorably retired peace officer will be issued a new retired ID card with a new expiration date. Honorably retired peace officers shall petition the Department for a renewal of their CCW privileges. Requests for renewal are to be made in writing to the Chief of Police:

1. The Department may charge a fee, as necessary, to cover any reasonable expenses incurred during the process of qualifying for and issuing identification or certification to qualified retired and separated peace officers [PC § 25455(b)].

M. ID cards issued to qualified honorably retired peace officers qualifying for CCW privileges in the State of California shall minimally meet the criteria described in California PC §§ 25460(c) and 25465 and the following:

1. The ID card shall display the date of renewal, which is initially required five years after the date of retirement and every five years thereafter.
2. A statement on the reverse of the ID card shall describe the authority of the Department to issue the CCW endorsement and to confiscate the card.

N. Procedures for Denial or Revocation of CCW Privilege: Denial for Cause

The following procedures shall be utilized when information suggests a retiring peace officer’s CCW privilege request should be denied for good cause:

1. Department personnel aware of conduct substantiating a good cause denial shall promptly advise the PSD Captain of the circumstances necessitating the denial of the retiring peace officer’s CCW privilege request.
2. The PSD Captain will investigate the circumstances of the “denial for good cause” request and make a recommendation to the Chief of Police regarding the retiring peace officer’s CCW privilege eligibility. If the CCW privilege is denied for good cause, the PSD Captain will send the retiring peace officer written correspondence explaining the good cause hearing process to appeal the denial of CCW privileges, as provided by PC § 26305(d).

O. Revocation of CCW Privilege after Retirement

The following procedures shall be utilized when Department personnel become aware of information or an incident which suggests an honorably retired peace officer’s CCW privilege should be revoked for good cause:
1. The honorably retired peace officer’s status relative to CCW must be confirmed by the PSD Captain.

2. If the honorably retired peace officer does not have an endorsement that permits them to carry a concealed weapon, the PSD Captain shall ensure that the incident is documented and forwarded through channels to the Chief of Police for review. This information will be utilized to assist in making a determination of the peace officer’s future CCW status should he/she appeal to the Department to obtain a CCW privilege at a later date.

3. If the honorably retired peace officer does have a CCW privilege, it may be immediately and temporarily revoked, pursuant to PC § 26305c, prior to a hearing for conduct that compromises public safety. The PSD Captain shall advise the Chief of Police of the circumstances necessitating the revocation of the honorably retired peace officer’s CCW privilege. The Chief of Police shall make the determination of the temporary revocation status, pending a hearing.

4. The PSD Captain shall notify the honorably retired peace officer via certified return receipt mail that their CCW privilege was revoked, pending a hearing. The written correspondence will explain the reason for the revocation and the “good cause” hearing process.

5. The PSD Captain shall attempt to retrieve the honorably retired peace officer’s ID card. The retrieved ID card shall be destroyed. Upon receipt of the honorably retired peace officer’s ID card, the retiree shall be issued a new ID card which indicates no CCW privilege.

6. If the honorably retired peace officer refuses to surrender the ID card, he/she shall be advised by the PSD Captain, that his/her CCW privilege has been revoked and they will have no authority granted by the Department to carry a concealed weapon, even though they have failed to surrender the ID card. The fact that the retired peace officer refused to surrender the ID card shall be communicated to the Chief of Police. The PSD Captain will send the honorably retired peace officer a certified letter which advises them that their CCW privilege is revoked and they are to return the Department-owned ID card.

P. Procedure after Denial for Cause or Revocation of CCW Privilege

1. Denial for cause or revocation of a CCW privilege will only become permanent after a hearing that demonstrates good cause for the denial/revocation or a waiver of hearing by the retiring/retired peace officer.

2. To establish and document good cause, the PSD Captain shall conduct an investigation into the conduct that casts doubt on the retiring/retired peace officer ability to responsibly exercise CCW privileges.
3. The completed investigation and recommendation regarding the retiring/retired peace officer’s suitability to obtain/retain their CCW privilege shall be forwarded, through channels, to the Chief of Police.

4. After making a determination that the retiring/retired peace officer’s CCW privilege should be permanently denied/revoked, the Chief of Police will initiate the hearing process.

5. If the Chief of Police determines the retiring/retired peace officer’s CCW privilege should not be denied/revoked, a hearing is not necessary. The honorably retired peace officer CCW privileges will be reinstated, and the investigation will be forwarded to the PSD Captain for retention, pursuant to University of California record retention policy.

Q. Hearing Process – General
1. When the determination is made by the Chief of Police that a retiring peace officer’s CCW privilege will be denied or an honorably retired peace officer’s CCW privilege is to be revoked, the Chief of Police shall convene a hearing panel.

2. In situations where the retiring/retired peace officer is entitled to a hearing, there are statutory time limits within which they must request such a hearing. Correspondence from the Department to the retiring/retired peace officer that requires a response within 15 days, shall be served in person or sent via certified first class mail, postage prepaid, return receipt requested.

3. The retiring/retired peace officer must respond to the Chief’s Office within 15 days of the date the notice was personally served or, if served by certified, return receipt mail, the date the Department receives the signed, registered receipt.

4. Failure of the retiring/retired peace officer to request a hearing within the statutory time limit constitutes forfeiture of all rights to appeal and the denial/revocation becomes permanent.

R. Hearing Process – Specific Procedures
1. A hearing will be conducted by a three-member board comprised of a member selected by the Chief of Police, a member selected by the retiring/retired peace officer or their employee organization and a member selected jointly by the Department and the retired peace officer or his/her employee organization. If the retiring/retired peace officer requests a hearing, he/she must notify the Chief of Police within 15 days. The retiring/retired peace officer will be advised by Chief of Police of the hearing process through follow-up correspondence. This correspondence will include the names of five individuals who are acceptable to the Department to serve as mutually agreeable third parties on the hearing
board. A retiring/retired peace officer who fails to request a hearing pursuant to this section shall forfeit the right to a hearing.

2. The retiring/retired peace officer will be asked to provide the name and address of his/her personal representative or indicate whether the peace officer’s employee organization will be his/her representative. The retiring/retired peace officer or his/her employee organization may select a mutually agreeable third member of the hearing board from the list of individuals provided by the Department or, if none of the individuals are acceptable, may submit the names of five other individuals for consideration by the Department.

3. The selection of the mutually agreeable third member of the hearing board will be conducted through negotiation between the retiring/retired peace officer’s representative and the Department.

4. Hearings will be scheduled in a timely manner, no later than 120 days after the hearing request was made by the retiree.

5. Appeal hearings may include an assessment of the facts outlined in the retiree’s appeal, complete review of the retiree’s personnel records including performance evaluations, internal affairs records, disciplinary documents, fitness for duty documentation, records of criminal convictions, separations documentation or any other documentation necessary to make an objective and appropriate recommendation.

6. Hearings will be informal in nature. The Department and the retiring/retired peace officer will be provided the opportunity to present information that deals solely with the issue of the peace officer’s ability to responsibly and lawfully exercise the CCW privilege as a retired peace officer.

S. Decision of Board

1. The board shall render a decision regarding the denial/revocation of the CCW privilege within 15 working days of the conclusion of the hearing. The board will notify the retiring/retired peace officer and representative of the decision in writing, by personal delivery or by first class mail, with a return receipt requested.

2. When the board revokes a CCW privilege, the retired ID card permitting such privilege, if still in the possession of the retired peace officer, shall be collected by a representative of the Department, preferably in person, and destroyed. A retired ID card which indicates the retired peace officer does not have a CCW privilege will be issued only after the ID card that granted such privilege has been collected.

3. When the board reinstates the CCW privilege of a retired peace officer whose privilege was previously revoked, the retired peace officer’s ID
card with CCW privilege will be reissued by the PSD Captain as directed by the Chief of Police.

4. When the board permits a retired peace officer whose CCW privilege was the subject of a good cause hearing to retain his or her privilege, the retired peace officer will be informed in writing.

5. When the board grants the CCW privilege to a retired peace officer’s whose privilege was initially denied at the time of retirement, a retired ID card that signifies this privilege will be issued by the PSD Captain as designated by the Chief of Police.

T. Record Keeping
The PSD Captain shall be the keeper of the records related to UCSF Retired Peace Officer ID and CCW endorsements.

3.8.16 Long-term Military Deployment (Issued: 2/22/17)

Long-term military deployment, defined as any military activation exceeding 180 days, presents unique challenges to both deploying UCSF PD personnel and the Department. Maintaining good communications with the member and his/her family, before, during and after deployment, is an effective way of mitigating some of the challenges associated with such a deployment. Following the member’s return, the Department can help ease the transition back to Departmental duty by pro-actively assisting with reorientation and administrative and training needs.

The rights and responsibilities of Department members on a long-term military deployment, related to pay, benefits, reemployment and promotional opportunities, are outlined by statutory law, most notably the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the UC Personnel Policies for Staff Members (PPSM) §§ 2.210 and 45 and the UC Policy Supplement to Military Pay.

A. Communication Before, During and After Deployment
Orders for a long-term military deployment may be received with little or no advance notice, increasing the need for prompt, clear communication between the deploying member and his/her Departmental and HR points of contact (POCs). The Department’s maintenance of regular communication with the member throughout his/her deployment is important because it demonstrates support and shows the member that he/she has not been forgotten.

1. The PSD Lieutenant or designee will serve as the Departmental POC for the deploying member. The Departmental POC will also serve as a liaison for the deployed member’s family on medical, financial and morale issues.
   a. As soon as possible after being notified of the deployment, the Departmental POC will notify the Department’s HR generalist and
the Office of the Chief of the upcoming long-term military deployment.

2. The Departmental POC will communicate on a regular basis with the deployed member throughout his/her deployment. Suggested communications include: Departmental news, changes in policy, law enforcement updates and cards signed by colleagues.

3. The deployed member is expected to maintain timely communications with the Departmental POC and keep him/her updated on changes in orders and expected date of return, as conditions allow.

4. The Department’s HR generalist will serve as the deployed member’s POC for HR issues, including pay, benefits, leave and services available upon return.

B. Pre-deployment Activities

Before deployment:
1. The Departmental POC will meet with the deploying member to discuss arrangements and issues related to his/her deployment.

2. The HR POC will contact the member to discuss HR topics related to the long-term deployment.

3. The Office of the Chief will schedule a pre-deployment meeting between the Chief of Police or designee and the member to discuss:
   a. His/her position in the Department upon return
   b. Automatic eligibility for any regular step increases that would normally be earned if the member were not deployed
   c. Eligibility for promotions/special assignments, both during and after deployment
   d. The Department’s expectation that the member will maintain communication with the Departmental POC during the deployment and provide updates on when he/she expects to return from military service, as soon as the information becomes available.

4. Members are responsible for the condition and secure storage of all issued equipment during their deployment, including duty weapons and rifles. Duty weapons and rifles may be stored at the member’s residence, but only if they are secured in a locked location (e.g., gun safe, locked cabinet, trigger lock, locked carry case). Officers who choose to store their weapons at the Department shall lock them inside of their assigned locker.

C. Post-deployment Activities

Personnel returning from a long-term military deployment will typically go through a period of readjustment, as they transition from military life back to civilian life. This can be a difficult time, particularly if the member was engaged
in combat operations. The Department will take the following measures to support returning personnel:

1. **Post-deployment Debrief**
   The Office of the Chief will contact the returning member, preferably before the member’s expected date of return, to schedule a debrief session with the Chief of Police or designee. The debrief session should happen within a week of the member’s return if possible.

2. **Administrative Affairs**
   The Departmental POC or designee will address as many necessary administrative tasks as possible, on behalf of the member, before his/her return, for instance:
   - Reactivating the member’s UCSF e-mail account
   - Ensuring appropriate card access to campus areas and buildings
   - Restoring pay and employment status.

3. **Refresher and Initial Training**
   Sworn personnel returning from long-term military duty will be assigned appropriate initial and refresher training, to include:
   - Use of force review
   - Range training
   - General Orders update
   - Re-acclimation to patrol procedures.

Returning sworn personnel must successfully complete all assigned refresher and initial training before returning to patrol duty.

3.9 **COMPENSATION, BENEFITS AND CONDITIONS OF WORK: CONDITIONS OF WORK**

3.9.1 **Physical Examinations for Sworn Personnel (Revised: 8/1/14)**

All new sworn personnel (except limited appointment) are required to pass a physical examination prior to hiring. Prospective sworn personnel will be directed to complete a physical examination, at the expense of the University of California, as appropriate to the essential functions of the job and in accordance to the Americans with Disabilities Act.

A. Sworn personnel will complete a POST medical examination and meet the minimum standards as set forth in POST sworn personnel requirements.

B. UCSF Administrative Policy 550-20, “Communicable Disease Surveillance and Vaccination” identifies requirements for enterprise-wide communicable disease surveillance and vaccinations to reduce the risk of exposure and the transmission of communicable diseases at its many campus sites. The policy describes actions necessary to be compliant with applicable regulations. This policy applies to all
UCSF staff including those employed by this Department who may have occupational-based risk due to contact with patients, human subjects, animals or cell lines, potential for blood-borne pathogen exposure or other regulatory requirement.

In regard to this policy, all sworn, Property and Evidence personnel are required to complete the vaccination series prescribed within the policy or show evidence that they are current with these vaccines.

3.9.2 Physical Examinations for Dispatch Personnel

Dispatch personnel will complete a basic physical examination and assessment for their ability to perform the work of the position they are contending for. ECC personnel will also complete a hearing test to ensure uncorrected or corrected hearing adequate to perform the duties of an ECC Dispatcher position.

3.9.3 Health and Fitness Requirements

A. Personnel are encouraged to obtain periodic physical examinations. The age of the member and/or job assignment may determine the frequency of the examinations. Personnel-initiated physical examinations are at the member’s expense, unless otherwise provided for in their medical insurance plan.

B. If a member’s work or attendance indicate the possibility of an underlying physical or psychological health problem that may be interfering with a member’s ability and/or availability to perform his/her primary duties, the member may be required to submit to a medical or psychological fitness for duty examination by a designated physician or psychologist. Required medical or psychological fitness examinations will be at no cost to the member.

C. Personnel should maintain the necessary physical fitness standards to perform the essential functions of their respective position.

3.9.4 Off-duty Employment

The nature of the law enforcement task requires Police Department personnel to have the ability to work irregular duty schedules, which are subject to change in meeting deployment needs. Additionally, it is necessary that a member have adequate rest to be alert during his/her tour of duty. For these reasons, and because certain occupations inherently conflict with a member's primary responsibility to the Police Department, the University and/or Police Department may impose conditions on outside employment or may prohibit it all together. Determination of the degree of limitation will be based upon
the interest of the Police Department in furthering professionalism, protecting the reputation of the member, the Department and the University, and ensuring that the Police Department and the University receive full and faithful service in return for its expenditure of resources.

A. Police Department personnel accepting outside employment should be aware that they will not be entitled to University-provided legal representation, payment of an adverse judgment or other benefits from the University that are usually afforded a member while working on duty. Personnel should realize that, when they accept off-duty employment, they are generally being hired to perform specific duties for an employer. Thus, it is strongly recommended that personnel have a firm commitment from the employer concerning any subsequent legal representation or other benefits that may become necessary as a result of the member's conduct in protecting the employer's interests.

B. Sworn personnel are not permitted to engage in extra-duty employment. Extra-duty employment is outside employment wherein the actual or potential use of law enforcement is anticipated.

C. All requests to engage in outside employment must be submitted in writing to the Chief of Police. The Chief of Police will approve or deny the request and return the form to the designated Administrative Analyst who will provide a copy of the approval/denial to the member and maintain records of requests in the member’s personnel file. The employment request must be approved prior to beginning said employment.

1. The request will specify the name of the prospective employer, the job title of the position, an estimate of the number of hours to be worked weekly, a description of the nature of work to be performed and identification of the prospective employer’s worker’s compensation carrier.

2. Approved requests will expire on July 1 of each year unless the off-duty employment request is renewed by the member and approved by the Chief of Police on or before July 1.

D. The Chief of Police, with just cause, may at any time revoke permission for a member to hold outside employment.

E. Prohibited activities include those that:

1. Involve any employment, activity or enterprise for compensation that is inconsistent, incompatible or in conflict with, or inimical to the member’s duties as a member of the UCSF Police Department or with the duties, functions or responsibilities of the UCSF Police Department.
2. Involve, for private gain or advantage, the use of University time, facilities, equipment or supplies; or the badge, uniform, prestige or influence of the member’s official position.

3. Involve such time demands as would render performance of the member’s duties as a Department member less efficient.

The Police Department may take into consideration the medical condition of a member and the effect outside employment would have on a member's ability to perform the duties of his/her position. Personnel shall not engage in outside employment while carried on sick or injured on-duty status, except by special written permission of the Chief of Police.

3.9.5 Off-duty Employment where Law Enforcement Powers May Be Utilized

Under no circumstances shall a member’s off-duty employment involve the use of law enforcement powers or University-owned or -issued equipment or supplies.

3.10 COLLECTIVE BARGAINING: ADMINISTRATION

3.10.1 Agency Role in Collective Bargaining

During collective bargaining, the UC Office of the President Labor Relations Unit, the UC Coordinator of Police Service, other UC Chiefs of Police, police managers and personnel bargaining units come together to seek mutually agreed upon contracts for a designated duration.

3.10.2 Specification of Agency Bargaining Units and Collective Bargaining Team (Revised: 8/1/14)

A. The University of California and UCSF Police Department will bargain collectively with the American Federation of State, Municipal and County Employees (AFSCME), Coalition of University Employees (CUE) and the Federated University Police Officers Association (FUPOA). These associations represent all non-sworn (AFSCME and CUE) and sworn (FUPOA) permanent, non-represented personnel of the Police Department. Listed below are the collective agreements applicable to Police Department personnel:

1. The Agreement between the University of California and FUPOA covers personnel in the Police Officer classification.

2. The Agreement between the University of California and the American Federation of State, Municipal and County Employees (AFSCME) covers
3. The Agreement between the University of California and the Coalition of University Employees (CUE) covers personnel in the Public Safety Dispatcher and Administrative Assistant classifications.

4. The UC Office of the President Labor and Relations Unit is responsible for conducting all UC labor contract negotiations and will designate one person as the principal negotiator to represent the University of California.

B. Department personnel will abide, in both letter and spirit, by negotiated labor agreements, which cover Police Department employees.

C. Copies of the finalized FUPOA, AFSCME and CUE labor agreements are readily available to Police Department personnel through the online website at: http://atyourservice.ucop.edu/employees/policies/systemwide_contracts/index.html. Printed copies of the agreements are also available in the Police Department’s Report Writing Room on the Parnassus Campus and in the PSD.

D. The PSD shall review and, if necessary, prepare revisions to written directives and procedures, in accordance with Police Department policy and procedure, to abide by the terms of a labor agreement.

3.11 COLLECTIVE BARGAINING: CONTRACT MANAGEMENT

3.11.1 General Order Revisions as a Result of Collective Bargaining

Following the signing and issuance of a collective bargaining agreement, the PSD Captain will review any changes to the agreement and recommend to the Chief of Police any revisions of the General Orders necessary to ensure compliance with the agreement.

3.11.2 Training of Supervisory and Management Personnel

To ensure that supervisory and management personnel are thoroughly familiar with the contractual terms affecting the personnel they supervise, the Chief of Police will:

A. Provide access to the contractual agreement to the supervisor and management personnel via the “At Your Service” website.

B. Provide in-service training on contract management and any changes resulting from the new agreement.
3.12 GRIEVANCE/COMPLAINT PROCEDURES

3.12.1 Grievance/Complaint Procedure

It is the policy of the University to ensure that personnel receive fair and equitable treatment, to provide personnel with an easily accessible procedure for expressing dissatisfaction and to foster sound employee-supervisor relations through communication and reconciliation of work-related problems. Personnel grievance/complaint procedures are established as a means of meeting these policy objectives.

A. Definition
A grievance/complaint is a dispute or complaint that the University has acted contrary to its policies and procedures, as covered in the Personnel Policies for Staff Members, or its collective bargaining agreements regarding terms and conditions of employment.

B. Collective Bargaining Agreements
The procedures for the processes are governed and outlined in the following University Policies and/or agreements:
1. Personnel Policies for Staff Members, Complaint Resolution 70 (covers non-represented personnel)
2. UC and the FUPOA Agreement, Article 6 (covers police officers only).
3. UC and CUE Agreement, Article 7 (covers public safety dispatchers and clerical staff).
4. UC and AFSCME Agreement, Article 9 (covers Security Officers).

Personnel have the right to be represented, at all levels of the grievance/complaint process, by a representative of their choice.

C. Non-represented Personnel
Personnel not covered under collective bargaining agreements will follow the grievance/complaint procedure outlined in the PPSM.

3.12.2 Coordination Responsibility

The grievance/complaint procedure is a three step process and is coordinated by UCSF Human Resources Labor and Employee Relations.
3.12.3 Grievance/Complaint Information

Grievances/complaints will be submitted in writing, as prescribed in the applicable grievance/complaint procedure. At a minimum, written grievances/complaints will include the following information:

A. A statement of the grievance/complaint and the facts upon which it is based
B. An account of the specific wrongful act alleged and harm done
C. A statement of the remedy or adjustment sought.

3.12.4 Grievance/Complaint Response

A. As the grievance/complaint proceeds through the various steps outlined in the FUPOA, CUE, AFSCME and PPSM Agreements, the respondent will, as appropriate to the grievance/complaint step:
   1. Acknowledge receipt of the grievance/complaint by noting time, date and name of the person receiving the grievance/complaint
   2. Analyze the facts and/or allegations
   3. Affirm or deny the allegations in the grievance/complaint
   4. Identify the remedy or adjustments, if any, to be made.

B. Responses will be made in writing and in a timely manner, as specified in the respective grievance/complaint procedure.

3.12.5 Appeals

The procedures for appealing decisions made in the grievance/complaint process are detailed in the respective PPSM, FUPOA, CUE and AFSCME labor agreements.

3.12.6 Grievance/Complaint Records

A. The UCSF Human Resource Labor and Employee Relations Office is responsible for the maintenance and control of grievance/complaint records and coordination with the Police Department. A copy of the grievance/complaint records will be kept in a locked file cabinet, accessible only by authority of the Chief. The Department grievance/complaint files shall be retained for three years after resolution as required by the University of California Records Management Disposition Schedule and are maintained by the Office of the Chief.

B. The Human Resource Labor and Employee Relations Department receiving a first step, written grievance/complaint will forward a copy of the grievance/complaint to the Office of the Chief for tracking purposes.
1. The Human Resource Labor and Employee Relations Department will assign the grievance/complaint a number and notify the grievant and respondent of the assigned number.

2. The assigned number will then be used by the grievant and respondent in all subsequent written communications regarding the grievance/complaint.

C. Division Managers shall ensure that copies of grievance/complaint documents are forwarded to the Office of the Chief at each step in the grievance/complaint process until the grievance/complaint is resolved and the file closed.

3.12.7 Annual Analysis

The Office of the Chief will conduct an annual analysis of the grievances/complaints filed by Police Department personnel to identify trends and causative factors and to determine if corrective action needs to be taken. All analysis reports shall be maintained in the grievances/complaints file.

3.13 DISCRIMINATION COMPLAINT PROCEDURES

All members of the Police Department shall abide by the discrimination complaint procedures outlined in the University of California Affirmative Action/Nondiscrimination in Employment Policy (APM 150-12). Complaints should be directed to UCSF Affirmative Action/Equal Opportunity and/or to the appropriate labor union if the member is covered by a collective bargaining agreement. Any employee may contact the Equal Employment Opportunity Commission or Department of Fair Employment and Housing for assistance.

3.14 SEXUAL AND WORKPLACE HARASSMENT (Revised: 6/13/16)

All members of the Police Department shall abide by the University of California Policy on Sexual Harassment (refer to http://policy.ucop.edu/doc/4000385/SVSH) and the University of California Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment. Harassment complaints may be filed through this Department or in accordance with the relevant collective bargaining agreements/PPSM.

A. Sexual Harassment Training
   1. Police Department managers and supervisors are required to complete two hours of sexual harassment prevention training every two years, and new Police Department managers and supervisors are required to take training within 90 days of hire. Starting January 2016, a system wide faculty/supervisor training and education program was implemented that
revised the content in the sexual harassment prevention training so that it meets UC’s system wide curriculum.

2. They will also receive training on their legal obligations to report sexual violence. In addition, Police Department managers and supervisors will receive other violence prevention training on an annual basis reminding them of their obligation and processes for notifying Title IX offices about sexual violence and sexual harassment.

3. Nonsupervisory Police Department Staff will also be required to complete sexual harassment and sexual violence prevention training. UC’s system wide staff training and education program requires new employees to receive training within the first six weeks of hire. All staff will receive training annually. The new training will include information on their responsibility to report sexual violence and sexual harassment if the incident involves a student.

4. Options to complete this training:
   a. Online Sexual Harassment training for supervisors and faculty is at learningcenter.ucsfmedicalcenter.org.
   b. "Life Theatre" is an Emmy-winning, 2-hour sexual harassment training event. Life Theatre actors play out realistic sexual harassment scenarios in the workplace. The audience interacts with the characters, identifies and analyzes sexual harassment scenarios, and reviews appropriate responses and potential remedial actions. Life Theatre comes to UCSF every fall. Supervisors and managers can sign up at learningcenter.ucsfmedicalcenter.org.

5. Training shall consist of the following, at the minimum:
   a. How to identify sexual harassment/violence;
   b. The university’s Title IX reporting and grievance procedures;
   c. And any other procedures that may be used by the university to investigate reports of sexual violence, including rape, sexual assault, sexual battery, sexual coercion, dating violence, domestic violence and stalking.
   d. Sexual assault investigators are required to successfully complete POST (Police Officer and Standards) and UCOP (University of California Office of the President) mandated sexual assault investigation courses.
      (1) Training to include, civil rights investigation of sexual violence complaints, applicable confidentiality requirements, non-stranger sexual assault and the use of preponderance of evidence standard.
B. **Sexual Harassment Investigations**
   1. Title IX investigations typically completed within 60 days unless extended with proper notification and criminal investigations will often be conducted concurrently. Collaboration with the institution’s Title IX coordinator is critical. The Title IX investigation shall not be delayed pending the outcome of a criminal investigation, except for the collection of evidence. The Title IX Coordinator is permitted access to the police department investigative notes and findings as necessary for the Title IX investigation, as long as it does not compromise the criminal investigation.
   2. Discussions and the implementation of an MOU with local police and prosecutors are recommended for the understanding of the implications of Title IX on the agency’s investigative and disciplinary procedures.

3.15 **AWARDS AND COMMENDATIONS**

The Police Department provides a uniform means of recognizing actions or performance by its members and citizens that are either outstanding or beyond that which is normally expected.

3.15.1 **Employee Recognition and Awards** *(Revised: 2/2/11)*

The highest level of professional conduct is expected of all members. Personnel occasionally perform their duties in a manner exceeding even the highest standards of conduct. The official commendation of such performance is provided to give full recognition to those who have brought honor to themselves and the Police Department. A Universitywide policy is established to provide for the awarding of medals and commendation to Department personnel in order that acts that merit special attention are formally recognized. The qualifications for Universitywide awards are outlined in the Universitywide Police Policies and Administrative Procedures Manual. In addition, the UCSF Police Department has an annual Employee Awards Program that formally recognizes the excellent work and contributions of Police Department members on behalf of the UCSF community and the organization.

A. **Procedure**
   1. Any commendation of a member of the Police Department received by any means other than a citizen letter will be documented in writing and forwarded through the chain of command to the Chief of Police.
      1. Citizen letters or other documented commendations will be placed in personnel files and shift files. If the Chief of Police feels a commendation is of such magnitude or significance, additional publicity and Police Department recognition may be added.
2. The procedures for documentation and review of Universitywide Awards are outlined in the Universitywide Police Policies and Administrative Procedures Manual.

3. UCSF Employee Awards Program – the Police Department has an Employee Awards Committee comprised of members from all Divisions and Staff of the Police Department. The committee is responsible for promoting and coordinating the annual Employee Awards Program. The Awards Review Board will determine the type of award that should be given or nominated for the commendable member action. The Chief of Police retains the final determination of the award, recognition or nomination.

B. Types of Awards and Commendation

1. The Universitywide Police Policies and Administrative Procedures allow for the following awards. The descriptions and qualifications for nomination for these awards are outlined in the Universitywide Police Policies and Administrative Procedures:
   a. The Medal of Valor
   b. The Medal of Courage
   c. The Medal of Merit
   d. The Lifesaving Medal
   e. The Purple Heart Medal
   f. The Distinguished Service Commendation.

2. Employee of the Year Award – to be awarded to one member who has consistently displayed qualities of effectiveness, courtesy, teamwork, efficiency, productivity and flexibility in meeting Police Department goals and in responsiveness to personnel and citizen needs. This member is dedicated to the pursuit of excellence and consistently exemplifies the values and philosophy of the Police Department.
   a. The Employee of the Year Award will be given by the Chief of Police at the Police Department's annual Employee Recognition Celebration.
   b. The Employee of the Year Award will consist of a plaque accompanied by a letter describing the qualities recognized by the award for the member and a perpetual plaque displayed at the Police Department. A copy of the letter will be placed in the member’s personnel file.

3. Customer Service Award – to be awarded to one member who regularly displays exceptional concern for the satisfaction and welfare of the public. This member frequently takes the extra step to ensure the problem is resolved and that the citizen is pleased with the results of their contact
with the Police Department. The award will be presented annually at the Employee Recognition Celebration.

a. The Customer Service Award will be given by the Chief of Police at the Police Department’s annual Employee Recognition Celebration.

b. The Customer Service Award will consist of a plaque accompanied by a letter describing the qualities recognized by the award. A copy of the letter will be placed in the member’s personnel file.

4. Innovator Award – to be presented to one member who has introduced or suggested change(s) that, when implemented, significantly improved the Police Department’s ability to provide service to the community and/or the Police Department. This member’s idea(s) resulted in direct cost-savings, a new service was implemented or an existing service was improved. The award will be presented annually at the Employee Recognition Celebration.

a. The Innovator Award will be given by the Chief of Police at the Police Department’s annual Employee Recognition Celebration.

b. The Innovator Award will consist of a plaque accompanied by a letter describing the qualities recognized by the award. A copy of the letter will be placed in the member’s personnel file.

6. Stewardship Award – to be awarded to one staff employee who has strengthened the supportive work environment and demonstrated stewardship through integrity, innovation, teamwork and promotion of a culture of fairness, transparency and accountability. This employee’s efforts have resulted in the advancement of UCSF’s mission, safeguarded University assets resulting in cost savings or the preservation of physical resources and assured the public’s trust in the Department and the University.

a. The Stewardship Award will be given by the Chief of Police at the Police Department’s annual Employee Recognition Celebration.

b. The Stewardship Award will consist of a plaque accompanied by a letter describing the qualities recognized by the award.

3.15.2 Citizen Recognition and Awards (Revised: 2/2/11)

The effective investigation, prosecution, and reduction of crime cannot be accomplished by the Police Department without the support and cooperation of citizens. The Police Department seeks to further the acceptance of these shared responsibilities through recognition of those citizens whose actions have contributed to the apprehension of criminals, the prevention of crime, or the safety of the community.
University of California, San Francisco  
Police Department General Orders  

Issued: 6/25/07  
Reviewed: 2/16/17  

A. Procedure  
1. Any commendation of a citizen will be documented appropriately in writing.  
2. The recommendation will be submitted through the chain of command to the Chief of Police. The Chief of Police will determine the type of award that should be given for the recommended commendation.  
3. The UCSF Employee Awards Committee is responsible for coordinating the award presentation at the annual UCSF Employee Recognition Program ceremony. The Chief of Police retains the final determination of the award, recognition or nomination.  

B. Types of Awards  
1. Commendation – to be awarded for an act giving evidence of selfless conduct by a citizen during a time of crisis or emergency, but that is less than a valorous, distinguished or meritorious act in nature.  
   a. Commendations will be issued by the Chief of Police and will be on official Police Department stationery.  
   b. Citizens commended will receive the original document from the Chief of Police.  

2. Partner Award – to be awarded a UCSF, non-Police Department, employee who has consistently provided extraordinary assistance that contributed to a major Police Department accomplishment that, when implemented, significantly improved the Police Department’s ability to provide service to the community. This employee has demonstrated dedication to the pursuit of excellent service in his/her daily work. The award will be presented annually at the Employee Recognition Celebration.  
   a. The Partner Award will be given by the Chief of Police at the Police Department’s annual Employee Recognition Celebration.  
   b. The Partner Award will consist of a plaque accompanied by a letter describing the qualities recognized by the award. A copy of the letter will be forwarded to the employee’s department.  

3. Citizen Award – to be awarded to a community member who has provided significant assistance of valor in solving or preventing a crime. The outstanding bravery was above and beyond that expected of a citizen. The award will be presented annually at the Employee Recognition Celebration.  
   a. The Citizen Award will be given by the Chief of Police at the Police Department’s annual Employee Recognition Celebration.
b. The Citizen Award will consist of a plaque accompanied by a letter describing the qualities recognized by the award.

3.16 DISCIPLINARY PROCEDURES

3.16.1 Code of Conduct and Appearance

The code of conduct and appearance for Police Department personnel is outlined in the Police Department Rules and Regulations section of this manual and the Universitywide Policies and Administrative Procedures Manual. The UCSF Police Department rules and regulations, the Universitywide Policies and Administrative Procedures Manual, the Law Enforcement Code of Ethics and the General Orders address:

A. Compliance with agency directives
B. Unbecoming conduct
C. Use of alcohol and drugs
D. Acceptance of gratuities, bribes or rewards
E. Abuse of authority
F. Use of force
G. Proper care and maintenance of equipment.

Police Department rules and regulations specify both required and prohibited conduct by personnel and are prefaced by the Law Enforcement Code of Ethics, as outlined in General Order 1.1.3 and the Universitywide Policies and Administrative Procedures Manual, Chapter 5. Uniform specifications and appearance standards are outlined in General Order 4.7.9, “Specification and Guidelines” and the Universitywide Policies and Administrative Procedures Manual, Chapters 10 and 11.

3.16.2 Distribution of Rules of Conduct

Each Police Department member will be provided copies of the Departmental rules of conduct in the General Order Manual and the Universitywide Policies and Administrative Procedures Manual. In addition, these policies are available on the UCSF Police Department’s website, in each Division work area, and from the PSD. It is each member’s responsibility to read, understand and comply with these rules of conduct.

3.16.3 Disciplinary System (Revised: 2/2/11)

It is the policy of the Police Department to investigate and properly adjudicate all complaints against its members and discipline members only for just cause. Additionally, supervisors and managers have the responsibility to investigate and discipline a member whose conduct discredits the Police Department or impairs its effective operation. The
rights of the member as well as those of the public must be preserved, and any investigation or hearing arising from a complaint must be conducted in a fair manner with the truth as its primary objective.

A fair disciplinary system is important for maintaining an effective and professional organization. The system needs to be based on fairness and the goal is to stimulate member morale and motivation and correct misconduct when needed. Corrective actions may include training, counseling and corrective action.

A. Corrective Action
   1. The primary goal of corrective action is to rehabilitate the member through a change of behavior. Therefore, corrective action can be interpreted as “training that is expected to produce a specific character or pattern of behavior.”
   2. Corrective action attempts to change behavior or maintain standards. Its purpose is to teach and coach members to respond to standards of performance and, thereby, raise their performance to an acceptable level.

B. Training
   The PSD is responsible for developing and coordinating in-service training (training which occurs throughout the year) for Police Department personnel designed to further their knowledge and understanding of proper and effective police methods and techniques. Training will be designed to foster positive and constructive techniques for improving personnel productivity, effectiveness and professionalism. Supervisors, Managers and/or the Chief of Police may mandate training for members who may require specific additional development.

C. Counseling
   1. Counseling is an important part of personnel development and is not considered part of the formal disciplinary process. Supervisors should use counseling to correct minor violations of policy and other inappropriate behavior or unsatisfactory performance. When giving counseling, supervisors may determine that a member needs additional training to improve their behavior and should make the appropriate recommendations. The counseling session should include a plan of action for improving the member’s performance (i.e. corrective direction, Performance Improvement Plan, etc.).
   2. Depending on the severity of the situation, the supervisor may document the session or oral counseling and place a copy of the memorandum into the member’s personnel file. If the session is to be placed in the personnel file, a copy must be provided to the member. The member should sign the document to acknowledge having reviewed it. The document is then
placed in the personnel file. Supervisors should consult with their Division Manager to determine the type of action to be taken and whether the counseling session should be documented. Member counseling should also include requisite training. The counseling session should include:

a. The reason for the counseling: a specific description of what performance or misjudgment occurred and the need for corrective action
b. A statement that this performance or situation cannot be tolerated any longer
c. A statement regarding the supervisor’s expectation that the member correct the situation. The Department’s expectations of performance and behavior relating to the situation
d. A statement that the employee’s performance will be monitored.

D. Administration of Discipline

1. Discipline will generally be administered progressively. The seriousness of the incident, the circumstances surrounding an incident, the member’s past disciplinary record, the member’s past work performance, the overall negative impact on the organization and/or to the community the incident caused, and the prognosis for future similar problems will all be taken into consideration in the administration of discipline.

2. When a supervisor/manager determines the member misconduct is minor, consisting of only a minor procedural mistake or minor misjudgment, personnel, as a general rule, will be counseled and given appropriate training. A record of the counseling and training may be placed into the member’s shift file and the original in the personnel file. If the supervisor/manager determines a violation more severe than this has occurred, discipline will be administered as follows:

a. Written/Letter of Warning – If the member misconduct is more serious or is part of a continuing pattern of behavior involving repeated minor misconduct or mistakes, personnel, as a general rule, will receive written warning. Written warnings will contain the allegations of misconduct, the corrective action taken and a statement that a reoccurrence of the incident will result in additional progressive discipline. Written reprimands will be documented in the member’s personnel file(s). Police Department supervisors and managers, including security and communications supervisors, sergeants, lieutenants, captains and the Chief, have the authority to give a written reprimand.

b. Suspension or Demotion – If the member misconduct is very serious or is part of a continuing pattern of behavior involving repeated misconduct or unsatisfactory performance, members may
be recommended for suspension, in accordance with the member’s respective bargaining agreement or those outlined in the University of California PPSM. Department supervisors and managers, including security and communications supervisors, sergeants, lieutenants and captains, may recommend a member for suspension or demotion in writing via their respective supervisor. The Division Manager is responsible for making the appropriate recommendation to the Chief of Police in writing and will include charges and specifications for the particular offense and a statement that a reoccurrence of the incident will result in additional progressive discipline. Suspensions or demotions will become a part of a member’s personnel file(s).

c. Dismissal – If the member misconduct or ongoing, unsatisfactory performance is so serious that continued employment is no longer appropriate or is part of a continuing pattern of behavior involving repeated serious or very serious misconduct, members may be recommended for dismissal. Department supervisors and managers, including security and communications supervisors, sergeants, lieutenants and captains, may recommend a member for suspension or demotion in writing via their respective supervisor. The Division Manager is responsible for making the appropriate recommendation to the Chief of Police. Recommendations for dismissal will be submitted in writing by the respective Division Manager to the Chief of Police and will contain charges and specifications for the particular offense. Dismissals will be made in accordance with the member’s respective labor agreement or the disciplinary action found in the University of California PPSM – Termination of Career Employees.

3. Before discipline is administered, members shall be entitled to procedural due process in conformity with the laws of the United States and the State of California, including a reasonable time to prepare for any disciplinary hearing (Skelly v. State Personnel Board). A pre-discipline procedure to guarantee the protection of Constitutional due process is necessary in public employment, even when an appeal procedure including a post-discharge evidentiary hearing is available. The purpose of a pre-discipline procedure is to minimize the risk of error in the manager's initial decision. This procedure is intended to enable the employee to intelligently respond to the charges before the decision is made. Ideally, the pre-disciplinary procedure will provide the manager with the employee's version of the facts leading to the discipline, and will give the manager an opportunity to re-evaluate the proposed decision in light of those facts.
3.16.4 Supervisory Role

The role of supervisors, especially first-line supervisors, is crucial in the disciplinary process. First-line supervisors have the best opportunity to observe the conduct and appearance of employees and detect those instances when commendations, remedial training, counseling or disciplinary actions are warranted. In the disciplinary process, the role of the supervisor is:

A. To supervise the performance of personnel and detect those instances when commendations, counseling or disciplinary actions are warranted

B. To investigate allegations of personnel misconduct when it is within the scope of their authority and responsibility

C. To recommend and implement the most effective methods of discipline, taking into consideration the behavior and performance history of the personnel under their supervision and in accordance with General Order 3.16.3(D), “Administration of Discipline” and the applicable collective bargaining agreement/PPSM.

3.16.5 Supervisory Authority (Revised: 2/2/11)

Supervisors who personally observe personnel misconduct have the authority to exercise appropriate corrective action.

A. If misconduct is very minor, such as a minor mistake, departure from procedure, or a minor misjudgment, the supervisor will take immediate corrective action in the form of counseling. The supervisor will document the counseling in a memorandum to the member, and a copy will be placed in the member’s shift and personnel file.

B. If the misconduct is more serious, the supervisor shall investigate the conduct in question. If the supervisor determines a reprimand is appropriate, he/she shall confer with his/her superior for the purposes of ensuring the appropriateness and consistency of their intended actions. The supervisor may also confer with his/her Division Manager to insure the appropriateness and consistency of the intended action. Once this has been determined, the supervisor shall proceed with the recommended discipline.

C. If the supervisor determines the misconduct involves criminal wrongdoing, or serious misconduct, the complaint will immediately be referred to the Chief of Police.
1. In these situations, supervisors will immediately advise their superior of the circumstances surrounding the incident and any action they have taken.

2. If a supervisor believes it is necessary to relieve an employee from duty because the conduct observed is extremely serious, or the employee is unfit for duty due to intoxication or other reasons, the supervisor shall immediately relieve the officer of duty and place the officer on investigatory leave, in accordance with the collective bargaining agreement/PPSM. The supervisor’s superior shall be informed of the actions immediately and document the actions taken in writing.

3. Personnel on investigatory leave shall be placed on a Monday through Friday, 0800 to 1700 hours schedule, with one hour off for lunch, unless otherwise directed by the Division Manager and in accordance with General Order 3.43, “Internal Affairs Investigations.” Personnel on administrative leave may be assigned to contact the department on a regular basis as assigned by their Division Manager.

3.16.6 Dismissal Notice

A. If an investigation of member misconduct results in dismissal, the member shall receive a written notice in accordance with the provisions of their respective labor agreement or the University of California PPSM. The dismal/termination must be coordinated with UCSF Labor and Employee Relations Division. Written notice shall include:
   1. A statement citing the reason for dismissal
   2. The effective date of the dismissal
   3. A statement of the status of fringe and retirement benefits after dismissal
   4. A statement as to the content of the member’s employment record relating to the dismissal
   5. Notice of the right to a pre-disciplinary hearing, if applicable
   6. Notice of the right to appeal

B. This section, under normal circumstances, does not apply to entry-level, probationary personnel, who may be released at will during a prescribed period or time.

3.16.7 Disciplinary Records (Revised: 2/17/12)

Personnel File

A. Documentation of any disciplinary action as a result of a sustained complaint investigation or a record of any other disciplinary action will be placed in the
involved member’s personnel file. A copy of the document shall be provided to the member by the Office of the Chief through the member’s Division Manager.

B. If the investigation is other than sustained or the sustained complaint does not result in discipline, the complaint record will be maintained in the complaint and/or internal investigation file.

C. Police Department personnel desiring to review their personnel file(s) shall make an appointment with the PSD. The PSD shall notify Human Resources that the officer has requested to view their file. Human Resources will contact the officer to arrange for the viewing of the file. Personnel desiring to review their shift file shall contact their respective supervisor to make an appointment for review. This review shall take place as soon as practical and not adversely impact normal Police Department operations.

D. Records of disciplinary action may be purged from personnel files at the member’s written request and according to the timeline provision cited in the applicable labor agreement or the rules set forth in the University of California PPSM. For example, records of disciplinary action shall be kept in the respective member’s personnel file. Records of disciplinary action may be purged after two years if there has been no further misconduct or performance problem of a similar nature. Disciplinary action as a result of a citizen’s complaint against a sworn member of the Department shall be maintained for five years.

3.16.8 Appeals Procedure

All appeals to disciplinary actions shall be handled in accordance with applicable collective bargaining agreements and the PPSM. Personnel may appeal disciplinary actions as referenced in the following University documents:

A. PPSM 70

B. UC and CUE Article Agreement, Article 7 – Grievance Procedure (public safety dispatchers and clerical staff).

C. UC and AFSCME Agreement, Article 9 – Grievance Procedure (security personnel).

D. UC and FUPOA Agreement, Articles 6 and 7 – Grievance and Arbitration Procedures (police officer classification only).
3.17 RECRUITMENT: ADMINISTRATIVE PRACTICES AND PROCEDURES

3.17.1 General Recruitment Information

It is the policy of the Police Department to recruit and select the best possible candidates available for all employment opportunities within the Police Department. All recruitment activities will be conducted consistent with applicable Federal and State laws and as set forth by the UC Human Resource Department regarding “Recruitment Policy and Procedures.” The Police Department values and is committed to an ethnically and gender-diverse work force. While the Police Department is responsible for planning and coordinating recruitment and selection processes, the Human Resource Department reviews, approves and/or participates in:

A. Requests to fill vacant positions
B. Recruitment and selection time lines
C. Advertising and applicant screening
D. Written testing
E. Oral interview processes
F. New employee orientation
G. Explanation of benefits.

3.17.2 Recruitment Program (Revised: 2/2/11)

A. Whenever possible, the Police Department plans recruitment expenses and processes to coincide with anticipated position vacancies. However, the University prohibits the filling of anticipated vacancies prior to the actual vacancy date, unless otherwise approved.

B. After the Chief of Police has approved the recruitment process, the PSD Captain will coordinate the following steps with the FAS HRSC as they apply to a particular position:
   1. Application screening
   2. Requests for submittal of any supplemental materials (written questions, examples of work, etc.)
   3. Written testing
   4. Practical testing and exercises
   5. Oral interviews.

C. Upon approval from the Chief of Police of the recruitment process, related flyers, and advertisements, the PSD will be responsible for the following recruitment efforts for sworn and Dispatch personnel:
   1. Marketing and advertisement for recruitment
2. Background investigation
3. Psychological testing
4. Medical testing
5. Appointment by the Division Manager or Chief of Police.

D. During the annual budget process, Police Department Management Staff assesses the need for recruitment processes in the coming fiscal year. This projection includes recruitment costs and equipment-funding provisions for:
   1. Anticipated vacancies, such as those created by retirement or newly created positions
   2. Potential vacancies created by internal promotions.

E. Upon exhausting the pool of eligible candidates for a given position, the recruitment process will be formally closed. When a recruitment process is closed, the PSD Captain will advise Human Resources of the closure. Any applicants not already eliminated in the recruitment process will be notified of their elimination by the FAS HRSC.

3.17.3 Recruitment Program Implementation (Revised: 2/2/11)

Division Managers actively plan for personnel recruitment and assess the need to fill vacancies. The PSD shall work with affected Divisions to design and manage all recruitment processes, with the exception of recruitment for the position of Chief of Police and marketing for sworn and Dispatch employees. Recruitment and selection for the position of Chief of Police will be conducted at the direction of the Senior Vice Chancellor of Financial and Administrative Services. The PSD will be responsible for marketing recruitment efforts for sworn and dispatch vacancies.

3.17.4 Recruitment Management (Revised: 2/2/11)

Recruitment and selection of Police Department personnel is the responsibility of the Chief of Police. The PSD manages and conducts the Police Department sworn and dispatch recruitment advertisement and assists Division Managers with any additional Department recruitment and the general hiring process.

3.17.5 Recruitment Manager Training (Revised: 8/1/14)

The PSD Captain, and/or any designees will be trained and knowledgeable in personnel matters relating to recruitment and promotional selection processes. The PSD Captain shall ensure Police Department personnel assigned to recruitment activities have received training and/or instruction in recruitment techniques and strategies. At a minimum, this training will cover:
A. An employee’s role in the recruitment process

B. The Police Department’s recruitment needs and commitments and an understanding of the organization, operation and philosophy of the Police Department

C. The Police Department’s career opportunities, salaries, benefits, job diversification and training

D. Federal and State guidelines, University of California policies and procedures, community needs (including demographic data, community organizations, educational institutions, etc.), an understanding and appreciation of the need for diversity (Affirmative Action/Nondiscrimination in Employment Policy) and that discrimination is strictly prohibited on the basis of race, religion, color, sex, gender, gender identity, marital status, familial status, national origin, age, disability, sexual orientation or source of income.

E. Interview panelists and practical exercise participants/reviewers will participate in an orientation/training meeting with the PSD Captain. This orientation will include:
   1. An overview of the selection process
   2. Appropriate/inappropriate questions
   3. Review of skills, knowledge and abilities necessary for the position and characteristics that disqualify candidates
   4. Use of written evaluation forms
   5. Common rating errors.

F. The recruitment programs of other jurisdictions will be reviewed periodically by the PSD Captain.

G. POST peace officer selection requirements will be followed for sworn and Dispatch applicants, in addition to the above standards.

3.17.6 Involvement of Agency and Minority Personnel

Recruitment and selection participants will be ethnically and gender diverse wherever possible. Areas of participation may include:

A. Participating in job fairs
B. Providing input regarding desirable attributes and qualities for a given position
C. Participating as an oral board member
D. Conducting testing
E. Evaluating written work or practical exercises
F. Conducting background investigations.

3.18 RECRUITMENT: COOPERATIVE AGREEMENTS

3.18.1 Personnel Agency Cooperative Agreements

A. The Police Department may utilize an outside personnel agency in certain recruitment processes upon approval of the Chief of Police.

B. As outlined in General Order 3.19, “Recruitment: Community Outreach,” the Police Department will utilize the resources of other personnel and/or employment agencies to attract qualified candidates for job openings including, but not limited to:
   1. Community job fairs
   2. UCSF Human Resource Department
   4. State and community colleges
   5. Peace Officer Research Association of California
   6. POST
   8. University of California Police Departments
   7. Other agencies or groups, as identified.

3.18.2 Other Law Enforcement Agency Cooperative Agreements

In addition to direct mailing of job openings to outside general and law enforcement personnel agencies, the Police Department advertises vacancies in several law enforcement job announcement bulletins, which announce openings to all criminal justice agencies in the State of California.

3.19 RECRUITMENT: COMMUNITY OUTREACH

3.19.1 Recruitment Assistance (Revised: 8/1/14)

In order to attract and select the most qualified candidates that best meet the needs of the organization and the community, the Police Department involves citizens in recruitment processes wherever possible and appropriate. The Chief of Police will determine when it is appropriate to have persons outside the organization participate in a recruitment process. Options include, but are not limited to:

A. Providing input related to desirable candidate skills and attributes
B. Recruitment of qualified candidates
C. Advertising of job vacancies or openings
D. Participation on an oral interview panel
E. Participation as an evaluator during practical exercises.

3.19.2 Community Job Announcements (Revised: 2/2/11)

As a normal part of advertising job vacancies or job openings, the Police Department direct-mails job announcements to community service and educational organizations that can assist in bringing qualified candidates to the hiring processes. These local or regional organizations include, but are not limited to:

A. Community job fairs
B. UCSF Human Resource Department
C. State and community colleges and police academies
D. Peace Officer Research Association of California
E. POST
F. University of California Police Departments
G. Other agencies or groups, as identified.

3.19.3 Participation in Job Fairs (Revised: 10/21/08)

The Police Department participates in local job and college fairs. Police Department personnel, generally representing more than one career area, participate by staffing information booths and staging mock oral interviews to help prepare and recruit potential applicants. Job fair participants will be selected at the request of the PSD Captain and by their respective Division Manager and will be chosen based upon their ability and willingness to represent the Police Department in a professional manner and taking into consideration a representation of ethnic and gender diversity, work schedules and staffing needs.

3.20 RECRUITMENT: COMPREHENSIVE RECRUITMENT PLAN

3.20.1 Written Recruitment Plan (Revised: 2/2/11)

The Police Department recruitment processes will be conducted as outlined in General Order 3.17, “Recruitment: Administrative Practices and Procedures” and according to the University of California, PPSM recruitment policy.

A. Recruitment processes will begin with guidelines and planning set forth in the annual budget development process that outlines:
   1. The number and classification of authorized full and part-time personnel
2. The funds allocated to compensate authorized full and part-time personnel
3. The funds specifically budgeted to accommodate recruitment and selection costs for the indicated fiscal year.

B. The University of California and FAS HRSC provide oversight, general management, and correspondence services related to recruitments.

C. All recruitment processes will include the individual plan and steps as outlined in General Order 3.17.2, “Recruitment Program.”

D. The Police Department recruitment processes will utilize input and assistance from community organizations and key leaders as appropriate as specified in General Orders 3.17.2, “Recruitment Program;” 3.19.2, “Community Job Announcements” and 3.19.3, “Participation in Job Fairs.”

3.20.2 Recruitment Evaluation

The UCSF Affirmative Action office generates an annual affirmative action/diversity planning progress report that is sent to all Department heads. The report identifies areas of recruitment where deficiencies exist and future goals are documented. This information will be utilized to solicit recommendations for improvement of the recruitment and selection process and to better direct future recruitment efforts toward diverse and desired groups.

3.20.3 Recruitment Progress Report (Revised: 2/2/11)

The PSD produces a written vacancy report for all Department openings on a monthly basis. The report is provided to the Chief of Police and Division Managers. Recruitment updates will be communicated to Police Department personnel and others through:

A. Department Staff meetings
B. Leadership/management meetings
C. The Police Department e-mail system.

3.20.4 Written Job Task Analyses (Revised: 2/2/11)

All positions within the UCSF Police Department have detailed job descriptions in the Classification and Compensation Information manual that identifies:

A. Job title
B. Department and Division assignment
C. Supervisory position
D. Job class – that relates to compensation schedule
E. A summary of the position duties
F. Essential functions
G. Decision-making and problem solving responsibilities
H. Required and desirable skills
I. Scope of responsibility.

These documents are maintained by the FAS HRSC.

3.21 RECRUITMENT: AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

3.21.1 General Information

The University of California and the UCSF Police Department are committed to the principles of equality and opportunity for all citizens of the community. In accordance with this commitment, the University has adopted policies and procedures aimed at protecting the civil rights of employees.


A. The University of California is an affirmative action/equal opportunity employer. The community, UC labor unions and employees fully support and adopt this plan in an attempt to achieve and maintain a balanced and diverse workforce.

B. The UCSF Affirmative Action office generates an annual affirmative action/diversity planning progress report that is sent to all Department heads. The report identifies areas of recruitment where deficiencies exist and future goals are documented. The Police Department utilizes the information from this analysis to direct recruitment and selection efforts at those areas that are under-represented in current staff.

3.22 RECRUITMENT: JOB ANNOUNCEMENTS AND PUBLICITY

3.22.1 Job Announcements (Revised: 8/1/14)

The FAS HRSC will work with the Police Department to advertise positions in the most cost-effective manner. All positions will be advertised locally and posted internally within the University. PSD staff will collaborate with the FAS HRSC to create the advertisement, market the positions from pertinent information received from the Police Department and according to the Police Department’s needs such as:
A. Requisite skills
B. Required duties and responsibilities
C. Training and education
D. Previous experience
E. The need for diversity as determined by the Police Department annual work force analysis (described in General Order Section 3.4, “Allocation and Distribution of Personnel”) and the UCSF Equal Employment Opportunity/ Affirmative Action Program (with assistance of the Office of Affirmative Action/Equal Opportunity/Diversity, as required)
F. Community needs.

3.22.2 Job Vacancy Publicity

The Police Department Job Announcements will be publicized with an application filing deadline to allow potential candidates adequate time to respond to the recruitment announcement. According to UCSF Recruitment and Selection Procedures, the University will accept applications for all new position openings for a minimum of 14 calendar days. Sworn promotional recruitment for Police Sergeant and Lieutenant will be open for a minimum of thirty calendar days.

3.22.3 Mass Media Advertising (Revised: 2/2/11)

A. All Police Department entry-level positions that are open for filing will be advertised according to the UCSF Staffing, Classification and Compensation Guidelines including, at a minimum:
   1. Local advertisement
   2. Internal department posting.

B. In addition, the Police Department may advertise vacancies:
   1. Through direct mailing to regional educational institutions and Career Placement Centers
   2. Through the various Law Enforcement Job Announcement bulletins
   3. Through the local newspapers
   4. Through the various employment websites
   5. Through the California State Employment Division
   6. The Police Department Web page.
3.22.4 Equal Employment Opportunity Employer

All University of California and Police Department job advertisements will clearly state that the University of California is an Equal Employment Opportunity Employer, as per affirmative action guidelines.

3.22.5 Depiction of Women and Minorities

Any Police Department publications intended for the recruitment of job applicants will also depict females and minorities among the Police Department’s members, to demonstrate the Police Department’s and University’s commitment to and value of a diverse work force.

3.23 RECRUITMENT: APPLICATION PROCESS

3.23.1 Pre-application Inquiry (Revised: 2/2/11)

A. Inquiries about job openings throughout UCSF will normally be referred to the FAS HRSC. Should an applicant request specific information about the Police Department or a position within the Police Department, the call will be referred to the PSD Analyst.

B. Inquiring applicants will be informed of any current or future openings and the process for application. In the event there are no expected openings or current recruitments, applicants will be advised of such and that the Police Department does not keep interest lists or pre-application contact records.

C. Upon request, prospective applicants will be sent information about the position and Police Department and other relevant information, by the PSD Analyst. Prospective applicants are encouraged to apply during any future recruitment processes and to check back with the FAS HRSC or at the Police Department or UCSF Career website to learn of UCSF Employment Opportunities.

3.23.2 Application Filing Deadlines

All University of California recruitment, selection and promotional processes will prominently bear an application-filing deadline date and time.

3.23.3 Communication with Applicants (Revised: 2/2/11)

Applicants are periodically apprised and updated, in writing, of their standing throughout any recruitment process by the HRSC and the Police Department’s PSD. This is
particularly important during long and protracted recruitment processes, such as that of Police Officer. Correspondence includes, but is not limited to:

A. Acknowledgment of receipt of application
B. Applicant rejection letters, at any stage of the recruitment process
C. Invitations to submit supplemental materials or to test
D. Invitations to interview
E. Requests for completion of a background investigation form
F. Conditional appointment to a position, pending successful completion of the psychological and medical examinations
G. Scheduling of medical and psychological examinations
H. Appointment
I. Retention in the eligibility pool.

3.23.4 Outside Recruiting

In order to attract a diverse group of qualified candidates, the Police Department advertises, at a minimum, throughout the State of California. Advertising may also be extended throughout the western region, the United States and/or directed toward particular minority populations, as needed to help meet desired Police Department and community diversity goals. Outside recruiting methods are described in General Orders 3.19, “Community Outreach;” 3.19.2, “Community Job Announcements” and specifically 3.22.3, “Mass Media Advertising.”

3.23.5 Application Omissions or Deficiencies (Revised: 2/2/11)

The Police Department and Human Resources will make an effort to give applicants an opportunity, prior to the application deadline, to complete or make corrections to an application that would have otherwise been rejected because of a minor error or omission. Wherever possible, an applicant will be contacted by telephone and informed of the minor application error or deficiency. The PSD or Police Department designee will inform the applicant of the needed correction and will reiterate the application deadline for making the correction.

3.24 SELECTION: PROFESSIONAL AND LEGAL REQUIREMENTS

3.24.1 Administering Agency (Revised: 2/2/11)

Recruitment and selection of UCSF Police Department personnel is the combined responsibility of the Police Department and Human Resources. It is the policy of UCSF and the Police Department to recruit and select the best possible candidates available for all employment opportunities in the University. To this end, all recruitment efforts shall
be consistent with UCSF recruitment and selection procedures, Police Department General Orders pertaining to recruitment and selection, all applicable Federal and State laws and the guidelines set forth by the Equal Opportunity and Affirmative Action policy statements of the University of California. The PSD Captain is responsible for planning, budgeting and managing Police Department recruitment processes in collaboration with Police Department, Division Managers and FAS HRSC staff. The PSD Captain is responsible for administering the Police Department’s role in the recruitment and selection process. The Police Department coordinates recruitment activities through the FAS HRSC.

3.24.2 Police Department Recruitment Responsibilities *(Revised: 2/2/11)*

While the FAS HRSC oversees general recruitment and selection practices throughout the University, the Police Department:

A. Determines the need for recruitment, selection and promotional processes

B. Plans and budgets annually for recruitment, selection and promotional processes

C. Determines the specific personnel requirements of the Police Department relative to community needs and Police Department services

D. Determines the skills, knowledge and abilities desired for personnel in order to achieve the overall mission of the Police Department and perform required job functions

E. Selects and hires personnel to fill vacancies.

In addition, the Police Department designs and executes recruitment processes and selection instruments in compliance with all State, Federal and University of California requirements.

3.24.3 Recruitment and Selection Manual

The Police Department utilizes information and requirements from three sources in preparing and presenting any recruitment process:

A. The University of California San Francisco Staffing, Classification and Compensation Guidelines – provide general recruitment guidelines for all University selection processes.
B. The Commission on Peace Officer Standards and Training Rules – pertain to recruitment and selection specifies requirements for police officers and police dispatchers in the State of California.

C. General Orders 3.17 through 3.29 – specify the Department’s recruitment and selection procedures.

3.24.4 Validation of Recruitment Components, Techniques and Tests (Revised: 2/2/11)

The PSD Captain shall ensure all recruitment testing and assessment instruments are reviewed by Human Resources to ensure the components are relevant to the job and have validity, utility and a minimum adverse impact on women and minority candidates. Testing and assessment instruments will be carefully reviewed to ensure they enable interviewers or assessors to best measure candidates’ skills, knowledge and abilities in relation to the position for which they have applied.

UCSF Police Department utilizes a validated testing instrument and written examination as a screening/selection tool for all Police Officer recruitment processes and applicants.

3.24.5 Adverse Impact (Revised: 2/2/11)

The UCSF Office of Affirmative Action, Equal Opportunity and Diversity maintains Affirmative Action data on applicants who have voluntarily indicated their ethnicity and sex. The Office of Affirmative Action, Equal Opportunity and Diversity will either conduct an annual adverse impact assessment of Police Department recruitments or shall provide data from which the Police Department may do so itself. The analysis shall include:

A. Assessment of the percentage of ethnic and male/female applicants selected, based upon the number that applied and were referred

B. Determination of the group that has the highest selection rate

C. Determination of whether the selection rate for any group is less than 80 percent of the selection rate for the highest group.

Upon determining that a selection instrument or process has adversely impacted an ethnic or gender group, steps will immediately be taken to analyze and modify the recruitment instrument or process in question. The PSD Captain and Police Department Division Managers will work with the FAS HRSC and the Office of Affirmative Action, Equal Opportunity and Diversity to correct any adverse impact discovered.
3.24.6 Private Sector Administration of Testing

Any private sector organization or vendor providing testing or selection process services shall meet all UCSF and Police Department requirements related to professional and legal requirements, validity, utility and minimum adverse impact of the instrument.

3.24.7 Test Administration and Scoring

All selection elements of the recruitment and hiring process shall be administered, scored, evaluated and interpreted in a uniform and fair manner. This includes, but is not limited to:

A. Time limitations
B. Oral and written instructions
C. Any practice problems
D. Answer sheets
E. Scoring formulas.

3.24.8 Participant Diversity (Revised: 2/2/11)

Personnel participating in any recruitment or selection process shall be qualified and adequately instructed prior to carrying out their respective recruitment-related task. In accordance with General Order 3.17.6, “Involvement of Agency Minority Personnel,” recruitment and selection process participants will be representative of the diversity of the Police Department and the community served whenever possible.

3.24.9 Storage and Disposal of Selection Materials (Revised: 2/2/11)

All recruitment and selection materials will be stored in a locked and secured office and/or filing cabinet by the PSD Captain or designee until required for a recruitment process. Any materials provided from a private organization or vendor will be handled likewise, locked and secured, until they are either used or returned to the vendor. Any selection materials to be disposed of – whether used, unused or outdated – will be destroyed completely by shredding or other comparable destruction method.

3.24.10 Annual Evaluation of Selection Process (Revised: 2/2/11)

Selection processes shall be evaluated at their conclusion to ensure effectiveness in attracting and selecting ethnically and gender diverse, as well as the best-qualified candidates. Input regarding the effectiveness of recruitment processes and selection instruments may be obtained from:
A. UCSF Human Resources Department
B. UCSF Office of Affirmative Action, Equal Opportunity and Diversity
C. Applicants
D. Other selection process participants
E. Testing instrument results
F. Probationary and longer term performance of hired applicants.

3.25 SELECTION: ADMINISTRATIVE PRACTICES AND PROCEDURES

3.25.1 Lateral Entry Selection Criteria

Lateral entry is permitted for any Police Department vacancy and shall be determined by the Chief of Police after assessing the selected candidate’s relevant knowledge, skills and experience. When qualified personnel are available both within the University of California system and outside agencies, the selection decision should favor University of California system personnel. Testing criteria for lateral entry applicants shall be the same as for all other applicants for the vacancy.

3.25.2 Reapplication, Retesting, Reevaluation of Candidates

Applicants who are not selected to fill a vacancy may reapply in the next recruitment process. An applicant’s written, physical and psychological examinations may be used for a period of six months from the date of initial examination conducted on behalf of the University of California.

3.25.3 Notification of Selection Process

At the time of the original application, all applicants shall be given a written description of the recruitment and selection process including an overview of projected time lines, interviews and examinations.

3.25.4 Notification of Unsuccessful Candidates (Revised: 2/2/11)

The FAS HRSC, as directed by the PSD Captain, shall notify applicants in writing of their results at each phase of the examination process. Candidates who are not selected for hire shall be notified in writing within thirty (30) calendar days of such a decision and will be advised that they will be placed in an employment pool if they have passed all applicable tests. Candidates who are not selected on the basis of a single test, interview or investigation shall be informed in writing within thirty (30) calendar days. Applicants who do not successfully complete the selection process may reapply and retest during the next recruiting drive.
3.25.5 Recruitment and Selection Records (Revised: 2/2/11)

During a recruitment and selection process, all related materials are kept securely locked and maintained by the PSD. All materials are kept strictly confidential. All initial recruitment and selection records, reports and assessments are maintained by the FAS HRSC following the closing of the recruitment. All background, medical and psychological reports are maintained by the Office of the Chief of Police. Records are retained according to the University of California record retention schedule and comply with all federal, state and local requirements regarding the privacy, security and freedom of information of all candidate records and data.

3.26 SELECTION: BACKGROUND INVESTIGATIONS

3.26.1 Pre-Employment Background Investigation (Revised: 2/2/11)

A background investigation will be conducted on those candidates being considered for employment within the Police Department. The background investigation is intended to verify the applicant’s qualifications based on the information provided on the pre-employment questionnaire and the information disclosed during the oral board and Chief’s or Captain’s interview. All sworn officer and dispatcher backgrounds will be conducted in accordance with the POST Background Investigations Manual. All other members of the Department shall adhere to the UCSF Critical Position/Background Check Policy. The background investigation will be assigned either internally and/or to a reputable background investigations service.

3.26.2 Background Investigation Content for Sworn Officers and Dispatchers (Revised: 2/2/11)

A. The assigned background investigator shall document the results of the investigation and shall include in the report of the investigation, at a minimum:
   1. Biographical data
   2. Family data
   3. Scholastic data
   4. Employment background and history
   5. Criminal history
      a. Criminal History Check [local residence agency(s)]
      b. California Criminal Identification Index (CII)/National Crime Information Center (NCIC)
      c. Driver’s license verification
   6. Interviews with at least 10 of the applicant’s personal references
   7. Verification of military service background
8. Credit history  
9. Summary of the investigations findings and conclusions regarding the applicant’s moral character  
10. Interviews with at least two people who know the applicant but are not listed as references  
11. Interviews with each previous employer  
12. Any other dimension as defined by POST.

B. All completed background investigations will be provided to the PSD Captain for review. The PSD Captain will forward all sworn background investigations to the Chief of Police for final determination. Background investigations for non-sworn positions will be forwarded to the appropriate Division Manager for final determination; however, the Chief of Police will have all final authority in any of the above instances for hire.

1. Upon completion of the background investigation, applicants will be notified of their recruitment status by the PSD Analyst or designee.

3.26.3 Background Investigators (Revised: 2/2/11)

A. Pre-employment background investigations for all positions to be conducted by in-house personnel or contract investigators will be assigned to the PSD for completion.

B. PSD personnel assigned to background investigations will be trained in collecting required information.

1. Training will encompass investigative techniques and confidentiality guidelines.
2. Training will be documented in the investigator’s training record.

3.26.4 Fingerprint Clearance Check (Revised: 2/16/17)

A. The TSD WeID/LiveScan Unit is responsible for scheduling employees who need to be fingerprinted for a Critical Position Background Check.

B. Fingerprinting Process

There are two different types of fingerprinting processes provided by the WeID Unit: LiveScan Digital Scanning and Traditional Rolling (Paper Cards):

1. LiveScan Digital Scanning

   The WeID Administrative Assistant scans the applicant’s fingerprints. The digitally scanned printed are processed by LiveScan Management Software and stored on a secure, non-networked and password-protected
computer. The fingerprints are then sent electronically via a secure connection to the requesting party.

2. Traditional Rolling (Fingerprint Cards)
The WeID Administrative Assistant rolls the applicant’s fingerprints using a traditional ink roller and paper card stock. The fingerprint cards are then mailed to the requesting party.

C. Department Notification of Fingerprinting Results
1. LiveScan – Results are obtained by the Department, typically within seven business days, through an e-mail notification system provided and maintained by the DOJ. The WeID Administrative Assistant logs into the DOJ’s e-mail host system, retrieves the e-mail and logs the returns into the LiveScan database. If the returns contain criminal history, the return is forwarded to the TSD Captain for interpretation. If no Criminal History is found in the return, the return is processed by the WeID Administrative Assistant to create the clearance memorandum.

2. Fingerprint Cards – Results are mailed via the U.S. Postal Service to the official UCPD mailing address. The WeID Administrative Assistant receives notification letters and processes them according to the results. If the return contains a criminal history, the return is forwarded to the TSD Captain for interpretation. If no criminal history is found, the return is processed by the WeID Administrative Assistant to create the clearance memorandum.

D. Fingerprint Returns with Criminal History
When an electronic or hardcopy fingerprint return is received from the DOJ or FBI that contains criminal history information, the TSD Captain shall review the information and determine what information shall be released to the UCSF referring department. The WeID Administrative Analyst will notify the Labor Relations Department of the criminal history in writing on a Criminal History Summary form. Criminal History Summary forms are retained, as described in General Order 8.4.10, “Records Retention Schedule.”

E. Labor Relations will pass on only information relating to conviction of a criminal offense; such information may be released to the referring department. WeID staff should not release any information except to Labor Relations or their Division Manager. All inquiries are to be forwarded to Labor Relations.

Convictions meeting the following criteria shall not be released:
1. Traffic violations for which a fine was imposed $100 or less
2. Any offense that was settled in a juvenile court under the California Welfare & Institutions (W&I) Code
3. Any conviction that has been sealed under W&I Code 781 or PC 1203.45
4. Any conviction specified in California Health and Safety Code 11361.5, which pertains to various marijuana offenses.

F. Information on the Criminal History Summary that relates to an arrest but did not adjudicate in a conviction shall not be released.

G. The FSD Captain may give advice to the referring department and interpret convictions that may affect an applicant's ability to perform in a designated critical position.

H. The FSD Captain shall attach a cover memorandum to all Criminal History results (with or without Criminal History) that are discussed with the referring Department. The cover memorandum shall indicate date, time, what was released and with whom the information was discussed. The cover memorandum shall be attached to the Criminal History Summary (with convicted arrest only, if applicable).

I. The WeID unit shall keep Criminal History returns (with or without Criminal History) relating to Critical Position Background Checks in a confidential file that is separate from all other police records.

J. The only information that may be used in the Critical Position Background Check, as outlined in this policy, is from the Criminal History Summary obtained from the California DOJ or FBI through the fingerprinting process. Information obtained from police reports, computer database or any other information system maintained by the Criminal Justice System or this Department shall not be used or released.

3.26.5 Records Retention

A. All background investigations materials will be maintained by the designated administrative analyst in a confidential background investigations file, separate from the employee’s personnel file, for the duration of the member’s tenure with UCSF. The materials will be secured to prevent unauthorized disclosure.

B. Background investigations records will be retained with all personnel record information by the Office of the Chief for long-term storage upon an employee’s separation from service with UCSF.

C. All completed candidate background investigations, whether hired or not, will be maintained on file by the Police Department for at least 60 months after the
recruitment process. After 60 months, background investigation records for unsuccessful candidates will be destroyed.

D. Once the background investigation is completed, the Chief of Police shall review the results. The applicant will be interviewed by the Chief of Police. The Chief of Police will decide if the applicant will be made a conditional offer of employment.

E. When an applicant is made a conditional offer of employment, it shall be done in writing and will be contingent upon the successful completion of the medical and psychological phase of the testing process. This procedure shall be followed with all applicants (sworn or non-sworn) when a medical or psychological test is required in order to comply with the Americans with Disabilities Act. Only licensed physicians are used to conduct medical examinations. Only qualified psychologists are used to conduct psychological assessments.

F. The Chief of Police and/or Division Managers may conduct subsequent interviews of select finalist candidates prior to making a conditional job offer.

3.27 SELECTION: ORAL INTERVIEWS

3.27.1 Oral Interviews (Revised: 8/1/14)

A. The Police Department will conduct oral interviews of candidates who have been previously screened or selected for interview in other steps, including, but not limited to:
   1. Minimum and desired qualifications derived from the applicant’s job application and resume, if included
   2. Validated, written testing instruments
   3. Practical testing as appropriate to the position.

B. First step oral interview panels will be comprised of a minimum of two interviewers from within the Police Department. Members on the oral interview panel may include Police Department personnel, supervisors and managers, participants from other University departments, other police agencies or community members, as appropriate to the particular selection process and position.

C. Oral interview panels will use standardized questions and assessment instruments for all applicants for the particular position and recruitment. Answers to additional questions that provide clarification of answers to standardized questions may be sought by any interviewer. Questions will be reviewed by the appropriate
Division Manager prior to the interview process to ensure the questions are appropriate and useful for the selection process and are non-discriminatory in nature.

3.28 SELECTION: OCCUPATIONAL QUALIFICATIONS

3.28.1 Sworn Personnel Qualifications

A. The Police Department will, at a minimum, require the sworn personnel qualifications set forth in the POST guidelines, including:
   1. U.S. Citizenship
   2. Minimum age of 21 years at the time of hire
   3. CII, FBI and NCIC fingerprint clearance
   4. No felony, domestic violence or drug-related criminal convictions
   5. Successful completion of a thorough background investigation
   6. High school graduation or equivalent
   7. Medical and physical fitness standards as required by POST and the University of California.

B. In addition, the Police Department requires that sworn personnel have:
   1. Basic computer literacy and keyboard skills to perform essential job functions in a timely manner
   2. Basic grammar, spelling and punctuation skills
   3. Analytical and decision-making skills to identify problems, weigh solutions, recognize alternatives and their implications independently and quickly
   4. Valid California driver’s license by date of appointment and a driving record that meets University standards.

3.28.2 Medical Screening (Revised: 2/2/11)

All Police Department prospective candidates for sworn and dispatch positions must successfully complete a physical examination, appropriately tailored to their job, after they have received a conditional job offer and prior to their employment start date. All medical and fitness evaluations will be conducted, at no cost to the prospective candidate, in compliance with the Federal Americans with Disabilities Act.

A. After a candidate has successfully passed a background investigation and received a conditional job offer contingent upon meeting the physical and psychological requirements for the position, he/she will undergo an examination by a licensed physician.
B. The physician will examine the candidate’s overall health and fitness relative to:
   1. Successfully performing in the position for which they are being considered
   2. All POST medical requirements.

3.28.3 Psychological Evaluation and Examination by a Qualified Psychologist

All Police Department prospective sworn personnel and ECC dispatchers must successfully complete a psychological examination, after they have received a conditional job offer and prior to their employment start date.

All psychological evaluations will be conducted, at no cost to the prospective candidates, in compliance with the Federal Americans with Disabilities Act.

A. After a candidate has successfully passed a background investigation and received a conditional job offer contingent upon successfully meeting the physical and psychological requirements for the position, he/she will undergo a psychological evaluation by a qualified psychiatrist or psychologist.

B. The psychiatrist or psychologist will test and assess the candidate’s emotional stability and psychological fitness relative to successful performance in the position for which he/she is being considered.

3.28.4 Psychological and Medical Examination Records (Revised: 2/2/11)

A. All records of pre-employment or promotional psychological evaluation will be maintained in a locked and confidential file by the Office of the Chief, separate from personnel records. Pre-employment or promotional psychological evaluation and medical examination records are strictly confidential and may be accessed only with the expressed permission of the Chief of Police.

B. Results of applicant medical/psychological examinations shall be retained by the Police Department for a minimum of five years or for as long as employed. These documents shall be kept with the background investigation package. The Office of the Chief shall be responsible for maintaining results of the medical/psychological reports. The complete psychological and medical reports are maintained on file by the psychological and medical service providers.
3.29 SELECTION: PROBATIONARY PERIODS

3.29.1 Probation *(Revised: 2/2/11)*

The probationary period is regarded as an integral part of the selection process. It is utilized for carefully observing the work of personnel, for securing the most effective adjustment of a new member to his/her position, and evaluating and releasing any member whose performance does not meet the required work standards.

3.29.2 Length of Probation *(Revised: 3/21/17)*

A. All sworn personnel will successfully complete twelve full months on probationary status following completion of entry-level classroom training or certification of training completion. Sworn employees promoted to a higher classification within the bargaining unit shall serve a probationary period of six full months. The probationary period for Public Safety Dispatchers and Assistant Public Safety Dispatchers is twelve full months (Teamsters/CX). All newly hired AFSCME and CUE non-sworn personnel will complete a six month probationary period in any position for which they have not demonstrated full proficiency. All non-bargaining unit or non-represented personnel will successfully complete a probationary period of six full months unless otherwise noted or determined.

B. All sworn personnel must successfully complete the FTO Program, as mandated by POST, before being granted career status. This requirement may be waived by the Chief of Police, with concurrence by POST, for command staff that has previously completed an approved field training program.

3.29.3 Adverse Impact

A. Completion of a probationary period is contingent upon successful demonstration of the skills, knowledge and abilities required for that position consistent with the established University of California job description. If a protected class of employees fails to complete probation at a disproportionately higher rate, an adverse impact may exist.

B. If adverse impact is detected, it will be necessary to reevaluate procedures, techniques and/or examinations used during the probationary process.

3.29.4 Probationary Period Exceptions or Extensions

A member’s probationary period may be extended with the approval of the Chief of Police in order to provide candidates specialized instruction or remedial training.
3.29.5 Performance Evaluations *(Revised: 8/1/14)*

A. All sworn officers will complete the FTO program unless waived as stated in General Order 3.29.2 (B), “Length of Probation.” Successful completion of each section of the Field Training manual is required. All other new personnel shall complete a job-related training program.

B. All sworn recruit officers will be evaluated according to General Orders 3.33.6, “Field Training Program” and 3.39.3 “Annual Performance Evaluation and Documentation.”

3.30 TRAINING: ORGANIZATION AND ADMINISTRATION

3.30.1 Agency Training Function *(Revised: 4/1/10)*

It is the policy of the Police Department to provide appropriate training to its personnel on a continuing basis to ensure proper job performance, to meet the needs of organizational operations and community priorities and to help provide a climate of job satisfaction by providing the proper tools with which to do the assigned job functions. The purpose of this policy is to ensure proper training is made available to all Police Department personnel. This includes legally mandated training, specialized training, in-service training of both updating and refresher nature, and remedial training for those identified as having job performance deficiencies. This training is intended to provide the organization with maximum effectiveness and productivity of its personnel while minimizing criminal and civil liability to the University of California and the individual member.

A. Training Goals
   1. To further the understanding of the Police Department’s role in service to the community and the protection of lives and property
   2. To promote an awareness of a member’s role and relationship to the overall criminal justice system
   3. To advance an understanding of the member’s role in exercising authority
   4. To maximize productivity and effectiveness through increased knowledge and skill building
   5. To utilize the expertise of in-house talent to provide quality instruction on numerous topics
   6. To provide unity of purpose to personnel through common training
   7. To equip personnel with the knowledge and abilities to assist individuals and groups in reaching resolution of problems, conflicts or needs
   8. To improve personnel safety in the performance of their job
9. To minimize liability for the member, the Police Department and the University of California.

B. Function
The police training functions are centralized in the PSD, under the direction of the Chief of Police. The PSD is responsible for the overall Training and Certification function. Other Division Managers and supervisors work together with the PSD to identify and address training or certification needs.

3.30.2 Agency Training Committee (Revised: 6/5/17)

Under the direction of the PSD Lieutenant, the Police Department shall utilize a Training Committee that shall assist in recommending, assessing, presenting and evaluating Police Department training. The Training Committee shall consist of a minimum of four persons designated by the Chief of Police. The Committee shall include a member from each Division. Designated members shall include the PSD Lieutenant, FSD Lieutenant, other members of management staff as assigned, supervisory, line-level, sworn and non-sworn staff. Replacement member(s) will be selected by their respective Division manager. Training Committee members shall serve at the discretion of the Chief of Police.

The Training Committee shall meet at least annually and as needed to:

A. Assist in the identification and development of recommended training programs that will enhance the professionalism of the Police Department

B. Assist in evaluating, updating and revising training programs on an annual basis and make recommendations regarding future training programs based upon community and Police Department needs

C. Review training programs, review and approve lesson plans, identify any problems areas associated with training and make recommendations for additional training for Police Department personnel

Any Training Committee recommendations will be forwarded to the PSD Lieutenant for review and subsequent discussion with Command Staff personnel for action/resolution.

3.30.3 Training Attendance Requirements (Revised: 2/2/11)

A. Personnel are responsible for their attendance at mandatory training. Should members miss training that has been identified as mandatory, it is their responsibility to notify their supervisor and the training officer of their absence and to arrange a make-up date.
B. In the event of an unexcused absence from a mandatory training session, the member will write a memorandum to their immediate supervisor explaining the circumstances. Where training is mandatory, exceptions will be allowed under the following circumstances:

1. Personnel with prior leave approval
2. Approved absence.

C. All personnel attending training will sign an attendance roster, which will be forwarded to the PSD.

D. Personnel assigned to training are expected to participate in the training and to conduct themselves in such a manner as to promote an atmosphere of professionalism and learning.

E. Personnel assigned to attend an off-site course will be so advised by their supervisor. The PSD will make any required travel, registration, and lodging arrangements.

3.30.4 Training/Travel Expenses and Reimbursement (Revised: 10/21/08)

A. Personnel shall receive reimbursement for pre-approved travel, registration and lodging related to training in accordance with the UCSF travel reimbursement policies.

B. If arrangements and payment are to be made in advance of the training, the member is responsible for providing the necessary information to the designated personnel, approved by his/her supervisor, at least thirty days prior to the event. Personnel must reconcile their trip expense form and return any advances in excess of actual expenses or any funds due the UCSF within seven days of end of travel through the designated PSD personnel.

3.30.5 Training Curriculum Development (Revised: 10/15/08)

The development of in-service training programs will be based upon the job-relatedness of tasks performed by personnel. At the end of each fiscal year, the PSD Captain will assess the appropriateness of training utilizing member position descriptions.
3.30.6 Training Performance Objectives (Revised: 4/1/10)

A. All training programs shall have approved curriculum and performance objectives prior to the presentation of the training. The PSD shall review and help the trainer to finalize training curriculum and performance objectives prior to the training. The PSD Captain shall recommend whether a training program should include a Certificate of Completion to present to course participants when the program is completed. Final recommended curriculum, certification and performance objectives will be submitted to the Chief of Police for approval.

B. Approved training objectives and any curriculum, handouts, exams and evaluations shall be maintained on file by the PSD.

C. Training performance objectives shall:
   1. Focus on the elements of the member/group position descriptions
   2. Provide clear statements related to what is to be learned
   3. Provide the basis for evaluating the participants’ knowledge of the subject after training (written test and/or skill demonstration)
   4. Provide a basis for evaluating effectiveness of the training program.

D. The use of performance objectives will acquaint training participants with what they are required to know, the skills they must demonstrate and the circumstances under which the skills will be used. This approach enables the instructor to relate training directly to the expected job performance.

3.30.7 Training Lesson Plans and Approval (Revised: 2/2/11)

All in-service training shall have an approved lesson plan, submitted prior to presenting the training, to include the specific performance objectives.

A. Lesson plans are to be submitted to the PSD Captain and reviewed as outlined in General Order 3.30.6, “Training Performance Objectives” prior to the scheduled training. The course curriculum and performance objectives shall include:
   1. Purpose of the instruction
   2. Clearly stated performance objectives
   3. Training material related to critical job tasks
   4. A statement of the instructional technique(s) to be used
   5. A list of the responsibilities of the participants for material taught
   6. A statement explaining whether or not a Certificate of Completion is to be provided upon a participant’s completion of the training
   7. An evaluation plan.
B. Lesson plans will ensure the subject to be covered is addressed completely and accurately and is properly sequenced with other training materials.

C. Lesson plans will be required of all Departmental instructors and requested from non-Departmental instructors.

D. A copy of lesson plans will be maintained by the PSD.

E. All lesson plans will be prior approved as outlined in section 3.30.6, “Training Performance Objectives” of this order.

3.30.8 Training Testing Procedures (Revised: 10/15/08)

A. Where appropriate, tests will be developed as a part of the training program to determine if the objectives of the training program are met. Performance objectives will be used as a guide to form test questions. Written tests, oral tests or the evaluation of performance improvement may be used alone or in combination to test the participants understanding and application of the subject material.

B. Tests that can be demonstrated will be graded as pass/fail. Written tests will be graded using 70% as the minimum passing score unless otherwise designated.

C. Test scores and members’ tests will be retained in training records/files.

D. All master test copies will be maintained by the PSD.

3.30.9 Remedial Training

A. Remedial training is individualized instruction provided to personnel with a specific area of deficiency. Generally, the need for remedial training is recognized during routine supervisory evaluation, training, observation of job performance, or during inspections.

B. Training and proficiency mandated by State laws or Departmental General Orders will require additional training if failed. Proficiency in areas such as weapons firing, defensive tactics and driving skills that are unsatisfactorily performed will require remedial training.

C. Remedial training will be scheduled by the member’s supervisor and Division Manager, as the need arises. Completion of remedial training will be
accomplished as soon as possible after the deficiency is identified. Remedial training will be documented in the member’s training file.

D. Personnel designated to attend remedial training are required to attend the scheduled classes. Failure of designated personnel to attend remedial training will be reported via the chain of command to the Chief of Police. Disciplinary action may result unless the absence is excused.

3.30.10 Training Records and Contents (Revised: 2/2/11)

A. Training received or given and certification achieved by Police Department personnel will be reported to the PSD on an appropriate training form:
1. Training Request Form
   Training or instruction, other than Police Department in-service training, will be reported on this form even if the training was received on the employee’s own time.
2. Training Roster
   Police Department in-service training will be reported on the training roster circulated at the time of the training. In-service training is any training received by personnel throughout the year, other than training received as a part of the FTO training process. FTO training records will be kept separately in the member’s FTO training file.
   a. Completed in-service training rosters will be forwarded to the PSD to verify the training was received by all personnel mandated to receive the training.
   b. In-service training hours will be recorded in the Department training database by the PSD.
   c. Completed mandatory in-service training rosters will be filed in the CALEA proof file for the specific training.

B. Training reports and personnel training records will contain the following categories, as applicable:
1. Name of personnel and member’s division
2. Course title
3. Hours of training received or credit hours
4. Course date(s)
5. Instructor name(s)
6. Location
7. Course sponsor
8. Scores (if tested)
9. Certificates or degrees received.
C. The completed training roster and/or certification shall be submitted to the PSD no later than seven days after the completion of the training.

D. The standard Certificate of Completion, if approved for issuance, shall be used by the instructor.

3.31 TRAINING: TRAINING INSTRUCTORS

3.31.1 In-house Instructors (Revised: 10/15/08)

A. UCSF Police Department training instructors shall be chosen for their thorough knowledge of the subject being taught and their ability to effectively impart the information to students. UCSF Police Department personnel instruct in several specialized areas.

B. Personnel may remain instructors as long as their skills in the area being taught remain current, student critiques of their performance remain satisfactory and they have the endorsement of their respective Division Manager.

C. Department instructors who provide on-going professional training shall be provided additional training in the areas of:
   1. Lesson plan development
   2. Performance objective development
   3. Learning theory
   4. Testing and evaluation techniques
   5. Resource availability and use.
   Instructor development is available through POST, internal instruction, college courses or other approved training.

D. The PSD shall ensure that instructors from outside the organization also meet UCSF Police Department’s professional requirements and training requirements. Instructors shall be selected for their demonstrated subject matter expertise and training abilities. The PSD Captain shall ensure:
   1. The instructor’s resume is on file at the Police Department and information in the resume is verified.
   2. References are checked and documented related to the training to be provided.
   3. A lesson plan, submitted and reviewed in advance of the training, is approved by the PSD Captain and is on file.
   4. Student evaluations are completed and filed as a part of the course documentation, and evaluation information is provided to the instructor if they so desire.
E. Selection and compensation for instructors from outside the Police Department will be the responsibility of the PSD Captain, with the final approval of the Chief of Police.

3.32 TRAINING: TRAINING ACADEMY ADMINISTRATION

3.32.1 Agency Relationship with Training Academy (Revised: 2/2/11)

The UCSF Police Department does not operate a basic police recruit training academy. Police recruits are trained at a POST-approved training academy.

A. Prior to attending the academy, the recruit and the academy are provided with UCSF Police Department rules and regulations and a Department Manual.

B. The Field Training Sergeant is the liaison between the academy and the Department while the recruit officer is attending the training academy.

C. With the approval of the Chief of Police, Department personnel may serve as staff or instructors at the academy. Only POST-certified instructors are qualified to provide instruction.

D. Liability issues between the academy and UCSF Police Department will be shared as governed by applicable State laws and University rules and regulations.

3.33 TRAINING: RECRUIT TRAINING

3.33.1 Recruit Training (Revised: 2/2/11)

A. All newly sworn personnel will successfully complete the California Basic Peace Officer Standard & Training Academy as necessary in accordance with the California Statutes and the rules and regulations of POST within the first year of employment.

B. For sworn personnel who possess no current police officer certification from the State of California, basic training will be accomplished prior to any routine assignment in any capacity in which the officer is allowed to carry a firearm or is in a position to make an arrest, except as part of a formal field training program.
3.33.2 Academy Orientation Handbook

A. The POST Academy will provide a handbook to the new recruit that includes information for the Police Department and the new recruit related to:
   1. The organization of the academy
   2. The academy’s rules and regulations
   3. The academy’s rating, testing and evaluation system
   4. The physical fitness and proficiency skill requirements.

3.33.3 Job Task Analysis-based Recruit Training

A. Recruit training will include a curriculum based on the job-task analysis of the most frequent assignments of officers.

B. Recruit training will include the use of evaluation techniques designed to measure competency in the required skills, knowledge and abilities, such as practical exercises, written tests and field observation.

C. The minimum length and intensity of training will be based on information from the job-task analysis, as measured by competency-based testing determined by the training academy being attended.

3.33.4 Basic Recruit Training Curriculum

The basic recruit training curriculum is developed and maintained by California POST.

3.33.5 Emergency Medical Training

The basic academy attended by newly sworn officers will include in its curriculum first aid and CPR. Lateral transfer officers will either provide a current certificate or receive an eight-hour first aid and CPR course.

3.33.6 Field Training Program (Revised: 2/2/11)

The training program for new recruits consists of three parts.

A. The first part is the Department’s “new member” orientation, in addition to the University’s New Employee Welcome and Orientation Program, officers who have not completed a POST basic academy will be assigned to do so at this time.

B. The second part consists of four phases in which the recruit is placed with an FTO for additional instruction and close supervision.
1. Phase I
   The recruit is placed with one FTO for approximately four weeks of tutorial style instruction while the recruit performs the normal activities of an officer. Recruits will be evaluated by the assigned FTO daily, weekly and at the end of Phase I.

2. Phase II
   The recruit is placed with a different FTO for approximately four weeks of tutorial style instruction while the recruit performs the normal activities of an officer. Recruits will be evaluated by the assigned FTO daily, weekly and at the end of Phase II.

3. Phase III
   The recruit is placed with a different FTO for approximately four weeks of tutorial style instruction while the recruit performs the normal activities of an officer. Recruits will be evaluated by the assigned FTO daily, weekly and at the end of Phase III.

4. Phase IV
   The recruit is placed with a different FTO for approximately two weeks of tutorial style instruction while the recruit performs the normal activities of an officer. Recruits will be evaluated by the assigned FTO daily, weekly and at the end of Phase IV. During phase IV, the recruit is essentially on solo status, but is accompanied and observed by an FTO who is dressed in civilian clothing. During this phase the recruit is evaluated by the FTO Sergeant and the assigned FTO.

Upon completion of the fourth and final part of recruit officer training, the recruit is released from their assigned FTO. The recruit may then be assigned to any patrol shift until the completion of the semi-annual shift rotation or assigned at the discretion of the Division Manager to fulfill patrol staffing needs. In addition to the evaluations completed by the FTO, a written evaluation of the recruit is completed by the patrol supervisor six and nine months from the date of hire. Upon successful completion of twelve months on probationary status, the recruit is assigned as “career status” personnel and assigned to a patrol shift according to staffing needs. The PSD Sergeant or designee is the on-going liaison with POST staff.

C. FTOs will be selected after the FTO Sergeant of the program posts the opportunity for one week. Any non-probationary police officer may apply for assignment as a FTO. A panel comprised of supervisors and/or managers will interview and recommend candidates for FTO appointment. The FSD Captain will make the final decision on all FTO appointments.
D. The FTO Sergeant will supervise the Field Training Program and the FTOs.

E. The Field Training Supervisor will conduct monthly progress meetings with FTOs currently training recruits and update the PSD Captain.

F. FTOs will maintain a log of “daily observation reports” and submit written evaluations of their recruit monthly to the FTO Sergeant.

G. It is the responsibility of the FTO to familiarize the recruit with all of the normal activities and assignments of a law enforcement officer.

H. FTOs will be trained according to the Field Training and Evaluation Program philosophies and guidelines.

I. FTOs will receive a minimum of 40 hours of POST FTO program prior to being assigned to a recruit.

J. FTOs will use the Field Training Program Standardized Evaluation Guidelines located in the FTO manuals to evaluate recruits.

K. In the case of a recruit hired through the lateral entry process (see General Order 3.22.1, “Job Announcement”), the FTO Sergeant may choose to accelerate the recruit through any of the phases of the FTO program, with the approval of the Division Manager.

   1. Lateral recruits will complete a minimum of eight weeks of training with a minimum of two field training phases.

3.33.7 Psychological Counseling and Other Types of Assistance for Recruit Officers

With the stress associated with a new profession, changes in lifestyle and associated family stresses, recruit officers may need psychological counseling or assistance with other problems causing stress. With that in mind, all recruits will have access to confidential counseling through the Employee Assistance Program (EAP), provided by the UCSF Faculty and Staff Assistance Program (FSAP).

3.34 IN-SERVICE, BRIEFING AND LEADERSHIP TRAINING

The UCSF Police Department is committed to providing professional and courteous law enforcement services to the UCSF community. In order to provide high quality and responsive services, Police Department personnel must receive quality basic and ongoing training throughout their law enforcement career. Training is provided to
accommodate Department needs, maintain high professional standards, to address community issues and concerns and to actualize the interest and concern, which the department has for self-improvement and personal development of its personnel.

3.34.1 In-service Training (Revised: 10/25/16)

A. In-service training is required of all sworn personnel by various entities. The mandating entities include the State of California, the federal government, OSHA, UCSF and CALEA. Depending upon the member’s rank and assignment, this includes refresher/advanced training and activities in the following areas:

1. Less-lethal weapons (annual) – appropriate use of and demonstrated proficiency with:
   a. Oleoresin Capsicum
   b. Impact weapons
   c. Chemical agents
   d. Kinetic energy projectile delivery system

2. High speed vehicle pursuits (biannual)

3. Emergency Vehicle Operators Training (EVOC) (biannual)

4. Defensive tactics (biannual) – including a review of use of force policy/procedure and State statutes related to use of force and less-lethal weapons

5. Legal updates (monthly or as needed)

6. Shotgun and rifle qualification (annual)

7. On-duty weapon qualification (semi-annual)

8. Off-duty weapon qualification (semi-annual)

9. CPR/first aid/automatic external defibrillation (AED) (biannual)

10. Bloodborne pathogens (annual)

11. Hazard communications (annual)

12. Domestic violence (biannual)

13. Bias-based profiling (annual)

14. Respiratory protection/fitting (annual)

15. Tactical communications (biannual)

16. All hazard training (annual)

17. Mental health (every three years)

18. Aerosol transmissible diseases (ATD) (annual)

19. Tuberculosis (TB), influenza and other immunizations (annual)

20. Irradiator (annual)

21. Crowd control (annual)

22. Law Enforcement Resource Team (LERT) (biannual)

23. Incident Command System (ICS) (as needed and in accordance with rank)

B. The purpose of in-service training is to keep personnel up to date with new laws, technological improvements, community issues and concerns, improved police procedures and revisions in policy, procedure, rules and regulations. The In-Service Training Plan is incorporated into the Department’s Training Plan.

C. Other areas addressed by in-service training may include:
1. Review of Department policy and procedures and rules and regulations, with an emphasis on changes
2. Review of statutory or case law affecting law enforcement, with an emphasis on changes
3. Review of the functions of agencies in the local criminal justice system
4. Exercise of discretion in the decision to invoke the criminal justice process
5. Review of interview and interrogation techniques
6. Emergency Medical Services
7. Review of performance evaluation system
8. Emergency fire suppression techniques
9. New or innovative investigative techniques or methods
10. Review of contingency plans, if any, including those relating to special operations and unusual occurrences
11. Crime prevention policies and procedures
12. Collection and preservation of evidence
13. Report writing and records system procedures and requirements
14. Emergency vehicle operations
15. Community-policing strategies and techniques.

3.34.2 Briefing Training

A. Briefings are conducted to inform officers of recent events and crimes that occurred during the period of time while they were off duty. Patrol Watch Commanders are responsible to ensure that officers who are not at the scheduled briefing due to calls for service, absence or scheduling are apprised of the briefing information as soon as possible.

B. Patrol Watch Commanders shall ensure briefings are used for training purposes as much as possible and practical. Department policies, procedures, rules and regulations should be discussed to make sure there is a clear understanding of their purpose. The goal of briefing training is to keep officers up to date between formal training sessions.

C. Law enforcement training videotapes may be utilized to supplement briefing training sessions.
3.34.3 Briefing – Training Procedure (Revised: 10/15/08)

A. It is the responsibility of the FSD Lieutenant to plan briefing training on an as-needed basis. Audio-visual aids, literature, publications, etc. will be incorporated into short informational programs.

B. To maintain good communications with POST, the FSD Lieutenant will consider POST instructors as training resources to present briefing training programs (videotaped or live) and/or assign officers to attend POST training sessions.

C. Instructional methods will include presentations that offer participation on the part of the trainee through discussion and/or hands-on experience.

D. Briefing training will generally be conducted by a lieutenant, sergeant, Watch Commander, FTO or another person who may have expertise in the subject matter.

E. The briefing training program will be evaluated annually by the FSD Lieutenant and PSD Captain.

F. The FSD Lieutenant will ensure briefing training and appropriate testing/demonstration of proficiency is recorded on a training roster and completed by all affected personnel by the deadline date noted on the training roster. The training roster will also note if the training is “mandatory.” Completed briefing training rosters and proficiency documents/tests will be forwarded to the PSD for documentation.

G. If any briefing training is designated as mandatory, then General Order 3.30.3, “Training Attendance Requirements” will be followed to ensure training is completed by everyone to whom the topic applies.

3.34.4 Leadership Development Training (Revised: 2/2/11)

Leadership development training is designed to improve the professional competence of supervisors and managers.

A. Supervisory Development Training
Supervisory development training is provided for new and existing supervisors in basic and advanced topic areas, such as personnel, accountability, problem identification, evaluation and solving techniques and other position-related topics. Supervisory development training opportunities include, but are not limited to:
1. 80-hour POST Basic Supervision Course
   All sworn supervisors must attend and successfully complete this course within 12 months following their promotion or appointment.

2. UCSF Supervisory Certification Program

3. FTO Supervisor/Field Training Program Coordinator
   a. All Field Training Program Coordinators must attend and successfully complete this course within 12 months following their appointment.

4. Sherman Block Supervisory Leadership Institute

5. Faculty and Staff Assistance Program (FSAP)
   a. All supervisory personnel must attend training by FSAP. This training will provide an overview of the services FSAP provides, in addition to explaining a supervisor’s role and responsibility and how to identify employee behaviors that would indicate the existence of employee concerns, problems and/or issues that could impact employee job performance.

B. Managerial Development Training
   Managerial development training is provided for new and existing managers in basic and advanced topic areas specifically designed to improve the managers’ professional competence. Managerial development training opportunities include, but are not limited to:
   1. 104-hour POST Management Course
      a. All managers must attend and successfully complete this course within 12 months following their promotion or appointment.

2. POST Executive Development Training

3. POST Command College

4. University of California Management Skills Assessment Program (MSAP)

5. University of California Business Office Institute (BOI)

6. University of California Senior Leadership Forum

7. University of California Leadership Institute

8. FBI National Academy.

C. In order to take advantage of this training, staff must meet the following criteria and conditions for consideration:

1. Staff must meet the requirements of the identified advanced training institution

2. Staff must currently be a supervisor or manager, depending on the training requested

3. The operational needs of the Department can be met during the sworn personnel’s absence
4. The staff member must receive the endorsement of the Division Manager and the Chief of Police.

D. Leadership development training should include:
   1. Contemporary management theory and practices
   2. Utilization of resources to their maximum efficiency
   3. Leadership techniques
   4. Problem identification, evaluation and solving techniques and/or
   5. Police administration.

3.34.5 Accreditation Training (Revised: 2/16/17)

A. Familiarization with the Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation process will be presented:
   1. To all newly hired agency personnel within thirty days after their employment begins or within thirty days after completing the recruit academy;
   2. To all agency personnel during the self-assessment phase associated with achieving the initial accreditation
   3. To all agency personnel prior to an on-site assessment.

B. Familiarization with accreditation will include:
   1. The history and background of accreditation.
   2. The accreditation process.
   3. The goals and objectives of accreditation.
   4. The advantages of accreditation and its impact on the agency.

C. Familiarization with accreditation will be accomplished by such means as:
   1. Classroom instruction, newsletter, memorandum, e-mail and periodic attendance by staff at CALEA meetings.

D. The CALEA Accreditation Manager shall receive specialized accreditation manager training within one year of being appointed and shall be responsible for providing appropriate training to other agency personnel assigned to the accreditation process.

3.35 TRAINING: SPECIALIZED TRAINING

3.35.1 Specialized Assignment Training (Revised: 2/2/11)

To provide professional, efficient and effective law enforcement services to the community, certain personnel in special assignments will receive training in areas
requiring an advanced degree of knowledge or skill. Training is designed based upon an assessment of critical job tasks, generally as assessed by POST or another similar professional law enforcement organization. This training is in addition to the quality, basic and on-going training provided to all personnel throughout their career. Specialized training is intended to develop or extend the knowledge, skills and abilities of the member performing specialized assignments. Personnel in the following special assignments shall receive additional training to enhance their skills in these areas:

A. Detective
   1. Basic criminal investigations
   2. Interview and interrogation
   3. Child abuse investigations
   4. Sexual assault investigations
   5. Financial crimes investigations
   6. Identity theft investigations
   7. Computer crime investigations
   8. Crime scene investigations

B. Crime Analyst
   1. Basic crime prevention

C. Field Training Supervisor
   1. Field training program supervisor/administrator/coordinator (SAC)

D. Field Training Officer (FTO)
   1. FTO

E. Bicycle Officer
   1. Bicycle Patrol officer

F. Firearms Instructor
   1. Firearms instructor
   2. Rifle instructor

G. Use of Force Instructor
   1. Weaponless defense instructor
   2. Impact weapons instructor
   3. Chemical agents instructor

H. Security Operations Manager and Security Analyst
   1. Pro Watch computer system
   2. Individual identity database
All personnel receiving specialized assignment training shall attend Police Department-sponsored training to obtain additional skills, knowledge and ability in the specific assignment. Depending on the job task, certain specialized assignments will require update training as outlined in the “Staff Development Plan, Sergeants and Officers in Specialty Assignments.” Certification, when given, will be maintained in the member’s training file upon successful completion of the training. All personnel receiving specialized assignment training will successfully complete the required objectives of the training in order to continue assignment in that position. Those personnel who do not successfully complete the training will be offered remedial training, if available, to improve the chances of successful completion prior to reassignment. Any officer who is selected for a specialized assignment shall normally be scheduled to attend the specialized training within 30 days of the appointment. If no training class or school is readily available, the time period may be extended with the approval of a Division Manager.

3.35.2 Career Development Functions Training

Personnel performing the following personal/career development functions shall receive additional training to enhance their skills:

A. Bicycle Officer
   1. Riding skills and agility instruction
   2. Bicycle and equipment maintenance instruction

B. Range Master/Firearms Instructor
   POST-certified Firearms Instructor course

C. Armorer
   Manufacturer-approved armorer school, including initial and required recertification
D. Department Instructor
   Appropriate instructor training as approved by the FSD Captain

E. Advanced Leadership Development Training
   As noted per General Order 3.34.4, “Leadership Development Training”

F. Other career development functions as determined by the Chief of Police will receive appropriate training.

All employees receiving career development training shall attend Police Department-sponsored training to obtain additional skills, knowledge and ability in the specific function. Certification, when given, will be maintained in the member’s training file upon successful completion of the training. All personnel receiving career development training will successfully complete the required objectives of the training in order to continue in that designated function. Those personnel who do not successfully complete the career development training will be offered remedial training, if available, to improve the chances of successful completion prior to removal from the function.

3.35.3 On-going Job Training

All employees will receive ongoing job training from their immediate supervisor to improve their skills, knowledge and abilities.

A. Ongoing training will include, but is not limited to:
   1. Policies, administration, management and performance standards of the function
   2. Performance standards of the function or component
   3. Department policies, procedures, rules and regulations specifically related to the member’s job description.

3.35.4 Extended Education Financial Assistance Program (Revised: 2/2/11)

Requests for financial assistance for extended education programs such as specialized, technical or degree programs from a technical training institute, accredited college or university, are reviewed and approved by the Chief of Police in accordance with applicable University policies and labor agreements.

A. Funding for programs of this type will be accomplished through the University's regular budgetary process.
   1. Personnel receiving this assistance are required to submit appropriate documentation to verify attendance, completion and expenditures.
2. A final grade of “C” or better is required to qualify for financial reimbursement.
3. Personnel approved for financial assistance will be reimbursed after they have met these requirements.

B. Personnel requesting financial assistance are required to submit a written request to the Chief of Police. The request must include:
   1. A detailed description of the program
   2. A statement explaining the relationship and benefits of the training to the University and the Department
   3. A detailed description of the type of financial aid assistance requested
   4. The amount of time (if any) the member expects to be away from his/her job to complete the program
   5. A complete UCSF Professional Development Support Request Form.

The Senior Vice Chancellor of Financial and Administrative Services is the final authority to approve or deny any request for payment of fees associated with “Academic Education” reimbursements.

C. The final approval will be based on this directive and the following criteria:
   1. Availability of funds
   2. The relationship of the education/training program to the member's job classification and duty responsibilities
   3. Anticipated benefit to the University and Department
   4. Impact on deployment of the Police Department.

3.35.5 Educational Leave Procedures (Revised: 2/2/11)

Application for leave of absence for travel or study may be granted to aid the personnel toward acquiring skills and knowledge of value to the University and to provide more efficient service if such leave may be deemed to involve such compensating benefits to the University and upon the approval of the Senior Vice Chancellor of Financial and Administrative Services. Such leaves of absence shall be measured against the loss or prejudice to the interests of the University involved in keeping the position open or filling it temporarily until the return of the employee. Personnel may be granted a leave of absence in accordance with the provision of the UCSF Educational/Professional Development Guidelines and Reimbursement Policy. The Senior Vice Chancellor of Financial and Administrative Services is the final authority to approve or deny any request for extensive paid time off associated with “Academic Education.”
3.35.6 Shift Adjustment for Academic Study

A member’s respective Division Manager may authorize a mutually agreeable shift adjustment to accommodate the member’s training and/or college attendance. Shift adjustments for college and/or training attendance will be considered without prejudice for all personnel. Department and work unit staffing requirements, pending projects, impact upon co-workers and accomplishment of the Police Department mission will be thoroughly considered before any shift adjustment agreement is approved.

3.36 TRAINING: NON-SWORN EMPLOYEE TRAINING

3.36.1 Training Requirements for Newly Appointed Non-Sworn Personnel

A. All newly appointed non-sworn personnel will participate in an orientation program introducing them to the Department. The orientation program will consist of separate discussions with the Chief of Police and Division Managers.

B. The orientation program will include:
   1. The Department’s role, purpose, goals, policies and procedures
   2. An overview of Division and Department responsibilities and projects
   3. Working conditions, rules and regulations.

C. UCSF Human Resources will conduct a New Employee Orientation and Welcome, which reviews personnel rules, employee rights, benefits, etc.

3.36.2 Non-Sworn Employee Training Prior to Task Assumption

A. All non-sworn personnel positions within the Department require training on specific job responsibilities prior to assuming the responsibility. This training may consist of any of the following:
   1. Field training
   2. Classroom instruction
   3. On-the-job training.

B. Non-sworn personnel positions that require the completion of a work-specific training period prior to working independently include:
   1. Public Safety Dispatcher
      a. Public safety dispatcher’s basic course
   2. Records Supervisor
   3. Evidence/Property Officer
      a. Property management training
3.36.3 In-service Training for Non-sworn Personnel Positions

Division Managers are responsible for developing an annual training plan that includes career development and skill enhancement training needed by their personnel.

A. The Police Department conducts on-going, in-service training for all sworn and non-sworn personnel.

B. Course catalogs are provided to each Division supervisor to review with their personnel. Training requests must be approved by the Division Manager via chain of command.

C. Specific technical training will be sought for personnel as needed or if deficiencies are noted with the approval of the appropriate supervisor.

3.37 PROMOTION: PROFESSIONAL AND LEGAL REQUIREMENTS

3.37.1 Department Role in Promotion Process

A. Promotion denotes vertical movement in the organization hierarchy from one rank to another, usually accompanied by increases in salary. It is the policy of the Police Department to select and promote the best possible candidates available for all advancement opportunities within the Police Department.

B. The Chief of Police or designee is responsible for coordinating and administering the testing of candidates in the promotion process. The Chief of Police will provide input on the various stages of the promotional process.

3.37.2 Authority and Responsibility (Revised: 2/2/11)

A. The Chief of Police is vested with the authority and responsibility for administering the Police Department’s role in the promotion process. This role includes performing appropriate liaison activities to carry out the process.

B. The Chief of Police or designee shall be responsible for developing the measurement instruments used in determining the skills, knowledge and abilities of personnel for positions.

C. Promotional materials, including written examinations, interview questions, role-play exercises, etc., shall be kept in a locked cabinet under the control of the PSD Captain.
3.37.3 Promotion Procedures (Revised: 2/2/11)

A. Promotions in the Police Department are based upon merit, considering a candidate’s knowledge, skills, abilities, record of performance and compatibility with the organization’s management and operational philosophy as demonstrated through a competitive selection process and actual job performance. 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, internal or external, meeting minimum qualifications.

B. When vacancies exist in supervisory or command positions and a decision to fill the position is made, a written announcement will be posted at all campuses for at least 30 calendar days prior to any promotional process. The announcement will include:
   1. A description of the position(s) or job classifications for which vacancies exist
   2. The method of application
   3. A proposed schedule of dates, times and locations of all elements of the process
   4. A description of eligibility requirements
   5. The numerical weight assigned to each element of the process
   6. A description of the promotional process to be used in selecting personnel for the vacancies. The description of the promotional process will be as detailed as necessary to clearly indicate what is to be expected and should include:
      a. The expected duration of the entire process
      b. The format, length and duration of the written examination, if any
      c. A full description of the assessment process.

C. The Chief of Police shall determine the methodology and process to be used for promotions to supervisor and command personnel. If at least ten current and qualified University of California police officers apply, no external candidates may be considered.

D. An assessment process shall be used to evaluate each candidate’s oral, written, problem solving, interpersonal, mechanical/manipulative and related skills. Multiple assessors using clearly defined scoring parameters will be used in all exercises requiring personal interaction. Writing skills and clearly quantifiable performances may be rated by single assessors. The Chief may substitute an assessment center to determine suitability for appointment/promotion, in lieu of the written examination. An assessment center process must evaluate candidates on job related criteria such as written communication skills, oral communication
skills, decision making/problem solving, leadership ability, initiative and job knowledge.

E. The Chief of Police or designee shall coordinate the assessment process, including the full description of all standardized exercises, in conjunction with Human Resources to ensure the assessments use valid, useful, job-related and nondiscriminatory procedures.

F. Lateral Entry Promotions
   1. The Police Department may solicit qualified candidates from outside the agency to fill advancement opportunities. However, preference shall always be given to equally qualified Police Department members in promotional opportunities.
   2. Lateral entry is permitted for non-sworn positions as well as sworn. Personnel may be hired from other University of California campuses, police agencies or organizations. Testing criteria for lateral-entry candidates shall be the same as for internal candidates.
   3. Determination of lateral entry status and eligibility remains solely at the discretion of the Chief of Police.
   4. When a lateral entry promotional process is opened, advertising will be placed, at a minimum, with The San Francisco Chronicle/SF Gate, PORAC, Brass Ring, POST and Craigslist.

G. Probationary Periods
   1. The probationary period is an integral part of the overall examination process for promoted personnel. It is a period used by the Chief of Police and the Police Department staff to closely observe the performance of the newly promoted personnel in his/her new position.
   2. All internally promoted UC sworn personnel will serve a six-month probationary period. The probationary period for internally promoted personnel is completed following six months of continuous service at one-half time or more without a break in service, exclusive of time on paid or unpaid leave. All externally hired sworn and Dispatch supervisor and command personnel will serve a one-year probationary period. The probationary period for externally hired personnel is completed following twelve months of continuous service at one-half time or more without a break in service, exclusive of time on paid or unpaid leave.

3.37.4 Job Related and Nondiscriminatory Procedures

All procedures used in the promotional process will be job-related and nondiscriminatory. All procedures will follow the guidelines established in General Order

3.37.5 Development of Eligibility Lists

A. When the Chief of Police determines an eligibility list is to be established for a classification, the Chief shall specify:
   1. The numerical weight, if any, assigned to each eligibility requirement
   2. The system of ranking eligible employees on the lists
   3. Time-in-grade and/or time-in-rank eligibility requirement, if any.

3.37.6 Use of Eligibility Lists (Revised: 2/2/11)

A. The candidates on the lists will be considered for promotional opportunity by the Chief of Police.

B. Eligibility list duration shall be at the discretion of the Chief of Police and shall not exceed a period of 12 months, unless extended based upon operational need.

C. The Chief of Police may select from any of the candidates eligible for promotion.

D. A written notice shall accompany appointment decisions.

E. The PSD Captain shall review the promotional process with the Chief of Police annually and revise it as necessary.

3.37.7 Promotional Opportunities (Revised: 2/2/11)

The following are supervisory/management promotional opportunities for Police Department personnel:

A. Sworn
   1. Sergeant
   2. Lieutenant
   3. Captain
   4. Chief of Police

B. Non-Sworn
   1. ECC Lead Dispatcher
   2. ECC Manager
   3. Security Supervisor
3.38 PROMOTION: ADMINISTRATIVE PRACTICES AND PROCEDURES

3.38.1 Probationary Period for Promoted Employees

A probationary period will be served by each promoted sworn personnel. This period serves as an opportunity for the Chief of Police and management staff to train, monitor and adjust the performance of the newly promoted personnel to attain proficiency in the new position. Probationary periods will be served, at a minimum, as outlined below. A member’s probationary period may be extended with the approval of the Chief of Police in order to provide personnel with specialized instruction or remedial training. Incumbents with unsatisfactory performance shall be alerted to any need for improvement and informed that the lack of improvement may be cause for discipline, demotion and return to their former rank, and/or termination.

Probationary periods will be served, at a minimum, as outlined below:

A. Supervising Public Safety Dispatchers serve a twelve-month probationary period. This twelve-month period is required even if the dispatcher has served a probationary period in a university class outside of the dispatcher series. The probationary period is completed following twelve months of continuous service at one-half time or more without a break in service, exclusive of time on paid or unpaid leave or in the POST Dispatch Academy.

B. Police officers promoted to Sergeant and police sergeants promoted to Lieutenant serve a six-month probationary period in the new class to which they are promoted. The probationary period is completed following six months of continuous service at one-half time or more without a break in service, exclusive of time on paid or unpaid leave. Police officers promoted to Sergeant and police sergeants promoted to Lieutenant who do not complete their probationary periods shall be retained in the same local department where service as a sergeant or lieutenant was performed, but shall return to the rank that applied immediately prior to the promotion. Police officers promoted to Sergeant and police sergeants promoted to Lieutenant shall be covered by all PPSM that apply to regular status personnel during the probationary period.

C. External applicants appointed to Police Sergeant or Police Lieutenant will serve a 12-month probationary period. The probationary period is completed following twelve months of continuous service at one-half time or more without a break in service, exclusive of time on paid or unpaid leave.
D. AFSCME employees, CUE employees and non-PPSM covered personnel will not be required to serve a probationary period in any position for which they have been promoted, provided that the member was tenured and there is no break in service.

3.38.2 Review and Appeal Process

A. Personnel are permitted to review and appeal decisions concerning their eligibility for appointment to promotional vacancies. Inquiries and appeals may be submitted to the Chief of Police. The decision of the Chief of Police is final.

B. Procedures for the review and appeal of adverse decisions are outlined as follows:
   1. Candidates are permitted to review the questions and answer key to written examinations unless prohibited by copyright provisions, etc.
   2. Candidates are permitted to review the written results of scored elements of the selection process.
   3. Personnel failing to meet eligibility requirements or who are not successful in the promotional process are permitted to reapply for future openings and, if qualified, retest during future promotional opportunities.

3.39 PERFORMANCE EVALUATION: ORGANIZATION

3.39.1 Objectives of the Performance Evaluation System

The purpose of the performance evaluation system is to provide an objective means for evaluating the performance of personnel. The performance evaluation is utilized for these purposes:

A. By the Member
   1. As a constructive written guide outlining the University’s performance expectations, setting goals for the upcoming period and providing an evaluation of the member’s work and how the member fits into the overall organizational structure.
   2. As a record of past performance.
   3. As an opportunity to discuss with the supervisor expectations, personal performance, and areas and methods for improvement and development.

B. By the Supervisor
   1. As a consistent method of evaluating and discussing what is expected of the member and to obtain personnel feedback.
   2. As a method of commending the member for good performance.
3. As a constructive critique of areas needing improvement, along with advice as to how to improve in these performance areas.
4. As a means of identifying training and development needs and interests.

C. By the Personnel System
   1. As a means of indicating successful completion of a probationary period.
   2. To provide an on-going record for retention and/or promotion of personnel whose performance warrant it, or termination of personnel whose performance is unsatisfactory.
   3. As a basis for granting a step or a merit salary increase.

3.39.2 Performance Evaluation System (Revised: 8/10/17)

The PSD coordinates the performance evaluation system. The PSD is responsible for notifying the Police Department at the appropriate time to conduct a member’s performance appraisal. The PSD Analyst coordinates and tracks performance evaluations for the Police Department, ensuring personnel are evaluated in a timely manner.

Evaluators are required to submit completed evaluations in a timely manner adhering to the employee’s evaluation time line. If an evaluator cannot meet the time line, the evaluator shall request an extension via a memo to the Chief of Police. The memo shall indicate the reason for the extension.

A. Evaluation Forms
   The Police Department utilizes four evaluation forms. A member’s job assignment determines which form will be used in the evaluation process.
   1. The Non-represented Evaluation form will be used to evaluate managers and supervisors.
   2. The Police Department Sergeant Evaluation form will be used to evaluate police sergeants.
   3. The Police Department Officer Evaluation form will be used to evaluate police officers.
   4. The University Performance Evaluation form will be used to evaluate all other personnel, including lead workers.

B. Evaluator Responsibilities
   1. The evaluator of the member will generally be the member’s immediate supervisor at the end of the rating period. In cases in which a member worked for more than one supervisor during the rating period, the evaluator will contact the other supervisor(s) for additional information relevant to the evaluation. The evaluator will complete the performance
evaluation form accurately and no later than the due date specified on the Evaluation Notification document.

2. The performance evaluation should be representative of the member’s total performance during the evaluation period. Except for the limited purpose of noting previous performance goals for the period or noting improvement and/or continuing problems, a previous evaluation shall not be considered in arriving at a current evaluation.

3. Personnel shall be evaluated on the basis of the standard performance requirements of the position the member held during the evaluation period. Problems are to be noted and discussed so that they may be understood and corrected.

4. Once the evaluator has completed the performance evaluation form, the evaluator will discuss the performance evaluation with the member in an evaluation interview. At this time, the member will be given an opportunity to include comments in the space provided on the form. Once the member and evaluator have signed the form, the evaluation will be forwarded, through the chain of command, for review and signature by the Chief of Police. The designated Administrative Analyst will provide a copy of the evaluation to the member. The original will be placed in the employee’s Police Department personnel file.

C. Evaluator Training

Sworn personnel shall receive formal training from POST as a part of their supervisory training upon promotion to a supervisory position. Additional training and development opportunities will be provided to evaluators when deemed appropriate by the evaluator’s supervisor.

3.39.3 Annual Performance Evaluation and Documentation (Revised: 2/2/11)

Performance evaluations will be conducted on all regular, full-time and part-time employees on an at least annual basis. The PSD develops and distributes evaluation templates for all staff. The PSD maintains evaluation records and notifies the employee’s Division/Unit Manager 30 days prior to each member’s annual evaluation due date. Completed performance evaluations are maintained by the Office of the Chief, PSD or FAS HRSC in the employee’s personnel file. A copy of the most recent evaluation may be maintained in a working file accessible to the member’s immediate supervisor. Documentation retained in the supervisor’s working file will be purged 12 months from the date of the documentation or annually after the corresponding evaluation has been completed whichever is longer.
3.39.4 Evaluation Period (Revised: 6/2/17)

Personnel will be given a written performance evaluation on an annual basis. Additional performance evaluations may be conducted when deemed necessary to ensure Police Department objectives are met. The actual dates covered by the evaluation are to be included on the front of the performance evaluation form or in the work improvement plan documentation. Personnel will be evaluated for performance occurring during the time period indicated on the evaluation form.

3.39.5 Performance Criteria

Personnel will be rated on the basis of on how tasks are performed and responsibilities met related to the position held by the employee during the evaluation period. These tasks and responsibilities are outlined in the job descriptions for each position.

3.39.6 Evaluation Review – Supervisor

In cases in which there is a disagreement between the evaluator and supervisor, the two parties will discuss the discrepancy. If agreement cannot be reached, the evaluation will be submitted as prepared by the evaluator with the reviewing supervisor’s comments. It is then the responsibility of the evaluator’s supervisor to ensure the evaluator has received adequate and appropriate evaluation preparation training.

3.39.7 Evaluation Review – Member

The evaluator will discuss the contents of the performance evaluation with the member being evaluated in detail. Upon completion of the discussion, the member will be provided the opportunity to add his/her comments to the evaluation. The employee will then be requested to sign the evaluation to acknowledge receipt. Signing the evaluation does not indicate concurrence with its contents by the employee. If the member refuses to sign the evaluation, the evaluator will note this on the form along with the reason given, if any.

3.39.8 Performance Rating Measurements (Issued: 2/2/11)

Performance rating measurements are used to assess the employee’s performance and provide a consistent measurement for all personnel. Performance evaluation definitions for the professional and support grades (managers and supervisors) and clerical and staff personnel are as follow:

A. Professional and Support Grades
   1. Consistently Exceeds: The employee consistently exceeds standards or goals.
2. Meets All: The employee meets all standards or goals and, in many instances exceeds them.
3. Meets: The employee meets the standards or goals.
4. Partially Meets: The employee meets minimum standards or goals; improvement is needed.
5. Fails to Meet: The employee has failed to meet standards or goals; performance is unsatisfactory.

B. Clerical and Support Staff
1. Superior: The employee's performance far exceeds the performance expectation.
2. More than Satisfactory: The employee's performance has frequently exceeded the performance expectation.
3. Satisfactory: The employee's performance has met the performance expectation.
4. Improvement Needed: The employee's performance, in the supervisor's opinion, while not unsatisfactory, has not met the performance expectation.
5. Unsatisfactory: The employee's performance is far below the performance expectation and the employee does not show the willingness or ability to improve.

3.40 PERFORMANCE EVALUATION: MANAGEMENT

3.40.1 Supervisors as Raters

The rater of the member will be the immediate supervisor at the end of the rating period. In those cases in which a member worked for more than one supervisor during the rating period, the rater should contact the other supervisor(s) for additional information relevant to the evaluation.

3.40.2 Evaluation of Raters

Supervisors of raters are to review and sign each performance evaluation to ensure the rater is being fair and impartial and to ensure that ratings are given uniformly. Supervisors of raters will require personnel evaluations to contain measurable goals and objectives that reflect performance results and accomplishments. Supervisors of raters will evaluate and document, in the rater’s annual evaluation, the rater’s performance with regard to his/her ability to evaluate personnel in a fair, impartial, objective and uniform manner.
3.40.3 Application of Evaluation Results

Performance evaluations are utilized to:

A. Identify performance areas in which the member should receive additional training

B. Provide background information used as a factor for promotions, merit pay increases, transfers, special assignments, reclassification and successful completion of the probationary period

C. Illustrate members’ strengths and weaknesses and to provide a forum for improvement

D. Provide an on-going record for retention and/or promotion of personnel whose performances warrant it, or termination of those personnel whose performance is unsatisfactory.

3.40.4 Review and Appeal Process (Revised: 2/2/11)

A. If a member believes he/she has received an unfair rating, he/she shall immediately discuss his/her concerns with the rater in an attempt to reach a satisfactory resolution.

B. If a satisfactory resolution is not reached, the member shall present his/her concerns in writing to his/her Division Manager within 30 calendar days of the date the evaluation was presented to the employee.

C. If still unresolved, the employee must request a review by the Chief of Police. The Chief of Police, whose decision is final, will respond back to the member.

D. Personnel may add their comments and/or supportive documents to their performance evaluation within 30 calendar days of date the evaluation was presented to the employee.

E. Personnel shall refer to their respective collective bargaining agreements and PPSM agreement grievance procedures relating to individuals receiving a “less than satisfactory” rating.
3.40.5 Retention of Reports (Revised: 2/2/11)

All Police Department members’ performance evaluations are retained in their respective personnel files. The performance evaluation will be a part of each member’s active personnel file. All sworn management performance evaluations shall be retained by the Office of the Chief. All sworn performance evaluations shall be retained by the PSD. All other performance evaluations shall be retained by the FAS HRSC. All performance evaluations shall be retained by the Department as long as the person is a University employee. Once a member separates from University employment, the file will be retained by the Police Department or Human Resources for five years.

3.41 PERFORMANCE EVALUATION: UTILIZATION

3.41.1 Probationary Reports (Revised: 2/16/17)

A. Police Officers
   1. Field Training Daily Observation reports and End of Phase Evaluation reports will be completed on probationary police officers during their field training program. These reports will be completed by the FTOs and/or FTO Sergeant.
   2. An evaluation will be conducted quarterly on all entry-level sworn, probationary personnel.

B. Other Departmental Personnel
   1. All other non-sworn personnel will participate in on-the-job training to prepare them for the responsibilities of their position. This training process involves tests and/or evaluations to measure progress in the position.
   2. An evaluation will be conducted quarterly on all entry-level probationary personnel.

3.41.2 Employee Counseling

A. Counseling
   1. Each quarter, FUPOA personnel will be counseled by their supervisor concerning:
      a. Duties and responsibilities of the position
      b. The level of performance expected
      c. The criteria used for evaluating personnel.
      A quarterly evaluation form shall be completed for each counseling session.
   2. All personnel shall be counseled by their supervisor at the beginning of each rating period and shift rotation concerning:
a. Duties and responsibilities of the position
b. The level of performance expected
c. The criteria used for evaluating personnel.

3. Personnel and their supervisors should agree on performance goals for the upcoming rating period. These goals should be listed on the member’s performance appraisal and reviewed for completion at the end of the rating period.

B. Supervisors should counsel their subordinates regarding their performance at any time during the rating period, as necessary.

3.41.3 Unsatisfactory Performance (Revised: 2/22/08)

Employees will be notified in writing by their supervisors if their performance is unsatisfactory. Documentation of a performance issue must be made at least 90 days prior to the end of the annual rating period. Performance issues that occur within 90 days of the end of the annual rating period will be documented in the annual evaluation. This notice should include a description of the unsatisfactory performance, measures that should be taken to improve the employee’s performance and the specific requirements and time frames for necessary improvement. Appropriate forms of notification are letters or memoranda. If no improvement is made by the end of the rating period, this information should be included in the employee’s performance evaluation report and appropriate corrective and/or disciplinary action taken in accordance with University policy and the relevant collective bargaining agreement.

3.41.4 Explanatory Narrative (Revised: 2/2/11)

When a performance rating in any specific performance area is “Consistently Exceeds/Superior” or “Fails to Meet/Unsatisfactory” or “Not Responding to Training” category, raters will provide explanatory comments in the spaces provided on the form.

3.41.5 Evaluation Conferences

A. Completed performance evaluations will be discussed between the member and rater. This provides an opportunity for an open and constructive discussion of the member’s performance in relation to the requirements of their position. It is the supervisor’s responsibility to clearly explain to the employee what was taken into consideration in making the evaluation. The member should be commended for work well done and helped to understand the areas in which they need improvement.

B. Personnel will be given an opportunity to include their own comments on the form, including their own suggestions for improved performance, ways to
improve the overall operations of the work unit or concurrence/disagreement with the evaluation.

3.41.6 Distribution of Report

The completed evaluation report will be copied and distributed as follows:

A. The original will be returned, through the chain of command, to the Chief of Police.

B. A copy will be given to the member at the completion of the Chief’s evaluation.

C. A copy will be retained in member’s Police Department personnel file.

3.42 COMPLAINTS: ADMINISTRATION AND PROCESSING

3.42.1 Complaints and Internal Affairs Function

A. The Complaints and Internal Affairs function is established to enable the Police Department to maintain the highest quality customer service and professionalism, as outlined in PC § 832.5. Public confidence and agency integrity are maintained through a system where objectivity, fairness and justice are assured by impartial self-examination to:

1. Ensure that questions concerning the actions of Police Department personnel are resolved in a timely manner, conducive to good order and discipline

2. Protect the constitutional rights of all personnel

3. Protect the integrity and reputation of the University, the Police Department and innocent Police Department personnel

4. Facilitate prompt corrective action when personnel are responsible for improper actions or behaviors

5. Identify and correct defective procedures, systems, equipment and training needs

6. Provides an opportunity to inform the public of police systems and procedures.
B. **Purpose**
A proper relationship between the public and its police force, fostered by confidence and trust, is essential to effective community policing. In order to create and maintain the atmosphere of trust, the community must feel free to communicate its concerns and objections to the Police Department. It is essential that the Police Department determine, by impartial investigation, whether Police Department personnel have conducted themselves properly, met the needs and standards of the community and rendered acceptable levels of service to citizens, in accordance with existing policy, directives and the rules and regulations of the Police Department. This review also provides a mechanism for the administration to review policies that may be causing conflict between Police Department employees and the public.

C. The Police Department accepts and will thoroughly investigate any complaint against police service or allegations of personnel misconduct.

1. A complaint is any expression of dissatisfaction regarding services or policy or an allegation of misconduct.

2. The investigation of complaints will include those that are anonymous or communicated through a representative of the complainant.
   a. If an anonymous complaint cannot be verified by other evidence or the representative refuses to identify the complainant, the employee’s response will be considered conclusive.

3. All citizen complaints will be investigated. Those assigned a complaint number will be documented for investigation, review and final disposition according to the procedures set forth in General Order 3.43, “Internal Affairs Investigations.”

4. Generally, complaints will be investigated at the lowest appropriate supervisory/management level in the organization.

5. No member shall conceal information related to the violation or alleged violation of Police Department policy nor shall any member of any rank impede, influence or interfere with the reporting or investigation of any violation or alleged violation of this policy.

### 3.42.2 Responsibility

The PSD is responsible for supervising the Complaint and Internal Affairs function. Investigation of a serious allegation of misconduct (i.e., an allegation which, if true, would result in a suspension greater than three days or termination) will be conducted by a member of the rank of sergeant or above and in accordance with General Order 3.43, “Internal Affairs Investigations.” The member assigned to complete the Internal Affairs investigation has the authority to report directly to the Chief of Police.
3.42.3 Complaint Records (Revised: 02/02/11)

A. Completed complaint investigation reports will be maintained in a separate and confidential Complaint Investigation file in a locked file cabinet under the control of the PSD Captain.

B. A master complaint record listing complaint documents by number, name of member(s), name of complainant, date and nature and disposition of the complaint will be maintained for statistical, training, risk management and research purposes.

C. Sustained complaint discipline letters will be included in the member’s personnel files.

D. Documents of discipline placed in a member’s personnel file(s) may be removed at the member’s written request, as stipulated in the PPSM or collective bargaining agreements, as applicable.

3.42.4 Complaint Intake, Acknowledgment and Investigation (Revised: 6/2/17)

A. Complaint Intake
Complaints from citizens may be in the area of personal conduct, procedures, policies or service. A complaint may be made by any person to any member of the Police Department. To improve response to the citizen and to expedite the overall complaint investigation process, the following should occur:

1. The initial intake personnel (person who first comes into contact with the complainant) should attempt to provide the necessary service and satisfy the citizen. If the citizen is satisfied, the citizen’s concerns have been addressed and the issues have been resolved, no further action or documentation is necessary unless the complaint involves a claim that a person was subjected to a stop, detention or search by members of this agency when such a stop, detention or search was based solely and impermissibly on the person’s race, color, sex, national origin or sexual orientation, or upon the member’s perception of any person’s race, color, sex, national origin or sexual orientation.
   a. If the supervisor of the personnel or services complained about is on-duty, the initial intake should be referred to that person.
   b. If the personnel or service area’s supervisor is not available, the intake should be referred to the on-duty Watch Commander for initial intake.
c. Complaints involving a claim that a person was subjected to a stop, detention, or search by members of this agency when such a stop, detention or search was based solely and impermissibly on the person’s race, color, sex, national origin or sexual orientation or upon the member’s perception of any person’s race, color, sex, national origin or sexual orientation are serious matters and will always be documented on a Police Department Complaint form and assigned for investigation.

2. If the initial intake personnel is other than the on-duty Watch Commander and is unable to satisfy the citizen, the employee will take the citizen’s name, telephone number and type of complaint and forward that information to the on-duty Watch Commander. If the Watch Commander is unavailable, the information shall be related to the respective Division Manager. The Watch Commander should contact the citizen as soon as possible and preferably not later than the end of the shift.

3. The “intake” supervisor should take a complete statement from the citizen at this time on a Police Department Complaint form and inform the citizen that an investigating supervisor will contact him/her at a later date. This procedure will eliminate the needless repetition of a complaint by the citizen and will aid the investigator by providing information necessary to start the investigation.
   a. If the intake supervisor determines that the complaint or allegation involves criminal wrongdoing or serious non-criminal misconduct, the complaint will immediately be referred to the Office of the Chief via the chain of command. The Chief will make the appropriate assignment to complete the investigation.

4. The intake supervisor will submit the completed Police Department Complaint form to the Chief’s Administrative Analyst for assignment and distribution to:
   a. Involved employee’s Division Manager
   b. Chief of Police.

B. Complaint Acknowledgment
Persons initiating a complaint against the Police Department or personnel will receive a written acknowledgment of the complaint filing immediately upon assignment of the investigation. A copy of the letter will be kept in the assigned complaint file.

C. Complaint Investigation and Report Writing
1. Preliminary Investigation
Once the investigation has been assigned, the investigator shall immediately contact the citizen to conduct an interview. If the investigator
is unable to reach the complainant within ten days, the investigator will send a letter to the complainant requesting contact and will proceed with the investigation. If necessary, the investigating supervisor and the involved manager will meet to discuss the scope of the investigation to ensure all pertinent points are covered in the investigation. Issues to be discussed include:

a. List of complaint allegations
b. Extent of the investigation
c. Additional questions/issues involved
d. Differentiation between a policy complaint and an employee conduct complaint.

2. Personnel Notification and Rights

a. Notification

Affected personnel will be notified in writing of a complaint investigation if a complaint number is issued, unless such notification would jeopardize the investigation. Notification of the personnel by the investigating supervisor will be made as soon as possible on the member’s next scheduled work day. Sensitivity on the part of the supervisor is critical. The following should occur:

(1) The meeting should be conducted in private out of regard for the member and to ensure confidentiality.
(2) The meeting will be held as soon as possible on the member’s next scheduled duty day.
(3) The member may be given a copy of the completed complaint form.
(4) The member will have the option of discussing the complaint and making a statement at that time or of establishing another time mutually agreeable to the investigator and the member. During the interview, the supervisor and the member together will determine if the member’s statement will be verbal, in writing or both. The member may elect to have representation present during the interview process.
(5) The member shall have an opportunity to review his/her statements to determine that they have been recorded accurately.
(6) The member shall be informed of the steps in the complaint process and what to expect.
(7) The supervisor shall also inform the member that the entire incident will be investigated and that other issues may develop during the course of the investigation. Any
additional allegations will be addressed in the report, and the member will be notified of any new allegations.

b. Rights

(1) Contractual
If the member is covered by a collective bargaining agreement, provisions of the prevailing agreement will apply and be adhered to.

(2) Statutory
Personnel not covered under a collective bargaining agreement are protected by the requirements of Government Codes 3300-3313, as outlined in Public Safety Officers Procedural Bill of Rights Act. All employees are entitled to all other rights and privileges guaranteed by the laws of the State of California and the Constitution of the United States.

3. Investigation Time Line
The investigator shall complete the complaint investigation no later than 365 calendar days of receipt of the complaint. The investigator shall work as diligently as possible to complete the investigation within 60 days of receipt of the complaint.

a. When the investigation is completed, the member shall be informed that the report has been forwarded to his/her Division Manager for review. The member shall also be informed of the investigating supervisor’s recommendations, in writing, regarding the disposition of the investigation and any disciplinary action that may result.

b. If the investigation cannot be completed within 60 days, the investigator will request an extension, in writing, from the Chief of Police, via the chain of command. The member shall be notified of the next scheduled due day and given a verbal report, including the expected date of completion and the reason(s) for the delay, by the assigned investigator. The complainant will also be notified in writing of the extension.

c. If any of the participants in the complaint process are unable to meet their recommended time line, a memorandum shall be completed and routed via chain of command to the Chief of Police for approval. A copy of this memorandum will be provided to the involved employee(s), the Chief’s Administrative Analyst, the member’s Division Manager and the PSD Captain, and attached to the complaint face sheet.

d. Complaint investigations should be written in memorandum form and addressed to the Chief of Police. The four main headings in a
complaint investigation are: Synopsis, Investigation, Conclusion and Recommendation.

(1) Synopsis – This is a brief summary of what the complainant alleges, but is detailed enough to inform the reader of the specific nature of the allegations. If multiple items are alleged, each shall be listed and numbered separately. The last line of the synopsis should explain the disposition(s) of the allegations.

(2) Investigation – This is the body of the complaint. It should contain the date the complainant’s statement was taken. Any explanation of what the investigator believes happened is contained in this portion of the investigation. Here, the author can discuss witness statements or other pertinent information that would not be found in the complainant’s or employee’s statement. By the end of the investigation section, all facts and evidence should have been presented, so it is clear to the reader what occurred.

(3) Conclusion – The conclusive statement summarizes the complainant’s allegations and why they were or were not sustained.

(4) Recommendation – This section should be brief; ideally, one sentence per allegation. If multiple allegations were made, they shall be numbered in the same order in which they were numbered in the synopsis. If disciplinary actions are recommended because one or more allegation has been sustained, include such recommendations here, along with a summary of prior relevant actions. The approved recommendations are:

(a) Exonerated – When the acts occurred and were consistent with laws, Department policies and procedures.

(b) Unfounded – When it can be demonstrated that the alleged actions did not occur or did not involve Police personnel.

(c) Not Sustained – When the investigation does not present sufficient evidence to clearly prove or disprove the allegations.

(d) Sustained – When the investigation does disclose sufficient evidence to clearly prove the allegations.

D. Signature/Review
1. Division Manager must review and sign completed complaint investigation documents prior to submission to the Chief of Police. If additional time is necessary to make corrections or clarify specific points, the employee will be notified as soon as possible. This verbal status report will be forthcoming at any stage or level that a delay occurs. The manager at each level will be responsible for the timely review of the report and will ensure that the member is kept informed of any delays.

2. Disposition
The Division Manager shall ensure that the member is informed of the disposition of the complaint after the Chief of Police has approved the investigation and recommended actions. Verbal notification is sufficient, with the understanding that documentation will follow. The Chief’s Administrative Analyst shall notify the citizen by letter as soon as possible upon final disposition. The citizen notification will be noted on the complaint form.

3. Documentation
Once the investigative report has been reviewed by the Chief of Police, the complaint will be processed for closure of the incident. Closure will consist of the following steps:
   a. The Chief’s Administrative Analyst will provide a copy to the member.
   b. Each complaint record will be maintained in the complaint and/or internal investigation file.
   c. Documentation of disciplinary action(s) will be copied to the member’s personnel file.
   d. Documentation of all complaints made against the Department or its employees will be retained according to the provisions of the University of California Records and Retention policy.

E. Citizen/Personnel Meeting
1. Whenever a manager deems it appropriate, a citizen/personnel meeting may occur to enhance the member’s understanding and awareness of the citizen’s perception and concerns as well as to improve the citizen’s understanding and perceptions of the Police Department and the member’s actions.

2. The following guidelines are recommended to ensure a productive meeting for all parties involved:
   a. Citizen/personnel meetings are voluntary. The possibility of a meeting should be discussed with the member. Willingness on the part of all parties is essential for any benefit to occur.
   b. Personnel should be advised of the process and what to expect
c. The structure and purpose of the meeting should be discussed and a time limit established with the involved parties.

d. Meetings should be held in a timely manner. A long-delayed meeting may not be productive.

e. The supervisor and manager will support the member and maintain control of the meeting.

3.42.5 Complaint Information Dissemination

The Police Department makes sure a Citizen Comment/Complaint brochure and intake form are available to the public on the Department’s Web page and in the reception areas of the Police Department.

3.42.6 Complainant Notification

The complainant will be kept informed of the status of the complaint investigation by the assigned investigator. The complainant will be informed of the final disposition of the complaint in writing by the Chief of Police or designee.

3.42.7 Annual Analysis (Revised: 6/4/08)

A. The Analyst to the Chief will ensure that annual summary reports of complaints, Internal Affairs investigations and commendations are prepared and disseminated to the Chief of Police. In addition, the Chief’s Analyst will ensure that the information is also posted on the Police Department’s website for Police Department personnel and public view.

B. The purpose of the analysis is to help identify and correct problems that may hinder the organization’s effectiveness and ability to carry out the mission of the Police Department.

3.43 INTERNAL AFFAIRS INVESTIGATIONS

3.43.1 Philosophy

The integrity of the Police Department depends on the personal integrity and conduct of its personnel. The Internal Affairs function is important to ensure professional conduct within the Police Department, thereby instilling public confidence. As a general rule, all citizen complaint investigations that do not involve criminal wrongdoing or serious misconduct will be handled in accordance with General Order 3.42, “Complaints: Administration and Processing.”
3.43.2 Criminal Wrongdoing or Serious Non-criminal Misconduct Investigations
(Revised: 8/1/14)

Allegations of criminal wrongdoing or serious non-criminal misconduct will immediately be referred to the Chief of Police via the Chain of Command. The Chief or designee will review the allegation(s) and assign an investigator. The Chief or designee will brief the assigned investigator, his/her Division Manager and the involved member's Division Manager. More than one investigator may be assigned to an investigation at the discretion of the Chief.

A. Criminal Misconduct: Criminal Investigations
   1. Allegations of criminal wrongdoing will usually be investigated by a detective under the direction of the FSD Captain or by a designated outside agency, in accordance with criminal investigative rules or procedures.
   2. In an investigation of criminal wrongdoing on the part of an employee, the FSD Captain will maintain close liaison with the appropriate prosecutor’s office for legal advice and assistance in case preparation or with the outside agency conducting the investigation.

B. Serious Non-criminal Misconduct: Administrative Internal Affairs Investigations
   All administrative Internal Affairs investigations shall be recorded in memorandum form, logged into the Internal Affairs register and assigned a control number. A case file will be prepared by the PSD Captain. Serious non-criminal misconduct is conduct such that, if the charge were sustained, the member(s) likely would be subject to discipline in excess of a three-day suspension and/or termination.
   1. Allegations of serious non-criminal misconduct will usually be investigated by the PSD as an administrative Internal Affairs. However, the Chief of Police may designate a more appropriate manager/supervisor as the investigator.
   2. The primary responsibility for proper completion of the investigation lies with the complaint investigator.
   3. The investigator will commence the investigation on the basis of the allegations contained in the complaint intake report.
   4. The investigator will investigate and report all aspects of the case in a manner that is fair and impartial to all persons involved (i.e., the reporting person, witnesses and personnel), according to procedures set forth in General Orders 3.42, “Complaints: Administration and Processing” and in accordance with FUPOA.
   5. The investigator is responsible for informing the Chief of Police of the continuing developments in the investigation to determine whether to:
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a. Retain the involved employee(s) in present assignment
b. Assign the involved employee(s) to some other duty with close supervision and limited contact with the public or other police officers
c. Place the involved personnel on administrative leave and/or seek immediate suspension.

6. The investigator will complete and submit his/her report to their Division Manager for review and approval. The Division Manager will then submit the report to the Chief of Police for review and approval.
   a. The investigation will generally be completed within 60 days. A verbal status report will be given to the Chief of Police at least once every five days.
   b. In cases where extenuating circumstances exist, the time limit may be extended with approval of the Chief of Police or designee.

7. The investigative report will be completed in the format designated in General Order 3.42.4, “Complaint Intake, Acknowledgement and Investigation,” except the investigator will not make a recommendation for action. The report will include:
   a. Complaint number
   b. Complaint classification
   c. Assigned investigator
   d. Name(s) of personnel involved
   e. Synopsis
   f. Investigation
      (1) Chronological summary of the investigation and of the alleged incident
      (2) Statements – transcribed taped interviews in formal investigation, letters from personnel, citizens and witnesses
      (3) Reports – copies of all related reports including any prior contacts with the reporting party
      (4) Correspondence – copies of any memos or formal letters related to the investigation
      (5) Relevant historical data on employee, which may include performance evaluations, training, demonstrated skills, knowledge, abilities, previous discipline, motor vehicle crashes etc.
   g. Conclusion
      The conclusion shall include a numerical order of “Findings of Fact,” including a summary and disposition of each allegation. The final disposition of each allegation will be one of the following:
      (1) Exonerated – when the acts did occur and were consistent with Police Department policies and procedures
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(2) Unfounded – when it can be demonstrated the alleged actions did not occur or did not involve police personnel
(3) Not Sustained – when the investigation does not present sufficient evidence to clearly prove or disprove the allegations
(4) Sustained – when the investigation discloses sufficient evidence to clearly prove the allegations.

h. Signature and date lines for the investigator, PSD Captain and Chief of Police.

8. Staff Reviews of Administrative Internal Affairs Investigations
   a. After the investigation is completed, the Chief of Police will review the report and case file with the involved personnel Division Manager.
   b. The respective Division Manager will forward the report for review and recommendations to the involved personnel’s immediate supervisor. The involved personnel’s immediate supervisor will review the report, make recommendations for any needed corrective action and forward the file up through the chain of command for additional comments and recommendations.
   c. The Division Manager will review the comments and/or recommendations and will add comments and/or recommendations and forward the file to the Chief of Police.
   d. The staff review of the completed investigation, signature and recommendation process should be completed within ten calendar days.
   e. The Chief’s Analyst will provide the Division Manager of the involved employee(s) with a copy of the completed investigation.
   f. Once the investigative report has been completed, the complaint will be processed for closure. Closure will consist of the following steps:
      (1) The Chief’s Analyst will provide a copy to each member against whom the complaint was filed.
      (2) Each complaint record will be maintained in the complaint and/or internal investigation file with the PSD Captain.
      (3) If the allegation is sustained, documentation of disciplinary action(s) will be copied to the personnel file(s) of the involved member(s).

9. Corrective Action
   Per General Order 3.16, “Disciplinary Procedures,” disciplinary procedures will be followed if any training, counseling or administration of discipline is recommended as a result of the investigation.
3.43.3 Polygraph Use in Internal Affairs Investigations

A. Per § 3307 of the Government Code, no sworn peace officer employee is required to submit to a polygraph test for continued employment.

B. Polygraph examinations, or any other test designed to detect deception should not be used in the personnel complaint investigation process unless voluntary compliance is obtained.

3.43.4 Financial Statement Disclosure (Revised: 2/22/08)

Per § 3308 of the Government Code, no sworn peace officer employee is required to submit financial disclosure statements or other personal property records in conjunction with an administrative personnel complaint investigation, with the following exceptions:

A. Pursuant to lawful process
B. Conflict of interest is indicated and/or
C. Given a special assignment subject to bribes.

3.43.5 Evidence Collection

Evidence collection for Internal Affairs investigations involving Police Department personnel will be conducted in accordance with these guidelines:

A. Criminal Investigation
   Evidence collection in a criminal investigation shall be consistent with the rules and/or procedures outlined in the California Evidence Code, California Constitution and United States Constitution.

B. Serious Non-criminal Misconduct Investigation
   Personnel may be required to submit to evidence in serious non-criminal misconduct investigations in which there are reasonable grounds to believe such procedures are necessary to complete the investigation. For instance:
   1. Conduct visual, field sobriety and blood alcohol/urine tests for on-duty use of alcohol or illegal drugs/controlled substances
   2. For the protection of the officer(s) and the Police Department in the investigation of shooting incidents, the officer(s) who used their firearm(s) will be required to submit to a blood and/or urine test within one hour of, or as soon as practical after, the incident to determine any use of alcohol or non-prescribed drugs. The results of the test will be sealed until the criminal investigation, if any, is completed so as to not jeopardize
the criminal investigation and still collect the evidence for the
administrative investigation.
3. Submit photographs or participate in a line-up
4. Provide financial disclosure statements (except sworn personnel)
5. Submit to a medical and/or psychological fitness for duty examination
when the examination(s) are directly related to the alleged
policy/procedure violations or under court order
   a. Mandatory medical and/or psychological examinations will be at
      the Police Department’s expense.
   b. Mandatory medical and/or psychological examinations will be
      conducted by a qualified person of the Police Department’s
      choosing.
6. Other reasonable investigative tools.

3.43.6 Relief from Duty (Revised: 8/1/14)

A. Investigatory Leave – One Day
1. The Chief of Police, Captains and Lieutenants may issue a temporary
   investigatory leave with pay for up to one day to an employee under the
   following circumstances:
   a. The employee conduct personally observed by the supervisor is
      serious in nature and/or creates actual or potential harm to the
      employee or others and/or
   b. The member is unfit for duty due to physical or psychological
      reasons (e.g., intoxication).
   c. The member’s action warrants investigatory leave as outlined in
      the PPSM and collective bargaining agreements and/or
   d. Sworn personnel was involved in an on- or off-duty shooting.
2. The member receiving notice of investigatory leave shall report to his/her
   Division Manager, the Chief of Police or as directed by their supervisor.
3. The Lieutenant or Division Manager imposing the investigatory leave will
   also report through the chain of command to the Chief of Police with all
   necessary reports at the time of the action and will be present when the
   affected personnel is directed to report.
4. The Chief of Police or designee will review the incident and reinstate the
   employee or continue the investigatory leave.
5. Proper notification shall be given to the respective union, if applicable.
B. Investigatory Leave – Longer than One Day
   1. Investigatory leave of longer than one day may be with or without pay, at the discretion of the Chief of Police or designee.
   2. Personnel placed on investigatory leave shall be supervised by their respective Division Manager or designee. The designated shift for investigatory leave is Monday through Friday, 0800 to 1700 hours, with one hour off for lunch, unless otherwise directed and shall remain available for contact.
   3. Members shall surrender these items to the FSD Captain or designee:
      a. Police Department identification card
      b. Police Department badge(s)
      c. Police Department-owned firearm(s)
      d. Police Department key(s)
      e. Police Department locker(s)
      f. Other Police Department items as requested.
   4. Personnel will be directed on how to communicate with the Police Department (e.g., “Telephone daily at a specific time and speak with a designated supervisor.”)
   5. Personnel are not to enter the police facility or perform any police-related duties, including testifying in court actions. If an employee needs to pick up paychecks, mail or other official notices, he/she shall use the public entrance and remain in the lobby while a supervisor brings the required materials to the him/her.
   6. The PSD Captain or designee will notify the courts in writing that a member is on investigatory leave and not available to testify.
   7. Proper notification shall be given to the respective union, if applicable.

C. Return to Duty
   Personnel shall report as directed when investigatory leave is terminated. Surrendered Police Department property will be returned to the employee on his/her first duty day after the leave. The member’s Division Manager or designee will notify the courts in writing when the member is no longer on investigatory leave and is available for court proceedings.

3.43.7 Personnel Early Warning System (Revised: 4/4/11)

A. Policy
   The Early Warning System is intended to help police supervisors and managers identify employees whose performance warrants review and, where appropriate, provide intervention in circumstances that may have negative consequences for the member, the Department or the community. An Early Warning System is an essential component of good discipline in a well-managed organization. By
providing a mechanism for tracking and reviewing incidents of risk, it allows supervisors to monitor the performance and behavior of personnel assigned to them and identify personnel patterns of misconduct.

B. Procedure

1. The PSD Captain shall be responsible for the collection and maintenance of data related to the Early Warning System and generation of reports specified in this policy or requested by Command Staff.

2. The PSD Captain shall receive copies of the following reports:
   a. Use of force investigative reports
   b. Citizen complaints investigations
   c. Internal Affairs investigations
   d. Disciplinary actions
   e. At-fault, on-duty, employee-involved traffic collisions
   f. Performance Improvement Plans
   g. All commendations and awards.

3. The PSD shall print a report for the member’s manager whenever an allegation of employee misconduct is reported, use of force investigation required and/or personnel vehicle crash occurrence. The PSD will provide the reports to the manager for review.

4. The Early Warning System report is intended to assist supervisors and managers with evaluation and guidance of their subordinates.

5. Managers shall review the Early Warning System report with their personnel and discuss with him/her the incident identified in the report.

6. Managers will determine if corrective actions are warranted. These actions may include but are not limited to the following:
   a. Refer the employee to the Department Faculty Staff Assistance Program
   b. Provide the employee with appropriate training to address the area requiring additional development
   c. Conclude that no further review or corrective actions are necessary.

7. If a Performance Improvement Plan is developed to help the member improve performance in an identified area, it shall be included in the member’s annual performance review.

8. Annually, the PSD shall conduct a review and analysis of organizational findings of the Early Warning System to identify collective patterns of behavior.
C. Rule
   1. Early Warning System reports shall not form the basis for a disciplinary action.
   2. The Early Warning System records shall be purged following University of California and California Administrative Records Retention Rules.

3.44 INSPECTIONAL SERVICES: LINE INSPECTIONS

3.44.1 Line Inspections (Revised: 2/2/11)

A. Line inspection is the process by which a supervisor reviews and observes a subordinates’ activity to ensure proper compliance with Departmental procedures, rules and regulations. These inspections are not limited to persons, but also include all physical resources and facilities in use by the Police Department. In such inspections, the supervisor will, upon observing substandard conditions, take immediate corrective action. A copy of all completed inspections will be forwarded through the chain of command to the respective Division Manager. All employees and physical resources of the Police Department shall be subject to line inspections.

B. Procedures to Be Used in Conducting Line Inspections
   1. Every manager and supervisor has the responsibility and authority to conduct inspections.
   2. Supervisors shall conduct regular inspections of all subordinate personnel that directly report to them. This includes inspection of equipment used and the operations performed by the subordinate personnel assigned.
   3. Every supervisor shall take immediate and appropriate action as indicated by the results of a line inspection. This includes correction of deficiencies (using verbal or written counseling, etc.) and commendation of exemplary performance.

C. Personal Appearance
   1. Conducting a line inspection of personal appearance on a daily basis is the duty of all supervisors to ensure the proper appearance of assigned personnel. If substandard appearance is observed, the supervisor will take the necessary corrective action.
   2. At least once each quarter, FSD Sergeants will complete a uniform inspection of each member of their team and submit the results to the FSD Lieutenant.
   3. Uniform inspections will include a review of uniforms and personal equipment. Service weapons will be inspected by the Range Master during
D. Vehicle Inspections
1. Team officers and first line supervisors are responsible for the daily line inspection of vehicles to ensure the proper care of Police departmental vehicles. Any changes found in the condition of vehicles shall be noted on the Vehicle Inspection Form and forwarded to the Equipment Officer to have repairs completed as needed at the authorized Department repair shop.
2. The FSD Lieutenant or designee is responsible to see that each vehicle is inspected quarterly for the general condition of the exterior, interior and supplies, such as radio equipment, shotgun, light bar, siren, first aid supplies, hazmat supplies and flares.
3. The FSD Lieutenant or designee will complete an inspection sheet noting any discrepancies or problems that cannot be remedied immediately and forward the forms to the Equipment Officer for follow-up. The inspection log will be maintained in the Patrol Lieutenant’s office for follow-up and control purposes.

E. Police Facility Inspection
1. All supervisors are responsible for the ongoing condition and cleanliness of the Department’s facilities and furniture and for reporting any problems to the FSD Lieutenant, with a memorandum or repair form describing the problem and recommending a solution.
2. On a quarterly basis, the FSD Lieutenant will complete an inspection of the facility and document any discrepancies or problems in a memorandum to the FSD Captain. The memorandum should note what problems the Lieutenant solved and any needing further attention. The FSD Captain will work with the Capital Program and Facilities Management Department as necessary to resolve problems.

F. Special Purpose Line Inspection
1. The Chief of Police may direct special purpose line inspections on an as-needed basis.
2. Examples of special purpose inspections include policy and procedure manual, controlled substance evidence, training manual and Property/Evidence Room audits.
3.45 INSPECTIONAL SERVICES: STAFF INSPECTIONS

3.45.1 Staff Inspections (Revised: 2/16/17)

A. Staff Inspection Procedure

1. Conducting a staff inspection involves inquiring into the manner in which personnel and material resources are utilized in achieving the Police Department’s goals and ensuring adherence to the orders and directives declared by the Chief of Police. The staff inspection function in the police profession is similar to the quality control process in the private sector. It provides answers to questions of vital importance to the Chief of Police, such as:
   a. Are established policies, procedures and rules being followed and in the spirit for which they were designed?
   b. Are these policies, procedures and rules adequate to attain the desired results?
   c. Are the personnel and material resources of the Police Department being utilized to the fullest extent?
   d. Are the resources adequate to carry out the Police departmental goals and objectives?
   e. Does there or could there exist any deficiency in personnel training, morale, supervision or policy that should be corrected or removed?
   f. How accurate and reliable is the data the Police Department collects?
   g. Of what quality is the response to calls for service and the reporting system?

2. All staff inspections will be conducted by members of the PSD and FSD, unless otherwise designated by the Chief of Police. These inspections will be supervised by the PSD Captain.

3. Notification will be made prior to initiating any general inspection. The PSD Captain will notify the manager of the area to be inspected.

4. No notification needs to be provided to members when conducting a single function inspection.

5. Staff inspections will be conducted with as little disruption of routine as possible.

6. General Inspections will usually include the following:
   a. Examination of any special manuals or procedures
   b. Examination of all records and files
   c. Observation of operating procedures
   d. Examination of equipment and work areas
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e. Interviews with selected personnel.

7. At the end of the inspection, the inspector will discuss the result with the
Division Manager and note what recommendations will be made to the
Chief of Police.

B. Reporting Procedure
1. At the end of the staff inspection, the staff inspector(s) will prepare a
written report for the Chief of Police summarizing the staff inspection
activities, discuss strengths and weaknesses identified and make
recommendations for improvement of the operation.

2. All reports will be clear and concise. All conclusions shall be supported
with adequate documentation. The inspection report format should include
the following:
   a. Subject
   b. Objectives
   c. Methodology
   d. Conclusions
   e. Recommendations.

C. Staff Inspections Follow-up
1. The results of the staff inspection will be discussed at a meeting of the
Chief of Police, staff inspector(s), Division Commanders and any unit or
section supervisor involved.
   a. The inspection staff will prepare a written report of the deficiencies
      that could not be immediately corrected.
   b. The inspection staff will submit a plan for a follow-up inspection
      to ensure necessary changes have occurred in a timely manner.

2. The Division Commander will be responsible for development of an
action plan for the implementation of the staff inspection
recommendations.

D. Frequency of Staff Inspections
1. All organizational components will receive a staff inspection triennially.

3.46 RELEASE OF PERSONNEL INFORMATION (Released: 2/2/11)

3.46.1 Brady Material

A. This General Order establishes a procedure for review of information from police
officer and civilian employee confidential personnel files pursuant to Brady v. Maryland ((1963) 373 U.S. 83, 87). Due to Brady, the District Attorney’s Office
is obligated to provide the defense in criminal cases with exculpatory evidence
that is both favorable to the accused and is material either to the guilt or the
punishment of the defendant. Examples of Brady material are:

1. Prior felony convictions of witnesses
2. Prior moral turpitude conduct or conduct showing dishonesty, including
misdemeanors, whether or not they led to conviction of the witness
3. Evidence that an witness has a racial, religious or personal bias against the
defendant individually or as a member of a group.

B. Procedure

1. When an officer or civilian employee is a potential witness in a criminal
case, the District attorney will request, in writing, that the UCSF Police
Department provide notice of whether the Department is in possession of
any Brady materials that may be contained in the witness employee’s
personnel file(s).

2. When requests pursuant to Brady are received by the Department, they
shall be forwarded to the PSD Captain. If a request is received for any
lieutenant or captain, the request shall be forwarded to the Chief of Police
for assignment.

3. The PSD Captain or Chief’s designee shall inspect the subject officer’s
personnel record(s) to determine whether or not there are any materials
contained in the file that may fall within the meaning of Brady.
   a. Per PC § 832.8, “personnel records” include any file maintained
      under that individual’s name by their employing agency and
      containing records relating to categories such as:
      (1) Personnel data
      (2) Employee advancement, appraisal or discipline
      (3) Complaints or investigations of complaints
      (4) Any other information, the disclosure of which would
          cause an unwarranted invasion of personal privacy.
          (a) The UCSF Police Department maintains “Personnel
              Records” including personnel, training and
              background files.

4. If no potential Brady information is found in the employee’s personnel record, the
PSD Captain or Chief’s designee shall notify the District Attorney, in writing, that
the Department is not aware of any information that would question the credibility
of the witness within the meaning of Brady.
   a. A copy of the written response to the District Attorney’s Office shall be
      provided to the witness employee.

5. If potential Brady material is located, the PSD Captain or Chief’s designee shall
notify the District Attorney, in writing, of the possible presence of such material.
This notification shall not disclose the nature of the material but will alert the
District Attorney that the Department is aware of the presence of possible material.
a. A copy of the written response to the District Attorney’s Office shall be provided to the witness employee.

3.46.2 Pitchess (Revised: 2/16/17)

A. This General Order establishes a procedure for release of information from police officer and civilian employee confidential personnel files pursuant to Evidence Code § 1043. Pursuant to PC § 832.7(a), the District Attorney (or other state prosecuting attorney) can only obtain access to citizen complaints and other information from peace officers’ confidential personnel files by filing a Pitchess motion. Pitchess v. Superior Court (1974) 11 Cal.3d 531 is codified in Evidence Code 1043-1047.

B. When a Pitchess motion is received by the Department, it shall be forwarded to the PSD Captain for review. The PSD Lieutenant shall serve as the Custodian of Records for all records related to the motion.

C. The subject officer will be notified in writing that a Pitchess motion has been filed.

D. The assigned Custodian of Records shall notify the UC Office of General Counsel of the motion and request representation.

E. The Custodian of Records shall accompany all personnel records during any in camera inspection and address any issues or questions raised by the Court in determining whether or not any material contained in the file is both material and favorable to the criminal defendant.

F. If the court determines that any material contained in the records is both material and favorable to the criminal defendant, the Custodian of Records shall ensure that only the material that is ordered to be released shall be copied.

G. Release of any material as ordered during an in-camera inspection shall not be considered a waiver of the confidentiality of the records. If information is released, the attending Custodian should request that the records be limited to the involved case and that all copies be returned for destruction at the completion of the case.
## Retired Officer’s Application and Certification to Carry a Concealed Firearm

**Purpose of Form**

To confirm honorably retiring peace officers of this Department are authorized to carry a concealed firearm in accordance with the laws of the State of California (Penal Code sections 25450-25470, 25900-25925, 26300-26325) and Department policy.

### Waiver and Release

(READ AND INITIAL NEXT TO THE FOLLOWING DECLARATIONS AND SIGN BELOW.)

1. I am honorably retired from service in good standing with the University of California, and I am eligible to carry a concealed firearm pursuant to state law.

2. I recognize the University of California is not legally required to provide me with handgun instruction or a firearms qualification course. I also recognize nothing in this application or process creates a property right to carry a concealed firearm. I agree to indemnify and hold harmless the University of California and my former employer, the University of California Police Department, and/or its agents and employees, for any injury suffered by me or caused by my participation in this qualification process.

3. I recognize it is my responsibility to review and become familiar with the state laws pertaining to carrying a concealed firearm.

4. Furthermore, I hereby specifically agree to indemnify and hold harmless the University of California and my former employer, the University of California Police Department, and/or its officers and employees from any and all liability resulting from my carrying and/or use of any weapon allowed under state law.

5. I specifically authorize the University of California to release any and all protected information, including medical information, it may possess, as it may relate to my application under state law as an honorably retired peace officer.

I affirm that all information contained herein is true and accurate. I have read and understand the Waiver and Release.

### Requesting Qualified Retired Officer

- **Name:** (Last, First, Middle)  
- **Driver’s License #:**  
- **Date of Retirement:**

- **Home Address:** (Number, Street, City, State, Zip Code)

- **Home Phone #:**  
- **Cell Phone #:**  
- **E-mail Address:**  
- **Current Endorsement Expiration Date:**

- **Sex:**  
- **Race:**  
- **Height:**  
- **Weight:**  
- **Eye Color:**  
- **Hair Color:**  
- **Date of Birth:**

### University of California

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Addendum 3A – Retired Officer’s Application and Certification to Carry a Concealed Firearm
Addendum 3A – Retired Officer’s Application and Certification to Carry a Concealed Firearm
(cont.)
DEPARTMENT APPROVED FIREARMS INSTRUCTOR DEFINED:

A “Department Approved Firearms Instructor” must meet at least one of the following criteria:

1. He/she is currently employed by a California law enforcement agency as a Firearms Instructor or Range Master, who has completed a Firearms Instructor Course certified by the State of California Commission on Peace Officer Standards and Training (POST).

2. He/she is currently employed by a law enforcement agency as a Firearms Instructor or Range Master for a law enforcement agency within the state, who has completed a Firearms Instructor Course certified by the State of California Commission on Peace Officer Standards and Training (POST).

I have read and understand the information above.

<table>
<thead>
<tr>
<th>Applicant Name (Print):</th>
<th>Applicant Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Certification of Qualified Retired Officer by the University of California

Personnel File Review
Review completed by: ____________________________
- The applicant’s personnel file has been reviewed, and the applicant is a qualified honorably retired law enforcement officer as defined by state law.
- The applicant’s personnel file has been reviewed, and the applicant is NOT a qualified honorably retired law enforcement officer as defined by state law.

Certification by Qualified Firearms Instructor

<table>
<thead>
<tr>
<th>Instructor Name: (Last, First, M.I.)</th>
<th>Title/Occupation:</th>
<th>Law Enforcement Firearms Instructor</th>
<th>Law Enforcement Range Master</th>
<th>NRA Certified Instructor/Range Master</th>
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<tbody>
<tr>
<td>Agency/Company Name:</td>
<td>Agency/Company Address:</td>
<td>Agency/Company Phone:</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location of Qualification:</th>
<th>Date of Qualification:</th>
<th>Pass</th>
<th>Fail</th>
<th>Signature of Approved Firearms Instructor:</th>
</tr>
</thead>
</table>

Firearms Qualification
Review completed by: ____________________________ (UC Range Master/Instructor)
- The applicant has met the requirements for certification of firearms qualification and is certified to carry a concealed firearm pursuant to state law. (Qualification Course Requirements attached by: ____________________________)
- The applicant HAS NOT met the requirement for certification of firearms qualification pursuant to state law.

Chief of Police Signature: ____________________________ Date: __________

Certification Card Issued: Yes No
Comments: ____________________________ Endorsement Expiration Date: __________

Addendum 3A – Retired Officer’s Application and Certification to Carry a Concealed Firearm (cont.)
Chapter Four: Patrol Operations

4.1 LIAISON

4.1.1 Liaison with Criminal Justice Agencies (Revised 1/31/11)

A. Cooperation and Assistance
   1. The goals and objectives of the Police Department cannot be achieved without the assistance and cooperation of all criminal justice agencies.
   2. Assistance and cooperation will be achieved by positive exchange with the local juvenile and adult courts, prosecutors, parole and probation, and adult and juvenile corrections agencies.
   3. Department members may establish contact with the other criminal justice agencies when such contact will aid either the criminal justice agency or the Police Department.

B. Police Department Court Schedules
   The Police Department will coordinate officer work schedules with required court appearances whenever possible. It is recognized that some scheduling conflicts will be unavoidable, but through cooperation, communication and application of the following guidelines, needs of both the Police Department and the Courts and be effectively met.

Whenever possible the following guidelines for court scheduling will be used:
   1. Cases should not be set when an officer is on vacation leave.
   2. Cases should not be set when an officer is scheduled for school and/or training programs.
   3. Cases will be set for an officer’s scheduled workday whenever possible.
   4. In a situation where a court appearance [including Department of Motor Vehicles (DMV) hearings] may conflict with a vacation, illness or emergency leave, the officer is responsible to immediately notify his/her supervisor (Lieutenant or Division/Unit Captain if immediate supervisor is off-duty). The supervisor or manager will immediately notify the DMV, the District Attorney’s office or court staff to arrange for a continuance of the case if appropriate and possible.
   5. When the prosecutor’s office receives notice that a case has been continued by the defense, the prosecutor’s officer will notify the affected Police Department employee via a cancellation notice sent to the Investigations Unit detective assigned as the Court Liaison.
   6. If an officer appears in court on his/her off-duty time, he/she will be compensated in accordance with the current employee Memorandum of Understanding (MOU). It is the officer’s responsibility to provide the
court liaison detective with their most current contact information so that
court cancellations received from the prosecutor’s office can be forwarded
to the officer in a timely fashion. It is the Court Liaison’s responsibility to
notify officers regarding court cancellations immediately upon their
receipt.

C. The Investigations Unit Court Liaison will act as the Police Department Court
Liaison to facilitate the exchange of information between the Police Department,
courts and prosecutors. Requests for additional case follow-up or declinations will
be routed to the Investigations Unit detective for review and assignment, when
applicable.

4.1.2 Liaison with Law Enforcement Agencies (Revised: 2/16/17)

A. Cooperative police operations are an effective means of accomplishing shared
criminal justice objectives.

B. With the approval of the Watch Commander, the Police Department will assist
outside agencies with law enforcement requests within University jurisdiction.

C. Requests from other law enforcement agencies for immediate assistance in their
jurisdiction shall require the approval of the highest ranking Field Services
Division (FSD) Captain, consistent with the Police Department’s MOU. The
exception would be for emergency or routine cover (i.e., traffic stop, suspicious
person contact, etc.) within the City and County of San Francisco, with approval
of the Watch Commander.

D. At the discretion of the Watch Commander or designee, courtesy reports may be
taken by Police personnel on incidents that occurred outside of Police Department
jurisdiction.

E. The approval of the Chief of Police is required for situations where Police
Department employees are requested to assist other law enforcement agencies in
long-term operations.

F. The FSD Division Captain may designate police personnel to attend monthly
inter-agency meetings to facilitate the exchange of information in criminal
investigations; the agreement of joint plans for dealing with common concerns,
and the sharing of statistical and support information.
4.1.3 Immigration Violations *(Revised: 9/28/17)*

**A. Purpose and Scope**

The immigration status of individuals alone is generally not a matter for police action. It is incumbent upon all employees of the department to make a personal commitment to equal enforcement of the law and service to the public regardless of immigration status. Confidence in this commitment will increase the effectiveness of the department in protecting and serving the entire community.

**B. Department Policy**

United States Immigration and Customs Enforcement (ICE) has primary jurisdiction for enforcement of the provisions of Title 8, United States Code dealing with illegal entry. UCPD, on the other hand, has primary responsibility for preserving and protecting public safety for the University community. Community trust and cooperation are essential to effective law enforcement on campus and other University property. The limited resources of UCPD should not be diverted from this mission to the enforcement of federal immigration laws; UCPD shall not enforce federal immigration law. Campus police should avoid actions that create a disincentive to report crime or offer testimony as a witness to a crime, such as requesting information about immigration status from crime victims and witnesses.

**C. Procedures for Immigration Complaints**

Persons wishing to report immigration violations should be advised that immigration enforcement is the responsibility of the federal government.

1. **Basis for Contact, Detention, Questioning or Arrest**
   
   Officers shall not contact, detain, question or arrest an individual solely on the basis of suspected undocumented immigration status or to discover the immigration status of an individual.

2. **No Sweeps**
   
   The UCSF Police Department does not conduct sweeps or other concentrated efforts to detain suspected undocumented persons. When law enforcement efforts are increased in a particular area, equal consideration should be given to all suspected violations and not just those affecting a particular race, ethnicity, age, gender, sexual orientation, religion, socioeconomic status or other group.

   The disposition of each contact (e.g., warning, citation, arrest), while discretionary in each case, should not be affected by such factors as race, ethnicity, age, gender, sexual orientation, religion or socioeconomic status.
3. **ICE Request for Assistance**

If a specific request is made by ICE or any other federal agency for assistance with enforcement of Title 8 of the U.S. Code, this department may provide available support services only for purposes such as managing the flow of traffic, peacekeeping, officer safety or as otherwise necessary to prevent injuries or property damage.

Members of this department shall not participate in federal operations as part of any federal immigration detention team. Any detention by a member of this department must be based upon the reasonable belief that an individual is involved in criminal activity in violation of laws other than federal immigration laws. County jail authorities have responsibility for compliance with the California Truth Act and California TRUST Act, should either be required.

4. **Identification**

Whenever any individual is reasonably suspected of a criminal violation (infraction, misdemeanor or felony), the investigating officer should take reasonable steps to determine the person's identity through valid identification or other reliable sources.

If an individual would have otherwise been released for an infraction or misdemeanor on a citation, the person should be given a reasonable opportunity to verify his/her true identity (e.g., telephone calls). If the person's identity is thereafter reasonably established, the original citation release should be completed without consideration of immigration status.

5. **Arrest and Booking**

Whenever an individual is arrested for a misdemeanor violation, the arresting officer shall process that individual pursuant to California Penal Code § 853.6 and the department’s Cite and Release Policy. County Jail bookings for misdemeanors should be approved by the Watch Commander. Individuals arrested for felony violations should be booked in the County Jail according to local policy. Upon booking, County Jail authorities have responsibility for any actions required by the California Truth Act and the California TRUST Act.

6. **Required Notification**

Whenever an officer has reason to believe that any person arrested for an offense set forth in the Uniform Controlled Substances Act that is listed in Health & Safety Code §11369 may not be a citizen of the U.S. and the individual is not going to be booked into the County Jail, the arresting officer shall cause ICE to be notified as required by Health & Safety Code 11369.
D. Information Sharing

The UCSF Police Department is concerned for the safety of local citizens and, thus, detection of criminal behavior is of primary interest when dealing with any person. The decision to arrest shall be based on factors that establish probable cause, not on arbitrary aspects. Race, ethnicity, age, gender, sexual orientation, religion and socioeconomic status alone have no bearing on the decision to arrest.

All individuals, regardless of their immigration status, must feel confident that contacting law enforcement will not make them vulnerable to deportation. Department members should not attempt to determine the immigration status of crime victims and witnesses or take enforcement action against them in the absence of exigent circumstances or reasonable cause to believe that they are involved in the violation of criminal laws.

Nothing in this policy on Immigration Violations is intended to restrict officers from exchanging, with ICE, information regarding the citizenship or immigration status, lawful or unlawful, of any individual, to the extent such restriction is inconsistent with the requirements of 8 USC § 1373 and 8 USC § 1644.

1. U-Visa/T-Visa Nonimmigrant Status

Under certain circumstances, federal law allows temporary immigration benefits to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U); 8 USC § 1101(a)(15)(T)). When the UCPD receives a request for assistance with a petition for U-Visa/T-Visa nonimmigrant status, if appropriate, the Chief of Police or his/her designee (the department) shall ensure the required declaration/certification documentation is completed in accordance with state law (Penal Code § 679.10; Penal Code § 679.11) and the procedures set forth below.

Any request for assistance in applying for U-Visa/T-Visa status should be forwarded within 24 hours to the Chief of Police or his/her designee assigned to supervise the handling of any related case. The department should ensure the following occurs:

a. Consult with the assigned detective to determine the current status of any related case and whether further documentation is warranted.

b. Review the instructions for completing the declaration/certification documentation if necessary. Instructions for completing Forms I-918/I-914 can be found on the U.S. Department of Human Services website.
c. Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the declaration/certification has not already been completed and that a declaration/certification is warranted.

d. Address the request and complete the declaration/certification, if appropriate, within the timeframes set forth in state law (Penal Code § 679.10; Penal Code § 679.11).

e. Ensure that any decision to complete or not complete the form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed declaration/certification in the case file.

2. Time Frames for Completion

The department, in cases of human trafficking as defined by Penal Code § 236.1, shall ensure the above process is followed and the documents needed for a T-Visa application are completed within 15 business days of the first encounter with the victim, regardless of whether it is requested by the victim (Penal Code § 236.5). In accordance with Penal Code § 236.5, in cases where the department finds that certification is inappropriate for a victim of trafficking in persons, the department shall, within 15 days, provide the victim with a letter explaining the grounds of the denial. If the victim submits additional evidence, the department must reconsider the denial of the certification within one week of the receipt of additional evidence.

The department shall ensure the above process is followed and the documents needed for a U-Visa or T-Visa application pursuant to Penal Code § 679.10 and Penal Code § 679.11 are processed within 90 days of a request from the victim or victim’s family related to one of their assigned cases. If the victim is in removal proceedings, the certification shall be processed within 14 days of the request.

4.1.4 Undocumented Members of the UC Community (Revised: 7/2/17)

A. Student Support and Success

The University of California welcomes and supports students without regard to their immigration status. The University will continue to admit students in a manner consistent with its nondiscrimination policy and without regard to a student’s race, color, national origin, religion, citizenship or other protected characteristic. In other words, undocumented applicants with or without DACA status will be considered for admission on the same basis as any U.S. citizen or other applicant.
The University is committed to creating an environment in which all admitted students can successfully matriculate and graduate.

Federal law protects student privacy rights, and the California Constitution and statutes provide broad privacy protection to all members of the UC community. University policy provides additional privacy protections. When the University receives requests for information that implicate individual privacy rights, the University will continue its practice of working closely with the Office of General Counsel to protect the privacy of members of the UC community. We will not release immigration status or related information in confidential student records, without permission from a student, to federal agencies or other parties without a judicial warrant, a subpoena, a court order or as otherwise required by law.

B. UC Campuses and Other Locations
Primary jurisdiction over enforcement of federal immigration laws rests with the federal government and not with the UCSF Police Department or any other state or local law enforcement agency. The UCSF Police Department is devoted to providing professional policing services that strive to ensure a safe and secure environment in which members of the University’s diverse community can pursue the University’s research, education and public service missions. Community trust and cooperation are essential to effective law enforcement on campus or other UC locations. The limited resources of UC police departments should not be diverted from this mission to enforcement of federal immigration laws. Accordingly:

1. The UCSF Police Department will not join those state and local law enforcement agencies that have entered into an agreement with Immigration and Customs Enforcement (ICE), or undertake other joint efforts with federal, state or local law enforcement agencies, to investigate, detain or arrest individuals for violation of federal immigration law.

2. It is in the best interest of all members of the UC community to encourage cooperation with the investigation of criminal activity. To encourage such cooperation, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by UC police officers will not automatically lead to an immigration inquiry and/or a risk of removal. Consequently:
   a. UCSF Police Department police officers will not contact, detain, question or arrest an individual solely on the basis of suspected undocumented immigration status or to discover the immigration status of an individual, except as required by law.
b. UCSF Police Department police officers should avoid actions that create a disincentive to report crime, or to offer testimony as a witness to a crime, such as requesting information about immigration status from crime victims and witnesses.

3. The California Attorney General has concluded that civil immigration detainers are voluntary requests to local law enforcement and compliance is not mandatory. Local law enforcement agencies may be liable for improperly detaining an individual who is otherwise eligible for release based on a civil immigration detainer. Consequently:
   a. UCSF Police Department police officers will not detain an individual in response to an immigration hold request from ICE, or any other law enforcement agency enforcing federal immigration law, unless doing so is required by law or unless an individual has been convicted of a serious or violent felony.
   b. In order to confirm compliance with legal requirements and these principles, campus police chiefs should review any other request for information from ICE or any other law enforcement agency enforcing federal immigration law, before response.

4. If UCSF PD receives a request to assist a victim of or witness to a crime with a U visa or T visa application, the request should be immediately forwarded to the Chief of Police, who should take prompt action to facilitate the request if appropriate.
   a. The Investigations Unit Supervisor or designee should ensure that certification requests are reported to the Legislature in January of each year and include the number of certifications signed and the number denied. The report shall comply with Government Code §9795 (Penal Code §679.10; Penal Code §679.11).

5. A federal effort to create a registry based on any protected characteristics, such as religion, national origin, race or sexual orientation, would be antithetical to the United States Constitution, the California Constitution, federal and state laws, and principles of nondiscrimination that guide our University.

C. UC Medical Facilities
   The University’s medical centers treat all patients who require our services without regard to race, color, religion, national origin, citizenship or other protected characteristics. In keeping with the mission of the University of California, we recognize and understand that our ability to fulfill our public health responsibilities depends on the ability of patients to trust their providers. Our UC medical centers remain committed to these responsibilities and will vigorously
4.2 UNBIASED LAW ENFORCEMENT (Revised: 8/1/14)

A. The purpose of this policy is to reaffirm this agency’s commitment to unbiased law enforcement, clarify the circumstances in which race can be used as a factor to establish reasonable suspicion or probable cause and to reinforce procedures that serve to assure the public that we are providing service and enforcing laws in a fair, equitable and Constitutional manner, in accordance with PC § 13519.4.

B. Definitions
1. Biased-Based Profiling: The detention, arrest or other nonconsensual treatment of individuals based solely on a characteristic or status characteristic, to include, but not limited to, race, ethnic background, gender, sexual orientation, religion, economic status, age and/or culture.
2. Vehicle Stop: Any traffic violation contact, suspicious vehicle contact or motorist assists.

C. The Police Department neither condones nor tolerates the use of any biased-based policing in its enforcement programs. Biased-based policing undermines legitimate law enforcement efforts, alienates a significant percentage of the population and fosters distrust of law enforcement by the community we have sworn to protect and serve. Officers must have reasonable suspicion, supported by specific verbalized facts, that the person contacted regarding their identification, activity or location has been, is or is about to commit a violation of the law or is currently presenting a threat to the safety of themselves or others.

D. Procedure
1. All investigative detentions, vehicle stops, arrests, searches and seizures of property (to include asset forfeiture procedures) by officers will be based on a standard of reasonable suspicion or probable cause as required by the California Constitution, statutory authority and prevailing case law. Officers must be able to articulate specific facts, circumstances and conclusions that support probable cause or reasonable suspicion for an arrest, vehicle stop or investigative detention.
2. Officers may take into account the race, ethnic background, gender, sexual orientation, religion, economic status, age and/or culture of a specific suspect or suspects based on credible, reliable, locally-relevant information that links a person of a specific race to a particular criminal incident or links a specific series of crimes in an area to a group of individuals.

enforce University nondiscrimination and privacy policies and standards of professional conduct.
a. Except as provided above, no person shall be singled out or otherwise be treated differently on account of his/her race, ethnic background, gender, sexual orientation, religion, economic status, age or culture.

3. In an effort to prevent inappropriate perceptions of biased-based law enforcement, officers shall utilize the following strategies when conducting any pedestrian and/or vehicle stops:
   a. Be courteous, polite and professional
   b. Introduce him/herself by providing name, agency affiliation and explain to the citizen the reason for the stop as soon as practical. In vehicle stops, provide this information before asking for driver’s license, registration and proof of insurance.
   c. Ensure that the length of the detention is no longer than necessary to take appropriate action for the known or suspected offense.
   d. Answer any questions the citizen may have, including explaining options for the disposition of the traffic citation if relevant.

4. All members shall receive mandatory in-service training annually in biased-based profiling issues. This training may include:
   a. Cultural diversity
   b. Ethnic intimidation/hate crimes
   c. Legal issues/updates
   d. Traffic stops
   e. Interview and communication skills.

5. A review of traffic enforcement contacts and citizen complaints will be completed annually to ensure biased-based policing practices are not present. The annual review will be the responsibility of the Professional Standards Division (PSD) Captain.

6. Violations of this policy will be investigated and resolved in accordance General Order 3.43, “Internal Affairs Investigations.”

4.3 USE OF FORCE

4.3.1 Progressive Use of Force (Revised: 6/05/17)

A. Definitions
   1. Officer: for the purpose of this order, “Officer” shall refer to sworn personnel authorized to carry a weapon.
   2. Threat: any person resisting arrest and/or demonstrating the intent, having the means and the opportunity to inflict injury, serious physical injury or death.
a. **Assessment of Threat**: must demonstrate all three elements (intent, means and opportunity) in order to be construed as an immediate threat and prior to the use of force.
   
   (1) **Intent** – The Threat must demonstrate intent to inflict physical injury or resistance to being controlled through body language and/or verbalization.
   
   (2) **Means** – The Threat must have the physical capability to carry out the articulated aggression or resistance.
   
   (3) **Opportunity** – The Threat must have access to the officer and/or object to carry out the articulated or perceived aggression.

3. **Physical Force**: physical contact with a suspect in order to gain physical control of him/her.

3. **Deadly Physical Force**: physical force that is readily capable of causing serious physical injury or death.

4. **Physical Injury**: impairment of physical condition or substantial pain.

5. **Serious Physical Injury**: physical injury that creates a substantial risk of serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of any bodily organ or death.

6. **Deadly Weapon**: any instrument or article specifically designed for and presently capable of causing serious physical injury or death.

7. **Dangerous Weapon**: any instrument or article used, attempted to be used or threatened to be used that is readily capable of causing serious physical injury or death.

8. **Reasonable Belief**: what a prudent and rational person in the same set of circumstances would believe.

9. **Firearm**: a weapon that is designed to expel a projectile by the action of powder and is readily capable of use as a weapon.

10. **Extended Range Impact Munitions**: a less-lethal, extended range, impact device fired from a kinetic energy projectile delivery system.

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**B. General Policy**

1. An officer shall only use that force reasonably necessary in the performance of the duties in the following circumstances:
   
a. To prevent the commission of a crime
b. To prevent a person from self-inflicted injury
c. To effect the lawful arrest of a person
d. In self-defense or in the defense of another person
e. To perform a lawful stop of a person and to ensure the safety of the officer, the person being stopped or other persons who are present
f. To take possession of an object that the officer reasonably believes to be a dangerous or deadly weapon discovered during a pat search of a stopped person

g. To perform community policing functions, including entering or remaining on the premises of another, as necessary to prevent serious harm to any person(s) or property, to render aid to injured or ill persons, or locate missing persons

h. To destroy seriously injured or dangerous animals when other disposition is impractical and at the Watch Commander’s directive.

2. No officer shall use unreasonable or excessive force toward any person.

3. The degree of force that is used shall be in direct proportion to the amount of resistance employed by the person or the immediate threat the person poses to the officer or others.

4. Whenever possible, any force used shall be progressive in nature and that progression shall not proceed beyond the suspect’s submission or the point at which the officer gains control of the suspect.

5. Force shall never be used as a means of punishment.

6. Principles of Force Justification
   a. If the level of force is justified, the implementation or delivery system used is of no significance.
   b. Risk of potential injury to the Threat should not deter lawful use of force.

7. It is incumbent on the officer to overcome the Threat’s resistance as quickly as possible and to minimize the possibility of injury (or degree of injury) to the officer.

8. Officers are required to provide medical assistance and request emergency medical aid after use of lethal or less lethal weapons or any other force incident where injuries or the complaint of an injury has occurred.

4.3.2 Use of Deadly Physical Force in Defense of Human Life (Revised: 2/22/08)

Deadly force shall only be used when the officer reasonably believes that the action is in defense of human life, including the officer’s own life, or in defense of any person in imminent danger of serious physical injury.

4.3.3 Use of Force to Apprehend a Fleeing Felon

Lethal force may be used 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/or is an immediate or imminent threat to life.
4.3.4 Policy Training (Revised 10/25/16)

A. An officer shall be instructed in and have access to electronic and hard copies of General Order 4.3 “Use of Force,” prior to authorization to carry lethal and less lethal weapons.

B. An officer authorized to carry or use a firearm shall receive a minimum of annual firearms training, including practical and instructional training.

C. Police officers below the rank of Lieutenant will receive training annually in Defensive Tactics, including a review of policy, procedure and state statutes pertaining to the Use of Force, impact weapons techniques and OC procedures.

D. The PSSD Captain will determine the frequency and type of training for specialized weapons in relation to Use of Force.

E. Use of Force training will be presented annually, documented and recorded in each officer’s training file by the Professional Standards Unit.

F. Recertification in proficiency in the use of kinetic energy projectile delivery systems will be conducted at regular intervals or annually.

4.3.5 Containment/Restraint Devices

A. Control is achieved by placing restraint devices (i.e., handcuffs and leg restraints) on the suspect’s limbs to temporarily restrict the suspect’s movement. Officers should only use Department-approved restraint devices which they have been trained to use, except in extenuating or emergency situations.

B. Any officer taking a suspect into physical custody shall utilize handcuffs for control of the suspect as soon as practical. Handcuffs are to be checked for proper tightness and double-locked as soon as practical after application. Suspects will be handcuffed with their hands behind their backs unless extenuating circumstances prohibit that positioning.

C. Leg restraints are to be applied only when a prisoner is or has been struggling or kicking and there is a risk of injury to person(s) or damage to property. At no time shall a handcuffed prisoner be placed in a prone position with their restrained feet tied to their handcuffs or waist area (i.e., hogtied).
To successfully respond to situations requiring justifiable use of reasonable force and minimize risk to the public and the officer(s) involved, specific less-lethal weapons are authorized for use by police officers. Where lethal force is not authorized, officers should assess the circumstances in order to determine which less-lethal technique or weapon will safely deescalate the incident and bring it under control in a safe manner.

The authorized less-lethal weapons are OC, impact weapons (i.e., batons) and kinetic energy projectile delivery systems. These weapons are not listed in any intended order of use. The Chief of Police may designate by General Order additional less-lethal weapons authorized for use by Police Department members.

**A. Oleoresin Capsicum (OC)**

1. Uniformed patrol officers shall carry a container of Police Department First Defense MK-4 10% OC pepper spray while on duty. The Equipment Officer shall record the issuance on the officer’s Issued Equipment Form. First Defense MK-9 Magnum OC may be carried by personnel during crowd control situations as assigned by the Incident Commander.

2. OC shall only be used when a suspect is not under physical control and he/she poses an immediate threat of inflicting injury upon an officer, a citizen or him/herself.

3. OC shall not be discharged into an enclosed area unless the ability to enter and remove any person who may be incapacitated exists.

4. An arresting officer will, within a reasonable period of time, provide the opportunity for any person exposed to OC to thoroughly flush affected parts of the body with water.

5. OC may be used on an animal as a deterrent to aggressive behavior when it poses an immediate threat of inflicting injury to an officer or others.

**B. Impact Weapons**

1. Uniformed patrol officers will have a Police Department-issued Monadnock or Peacekeeper RCB 26” expandable baton and a 26” wooden straight baton. The Equipment Officer shall record the issuance on the officer’s Issued Equipment Form.

2. A police baton shall only be used when a suspect is not under physical control and poses an immediate threat of inflicting injury upon an officer, a citizen or him/herself.

3. To reduce the possibility of inflicting a lethal or permanently disabling blow, a strike is not to be directed to the head or neck, unless deadly force is justified.

4. Impact weapons should not be used except in emergency situations.
C. Kinetic Energy Projectile Delivery Systems
Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used to de-escalate a dangerous or potentially deadly situation. The Department-approved kinetic energy projectile delivery system is the FN 303 or the Defense Tech Federal Lab 40 mm launcher.

1. Projectiles
   a. FN 303: 18 mm (.68”), 8.56 g projectile with fin-stabilized polystyrene body, non-toxic bismuth and washable paint
   b. Defense Tech 40 mm Launcher: 40 mm eXact iMpact (sponge) and bean bag round

2. Deployment Considerations
   a. Officers will inspect the kinetic energy projectile delivery system and projectiles at the beginning of each shift to ensure that the device is in proper working order and that the projectiles are of the approved type and appear to be free from defects.
   b. When not deployed, the kinetic energy projectile delivery system will be unloaded and stored in a secure location (e.g., locked locker, locked cabinet, weapons safe).
   c. When in service, the kinetic energy projectile delivery system will be secured in a marked patrol vehicle with the chamber empty.
   d. When deploying the kinetic energy projectile delivery system, the officer shall visually inspect the device to ensure that no obstructions or debris are present in the barrel prior to discharging projectiles.
   e. Before discharging projectiles, the officer should consider such factors as:
      (1) Distance and angle to target
      (2) Appropriateness of the type of munitions employed
      (3) Type and thickness of subject’s clothing
      (4) Subject’s proximity to others and potential for striking bystanders
      (5) Environmental hazards associated with location/position of the subject (e.g., danger from falls, breaking glass, approaching vehicles, animals).
   f. A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed. Officers should keep in mind the manufacturer’s recommendations and their training
regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment. The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

D. Other Less-lethal Weapons
Other forms of less-lethal weapons should not be used except in emergency situations. In all cases, the weapon/force used shall be in compliance with General Order 4.3.1(A)(B), “Progressive Use of Force.”

E. Officers are authorized to use Department-approved, less-than-lethal force techniques and issued equipment for resolution of incidents as follows:
1. To protect themselves or another person from physical harm
2. To restrain or subdue a resistant individual or
3. To bring an unlawful situation safely and effectively under control.

F. When considering using OC spray, officers need to be aware of the following special considerations:
1. Ability to provide first aid
2. Proximity of suspect to other persons, including themselves
3. Ventilation system inside of buildings
4. Persons with known history of cardiac and respiratory problems.

G. When using OC spray, officers should be aware of the symptoms of persons who may be at-risk of position asphyxia:
1. Cocaine-induced bizarre or frenzied behavior
2. Drugs and/or alcohol intoxication
3. Obese persons
4. Persons with an enlarged heart.

H. Prisoners shall be treated in a fair and humane manner at all times as provided by law. They shall not be subjected to physical force other than as may be required in subduing violence, assuring detention or as necessary in overcoming physical resistance offered in disobedience to a lawful order. No employee shall strike a prisoner or suspect, except when necessary in the prevention of an escape, in self-defense, or in the prevention of violence to another person. Any determination concerning the propriety of force used will be based on facts and the information
available to the employee at the time force was employed and not upon information gained after the fact.

I. Use of less-lethal weapons, except in a training situation, must be documented in Incident Reports and on the Use of Force form, as noted in General Order 4.3.16, “Use of Force Report.”

J. Training
   1. Officers are not authorized to carry/use any less-lethal weapon until formally trained by an authorized instructor.
      a. Sworn members of the Department employing kinetic energy projectile delivery systems shall satisfactorily complete a training course on the appropriate use of the specific system employed, conducted or approved by the Department.
   2. The Police Department will provide authorized personnel with annual training and inspection of the use of the less-lethal weapon(s) they are authorized to carry. Training will be noted in the officer’s training files.
   3. Department-issued weapons (i.e., OC spray and batons) will also be inspected and tested by the qualified weapons instructor during each training session and prior to issuing the weapon for deployment. The test, inspection and any deficiency of weapons shall be noted on the training roster log. The instructor shall:
      a. Check all students’ OC spray for expiration (no more than four years from date of manufacturing date) and proper spray discharge.
      b. Check all students’ Monadnock or Peacekeeper RCB 26” expandable baton for full range expansion, locking, releasing and collapsing.
      c. Check all students’ 26” wooden baton for cracks and grommet wear.
      d. Check all students’ kinetic energy projectile delivery systems.
   4. All weapons that fail the test and inspection shall be removed and replaced by the qualified weapons instructor. The instructor shall return the defective equipment to the Equipment Officer for destruction and/or warranty replacement claim with the manufacturer (if applicable). The Equipment Officer shall note the deficiency and replacement of the weapon on the officer’s “Issued Equipment Form.”
   5. Any officer who fails to demonstrate proficiency with authorized less-lethal weapon(s) during annual training shall have a 15 calendar day grace period to receive additional training from an authorized instructor and to meet the proficiency standards.
a. If an officer is unable to qualify during this grace period the officer will be assigned to an authorized instructor for further training.
b. Disciplinary action may be taken if the officer is still unable to meet the proficiency standards following the additional training.

4.3.7 Authorized Firearms and Ammunition *(Revised 9/28/16)*

The Police Department will issue a firearm to all officers.

A. An officer, while on duty, will carry the Police Department-issued firearm unless they have requested and been approved to carry a personally owned firearm in accordance with General Order 4.3.8, “Personally-Owned Firearms.”

B. The firearm issued by the Police Department is the Sig Sauer P226R .40 caliber semi-automatic pistol, along with three 12-round magazines. The Range Master shall record the issuance of the weapon in the “Firearms Inventory Log.”

C. The Police Department-issued ammunition will be factory-loaded, jacketed, hollow point, as approved by the Chief of Police.

D. Plain clothes sworn personnel may carry a personally owned firearm in 9mm, .40 caliber or .45 caliber, on duty, as their primary firearm. Sworn personnel shall follow the provisions as outlined in General Order 4.3.8, “Personally-Owned Firearms”

E. Officers will carry a fully-loaded firearm while on duty with two additional fully-loaded magazines to reload his/her firearm.

F. All officers are responsible for ensuring their duty firearm is in good working order and immediately reporting any broken or malfunctioning weapon to the Watch Commander. Only a Police Department Armorer is authorized to work on or repair Police Department-issued firearms. Personally owned firearms used on duty shall be inspected by a Police Department armorer annually, and any necessary repairs to personally firearms shall be conducted by a factory-trained armorer or a professional gunsmith at the officer’s expense.

G. Dedicated Pistol-mounted Lights
   The Police Department issues a professional-quality, dedicated pistol-mounted light and holster designed for the Department-issued pistol to uniformed patrol officers.
1. The pistol-mounted light is part of the weapons system and should only be used for illumination when consistent with General Order 4.3.1, “Use of Force” and when officers are justified in deploying a weapon.
   a. The light is not to be used as a substitute for a basic flashlight when no threat can be articulated.
   b. Officers should continue to carry a primary, hand-held, basic flashlight.
2. The use of a Department-issued, dedicated pistol-mounted light for any Department-issued or personally owned firearm carried on duty is optional and shall follow the provisions outlined in General Order 4.3.7 (N).
3. Officers electing to deploy a dedicated pistol-mounted light on duty shall use a holster specifically designed to accommodate their specific weapon and light.
   a. If the dedicated pistol-mounted light is personally owned or mounted to a personally owned firearm that does not fit the Department-issued holster, the officer must purchase a holster specifically designed to accommodate his/her firearm and/or light at their own expense.
4. The Surefire X300U, 600 lumen, LED light is powered by two 123A batteries and has a run time of approximately 1.5 hours. Batteries will be provided by the Department.
   a. Officers shall ensure the pistol is unloaded prior to changing the batteries or bulb or mounting or removing the pistol-mounted light from the pistol.
   b. Pistol-mounted lights should be tested at least once a week, and the batteries shall be changed annually or as needed.
5. Prior to carrying a proper pistol-mounted light on duty, officers must comply with use guidelines and the Department Use of Force Policies and Procedures.
   a. Officers shall demonstrate proficiency using the pistol-mounted light in a firearms qualification course prior to carrying it on duty.

H. All firearms that are not issued or assigned shall be inventoried by the Range Master and stored/locked in the Armory.

I. Duties of Armorer
   1. The Armorer shall conduct an initial and annual inspections of all Police Department-issued firearms, personally owned firearms, Police Department shotguns and patrol rifles before the firearm is carried by an officer. This inspection may occur as often as needed, but not less than annually.
2. Inspections of Police Department-owned firearms will include deconstruction, cleaning and test firing. In addition the Armorer will make or cause to be made any necessary repairs to the firearm.  

3. Inspection of personally owned approved duty firearms shall include field stripping and test firing. Any necessary repairs to personally owned firearms will be at the officer’s expense and shall be completed by a factory-trained armorer or gunsmith.  

4. If the Armorer determines that a Department-owned firearm is not serviceable, the Armorer will retain the firearm and forward the firearm with a written explanation to the Firearms Coordinator. The Armorer will also notify the officer’s supervisor.  
   a. If the defective firearm is a Department-issued firearm, a replacement Department firearm will be issued to the officer.  
   b. If the firearm is a personally owned firearm, the firearm will be returned to the officer.  

5. The Armorer will document the inspection of each firearm on the Firearms Qualification Log Sheet.  

6. The Professional Standards Unit will retain the Firearms Qualification Log Sheets. These records will be maintained as long as the firearm remains in service.  

J. Range Use  
Logs of attendance at the range will be maintained by the Range Master. Officers are required to log in whenever using the range. Officers noting malfunctions or damage to the range equipment shall notify the on-site firearms instructor about any needed equipment repairs.  

K. The Chief of Police is the only authority to approve weapons to be used on and off duty by Police Department members.  

L. Officers shall not unnecessarily unholster, clean, repair or unload their firearm.  

M. Non-uniformed officers shall not unnecessarily display their firearm in public.  

N. The Range Master shall approve any after-market accessories placed on any Department-owned or personally owned pistol used on duty. Firearms accessories are considered an alteration of a firearm. A Police Department armorer, factory-trained armorer or professional gunsmith shall perform any approved alterations to Department-owned or personally owned firearms used on duty.
O. Grips
The Department-issued Sig Sauer P226R pistol is issued with standard or reduced size “e2” factory grips. Police Department firearms instructors will assist each officer in determining which grip is the best fit for him/her.
1. After market grips specifically designed for the Sig Sauer P226R must be approved by the Range Master and must be installed by a Police Department armorer.
2. The grips must be black and may not interfere with the function of the pistol.
3. Approved grips are limited to the Hogue OverMolded rubber (black) models and the Sig Sauer Custom Shop Aluminum (black) and Polymer Magwell (black) grips specifically made for the Sig Sauer P26R DA/SA with decock.

4.3.8 Personally Owned Firearms (Revised: 9/28/16)

A. Personally Owned Firearms Carried On Duty
1. The Police Department issues a professional quality firearm to all officers. The use of personally owned firearms while on duty as the primary firearm must be approved by the Chief of Police, pursuant to General Order 4.3.8 (A)(2), “Approval Procedure for Personally Owned Firearm to Be Carried On Duty – Plain Clothes or Uniformed Patrol: ”
   a. An approved, personally owned pistol carried while on uniformed patrol shall be a professional quality, semi-automatic pistol in 9mm, .40 caliber or .45 caliber, black or silver in color, with a barrel length of not less than 3.9 inches and no more than 5.5 inches, DA/SA or DAO, with a minimum trigger pull of 4 pounds, night sights, a minimum capacity of eight rounds and no less than three magazines.
   b. An approved, personally owned duty holster shall be professional quality, level II retention or higher, black, basket weave and leather or synthetic.
   c. An approved, personally owned duty magazine case shall be black, basket weave and leather or synthetic.
   d. An approved, personally owned pistol carried in plain clothes on duty shall be a professional quality, semi-automatic pistol in 9mm, .40 caliber or .45 caliber, black or silver in color, with a barrel length of not less than 3 inches and no more than 5.5 inches, DA/SA or DAO, with a minimum trigger pull of 4 pounds, a minimum capacity of eight rounds and no less than two magazines.
   e. An approved, personally owned plainclothes holster shall be
2. Approval Procedure for Personally Owned Firearm to Be Carried On Duty – Plain Clothes or Uniformed Patrol
   a. For initial approval, the requesting officer will submit a “Personally Owned Firearm Approval” form, along with the firearm, holster and magazine holders to the Police Department Range Master for a safety inspection and test-firing. If the Police Department-issued equipment is not compatible with the officer’s personally owned firearm, the officer shall purchase appropriate equipment at his/her own expense. This equipment must be consistent with the Police Department uniform policy and approved by the Chief of Police.
   b. The officer must pass a safe handling exercise and qualification shoot with the firearm.
   c. The “Personally Owned Firearm Approval” form will be forwarded by the Range Master to the Chief of Police via the chain of command for final approval.
   d. The original approval form will be placed in the officer’s personnel/training file with copies provided to the officer’s immediate supervisor and the officer.
   e. The officer can begin carrying the firearm only after final approval is given.
   f. The Police Department will provide ammunition for the primary firearm for training, re-qualification and duty use.

3. Backup Firearm
   a. Officers may carry a personally owned backup firearm provided that:
      (1) The officer has followed the approval procedure in Section 2, above.
      (2) The backup firearm is holstered and concealed only in conjunction with the officer’s primary firearm and never alone as a primary firearm.
      (3) The officer has advised the Watch Commander that the officer carries a backup firearm and where the firearm is holstered.
      (4) The backup firearm shall be a professional quality, double action revolver or a DA/SA or DAO semi-automatic pistol, .380 caliber or greater, with a barrel length no less than 2 inches and not more than 5.5 inches and a five-shot minimum capacity.
b. Officers are only authorized to use their backup firearm when their primary firearm is unavailable due to extenuating circumstances; i.e., the duty firearm has malfunctioned or the officer has lost retention of the duty firearm.

c. Approved backup firearms are required to use the same type of Department-issued duty ammunition as outlined in General Order 4.3.7(C), "Authorized Firearms and Ammunition."

B. Personally Owned Firearms for Carrying Off Duty

1. To obtain approval to carry a personally owned firearm off duty, the firearm must fit within the following guidelines:
   a. Be a “professional” quality double action revolver or a semi-automatic pistol.
   b. Caliber shall be .380 or greater.
   c. Barrel length shall be at least 2 inches, but not more than 6 inches.
   d. The firearm will have at least a 5 shot capacity.

2. All ammunition for personally owned, off-duty firearms shall be provided by the officer at the officer’s expense and shall fit within Department guidelines (listed below)
   a. .38 special, 125 grain, hollow point
   b. 9mm, 124 -147 grain, hollow point
   c. .45 ACP, 185 - 230 grain, hollow point
   d. .40 SW, 165 - 180 grain, hollow point
   e. .380, 90 grain, hollow point
   f. .357, 125 - 158 grain, hollow point.

3. The Police Department does not issue equipment for off-duty firearms.

4. Approval Procedure for Personally Owned Firearms to be Carried Off Duty
   a. The requesting officer will submit to the Police Department Range Master a completed “Personally Owned Firearm Approval” form and the firearm, holster and magazine holders for safety inspection and test-firing.
   b. The officer must pass a safe handling exercise and qualification shoot with the firearm.
   c. The Range Master will forward “Personally Owned Firearm Approval form to the Chief of Police, via the chain of command, for final approval.
   d. The original approval memo will be placed in the officer’s personnel/training file with copies provided to the officer and his/her immediate supervisor.
   e. The officer will begin carrying the firearm only after final approval is given.
C. Prohibited Weapons
An officer is prohibited from carrying while on and off duty: karate or Nunchucka sticks, brass knuckles, blackjacks, saps, sap gloves, switchblades, daggers or any other such unapproved weapons, on or off duty.

4.3.9 Special Weapons (Revised 9/28/16)

Only an officer demonstrating a proficiency in the use of agency-authorized special weapons is permitted to carry or use such weapons. Special weapons training will be monitored by a certified weapons instructor.

A. Shotguns
1. Police Department shotguns will be Remington 870 12 gauge loaded for patrol carry with four Department-approved “00” buckshot cartridges. Three additional “00” buckshot and three Department-approved rifle slug cartridges will be carried in the shotgun side saddle. Rifle slugs will be used only in special situations.
2. Patrol shotguns are outfitted with a bead sight, dedicated weapon-mounted light and a Department-approved tactical sling.
3. When in service, shotguns will be secured in an electric locking device in each marked patrol unit with the chamber empty, a full magazine, action lock closed and safety on.
4. An officer will conduct the following safety check of the shotgun in their vehicle at the beginning of the shift: the shotgun will be removed from the vehicle and unloaded; the officer will visually and manually ensure the weapon is empty and then check the barrel for obstructions. The shotgun will be reloaded and replaced with a full magazine and empty chamber.
5. A shotgun will be removed from the vehicle and secured in the weapons locker prior to delivery of the vehicle for maintenance. The shotgun will be stored with the action open, safety on and the magazine and chamber empty.
6. Shotgun familiarization training will be conducted by the Department annually. Course content and qualification will be determined by the Range Master.

B. 5.56 cal. Semi-Automatic Patrol Rifle
1. The authorized patrol rifle issued by the Department shall be the Colt Model 6721 LE AR15 Tactical Carbine. The Colt Model 6721 LE AR15 Tactical Carbine has a 16” heavy barrel and a four position adjustable butt stock. No personally owned rifles may be carried for patrol duty unless
approved in writing by the Chief of Police and, then, only after inspected and approved by the Range Master.

2. The patrol rifle is outfitted with a Department-approved weapons mounted light, EoTech Holographic Diffraction Sight (HDS) system, fixed front and flip-up rear iron sights, one 30 round and two 20 round magazines, two-point tactical sling and a soft rifle carry case.

3. The Range Master shall approve any after-market accessories placed on the patrol rifle. The officer must qualify with the weapon with any such accessories installed before it is deployed. Installation of after-market accessories may require installation by a certified armorer.

4. Only approved Department-issued, factory-loaded, .223 or 5.56 center fire, jacketed, 55-64 grain ammunition will be carried in any rifle while on duty.

5. Officers shall not carry or utilize the patrol rifle unless they have successfully completed POST-certified Basic Patrol Rifle Operator’s course and successfully completed the Department rifle qualification course.

6. Patrol rifle familiarization training and qualifications will be conducted by the Department annually. Course content and qualification will be determined by the Range Master.

7. Officers shall be required to field strip, clean and lubricate an assigned patrol rifle as needed. Maintenance of the patrol rifle beyond operator level maintenance and cleaning shall be performed by a certified Colt Armorer or designee. Rifles found to be unsafe shall notify the Armorer with a written explanation of the deficiency (General Order 4.3.7 (H), “Duties of Armorer”).

8. When in service, patrol rifles will be secured in an electronic locking device in each marked patrol vehicle with the chamber empty, bolt forward, hammer down, 20 round magazine loaded with 18 rounds or a 30 round magazine loaded with 28 rounds (respectively) in the magazine well and the safety on.

9. Patrol rifles carried to and from vehicles or other administrative areas in a non-emergency situation will be carried either in a protective case or slung unloaded, bolt open, muzzle down, with the safety on.

10. No person shall load or unload a rifle while inside any building, including any police buildings, except when police action is required or at an approved weapons clearing station. The patrol rifle will always be pointed in a safe direction when transporting to and from the patrol vehicle or when loading and unloading.

11. An officer will conduct the following safety check of the patrol rifle at the beginning of his/her shift:
a. The patrol rifle will be inspected outside of any vehicle or building with the magazine removed. The action will be open with no ammunition chambered.

b. The patrol rifle will be checked for cleanliness and proper functioning.

c. A functions check will be done in the following manner:
   (1) Remove magazine.
   (2) Open action and lock bolt back.
   (3) VISUALLY AND PHYSICALLY INSPECT TO ENSURE THAT RIFLE IS UNLOADED.
   (4) Point muzzle in a safe direction.
   (5) Let bolt and bolt carrier close (do not pull trigger and leave hammer in cocked position).
   (6) Place selector lever in SAFE position.
   (7) Point the muzzle in a safe direction and pull the trigger (the hammer should not fall).
   (8) Switch to FIRE position and pull the trigger (the hammer should fall).
   (9) Hold trigger to the rear and pull charging handle to the rear and release (slingshot forward).
   (10) Release pressure on trigger slowly until the trigger is fully forward (an audible click should be heard and the hammer should not fall).
   (11) Pull the trigger again, and the hammer should fall.
   (12) Check batteries on EoTech Sighting system.
   (13) Check batteries on dedicated weapon-mounted light system.

12. Patrol rifles will be removed from the vehicle prior to delivery of the vehicle for maintenance. The patrol rifle will be stored unloaded with the safety on, magazine out and bolt forward in a secure location (e.g., locked locker, locked cabinet, weapons safe).

13. Officers are responsible for the condition and security of rifles, as they are for other issued equipment, and may take their patrol rifles home at the end of their shift, but only if they are secured in a locked location (e.g., gun safe, locked cabinet, trigger lock, locked carry case) at their residence. Officers who choose to store their weapons at the Department shall lock their rifle inside of their assigned locker.

14. Patrol rifles shall not be stored in a privately-owned vehicle, except when traveling between work and home or to and from training.

15. Patrol rifles may be inspected by the Watch Commander or Range Personnel at any time and shall be inspected quarterly by the Watch
Commander or designee. Patrol rifles shall be inspected annually by the Range Master or designee.

C. Unassigned specialized weapons, such as shotguns, semi-automatic patrol rifles and chemical agents, will be secured in a locked cabinet within the Department Armory. Only a properly trained and authorized officer is permitted to possess or use any of these weapons.

D. A Watch Commander has the authority to access specialized weapons when needed to control a situation.

4.3.10 Firearms Qualification (Revised: 9/28/16)

A. Officers are required to qualify semi-annually with authorized Police Department-issued or personally owned on- and off-duty firearm(s) with a certified firearms instructor.

B. Officers below the rank of captain are required to qualify annually with the shotgun, 5.56 cal. patrol rifle and any additional special weapon the officer is authorized to use.

C. Qualification with personally owned firearms carried off duty will occur annually during scheduled Department-wide qualification shoots.

D. The PSD Captain and Range Master will determine the schedule of the mandatory qualifying course.

E. An officer who fails to qualify with an on-duty firearm, shotgun or 5.56 cal. patrol rifle during required qualification shoot shall have a 15-calendar day grace period in which to qualify.
   1. The Range Master or his/her designee will immediately notify the Chief of Police via the chain of command.
   2. The officer shall be restricted from work assignments where use of firearms might be required.
   3. The Range Master or his/her designee shall identify a performance improvement plan and schedule the officer for remedial training to be completed within 15 days of the failure to qualify.
   4. Within the 15 day grace period, the officer will be expected to successfully complete the department approved firearms qualification.
   5. Disciplinary action may be taken if the officer is still unable to meet the proficiency standards following the additional training.
F. Authorization to carry a firearm off duty will be rescinded if an officer fails to qualify, and this will remain in effect until the officer qualifies.

G. Authorization to use a Police Department specialized firearm will be rescinded if an officer fails to qualify at a mandatory shoot, and this will remain in effect until the officer qualifies.

H. Range scores will be recorded by the Range Master or his/her designee in the officer’s training record as “pass” or “fail.” Remediation will be documented in the officer’s training record, along with a memo detailing the type of training given and number of attempts to remediate. Qualification records will be maintained by the Professional Standards Unit.

4.3.11 Restrictions on the Use of Firearms

A. An officer is authorized to discharge a firearm only as previously described in this policy and:
   1. When destroying a severely injured animal for humane purposes, when other options are not available or practical and when authorized by the Watch Commander
   2. When destroying a dangerous animal that is posing an immediate threat to the officer, another person or an animal
   3. When directed during authorized firearms training
   4. While pursuing off-duty, lawful recreational activities.

B. An officer is prohibited from discharging a firearm under the following circumstances:
   1. Firing a warning shot
   2. Firing at or from a moving vehicle, unless the circumstances meet the conditions stated in General Order 4.3.2, “Use of Deadly Physical Force in Defense of Human Life.”

C. An officer is prohibited from carrying or discharging a Police Department-owned or authorized firearm when under the influence of alcohol or drugs.

D. Police Department-owned handguns issued to officers and kept in their homes shall be secured and locked in a handgun security box unless it is in the possession of the officer.
4.3.12 Discharging Firearms Report and Investigation

Investigations of police-involved shootings and fatal or serious injury incidents are complex and demanding. Such incidents often attract considerable public and news media attention. The consequences of such an incident can be profound and affect many people in the Department and the community. For these reasons, it is the policy of the UCSF Police Department to investigate all such incidents thoroughly and fairly.

A. The UCSF Police Department will investigate all police-involved shootings and fatal or serious injury incidents that occur within the jurisdiction of the University, whether they involve UCSF Police employees or employees of another police agency, unless another course of action is determined by the Chief of Police.

B. Shootings and fatal or serious injury incidents in which an on-duty or off-duty UCSF Police Department employee is involved that occur in another jurisdiction will be investigated by that jurisdiction.

C. The purpose of any criminal investigation conducted under this order is to:
   1. Determine if there exists violation of criminal law
   2. If there is a criminal violation, determine the identity of the person(s) responsible for the violation(s)
   3. If there is a criminal violation, determine the degree of the crime, any legal or factual defenses to the crime, and whether any factors exist that might mitigate or aggravate the punishment for the violation(s) committed.

D. An administrative investigation will be conducted concurrently with, but separate from, any criminal investigation of a police-involved shooting or fatal or serious injury incident conducted under this order. The criminal investigation shall have priority over the administrative investigation.

E. The purpose of the administrative investigation conducted under this order is to determine if there are any violations of policy or procedures of the UCSF Police Department and, if so, the identity of the person(s) responsible for the violation(s).

F. Types of incidents covered under this order are:
   1. Shootings, accidental or intentional, whether or not there is injury or death
   2. Any intentional or negligent act on the part of an employee of the UCSF Police Department while performing his/her official duties that causes the death of or serious injury to another person
3. Any intentional or negligent act on the part of an employee of any outside law enforcement agency while performing his/her official duties in the jurisdiction of the University that causes the death of or serious injury to another person.

G. All Police Department employees are covered by this order, as defined by University policy and labor contract.
   1. Employee is defined as a career, casual or contract employee.
   2. Any volunteer employee while actually performing duties at the direction of or with the consent of the Chief of Police.

H. Investigators, as included in this order, shall include the following:
   1. Members of the Investigations Unit or, if unavailable, an investigator assigned by the Chief of Police to conduct criminal investigations under this order
   2. The PSD Captain or other person assigned by the Chief of Police to conduct administrative investigations under this order
   3. Sworn or non-sworn employee(s) of the UCSF Police Department assigned by the Chief of Police to conduct the administrative investigation of any incident covered by this order
   4. Members of the District Attorney's Office assigned by the County District Attorney to conduct the criminal investigation of any incident covered by this order.

I. During the administrative investigation of an incident covered by this order, investigators shall follow Department and University policies.

J. Interviews conducted by investigators, both criminal and administrative, under this order shall be consistent with the requirements of University policy and Government Code §§ 3300, et seq. (Public Safety Officers Procedural Bill of Rights) and the Miranda decision as applicable to the employee(s) involved.

K. All incidents investigated by UCSF Police Department personnel under this order shall be documented and the report shall be forwarded to the Chief of Police for review.

L. Any UCSF Police Department employee who takes an action that results in (or is alleged to have resulted in) injury or death to any person shall make a verbal report to his/her supervisor immediately, followed as soon as possible by a written report detailing the incident to the Chief of Police.
M. An officer is required to report any deliberate or accidental discharge of a firearm, except in the course of training or off-duty recreation.

1. The officer will verbally report the incident as soon as reasonably possible to the Watch Commander.
2. The involved officer will prepare and submit a written report that sets forth all the circumstances surrounding the incident. The report will be reviewed, approved, and submitted to the Watch Commander/Sergeant prior to the end of the shift.
3. If the involved officer is injured or unable to complete the report, the Watch Commander will be responsible for completing and submitting the report.
4. If the discharge is the result of the use of deadly physical force, the officer will follow the procedures outlined in General Order 4.3.16, “Use of Force Report.”
5. The report will be submitted to the Chief of Police via the chain of command.
6. Upon request, the officer will surrender the firearm to supervisor.
7. If the facts of the incident support a conclusion that the shot was the result of negligence, the officer will be required to undergo additional firearms certification training, in addition to any other corrective measures taken.

4.3.13 Administrative Review of Shooting Incidents

A. The Watch Commander conducting a review of the use of force covered in General Order 4.3.12, “Discharging Firearms Report and Investigation” will:

1. Immediately respond to the scene, hospital or other appropriate location whenever an individual is injured or dies as a result of the use of force by an officer.
2. Confiscate any firearm and inspect any other weapon(s) that may have been used by the officer. If appropriate, the firearm should be replaced as soon as possible until the investigation is completed.
3. Notify the Division Captain and Chief of Police in instances where serious injury or death occurred.
4. Complete the Use of Force Report (attachment) and immediately forward a copy to the Chief of Police via the chain of command.
5. Comply with General Order 3.43, “Internal Affairs Investigations” procedures in the event injury or death occurs subsequent to an officer-involved shooting incident.

B. Administrative Review Process

1. An administrative review will be conducted when the use of force involved a firearm or resulted in serious injury or death.
2. The PSD Captain or designee will conduct an internal affairs investigation and submit a written report including recommendations, a determination of facts and a review of compliance with policy and training to the Chief of Police, via the chain of command.

3. The Division Captain of the involved officer will make a recommendation to the Chief of Police as to whether the shooting incident was in compliance with Department policy regarding the use of deadly force and firearms, and recommend appropriate corrective action if required.

4.3.14 Chief’s Review of Incident

A. The Chief of Police will review the facts of the incident and the findings of the PSD Captain or designee with the responsible Division Captain.

B. If it is determined by the Chief of Police that a shooting incident is not within policy and disciplinary action is warranted, the case will be remanded to the appropriate Division Manager for action.

4.3.15 Relief from Patrol Duty

A. When an officer is involved in a use of deadly force or a serious bodily injury incident, that officer will, as soon as practical, be released from patrol duty by the Watch Commander, pending a complete investigation of the incident.

B. The relieved officer may, at the discretion of the Chief of Police, be placed on Administrative/Investigatory Leave pending the outcome of the investigation. Relief from duty shall not be considered a suspension or disciplinary action taken against the officer. It is for the purpose of relieving the officer from further duties while undergoing the extreme emotional stress of having used deadly force and permitting time to conduct an objective investigation into the incident.

C. The PSD Captain or designee will ensure that the involved officer consults with the Police Department psychologist and/or Faculty Staff Assistance Program (FSAP) within 72 hours of the incident. The confidentiality of privileged communication between patient and client will apply. The PSD Captain or designee will be notified once the consultation has occurred.
A. An officer using physical force shall:
   1. Obtain medical assistance for subjects who have sustained injuries, complained of injury or been rendered unconscious
   2. Immediately notify his/her Watch Commander prior to leaving the scene, unless extenuating circumstances delay notification of reportable force
   3. Document any use of force above the level of persuasion, including applicable circumstances and details of the incident, in his/her investigative report
   4. Complete the investigative report and have the report reviewed and approved by the Watch Commander during the shift.

B. Any officer observing the use of force who does not believe the spirit and intent of the reporting requirements are being met shall promptly notify the Watch Commander.

C. In every reportable use of force situation, once notified, the Watch Commander shall respond to the scene immediately. The Watch Commander will investigate the incident and complete a Use of Force Report and investigation prior to the end of shift. A use of force investigation is necessary whenever any of the following occurs:
   1. Use of deadly physical force
   2. Use of baton
   3. Use of OC and/or chemical agents
   4. Use of force (including weaponless physical force) that causes any visible or apparent physical injury, leads to unforeseen injury or results in the suspect claiming injury or alleging use of excessive force.
   5. An officer uses any other type of less-lethal force to strike a suspect
   6. Any other incident for which the on-scene supervisor determines a Use of Force Report is necessary.

D. The use of force investigation will include a narrative about the incident and any interviews and statements of victims, witnesses and suspect(s). A copy of the police report will be attached to the use of force report, along with photographs of injuries, copies of doctor’s reports (if available) and communications tapes, when appropriate.

E. The narrative should describe the use of force, whether the force was appropriate and if no further action or investigation is warranted.
F. The completed report will be forwarded to the Chief of Police, via the chain of command, for review and approval.
   1. The Watch Commander will sign off on the report for concurrence or make a recommendation to the Division Manager for corrective action or discipline, if necessary.
   2. The Chief of Police will forward the completed documents to the PSD, which is responsible for retaining the Use of Force files.

G. The PSD Lieutenant will annually review each Use of Force Report, recording the type of use of force and resulting effectiveness/ineffectiveness of the force used, as well as compliance with this policy. The review will focus on patterns which may identify any training deficiencies, i.e., improper methods in the application of the force, incorrect handcuffing, hand holds, etc., and will make recommendations for additional training or discontinuance a particular type of force currently being used by the Police Department. This report will be forwarded to the Chief of Police and the Use of Force instructors.

H. The PSD Analyst shall retain all completed Use of Force Reports for a minimum three years following the date of incident.

4.3.17 Electronic Control Device (Revised 10/3/17)

A. Purpose and Scope
   1. This policy provides guidelines for the issuance and use of an Electronic Control Device (ECD).
   2. The ECD is intended to control a violent or potentially violent individual while minimizing the risk of serious injury. It is anticipated that the appropriate use of such a device will result in fewer serious injuries to officers and suspects.
   3. These are the guidelines for the deployment and use of an ECD by officers of the UCSF Police Department. All sworn personnel must comply with the requirements of this policy. The decision to use force shall be reviewed in light of information reasonably available to the officer(s) at the time the decision is made.
   4. The intent is for officers to deploy and use the ECD to maximize the safety of all individuals involved in an incident.

B. Definitions

   Officer(s): Any sworn peace officer regardless of rank.

   Verbal Warning Reference: Any verbal notification to a subject(s) that an officer will activate an ECD.
Deployment: Removal of the ECD from the holster, regardless of where the ECD is held or pointed.

Activation: Depressing the trigger of the ECD causing an arc or firing the probes.

Active Aggression: A threat or overt act of an assault (through physical or verbal means), coupled with the present ability to carry out the threat or assault, which reasonably indicates that an assault or injury to a person is imminent.

Actively Resisting: Evasive physical movements to defeat an officer's attempt to control, including bracing, tensing, pushing, locking arms or verbally signaling an intention to avoid or prevent being taken into or retained in custody.

AFID: Anti-Felon Identification system, which provides accountability for each use of the ECD device via the dispersal of tiny unique coded tags every time the device is probe deployed, i.e., when a cartridge is discharged.

Cartridge: Refers to an ECD cartridge, which contains probes.

ECD: The electronic control device (ECD) is a handheld device that discharges an electronic current to override a subject's central nervous system causing temporary incapacitation (probe mode) or discomfort (drive stun mode).

ECD Modes:
1. Probe Deployment or Probe Mode – Two darts on wires are propelled from a cartridge to contact a subject's body. The ECD sends an electrical signal to the probes via wires, which can disrupt the subject's body's ability to communicate messages from the brain to the muscles and likely (depending upon many factors, including the distance between the probes, probe placement, the thickness of clothing on the subject, etc.) usually disrupts motor-skill function.
2. Drive Stun Mode – The ECD is brought into immediate contact with the subject's body or clothing. Drive stun creates discomfort in the immediate area around the point of contact due to the narrow spread of the ECD probes. Drive stun application will likely not cause motor skill dysfunction.

ECD Use:
1. ECD Displayed – The ECD is withdrawn from the holster and is visible to the subject. The subject complies or the incident concludes without actual use of the ECD.
2. ECD Laser Pointed – The ECDs laser targeting mechanism is activated and pointed in the direction of the subject. In response to the subject's observation of the laser pointing, the subject complies or the incident concludes without further use of the ECD.
3. **ECD Demonstrated** – The ECD is withdrawn from the holster and the electrical arcing is demonstrated to the subject, to attempt to gain voluntary compliance, by pressing the ARC switch.

4. **ECD Deployed** – The ECD probes contact the subject’s body or clothing and/or a drive stun is used to attempt to gain compliance.

**Passive Resistance**: Physical actions that do not prevent the officer’s attempt to control a subject. For example, a subject who remains in a sitting, standing, limp or prone position with no physical contact (e.g., locked arms) with other individuals. A subject in handcuffs meets the definition of passive resistance if:

(a) the subject is in a sitting, standing or prone position as directed by the officer and is not engaged in any motion intended to injure, resist or remove the handcuffs or

(b) the subject is walking accompanied by and following the directions of an officer.

A subject who, while sitting or standing, has locked arms with another subject is not engaged in passive resistance but is engaged in proactive action to obstruct.

A subject who has previously engaged in passive resistance but who subsequently engages in behavior such as flailing, kicking, elbowing, head butting, biting, shoving, jerking, pulling away, twisting or other action that an officer interprets as a threat or actual act of active resistance is no longer considered to be engaging in passive resistance.

**Sensitive Areas**: Areas of a subject’s body such as the head (face, side, back), neck, groin, genitalia or female’s breast.

C. **Policy**

The ECD is intended to control a violent or potentially violent individual, while minimizing the risk of serious injury. The appropriate use of such a device should result in fewer serious injuries to officers and suspects.

As with any law enforcement equipment, the ECD has limitations and restrictions requiring consideration before its use. The ECD should only be used when its operator can safely approach the subject within the operational range of the ECD. Although the ECD rarely fails and is generally effective in subduing most individuals, officers should be aware of this potential and be prepared with other options in the unlikely event of such a failure.

The ECD is a device that can be deployed in two different modes, as defined in this policy: probe and/or drive stun. Either or both modes may be used on a particular subject or against a perceived threat (e.g., animal). Officers shall only use ECDs and cartridges that have been issued by the Department.
The ECD, in probe deployment mode, provides a force option which allows officers to maintain a physical separation from subjects or perceived threats in order to reduce the possibility of a serious injury to officers or others, as well as to reduce the possibility of injury to the subject or perceived threat.

The ECD, in drive stun mode, provides a force option when the officer and subject are in close contact.

Using ECDs in either mode may reduce the need for other types of force by the officers, which could foreseeably result in potentially more serious or deadly injuries to the subject, officers or the public.

D. Issuance and Carrying ECDs
During the course of enforcement duties, all sworn uniformed personnel who have successfully completed Department-approved training shall be issued and carry the ECD.

Officers shall only use the ECD and cartridges that have been issued by the Department. Uniformed officers who have been issued the ECD shall wear the device in an approved holster on their person in accordance with training and this policy. Non-uniformed officers may secure the ECD on their person in a Department-approved holster.

Officers carrying the ECD should perform a spark test on the unit prior to every shift.

When carried while in uniform officers shall carry and draw the ECD from the support-side holster on the side opposite the duty weapon with the support-side hand.

1. All ECDs shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.
2. Officers should carry two cartridges on their person when carrying the ECD.
3. Officers shall be responsible for ensuring that their issued ECD is properly maintained and in good working order.
4. Officers should not hold both a firearm and the ECD at the same time.

E. ECD Equipment
Officers are only authorized to carry Department-issued and -approved ECDs. Officers assigned an ECD are responsible for maintaining the device's operational
readiness. No changes, alterations, modifications or substitutions shall be made to the ECD or the cartridges.

Prior to use during an assignment, officers shall:
1. Visibly inspect the ECD and the cartridges for noticeable wear or damage. This includes checking the expiration date and condition of the ECD cartridges. Expired and/or damaged cartridges shall be turned into a supervisor for replacement.
2. Check the ECDs battery strength to ensure adequate battery charge.
   a. Officers shall ensure that the cartridge has been removed, prior to checking battery strength or changing the batteries in the unit.
   b. Officers shall test battery strength by sparking an unloaded ECD before going in service. In the event that the unit's battery strength is not adequate (20% or less), officers shall exchange the unit for another with adequate battery strength. Spark tests should be conducted with the ECD pointed in a safe direction with no apparent persons down range.
   c. The cartridge is obtained from the storage area and the officer attaches it to the ECD.
3. Extra cartridges should not be carried in pockets to avoid the risk that static electricity could cause an unintentional discharge of the cartridge.

F. Reasonable Care and Storage of ECD
The ECD is a highly sophisticated piece of electronic equipment that operates with batteries. Therefore, officers shall reasonably protect the ECDs and the cartridges from:
1. Water, rain, etc.
2. Unreasonable exposure to dust, dirt, mud, etc.
3. Unreasonable risk of theft (i.e., avoid storing an ECD in a vehicle where it could be stolen)
4. Unreasonable exposure to inclement storage conditions (i.e., leaving an ECD in a vehicle parking in direct sunlight for an extended period of time, during high temperatures)
5. Unreasonable accessibility to people other than members of the Department.

Officers are not permitted to take ECDs to their residences, unless they are attending training or are involved in an official assignment requiring them to take their gear home.

G. Criteria for Use
An ECD in probe deployment is designed to stimulate a portion of the nervous system with sufficient pulsed electrical energy to bring about uncontrolled muscle
contractions, which override an individual's voluntary motor function. Drive stun mode occurs when the ECD makes direct contact with the subject’s body and does not override an individual's motor responses. It is intended to cause significant pain. Use of the ECD in probe deployment is preferred in some circumstances over use in drive stun mode, which can only be used at close range and may cause marks and scarring.

When an ECD is used against a subject, either in probe or drive stun mode, it shall be for one standard discharge cycle of five seconds; the officer using the ECD must reassess the situation prior to a secondary discharge cycle. Only the minimum number of five second cycles necessary to place the subject in custody shall be used.

Officers should assume that if they have used the ECD three times against a subject but the subject continues to actively resist or aggress, the ECD may not be effective against that person; the officer shall reassess and consider other options.

Officers shall not deploy multiple ECDs at the same subject, unless the first deployed device fails.

When using ECD in the drive stun mode, officers shall wait a reasonable amount of time between applications to discern if compliance has been gained. An officer's decision to use an ECD is dependent on the officer's objectively reasonable perception of the threats facing the officer under the totality of the circumstances.

ECDs are control devices. However, ECDs, just like any control device or technique, can foreseeably create physical and/or muscle stress and/or exertion or other unexpected, unforeseen or unanticipated primary (directly caused by the ECD) and/or secondary (as a result of the ECD use, but not directly caused by the ECD discharge) injuries.

ECDs should only be used against persons who are actively resisting or exhibiting active aggression or to prevent individuals from harming themselves or others.

**The use of an ECD is not allowed on subjects engaged in passive resistance.**
H. Verbal and Visual Warnings
A verbal warning of the intended use of the ECD should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is for the following:
1. Provide the individual with a reasonable opportunity to voluntarily comply
2. Provide other officers and individuals with a warning that an ECD may be deployed.

However, if officers reasonably believe that the giving of such warning may escalate the risk and/or danger of the incident or diminish the officer's or other's safety, then the officers are not required to give a warning. It is foreseeable that officer's announcements of imminent ECD deployment may cause the subject to attack the officers, flee, inflict self-injury, attempt to injure others, etc.

If, after a verbal warning, an individual is unwilling to voluntarily comply with an officer's lawful orders and it appears both reasonable and practical under the circumstances, the officer may, but is not required to, display the electrical arc (provided there is not a cartridge loaded into the ECD or the laser in a further attempt to gain compliance prior to the application of the ECD. The aiming laser should never be intentionally directed into the eyes of another as it may permanently impair their vision.

In an attempt to minimize the number of ECD discharges needed for subject compliance, officers should, while deploying the ECD, reasonably direct the suspect as the incident mandates. Such verbal commands may include, "stop resisting," "lie flat," "put your hands behind your back," etc. The fact that a verbal and/or other warning was given or the reasons it was not given shall be documented by the officer deploying the ECD.

I. Advising Other Officers of Imminent Use
The ECD deploying officers may reasonably notify any on-scene, assisting officers that they intend to deploy an ECD.

Prior to deploying ECDs the deploying officers should consider announcing, if reasonably safe and tactically feasible, "TASER! TASER! TASER!" The announcement should be made only if it would not reasonably further endanger any officers, other persons or the subject.
J. Criteria for Probe Deployment/Probe Mode

As with any law enforcement equipment, the ECD has limitations and restrictions requiring consideration before its use. The ECD should only be used when its operator can safely approach the subject within the operational range of the ECD.

Although the ECD is generally effective in controlling most individuals, officers should be alert to the potential for failure and be prepared with other options.

Any deployment and/or use of an ECD must be consistent with Department training, applicable policies and legal standards. Officers shall not use ECDs when such use would violate Department training, applicable policies and legal standards. The ECD shall not be used to torture, psychologically torment, elicit statements or inflict undue pain on any individual.

Officers may use an ECD in the probe mode when circumstances known to the officer at the time indicate that the application of the ECD in probe mode is reasonable to subdue or control a person in any of the following circumstances:
1. A violent or physically resisting subject or
2. A subject who by words or action has demonstrated an intention to be violent or to physically resist and who reasonably appears to present the potential to harm officers, their self or others.

When practicable, the officer should give a verbal warning of the intended use of the ECD, followed by a reasonable opportunity to voluntarily comply.

The officer must be able to articulate an objectively reasonable belief that the ECD would be effective, for example when other available options appeared ineffective, impractical or would have presented a greater danger to the officer, the subject or others.

Absent meeting the conditions set forth in 1 or 2 above or a reasonable belief that an individual has committed or threatened to commit a serious offense, mere flight from a pursuing officer shall not serve as good cause for the use of the ECD to apprehend an individual.

K. Criteria for Drive Stun

The use of an ECD in drive stun mode will not reliably or foreseeably incapacitate the subject. Officers will not use ECDs in drive stun mode if they reasonably believe that discomfort will not cause the subject to be compliant with the officers. Because the application of the ECD in the Drive Stun mode (i.e., direct contact without darts) relies primarily on pain compliance and requires close
proximity to the subject, additional caution should be exercised and the controlling effects may be limited.

Officers may use an ECD in a drive stun capacity, as a pain compliance technique, in the following situations:
1. To eliminate active aggression or active resistance from an arrestee in accomplishing an arrest or physical search
2. During Department authorized training programs and/or demonstrations
3. To stop a dangerous animal.

L. Factors to Determine Reasonableness of Force
The application of the ECD is likely to cause intense, but momentary, pain. As such, officers should carefully consider and balance the totality of circumstances available prior to using the ECD including, but not limited to, the following factors:
1. The conduct of the individual being confronted (as reasonably perceived by the officer at the time)
2. Officer/subject factors [e.g., age, size, relative strength, skill level, injury/exhaustion, number of officers vs. subject(s)]
3. Influence of drugs/alcohol (mental capacity)
4. Proximity of weapons
5. The degree to which the subject has been effectively restrained and their ability to resist despite being restrained
6. Time and circumstances permitting, the availability of other options (what resources are reasonably available to the officer under the circumstances)
7. Seriousness of the suspected offense or the reason for contact with the individual
8. Training and experience of the officer
9. Potential for injury to members of the public, officers and suspects
10. Risk of escape
11. Other exigent circumstances.

M. Targeting Considerations
While manufacturers generally recommend that reasonable efforts should be made to target lower center mass and to avoid intentionally targeting the head, face, throat, neck, chest, spine and groin, it is recognized that the dynamics of each situation and officer safety may not permit the officer to limit the application of the ECD darts to a precise target area. As such, officers should take prompt and ongoing care to monitor the condition of the subject if one or more darts strikes the head, face, throat, neck, chest, spine or groin until they are released to the care of paramedics or other medical personnel.
1. An ECD, with proper probe placement, may incapacitate the following:
a. Humans
b. Humans under the influence of controlled substances and/or alcohol
c. Domesticated animals
d. Wild animals.

2. Precautions
   a. May cause slight signature marks which resemble minor surface burns.
   b. The skin may appear red or blisters may form.
   c. Can cause eye injury if the subject is struck by a probe in or near the eye.
   d. Can ignite flammable liquids or gases.
   e. Can cause strong muscle contractions.
      (1) The exertion is similar to what is experienced during strenuous athletic activities, and may result in injuries such as muscle or tendon strain or tear, joint injuries, back injuries, stress fractures, or other secondary injuries resulting from strong muscle contraction.
      (2) Muscle contractions may pose additional risk to certain persons, such as pregnant women.
      (3) May cause secondary injuries from falling. Fall injuries, particularly from elevated heights, can pose a risk of significant injury or death.
      (4) May cause pain and associated stress.
      (5) When a subject has been exposed to an ECD and is suspected to be under the influence of stimulants, a true medical condition may exist. The individual shall receive medical attention as soon as practical.

3. As with the initial ECD application, each subsequent application of an ECD must be individually justified.
4. When restraining a subject that has been struck with an ECD, officers shall use a technique that does not impair respiration.
5. Once a subject is under control, officers shall place him or her in a recovery position until such time as medical aid arrives.

N. Multiple Activations of ECD
   If the first application of the ECD appears to be ineffective in gaining control of an individual and if circumstances allow, the officer should consider the following before additional applications of the ECD:
   1. Whether the probes or darts are making proper contact
   2. Whether the application of the ECD device is interfering with the ability of the individual to comply
3. Whether verbal commands, other options or tactics may be more effective.

This, however, shall not preclude any officer from deploying multiple, reasonable applications of the ECD on an individual.

Note that application of the ECD causes physical exertion. And, each successive ECD application/discharge will likely continue to cause physical exertion for the subject. If officers discharge an ECD several times, the officers need to be aware of, and monitor, the subject's condition for signs of physical distress.

O. Other Factors to Consider

Other factors to consider before deploying the use of an ECD are:

1. Deadly force – Officers are not required to use an ECD in deadly force situations. If an officer chooses to deploy an ECD in a deadly force situation, it should be backed up with the immediate availability of deadly force.

2. Recognition of ECD versus firearm – Prior to the deployment of an ECD the officers have the responsibility to visually and physically confirm that the use of force tool selected is in fact an ECD and not a firearm.

P. Prohibited Use of ECD

The ECD shall not be used in the following manner:

1. On handcuffed individuals, unless they pose an imminent threat of serious injury to and officer, themselves or others

2. On a subject who is simply non-compliant or in control of a vehicle in motion (including motorcycles and bicycles)

3. Against a person in control of a vehicle if the uniformed employee has reason to believe the vehicle could be put into motion

4. To torture, psychologically torment, or inflict undue pain on any individual

5. In drive stun mode as a prod or escort device, except under exigent circumstances and not merely to inflict undue pain, injury or psychological trauma

6. To rouse unconscious, impaired or intoxicated individuals

7. To elicit statements

8. As a prod or escort device

9. To experiment on a person or allow a person to experience the ECD, even if the person requests it when the use of the ECD would not otherwise be allowed by this policy. (This prohibition does not apply to voluntary ECD training exposures authorized by the Department and conducted under the supervision of a training instructor.)

10. For horse play or in an unprofessional manner.
Q. Special Deployment Considerations
The use of the ECD should generally be avoided in the following situations unless the totality of the circumstances indicate that other available options reasonably appear ineffective, impractical or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of using the ECD device:
1. Women who appear pregnant
2. Elderly individuals or obvious juveniles
3. Individuals who appear to be frail
4. Passive subjects who are being detained or arrested
5. Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any flammable material.
6. If the use would occur in a flammable or explosive environment where the spark may cause ignition (such as in a clandestine laboratory)
7. Individuals whose position or activity may result in collateral injury (e.g., in danger of falling from height, operating vehicles)
8. Individuals who appear to weigh less than 80 pounds.

Because the application of the ECD in the drive-stun mode (i.e., direct contact without darts) relies primarily on pain compliance and requires close proximity to the subject, additional caution should be exercised. The application in drive-stun mode should be limited to brief applications in which pain compliance would reasonably appear necessary to achieve control.

R. Use on Animals
Using an ECD against animals may reduce the need for greater, more injurious force against such animals. The use of an ECD on an animal should be based on the intent to provide a safer, more humane and less traumatic conclusion to the incident.

An ECD may be deployed on an animal when:
1. The animal is threatening or is attacking a person, including officers, another animal or property.
2. The animal has threatened or attacked a person, including officers, another animal or has caused a continuing public nuisance and the animal needs to be captured for reason of public peace or safety, preservation of property or other legitimate purpose; and the animal poses an active threat to officers in their efforts to perform their duty.

The center mass of the animal should be targeted. Care should be taken to avoid the head and other sensitive areas of the animal. It is understood that deployments

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against animals may be very dynamic in nature and probes may impact unintended areas.

Procedures for probe removal should take place as outlined in this policy. Personnel will take reasonable measures to consider that the animal's welfare is provided for, in the event that the probes impact a sensitive area or it appears the animal's health is in jeopardy. It is generally understood that as long as officers acted reasonably, the animal's owner will be responsible for any medical attention needed for the animal.

S. Accidental Cartridge Discharge
In the event of an accidental ECD cartridge discharge, the officer shall promptly notify his/her supervisor. The supervisor shall reasonably investigate the incident and prepare a written memo documenting the incident.

Alternatively, the supervisor may have the officer prepare a written report, and then the supervisor shall make appropriate notifications and/or take other appropriate actions.

T. Post Deployment Responsibilities
Any use or attempted use of an ECD against a subject shall be immediately reported to the Watch Commander or a patrol supervisor. A supervisor will respond to the scene of an ECD use. A supervisor shall review with the officers involved the circumstances under which the ECD was used. The circumstances surrounding the discharge of an ECD shall be documented and forwarded to the Field Operations Lieutenant.

When an ECD is discharged, officers shall:
1. Restrain and secure the subject, as soon as possible.
   a. In crowd control or crowd management situations that require the deployment and use of weapons, the Incident Commander will provide instructions to the squads on the use the techniques or devices. The Incident Commander will determine whether the tactical situation allows for officers to safely contact subjects who have restraining techniques, or pain compliance tools or techniques, applied to him/her to be medically assessed on-scene by paramedics and/or EMS-1, or to be transported to a medical facility for examination/treatment by medical personnel. The Incident Commander will designate a supervisor with a team to safely contact and assess the subject if the Incident Commander determines the tactical situation permits this medical assessment. The designated team may physically control and move subjects(s)
to a staging area if the assessment cannot be made at the location of the event.

2. Arrange for the removal of the probes, in accordance with this policy. Probe removal will be a high priority when the probes are located in sensitive areas such as the genitals.

3. All persons who have been struck by ECD darts or who have been subjected to the electric discharge of the device shall be medically assessed prior to booking.

4. Ensure the subject's injuries or complaints of injury (if any) are appropriately treated by medical personnel.
   a. If officers reasonably believe that the subject is in need of medical treatment the officers shall make reasonable efforts to obtain such treatment.
   b. If needed and appropriate, medical personnel (i.e., SFFD) shall be summoned to the scene to assess the ECD subject. If the exam or other circumstances dictate the subject needs further medical treatment, the subject shall be transported by reasonable means to a suitable medical facility.
   c. Persons suspected of being under the influence of drugs, alcohol or who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond physical characteristics, unusually high tolerance to pain (sometimes called excited delirium) or who require a protracted physical encounter with multiple officers to bring under control may be at an increased risk of sudden death and should be examined by qualified medical personnel as soon as practicable. Any individual exhibiting signs of distress after such an encounter shall be medically cleared prior to booking.
   d. Medical treatment will not be refused for anyone who requests it.
   e. If emergency medical care or transport is not reasonably available, or if the perceived response delay appears excessive, then the subject may be transported by the officers for medical evaluation. During transport the officers shall reasonably monitor the subject's observable physical condition.
      (1) If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio recording is made of the contact or an interview with the individual, any refusal should be included if possible.
      (2) The transporting officer shall inform any person receiving custody or any person placed in a position of providing
medical care that the individual has been subjected to the application of an ECD.

(3) Do not leave an ECD unattended, except in exigent circumstances such as when an officer is forced to act alone in taking custody of a subject reasonably posing an imminent threat.

(4) Secure the scene, if applicable.

(5) Comply with the reporting procedures/supervisor's responsibilities specified in the Department General Order 4.3.16 Reporting Use of Force.

(6) Ensure that any discharged cartridges, probes and a sampling of AFID (Anti-Felon Identification) microdots, which are discharged with the probes, are collected and booked as evidence. Probes are to be handled and booked as biohazardous sharps.

(7) Ensure that the serial number of the ECD and cartridge(s) used are documented in the appropriate report(s).

(8) Ensure that photographs are taken of probe impact sites and any other injuries to preserve evidence of the use of the ECD, except that photographs should not be taken if the probes impacted particular areas of the suspect's body such as genitals or female breasts.

U. Medical Treatment
Absent extenuating circumstances or unavailability, only qualified personnel, including certified paramedics, should carefully remove ECD darts from a person's body. Used ECD darts shall be considered a sharp biohazard, similar to a used hypodermic needle. Universal precautions should be taken accordingly.

Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

1. The person is suspected of being under the influence of controlled substances and/or alcohol.
2. The person may be pregnant.
3. The person reasonably appears to be in need of medical attention.
4. The ECD device darts are lodged in a sensitive area (e.g., groin, female breast, in or near the eyes).
5. The person requests medical treatment.
The transporting officer shall inform any person receiving custody or any person placed in a position of providing care that the individual has been subjected to the application of the ECD.

V. Transportation of Subjects
Officers should avoid transporting in a face down position any subject who has been controlled by the use of an ECD.

If the probes are still embedded in the subject, officers should avoid transporting the subject in a position that would foreseeably further embed the probes in the subject.

W. Supervisor Responsibilities
The Watch Commander or patrol supervisor shall monitor the use ECDs in the same manner as all other use of force incidents.
1. The Watch Commander or immediate supervisor may authorize the use of an ECD provided the officers authorized have the required training. The officer should broadcast on the radio if an ECD is deployed.
2. The Watch Commander or immediate supervisor shall review each use of ECDs by any personnel within their command.
3. The Watch Commander or immediate supervisor shall ensure briefing training on the use of ECDs is provided, as needed.

X. Defensive Tactics Instructor Responsibilities
The Defensive Tactics Instructor is the primary person responsible for maintaining and caring for the ECDs. The Defensive Tactics Instructor may delegate responsibilities among range staff but is ultimately responsible for the completion of these duties. The Defensive Tactics Instructor shall:
1. Upon ECD discharge notification as outlined in this policy, download the discharge memory of the involved ECD
2. Log and track ECDs and cartridges
3. Conduct inspections of ECDs
4. Order and maintain adequate cartridges and supplies.

The Defensive Tactics Instructor shall control the inventory of ECDs. All damaged, inoperative and/or expended ECDs shall be returned to the Defensive Tactics Instructor or staff for disposition, repair or replacement.

The Defensive Tactics Instructor shall be the custodian of ECD records and the person responsible for collecting and maintaining all ECD records.
In the event that an ECD is returned for repairs or is no longer utilized for Department use, the use history of that particular ECD will be downloaded using the data port access and appropriate software. The use history will be maintained by the Department for a period of six years from the date the ECD was taken out of service.

Y. ECD Maintenance Responsibilities
All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the ECDs.

All repairs to ECDs or accessories shall be completed by a Department authorized armorer or vendor. ECD repairs shall be documented and the records shall be maintained by the Defensive Tactics Instructor.

Z. Officer Responsibility for Damaged ECD Cartridges
Officers who are issued an ECD and cartridges are solely responsible for reporting to their supervisor promptly after learning that the ECD and/or the cartridges are damaged and/or in need of maintenance and/or repair.

The supervisor will forward the damaged ECD/cartridge to the Defensive Tactics Instructor and provide replacements to the officer.

AA. ECD Use Reports
ECD use reports will be run on each ECD as necessary. Mandatory ECD use reports include:
1. Following claims of excessive force by ECD application
2. Hospitalization of the ECD subject following ECD application
3. A death associated with ECD usage
4. Claims of excessive numbers of ECD discharges.

ECD use reports will be forwarded to the Professional Standards Division Lieutenant monthly. The Defensive Tactics Instructor will be responsible for completing and forwarding the use report.

AB. Report Use of ECD
All ECD discharges shall be documented in the related arrest/crime report and notification made to a supervisor in compliance with Department General Order 4.3, “Use of Force.” Accidental discharges of an ECD cartridge will also be documented. Any report documenting the discharge of an ECD cartridge will include the cartridge serial number and an explanation of the circumstances surrounding the discharge.
The onboard ECD memory will be downloaded through the data port by the Defensive Tactics Instructor and saved with the related arrest/crime report. Photographs of probe sites should be taken, AFID tags should be collected and the expended cartridge, along with both probes and wire, should be submitted by the officer collecting the cartridge into evidence for future reference. The cartridge serial number should be noted and documented on the evidence paperwork. The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

In addition to other Department use of force and/or reporting requirements, all written reports associated with the ECD incident shall include:
1. What precipitated the use of the ECD (include specific subject behaviors and statements)
2. To what extent was the ECD utilized
3. The known results of the usage
4. The name and rank of the responding and reviewing supervisor
5. If medical personnel were involved with the subject and the names and affiliation of the responding medical personnel.

AC. Training
In addition to the initial Department-approved training required to carry and use an ECD, personnel shall be recertified by a Department approved ECD instructor annually. The reassessment of an officer's knowledge and/or practical skill may be required at any time if deemed appropriate by the Defensive Tactics Instructor, supervisor or command officer.

The Defensive Tactics Instructor should ensure that all training includes the following:
1. A review of this policy
3. Target area considerations, to include techniques or options to reduce the intentional application of probes near the head, neck, chest and groin

4.4 BLOOD BORNE PATHOGEN RULE/EXPOSURE CONTROL PLAN

4.4.1 Purpose (Revised: 2/1/09)

A. A major goal of the Occupational Safety and Health Administration (OSHA) is to regulate facilities where work is carried out to promote safe work practices in an effort to minimize the incidence of illness and injury experienced by employees. Relative to this goal, OSHA has enacted the Bloodborne Pathogens Standard,
The purpose of the Bloodborne Pathogens Standard is to “reduce occupational exposure to hepatitis B virus (HBV), human immunodeficiency virus (HIV) and other bloodborne pathogens” that employees may encounter in their workplace. It is the policy of the UCSF Police Department to minimize risk of bloodborne pathogen exposure by employees. General principles that should be followed when working with bloodborne pathogens include:

1. Minimizing all exposure to bloodborne pathogens
2. Never underestimating the risk of exposure to bloodborne pathogens
3. Implementing as many work practice and engineering controls as possible to eliminate or minimize employee exposure to bloodborne pathogens.

The following Exposure Control Plan has been implemented to meet the letter and intent of the OSHA Bloodborne Pathogens Standard. The objective of this plan is two-fold:

1. To protect employees from the health hazards associated with bloodborne pathogens
2. To provide appropriate treatment and counseling should an employee be exposed to bloodborne pathogens.

4.4.2 General Program Management (Revised: 8/1/14)

A. Categories of Responsibility

There are four major “Categories of Responsibility” that are central to the effective implementation of the UCSF Exposure Control Plan. These are the Professional Standards Unit, Department Managers and Supervisors, Education/Training Instructors and Employees. The roles played by each of these groups in carrying out this plan are listed below. Throughout this written plan, employees with specific responsibilities are identified. If, because of promotion or other reasons, a new employee is assigned any of these responsibilities, the Professional Standards Unit shall be notified of the change so that the records can be updated.

1. Professional Standards Unit

The Professional Standards Unit is responsible for overall management and support of the Police Department’s Bloodborne Pathogens Compliance Program. Activities that are delegated to the Professional Standards Unit typically include, but are not limited to:

a. Overall responsibility for implementing the UCSF Exposure Control Plan for the Police Department
b. Working with management and other employees to develop and administer any additional bloodborne pathogens related policies
and practices needed to support the effective implementation of the plan

- Maintaining knowledge of current legal requirements concerning bloodborne pathogens
- Acting as the Police Department liaison during OSHA inspections
- Conducting periodic audits to maintain an up-to-date UCSF Exposure Control Plan.

The Professional Standards Unit will refer to the UCSF Office of Environmental Health and Safety (EHS) program, policies and procedures in fulfilling assigned responsibilities.

2. Department Managers and Supervisors
Managers and supervisors are responsible for enforcement of the exposure control in their respective areas of assignment. The FSD Captain will assign a Police Department Safety Equipment Officer to act as an exposure control resource, to maintain supplies, to conduct equipment and compliance inspections (including the Engineering Control Equipment Review) and to provide training. Managers and supervisors will work directly with the Professional Standards Unit and employees to ensure proper exposure control procedures are followed. Officers shall inspect vehicles at the beginning of each shift to ensure they are properly equipped with engineering control and personal protective equipment.

3. Education/Training Instructors
The PSD Captain or designee is responsible for coordinating training for all employees who have the potential for exposure to bloodborne pathogens, including:
- Maintaining an up-to-date list of personnel requiring training
- Coordinating suitable education/training programs
- Scheduling periodic training seminars for employees
- Maintaining appropriate training documentation, such as attendance rosters and examinations
- Periodically reviewing the training programs with the Safety Committee and Police Department managers and supervisors to include appropriate new information.

4. Employees
Employees have the most important role in the bloodborne pathogens compliance program, since the execution of much of the Exposure Control Plan is ultimately their responsibility. Employees must:
- Know what tasks they perform lead to occupational exposure
- Complete the online bloodborne pathogens training
c. Plan and conduct all operations in accordance with proper work practice controls

B. Availability of the Exposure Control Plan to Employees

The UCSF Exposure Control Plan is available to employees online. Employees are advised of the plan during their orientation/education/training sessions.

C. Annual Review and Update of the Plan

The plan will be reviewed and updated:
1. Annually, on or before January 1 of each year
2. When new or modified tasks and procedures are implemented that affect occupational exposure to employees
3. When employees’ jobs are revised such that new instances of occupational exposure may occur
4. When new functional positions within Police Department operations are established that may involve exposure to bloodborne pathogens.

4.4.3 Exposure Determination (Revised: 2/16/17)

A bloodborne pathogen exposure is generally defined as an event during which an employee comes into unwanted contact with another person’s bodily fluid(s) while on duty for the UCSF Police Department. Examples include: puncture with a used syringe and mucous membrane or open wound contact with blood, vomitus or seminal fluid.

A. Exposure Control Plan

A key to implementing a successful exposure control plan is to identify exposure situations employees may encounter. To facilitate this in Department operations, the following exposure groups have been prepared to be used as a guideline:

1. JOB CLASSIFICATIONS IN WHICH ALL EMPLOYEES HAVE EXPOSURE TO BLOODBORNE PATHOGENS

All employees in the following job classifications may come into contact with human blood or other potentially infectious materials that may result in possible exposure to bloodborne pathogens:

<table>
<thead>
<tr>
<th>Job Title/Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Officer</td>
</tr>
<tr>
<td>Sergeant</td>
</tr>
<tr>
<td>Lieutenant</td>
</tr>
<tr>
<td>Detective</td>
</tr>
<tr>
<td>Captain</td>
</tr>
<tr>
<td>Chief of Police</td>
</tr>
<tr>
<td>Property/Evidence Officer</td>
</tr>
</tbody>
</table>
2. JOB CLASSIFICATIONS IN WHICH SOME EMPLOYEES HAVE EXPOSURE TO BLOODBORNE PATHOGENS

Some employees in the following job classifications may come into contact with human blood or other potentially infectious materials that may result in possible exposure to bloodborne pathogens including:

- Analyst Assigned to Property Room (public reception, receipt and release of property/evidence)
- Emergency Communications Center (ECC) Manager (public reception, receipt and release of property/evidence)

3. TASKS AND PROCEDURES DURING WHICH OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS MAY OCCUR

Below are listed the tasks and procedures in Department operations which may bring employees into contact with human blood or other potentially infectious materials, which may result in exposure to bloodborne pathogens:

<table>
<thead>
<tr>
<th>Task/Procedure</th>
<th>Job Classification</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrest</td>
<td>Any Sworn Employee</td>
<td>All</td>
</tr>
<tr>
<td>Searches/Pat Downs</td>
<td>Any Sworn Employee</td>
<td>All</td>
</tr>
<tr>
<td>Evidence Handling</td>
<td>Any Sworn Employee</td>
<td>All</td>
</tr>
<tr>
<td>Evidence/Property</td>
<td>Evidence/Property Officer</td>
<td>All</td>
</tr>
<tr>
<td>FirstAid/CPR</td>
<td>Any Sworn Employee</td>
<td>All</td>
</tr>
<tr>
<td>Investigations</td>
<td>Any Sworn Employee</td>
<td>All</td>
</tr>
<tr>
<td>Search Warrant Execution</td>
<td>Any Sworn Employee</td>
<td>All</td>
</tr>
</tbody>
</table>

4.4.4 Methods of Compliance (Revised: 8/1/14)

A number of areas must be addressed in order to effectively eliminate or minimize exposure to bloodborne pathogens in Department operations. The first five areas addressed in this plan are: Use of Universal Precautions, Establishing Appropriate Engineering Controls, Implementing Appropriate Work Practice Controls, Using Necessary Personal Protective Equipment and Implementing Appropriate Housekeeping Procedures. Each of these areas shall be reviewed with employees during bloodborne pathogens related training (see the Information and Training section of this plan for additional information). By rigorously following the requirements of OSHA’s
Bloodborne Pathogens Standard in these five areas, occupational exposure to bloodborne pathogens will be minimized or eliminated.

A. Universal Precautions
All human blood and body fluids such as semen and vaginal secretions will be handled as if it is known to be infectious for HBV, HIV and other bloodborne pathogens. These include cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures and any body fluid visibly contaminated with blood. In circumstances where it is difficult or impossible to differentiate between body fluid types, all body fluids will be assumed to be potentially infectious. Sergeants are responsible for Insuring compliance with these universal precautions.

B. Engineering Controls
A key aspect of the UCSF Exposure Control Plan is the use of Engineering Controls to eliminate or minimize employee exposure to bloodborne pathogens. Employees shall clean, maintain and use equipment designed to prevent contact with blood or other potentially infectious materials to reduce exposures. Sergeants will work with Police Department managers and other supervisors to review tasks and procedures performed in operations where engineering controls can be implemented or updated. In addition to the engineering controls identified, the following engineering controls are used throughout Department operations:
1. Hand washing facilities or antiseptic hand cleansers, towels or towelettes, which are readily accessible to all employees who have the potential for exposure and are located in the First Aid Bag in the trunks of all field personnel vehicles.
2. Containers for contaminated sharps that are:
   a. Puncture-resistant
   b. Color-coded or labeled with a biohazard warning label
   c. Leak-proof on the sides and bottom and situated to prevent spills.
3. Secondary containers that are:
   a. Leak-proof
   b. Color-coded or labeled with a biohazard warning label
   c. Puncture-resistant, if necessary.

C. Work Practice Controls
The following Work Practice Controls are required as part of the Bloodborne Pathogens Compliance Program:
1. Employees shall wash their hands immediately or as soon as feasible after removal of potentially contaminated gloves or other personal protective equipment.
2. Following any contact of body areas with blood or any other infectious materials, employees shall wash their hands and any other exposed skin with soap and water as soon as possible. They also shall flush exposed mucous membranes with water.

3. Contaminated sharps shall be placed in appropriate containers immediately or as soon as possible after use. Refuse sharps shall be placed in red sharps containers for disposal. Evidentiary sharps will be placed in appropriate puncture-proof containers with provided handling tools.

4. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is potential for exposure to bloodborne pathogens until such time as the area and the contaminated persons/clothing have been thoroughly decontaminated.

5. Food and drink are prohibited in refrigerators, in freezers, on counter tops and in other storage areas where blood or other potentially infectious materials are present.

6. Mouth pipetting/suctioning of blood or other infectious materials is prohibited.

7. All procedures involving blood or other infectious materials shall minimize splashing, spraying or other actions that generate droplets of these materials.

8. Equipment that becomes contaminated shall be examined prior to servicing or shipping and decontaminated as necessary (unless it can be demonstrated that decontamination is not feasible).
   a. An appropriate biohazard warning label shall be attached to any contaminated equipment, identifying the contaminated portions, and
   b. Information regarding the remaining contamination shall be conveyed to all affected employees, the equipment manufacturer and the equipment service representative prior to handling, servicing or shipping.

9. New employees shall be trained in appropriate Work Practice Controls prior to starting an assignment that places them at risk of exposure.
   a. The employee’s job classification and tasks and procedures he/she will perform is checked against the job classifications and task lists identified in the Exposure Control Plan as those in which occupational exposure occurs.
   b. If the employee is transferring from one job to another within the Department, the job classifications and tasks/procedures pertaining to the previous position are also checked against these lists.
   c. Based on this cross-check, the new job classifications and/or tasks and procedures that will bring the employee into occupational exposure situations are identified.
d. The employee is then trained by the PSD Captain or other instructor regarding any Work Practice Controls with which the employee is not experienced. Sergeants are responsible for overseeing the implementation of these Work Practice Controls. Lieutenants work in conjunction with other Department managers, supervisors and the Professional Standards Unit to ensure the proper use of Work Practice Controls.

D. Personal Protective Equipment

1. Personal protective equipment is the employee’s “last line of defense” against bloodborne pathogens. Employees whose activities place them at risk of exposure to bloodborne pathogens will be provided the personal protective equipment that they need to protect themselves against such exposure. This equipment includes, but is not limited to:
   a. Gloves
   b. Gowns and or scrubs
   c. Antiseptic wash
   d. Clean cloth, paper towels or towelettes.

2. Hypoallergenic gloves, glove liners, or similar alternatives are available to employees who are allergic to the gloves Department staff normally use.

3. All patrol vehicles shall be equipped with sealed First Aid kits containing: 4 individual Universal Precaution kits (containing latex and P2 gloves, 1 coated gown, 1 mask/eye shield, 1 red infections waste disposal bag), 1 bottle alcohol disinfectant, 2 CPR pocket masks, 1 disposable “one size fits all” set paper scrubs, biohazard stickers and First Aid supplies. It is the responsibility of the on-coming shift employee to ensure that kits are stocked as noted above at the beginning of every shift. If the seal on the First Aid kit is broken, the officer shall replace the kit with another sealed First Aid bag from the patrol supply room. The Property Analyst is responsible for restocking and resealing the personal protective equipment/First Aid bags.

4. Employees will be trained regarding the use of the appropriate personal protective equipment for their job classifications and tasks/procedures they perform. Additional training shall be provided, when necessary, if an employee takes a new position or if new job functions are added to their current position. To determine whether additional training is needed, the employee’s previous job classification and tasks are compared to those for any new job or function he/she undertakes. Any needed training shall be provided by the Professional Standards Unit.

5. To ensure personal protective equipment is not contaminated and is in the appropriate condition to protect employees from potential exposure, employees will adhere to the following practices:
a. All personal protective equipment will be inspected periodically and repaired or replaced as needed to maintain its effectiveness.
b. Reusable personal protective equipment shall be cleaned, laundered and decontaminated, as needed.
c. Single-use personal protective equipment or equipment that cannot be decontaminated shall be disposed of properly.

6. To ensure equipment is used as effectively as possible, employees will adhere to the following practices when using personal protective equipment:
   a. Any garments penetrated by blood or other infectious materials shall be removed immediately or as soon as is feasible.
   b. All potentially contaminated personal protective equipment shall be removed prior to leaving a work area or accident/incident site if possible (or as soon as is feasible).
   c. Gloves or full personal protective equipment gear will be worn in the following situations:
      1. Whenever employees can reasonably anticipate hand contact with potentially infectious materials, such as when conducting a death investigation, responding to a medical emergency or handling evidence or sharps,
      2. When handling or touching contaminated items or surfaces.
   d. Disposable gloves (latex and high risk) must be replaced as soon as practical after contamination or if they are torn, punctured or otherwise lose their ability to function as an exposure barrier. Unused latex gloves should be kept in zip-lock type bags to extend their useful life.
   e. Utility gloves shall be decontaminated for reuse, unless they are cracked, peeling, torn or exhibit other signs of deterioration, at which time they will be disposed and replaced.
   f. Masks and eye protection (such as goggles, face shields, etc.) shall be used whenever splashes or sprays may generate droplets of infectious material.
   g. Protective clothing (such as gowns) shall be worn whenever potential exposure to the body is anticipated.

E. Housekeeping
   1. The EHS shall be contacted for clean up of any biohazardous spills. They can be contacted in the following ways:
      a. From any UC Campus building or medical center except SFGH – call 9-911.
b. From SFGH – call 206-8522. (Contact the power plant: they will call OEHS.)
c. From off-campus phones – call 476-1414 (UCSF Police Department Dispatch).

2. Maintaining safety equipment and facilities in a clean and sanitary condition is an important part of Bloodborne Pathogens Compliance Program. To facilitate this, there is a written schedule for the cleaning and decontamination of equipment and the appropriate areas of the facility. The schedule provides the following information:
   a. The equipment or area to be cleaned/decontaminated
   b. Day and time of scheduled work
   c. Cleansers and disinfectants to be used
   d. Any special instructions that are appropriate.

3. Sergeants and Watch Commanders are responsible to ensure the following practices are adhered to:
   a. All equipment and surfaces are cleaned and decontaminated after contact with blood or other potentially infectious materials:
      (1) Immediately (or as soon as feasible) when surfaces are overtly contaminated
      (2) After any spill of blood or infectious materials and
      (3) At the end of the work shift if a surface may have been contaminated during that shift.
   b. Protective coverings (such as linens, plastic trash bags or wrap, aluminum foil or absorbent paper) are removed and replaced:
      (1) As soon as it is feasible when overtly contaminated
      (2) At the end of the work shift if they may have been contaminated during the shift.
   c. All trash containers, pails, bins and other receptacles intended for use are routinely inspected, cleaned and decontaminated as soon as possible if visibly contaminated.
   d. Potentially contaminated broken glassware is picked up using mechanical means (i.e., using dustpan and brush, tongs, forceps, etc.).
   e. Contaminated reusable sharps are stored in containers that do not require “hand processing.”

4. The sergeant or Watch Commander assigned to a particular event is responsible for setting up the cleaning and decontamination schedule and making sure it is carried out within the Police Department operations.

5. Employees must be careful in handling regulated waste (including disposal of personal protective equipment and other potentially infectious materials). The following procedures will be used with all of these types of wastes:
a. Wastes shall be discarded or “bagged” in containers that are:
   (1) Closeable
   (2) Puncture-resistant if the discarded materials have the potential to penetrate the container
   (3) Leak-proof if the potential for fluid spill or leakage exists
   (4) Red in color or labeled with the appropriate biohazard warning label.

b. Containers for the regulated waste are available in appropriate locations in all vehicles and facilities, within easy access of employees and as close as possible to the sources of the waste.

c. Waste containers shall be maintained upright, routinely replaced and not allowed to overfill.

d. Contaminated laundry shall be handled as little as possible and shall not be sorted or rinsed where it is used. Contaminated laundry will be biohazard red-bagged and labeled with the employee name, agency and the type of contaminant (e.g., blood, vomit) and placed in the designated clothes cleaning closets. Contaminated clothing shall be removed as soon as possible, so as to avoid spreading the contaminant to a vehicle interior, other persons or the work site.

e. Whenever employees move containers of regulated waste from one area to another, the containers shall be immediately closed and placed inside an appropriate secondary container if leakage is possible from the first container.

6. Sergeants and Watch Commanders are responsible for overseeing the collection and handling of the Police Department’s contaminated waste.

4.4.5 HIV and HBV Research Laboratories and Production Facilities (Revised: 2/1/09)

There are special requirements for HIV and HBV research laboratories and production facilities in the areas of construction, engineering controls, work practices, the use of containment equipment and employee education and training. Since the UCSF Police Department is not attached to one of these types of operations, these special requirements do not apply. Therefore, the Department’s exposure control plan does not address these requirements.

4.4.6 Hepatitis B Vaccine, Post-Exposure Evaluation and Follow-Up (Revised: 2/1/09)

Even with sound adherence to the specified exposure prevention practices, exposure incidents can occur. As a result, the Police Department provides for hepatitis B
vaccinations and sets up procedures for post-exposure evaluation and follow-up should exposure to bloodborne pathogens occur.

A. Vaccinations

See General Order 3.9.1, “Physical Examinations for Sworn Personnel” about hepatitis B vaccinations.

B. Post-exposure Evaluation and Follow-up

1. If it is suspected that an employee has had an exposure risk to bloodborne pathogens, the employee shall inform his/her supervisor, and call the Needle Stick/Exposure Hotline at the pager number 415-719-3898. Enter your callback phone number and press the # key after the beep. Hotline staff will provide expedited access to post-exposure treatment, follow-up and counseling. Calling may be time-critical; antiviral medications begin to lose effectiveness two hours post-exposure.

2. If an employee is involved in an incident where exposure to bloodborne pathogens may have occurred, his/her supervisor will immediately:
   a. Investigate the circumstances surrounding the exposure incident and
   b. Ensure the employee receives medical consultation and treatment (if required), as expeditiously as possible.

3. It is essential for a medical evaluation and subsequent treatment to be initiated in a timely manner after some types of exposures. The highest risk category is a blood-to-blood exposure with a known infected source. However, as a general guideline, if the exposure is from a needle stick, splash into or onto mucous membrane(s) or onto an open area including scrapes, scratches and abrasions, the employee should seek medical evaluation within two hours of the exposure. Exposures with less risk of infection should be evaluated by medical personnel within 24 hours.

4. Depending on the type and severity of the exposure and the medical condition of the source, the physician may offer, recommend or strongly suggest medical treatment as a preventive measure. The decision to accept the medical treatment lies with the employee.

5. The responsible sergeant/supervisor will investigate every exposure incident occurrence in Department operations and document the information on the UCSF Supervisor Incident Report form. These investigations will be initiated upon notification of an exposure and will contain, at a minimum, the following information:
   a. The date and time the incident occurred
   b. Where the incident occurred
   c. What potentially infectious material(s) (blood, etc.) were involved in the incident
d. Source of the material

e. Under what circumstances (type of work being performed) the incident occurred

f. How the incident was caused

g. Personal protective equipment being used at the time of the incident

h. Actions taken as a result of the incident, including:
   (1) Employee decontamination
   (2) Clean up
   (3) Notifications.

6. The completed documents will be routed through the chain of command to the Risk Manager within 24 hours of the exposure (excluding weekends).

7. To ensure employees receive the best and most timely treatment if an exposure to bloodborne pathogens should occur, the post-exposure evaluation and follow-up process will be adhered to. An employee’s supervisor is responsible to use the “checklist” to ensure all the steps in the process have been taken correctly.

8. The information involved in this process must remain confidential. Sergeants and supervisory personnel will do everything possible to protect the privacy of the employees involved in an exposure incident. As the first step in this process, the following confidential information will be provided to the exposed employee:
   a. Documentation regarding the routes of exposure and circumstances under which the exposure incident occurred
   b. Identification of the source individual (unless infeasible or prohibited by law).

C. Information Provided to the Health Care Professional

To assist health care professionals, documentation of the exposure incident will be provided by the Risk Manager within 24 hours or by the on-duty Sergeant/Watch Commander if the exposure is believed to be high-risk and a medical evaluation is indicated within two hours of the exposure and the Risk Manager is off-duty.

The following documentation will be provided:
1. A copy of the Bloodborne Pathogens Standard
2. A description of the exposure incident and what the employee was doing at the time of the incident
3. The exposed employee’s relevant medical records
4. Other pertinent information.
D. Healthcare Professional’s Written Opinion
After the consultation, the health care professional will provide the Police Department with a written opinion evaluating the exposed employee’s situation. The Risk Manager will, in turn, furnish a copy of this opinion to the exposed employee within 15 days of receipt of the physician’s evaluation. In keeping with this process emphasis on confidentiality, the written opinion will contain only the following information:
1. Whether, after exposure, medical treatment is offered, recommended or strongly encouraged for the employee
2. Whether hepatitis B vaccination is indicated for the employee
3. Whether the employee has received the hepatitis B vaccination
4. Confirmation that the employee has been informed of the results of the evaluation
5. Employer’s copy of the health care professional’s written opinion
6. Confirmation that the employee has been told about any medical conditions resulting from the exposure incident which requires further evaluation or treatment.
All other findings or diagnoses will remain confidential and will not be included in the written report.

E. Medical Record Keeping
The UCSF Occupational Health Clinic will maintain pertinent medical records on all employees. As with any confidential employee information, these records will be kept confidential and inaccessible with the Occupational Health Clinic under the same guidelines as HIPAA. Information will not be disclosed or reported to anyone without the employee’s written consent (except as required by law).

4.4.7 Labels and Signs (Issued: 2/1/09)
Biohazard labels will be utilized to warn employees of contaminated materials. Red, “color-coded” containers will also denote biohazard materials. Patrol Lieutenants are responsible for ensuring proper labeling and availability of biohazard containers. The following items will be biohazard labeled:

A. Contaminated equipment
B. Containers of regulated waste
C. Sharps disposal containers
D. Other containers used to store, transport, or ship blood and other infectious materials
E. Laundry bags and containers for suspected contaminated clothing.

4.4.8 Information and Training (Issued: 2/1/09)

Having well-informed and educated employees is extremely important when attempting to eliminate or minimize exposure to bloodborne pathogens. Because of this, all newly hired employees who have the potential for exposure to bloodborne pathogens will be trained and furnished with as much information as possible on this issue. Employees will be retrained annually to keep their knowledge current. Employees changing jobs or job functions will be given any additional training their new position requires at the time of their new job assignment. Division Managers are responsible for seeing that all employees who have potential exposure to bloodborne pathogens receive this training. Excellent resources within UCSF include the Needle Stick/Exposure Hotline (415) 719-3898, the UCSF Clinic Occupational Medicine Staff, the UCSF Police Department Bloodborne Instructor and the Professional Standards Unit.

A. Training Topics
The topics covered in the training program include, but are not limited to:
1. The Bloodborne Pathogens Standard
2. The epidemiology/symptoms of bloodborne diseases
3. The modes of transmission of bloodborne pathogens
4. The UCSF Exposure Control Plan (and where employees may obtain a copy)
5. How an employee can obtain a copy of the regulatory plan
6. Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
7. A review of the use and limitations of methods that will prevent or reduce exposure, including:
   a. Engineering controls
   b. Work practice controls
   c. Personal protective equipment
8. An explanation of the basis for selection of personal protective equipment
9. Selection and use of personal protective equipment, including types available, proper use, location of personal protective equipment, removal, handling, decontamination and disposal
10. Visual warnings of biohazards within our facility, including labels, signs and “color-coded” containers
11. Information on the hepatitis B vaccine, including its:
   a. Efficacy
   b. Safety
   c. Method of administration
d. Benefits of vaccination
e. Vaccination program offered at no cost to employees as identified in General Order 3.9.1, “Physical Examination for Sworn Personnel”

12. Actions to take and persons to contact in event of emergency involving blood or other potentially infectious materials
13. The procedures to follow if an exposure incident occurs, including incident reporting
14. Information on the post-exposure evaluation and follow-up, including the medical consultation that Department will provide.

B. Training Methods
The Department’s training presentation makes use of several training techniques including, but not limited to:
1. Videotape programs
2. Training manuals/employee handouts
3. Employee review sessions
4. A reference point for questions and answers.

C. Record Keeping
To facilitate the training of employees, as well as to document the training process, training records are maintained and contain the following information:
1. Dates of all training sessions
2. Contents/summary of the training sessions
3. Names and job titles of employees attending the training sessions.

Training records are available for examination and copying to employees and their representatives, as well as OSHA and its representatives.

4.4.9 Engineering Control Equipment (Issued: 2/1/09)

The following operations have Engineering Control Equipment to eliminate or minimize employees’ exposure to bloodborne pathogens.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Control Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patrol</td>
<td>Sharps Containers – Patrol Vehicles</td>
</tr>
<tr>
<td>Patrol</td>
<td>Biohazard Red Bags – Patrol Vehicles</td>
</tr>
<tr>
<td>Evidence</td>
<td>Sharps Containers – Evidence Room</td>
</tr>
<tr>
<td>Evidence</td>
<td>Biohazard Material/Red Bag</td>
</tr>
<tr>
<td>Records/Reception</td>
<td>Sharps Container</td>
</tr>
<tr>
<td>Records/Reception</td>
<td>Biohazard Material/Red Bag</td>
</tr>
<tr>
<td>Detectives</td>
<td>Sharps Containers – All Vehicles</td>
</tr>
</tbody>
</table>
4.5 PATROL: ORGANIZATION AND ADMINISTRATION

4.5.1 Patrol Functions (Revised: 8/1/14)

A. Consistent with the values of a free society, the primary objective of the Police Department is to approach the ideals of a society free from crime and disorder. In so doing, the Department’s role is to enforce the law in a fair and impartial manner, acting in good faith without malice and recognizing both the statutory and judicial limitations of police authority.

1. No person shall be subjected to any stop, detention or search under California Statutes by an officer when such a stop, detention or search is based solely and impermissibly on the person’s race, color, sex, sexual orientation, national origin or upon the officer’s perception of any person’s race, color, sex or national origin.

B. The primary functional responsibilities of the FSD Patrol Section include:

1. Directed patrol
2. Criminal law enforcement
3. Traffic enforcement and control
4. Preliminary investigations
5. Incident investigation and reporting
6. Crash investigation and reporting
7. Crime prevention efforts
8. Maintenance of public order
9. Tactical operations (including crowd control)
10. Development of relationships between citizens and the Department
11. Arrests and warrant service
12. Reporting of information to appropriate organizational components.

4.5.2 Performance Objectives

A. Specific written objectives for the Patrol Section are formulated annually in accordance with General Order 2.1, “Direction: Goals and Objectives.”

B. In the interest of the safety and rights of the citizens, officers will adopt the following general performance objectives as a guide:
1. Reduce injury and property damage resulting from traffic crashes through the use of directed patrol, selective traffic law enforcement and safety education
2. Reduce the overall crime rate and fear of crime by increasing the efficiency in directed patrol, crime prevention, investigative efforts and reporting
3. Involve the community as a partner in the preservation of peace and order and reduction of crime.

C. Officers will incorporate the Department’s performance objective and goals into their daily duties.

4.5.3 Coordination with Other Divisions and Units

A. The Patrol Section will encourage and support the exchange of information with other divisions and units for the purpose of coordinating performance.

B. Intradepartmental coordination by the Patrol Section is manifested through encouraging support and exchanging information with the other divisions and units of the Police Department by the following methods/procedures:
   1. Participation by Division Managers and Watch Commanders in staff meetings.
   2. Lieutenant/Sergeant meetings with Division Managers
   3. Quarterly Department management and supervisory meetings
   4. Attendance by detectives at Patrol briefings.
   5. Utilization of both formal and informal memos
   6. Utilization of University e-mail.

4.5.4 24-Hour Law Enforcement Response and Coverage (Revised: 8/1/14)

A. The UCSF Police Department provides 24-hour, seven day a week police service to the UCSF community including faculty, students, staff, patients, visitors, residents and UCSF affiliates. The responsibility for this continuous service is designated to the Police Department. In addition, the Police Department has MOU agreements with the following local law enforcement agencies to ensure non-interrupted police service:
   1. Other University of California police departments
   2. San Francisco Police Department
   3. San Francisco County Sheriff
   4. San Francisco Municipal Transportation Agency
   5. Daly City Police Department
   6. South San Francisco Police Department.
B. To provide for 24-hour continuous coverage, patrol officers will remain available for calls for service until relieved by an officer assigned by the next shift. Minimum service needs are determined by the Watch Commander. Patrol officers work a 10-hour/4 day per week assignment either on day shift, swing shift or night shift or 12-hour/3 day per week weekend assignments either on day shift or night shift. Each shift overlaps with the next shift.

4.5.5 Shift Assignments (Revised: 8/1/14)

Shift assignments will be made in accordance with the provisions outlined in the current Federated University Police Officers’ Association (FUPOA) contract.

A. The Shift Work Schedule is posted electronically on the police shared drive and physically in the Sergeant’s Office, and Shift Request Forms are distributed to officers bi-annually.
   1. Completed Shift Request Forms are submitted to the FSD Lieutenant pursuant to his/her directives.

B. FSD Lieutenants and the FSD Manager will staff each Patrol shift.
   1. Officer assignment priority will be based on the Department’s need to distribute personnel according to key functions [i.e., Field Training Officer (FTO), Bicycle Officer, etc.], provide continuity for on-going training needs and accommodate personnel requests based on seniority. Seniority requests will be honored in accordance with Department’s staffing needs.

C. The shift rosters and vacation sign-up sheets will be posted annually.
   1. Vacation selection criteria will be made in accordance with the provisions outlined in the current FUPOA contract.

D. The master work schedule for the next portion of the calendar year will be posted every six months.

4.5.6 Directed Patrol

The Police Department maintains a working partnership with the citizens of the community through effective community policing. The Department provides enhanced delivery of service and achieves a greater efficiency by solving neighborhood problems through patrol operations (i.e., incident analysis). This process develops a communications linkage between patrol shifts and other divisions and promotes a collaborative approach to problem resolution. A directed patrol schedule is used to provide Patrol officers with information regarding specific problems and areas of concern.
within a specific patrol areas. Officers should review the directed patrol schedule during each shift and record their actions regarding the areas of concern. The directed patrol schedule may contain, but is not limited to, the following information:

A. Officer Pertinent Information
   Persons of interest, houses/locations of interest, vehicles of interest, specific problems/activity in district/sector, etc.

B. Extra Patrol Requests
   Extra patrol requests can be generated and submitted by any employee of the Police Department, upon receipt of request (i.e., Patrol, Records, Dispatch, etc.). General “extra patrol” requests will be addressed by the officer during the shift whenever possible. Extra patrol requests include general area checks, traffic enforcement, etc. Items in this section are not assigned as specific duty assignments.

C. Tactical Action Plans
   1. Tactical action plans are developed to address specific criminal activity or chronic community problems and issues. The plan must identify the problem, a plan of action to address the problem, necessary resources and a way to evaluate the effectiveness of the solution. Tactical action plans are normally no longer than 60 days in duration and require a specific duty assignment; however, the duration of a specific tactical actions plan may vary depending on the assessed need. Any officer may initiate and submit a tactical action plan. The officer who initiates the plan is responsible for defining the following when developing the plan:
      a. The problem
      b. Action plan to address the problem
      c. Necessary resources
      d. Assessment the effectiveness of the plan.
   2. Tactical action plans may involve other divisions or units. All tactical action plans involving the FSD shall be submitted to the Shift Sergeant monitoring the directed patrol function. The Shift Sergeant will review the plan to determine if the plan meets the specified criteria. The tactical action plan will be coordinated with the patrol shifts resources for effective implementation.
   3. Tactical action plans that do not meet the criteria will be returned to the initiating officer for revision or to be submitted as an extra patrol request.
   4. The tactical action will be added to the directed patrol schedule. Copies of completed plans will be kept on file with the Shift Sergeant and provided to the initiating officer and each involved Division Commander via the chain of command and to the EEC/Dispatch during the planned event.
5. When an extra patrol request or tactical action plan needs to be implemented immediately or prior to the Shift Sergeant having an opportunity to review it (on days off, during vacation, etc.), the Watch Commander shall assume the responsibility for reviewing and implementing the plan. A copy of the tactical action plan or extra patrol request shall be forwarded to the Shift Sergeant.

6. Directed patrol information is monitored by the Watch Commander. All officer information, extra patrol requests and tactical action plans are to be submitted to the Shift Sergeant who will ensure the information is added to the directed patrol schedule. At the conclusion of the directed patrol time period, if any enforcement action was taken, the Watch Commander will provide follow-up contact with the employee/citizen who generated the request.

7. Officer information and extra patrol requests will generally remain in the directed patrol schedule for 30 days. The information may be removed prior to the end of 30 days if it is determined that no further police action is needed.

4.5.7 Shift Rotations (Revised: 2/16/17)

It is in the interest of the University and the Police Department to have alert, well-rested officers working regular and overtime shifts. Tired officers potentially increase the risk of accidents, reduce ability to respond in emergencies, and increase sick leave rates. The Police Department shall maintain limits on overtime work to minimize the likelihood of increased risk to the health and safety of officers.

A. Sworn personnel working in the Patrol Unit and Dispatchers working in the Emergency Communications Center shall rotate shifts regularly on six (6) month intervals; to take place in April and October of each year.
   1. Sworn personnel working in the Patrol Division shall remain on a shift for no more than one six (6) month rotation without rotating to a new shift.
   2. Dispatchers shall rotate through all three shifts within a 24-month period.

4.5.8 Patrol Sergeant Span of Control

A. Patrol Sergeants will generally have a maximum of ten patrol officers assigned to them for direct supervision.

B. Patrol Sergeants are responsible for the day-to-day supervision and long-term guidance, coordination, and evaluation of those officers under their direct control including, but not limited to, work assignments, employee training and
development, ensuring appropriate performance standards and imposition of discipline.

C. If a lieutenant is not on duty, the Patrol Sergeant will assume Watch Commander responsibilities and will functionally supervise the ECC personnel on weekends and nights, in the absence of their regular supervisory personnel.

D. Patrol Sergeants have the authority to and may temporarily supervise personnel outside their assignment, as designated by a higher-ranking officer.

4.5.9 Watch Commander Duties, Responsibilities and Procedures (Revised: 6/4/08)

It is the policy of the UCSF Police Department to have one person established as the Watch Commander during each shift, 24 hours a day. This position will be held by a sworn peace officer.

A. The Chief of Police or designee will assign a Sergeant of Police or Acting Sergeant to serve as the Shift Sergeant, on each of the three patrol shifts. (The duties of a Sergeant of Police are described in the Universitywide Police Policies and Procedures Manual, Chapter 3, § 303.3.) The Shift Sergeant has authority and responsibility to plan, direct, train, correct and schedule all personnel on his/her shift.

1. Shift Sergeants may initiate counseling sessions, correct improper behavior, and initiate disciplinary action(s) as appropriate to direct and supervise subordinates. This includes Sergeants initiating actions with police officers and public safety dispatchers on different shifts.

2. Shift Sergeants shall be responsible for training and monitoring police officers who function as Watch Commanders.

3. Each Shift Sergeant shall assign a chain of command on their shift, establishing who will function as the Watch Commander in the absence of the Shift Sergeant. When the Shift Sergeant is on duty, he/she is always the Watch Commander. When the Shift Sergeant is not on duty, an officer is designated to act as Watch Commander, based on the chain of command assigned by the Shift Sergeant.

   a. Probationary officers or officers on a performance improvement plan shall not be assigned Watch Commander duties.

   b. If an FTO is training a new officer and there is no qualified senior officer available, then the FTO shall assume the responsibilities of both FTO and Watch Commander for the shift.
B. Patrol officers acting as Watch Commanders shall correct and report any improper behavior, violations of procedure or other inappropriate activities of which they become aware to the Shift Sergeant, either in writing or verbally, as soon as possible. Aggravated or serious incidents shall be reported directly to the FSD Captain or the Duty Command Officer.

1. The Watch Commander shall document any of the above situations in a Departmental memorandum to the Office of the Chief of Police via the chain of command, as well as notify the Duty Command Officer if, in his/her opinion, the situation is of a serious nature.

2. Supervision of special watch or mid-watch assignments and other details that do not report at regular times for change of watch shall be under the supervision of the Watch Commander on duty at the time the special watch or detail reports for duty. The responsibility for supervision of such watch or detail is transferred, at the change of watch, to the next Watch Commander on duty.

C. A Watch Commander shall ensure that all transmitted messages received on his/her watch are promptly read. Messages requiring action shall be acted upon without delay. Messages that should be read by the next watch or for a special detail shall be so marked.

D. Watch Commanders are responsible for making notifications to appropriate Command personnel, as well as applicable University departments, as necessary.

E. Shift Sergeants shall review reports and sign those that they approve, or attach a report review form indicating the corrections or additions to be made to those that must be returned for revision.

1. Patrol officers functioning as Watch Commanders shall review and approve only arrest reports that need to be routed to the San Francisco Police Records Division within set time limits.

2. Watch Commanders, whether Shift Sergeants or police officers, are responsible for reviewing all reports to determine if any routings and/or notifications need to be made immediately.

3. Guidelines for report approval and routing are contained in General Order 8.4.6, “Distribution of Reports.”

F. Shift Sergeants shall review the issuance of parking citations to ensure that they are complete and processed in compliance with General Order 4.15.7, “Preparation of Citation/Report.”

G. Watch Commanders shall respond to incidents that they deem to be of a serious or significant nature and shall take the appropriate action. Examples of serious
incidents include: suicides, major injury accidents, shootings, working fires, any police personnel injuries, situations of a sensitive and/or confidential nature and all cases when force is used as described in General Order 4.3, “Use of Force.”

H. Each Patrol Sergeant/Watch Commander and other supervisors as designated by the Chief of Police shall file a Daily Report on the standardized form at the end of the shift.
1. The Daily Report shall be routed to the Department Supervisor Log Server (Outlook e-mail folder)
2. Incidents and information of a highly sensitive or confidential nature shall be separately routed directly to the Chief of Police in a sealed envelope marked "CONFIDENTIAL."

I. The Daily Report shall include the following subject areas:
1. Deployment
   a. The names of personnel shall be reported for each unit, including field and special assignments.
   b. Any deviations in planned personnel shall be briefly explained, e.g., “Officer Smith is ill.”
2. Shift briefing training and other information provided shall be indicated on the Supervisor’s Daily Report.
3. Uniform and equipment inspection
4. Vehicle inspections
5. Significant activities shall be listed in chronological order throughout the watch and shall include:
   a. Significant or unusual events during the watch, in chronological order, preferably documented immediately following each event or incident
   b. Matters that may receive attention from the media
   c. All contacts with University and City officials or other VIPs
   d. Update on projects requiring duty time.

4.5.10 Briefing Procedure (Revised: 8/1/14)
A. It is the primary responsibility of the Watch Commander, Shift Sergeant or designee to see that personnel are properly assigned, inspected and briefed on all pertinent information.
B. Briefing will be conducted promptly at the beginning of each new shift.
C. Officers will have in their possession the following equipment, prior to the start of briefing: portable radio, pen/pencil, notebook, etc.
D. Procedure to be followed during briefing:

1. Officers will be in full uniform during briefing, unless otherwise assigned. The uniform must be clean and well pressed, and all equipment and shoes must be clean and well-polished.

2. Sergeants will conduct an inspection of officers monthly. This inspection will include:
   a. Personal care and grooming
   b. Uniform
   c. Equipment.

3. Briefing will be conducted under the supervision of the Watch Commander/Sergeant, who will do “roll call” training and/or review of policy and Department directives and brief and update on all directives, new information (wanted persons, stolen vehicles, major investigations etc.) and any changes in schedules or assignments.

4. The Watch Commander shall make beat assignments consistent with community policing philosophy and Department needs. Beat assignments shall generally be of 12 months duration to enhance customer service, collaborative problem-solving and crime reduction.

5. Prior to the dismissal of briefing, the Watch Commander/Sergeant should confirm with officers if there is any additional pertinent information necessary to be disseminated to the other officers.

4.5.11 Radio Call Numbers/Signs (Revised: 3/24/17)

A radio call numbering system is assigned to identify and permit communication with members of the Police Department over the police radio. Officers are assigned a UCSF Police Department call number that corresponds to the employee’s last two digits of their UCSF Police badge number. All other personnel call numbers are assigned according to the member’s rank and/or division/unit assignment. The UCSF Police Department call numbers are a series of numbers and are assigned as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>UCPD Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief of Police</td>
<td>A1</td>
</tr>
<tr>
<td>Captains</td>
<td>A2 through A3</td>
</tr>
<tr>
<td>Lieutenants</td>
<td>L1 through L9</td>
</tr>
<tr>
<td>Sergeants</td>
<td>S10 through S20</td>
</tr>
</tbody>
</table>
4.5.12 Incident Response

A. A single unit will generally be dispatched to handle routine calls for service; however, the nature of some calls may require additional units be dispatched for purposes of safety or more effective handling of a situation. Any additional units dispatched on a call will clear the scene as soon as it has been determined that their presence is no longer needed.

B. Two units will normally be dispatched on the following types of calls:
   1. Officer calling for assistance
   2. Any crime in progress
   3. Any crime that just occurred where there is a need to check the area for suspects. One unit will respond directly to the scene, while the other unit(s) checks for suspects.
   4. Calls involving weapons
   5. Domestic disturbances
   6. Neighborhood disputes that involve a known or suspected potential for violence
   7. Disturbances involving intoxicated or disorderly persons
   8. Mental subject investigations
   9. Alarms
   10. Open door or window calls
   11. Prowler calls
   12. Upon request of the responding unit
   13. Any call for which the Watch Commander or dispatcher believes there is a need for additional officers to respond, either because of the known serious nature of the call or insufficient information exists.

C. Officers will notify the ECC if they are responding to a call for service without being formally dispatched to the call.
4.5.13 Foot and Bicycle Patrols

In order to provide the most efficient use of resources to resolve community issues, officers may be assigned temporary foot or bicycle patrol responsibility in a specified area to address a particular or chronic problem. In addition, officers are encouraged to periodically foot patrol or bicycle patrol (if assigned to the bicycle patrol function), in their given districts/beats to provide more opportunity for direct citizen contact.

4.5.14 Bicycle Patrol (Revised: 6/6/17)

UCSF Police Department is committed to enhancing quality of life by providing a secure and safe environment in which the Campus community can reach and maintain its fundamental mission. The proven abilities of bicycle patrols, combined with the Community Oriented Policing and Problem Solving (COPPS) philosophy, helps the Department to accomplish this goal.

A. The mission of the Bicycle Patrol Program is to use specially trained, uniformed officers on bicycles to provide routine police patrol and enforce the law. The Bicycle Patrol Program will interact with the community in a positive manner and respond to various community needs or issues. The Department may assign Bicycle Patrol units to patrol in high crime areas, at special events and in areas with limited access, such as student housing units, and to assist with special enforcement details.

B. Organization/Staffing
   1. Program Manager: The Bicycle Patrol Program will be coordinated and supervised by a sergeant.
   2. Selection Criteria: The Chief of Police will appoint and select officers for the Bicycle Patrol Program.
   3. For an officer to be selected for Bicycle Patrol duties, he/she must have demonstrated the following qualifications:
      a. Ability to work independently without close supervision
      b. Good work habits, self-motivation and proactive problem-solving and enforcement capabilities
      c. Be in excellent physical condition, completing a bicycle riding performance test
      d. Ability to promote and maintain open lines of communication within the campus community.
C. Training
1. The training requirements for bicycle patrol duties are to ensure that officers have the knowledge and skills with the specialized techniques required to meet the unique demands of uniformed bicycle patrol.
2. At the discretion of the FSD Captain, officers assigned will attend and pass an initial, introductory, eight-hour training course, offered by a POST-approved bicycle patrol instructor before assuming bicycle patrol duties.
3. Each officer will be evaluated (pass/fail) on his/her ability to safely perform elements such as negotiating a curb, stairs (up/down), off-road, on-road in traffic, dismounts and mounting the bike.
4. The assigned officer will then attend, and must successfully complete, a POST-approved bicycle patrol school within one year of assignment.
5. In-service training will be conducted, as needed, to maintain or improve existing bicycle patrol skills.
6. Bicycle Patrol officers should train and maintain an above average level of fitness to withstand the demands of sustained bicycle patrol.
7. Officers designated as Bicycle Instructors shall complete and maintain a POST-approved bicycle instructor course certificate.

D. Uniform
Bicycle Patrol uniform standards are as follow:
1. Black Bratwear zip-off bike pants (Style #P-ZSCM2LT).
2. Black Bratwear jacket/vest combination (Style #J-PJZ1) with cloth UCPD patches, star and name tag.
3. Black Bratwear Class “A” long sleeves uniform shirt (Style #SHT-U2) with cloth UCPD patches, star and name tag and yellow reflective “POLICE” lettering on back.
4. Black bicycle helmet
5. Black bicycle gloves
6. Black leather bicycle patrol shoes
7. Black Uncle Mike’s nylon duty belt and accessories.
The Chief of Police may update Bicycle Patrol uniform standards due to ongoing development and improvement with these uniforms.

E. Deployment
1. Bicycle Patrol officers will be deployed according to the need assessed by the Watch Commander, Bicycle Patrol Sergeant, FSD Manager or Chief of Police.
2. Bicycle Patrol officers should not ride alone in high crime areas.
3. Bicycle Patrol officers can be deployed day or night. During nighttime hours, officers should utilize appropriate lighting equipment.
4. Bicycle Patrol officers shall not ride in rain or other inclement conditions deemed unsafe by the Watch Commander.

5. Bicycle Patrol officers deployed in a low-profile or clandestine capacity may choose not to use marked police bicycle lighting equipment. Officers not using lighting equipment under these circumstances must use due regard for their safety and the safety of others.

F. Hours of Operation
Hours of operation are subject to change due to specific enforcement needs, weather considerations and uniform capabilities in inclement weather.

G. Illness or Injury
A Bicycle Patrol officer injured while riding a bicycle on duty shall immediately notify a Watch Commander so that the required injury forms can be completed.

H. Equipment
1. Bicycle Patrol officers should use only equipment provided by or approved for use by the Department.
2. At all times, while on the bicycle, officers will wear the following required safety equipment:
   a. Eye protection, either prescription or plastic safety glasses or goggles with clear or tinted shatter-resistant lenses
   b. Black cycling gloves, either full or fingerless style
   c. Black bicycle helmet
   d. Department-issued soft body armor.
3. A patrol-ready bicycle should consist of the following equipment:
   a. A patrol bicycle that passed the pre-ride inspection
   b. One water bottle cage with a filled water bottle
   c. A Department-issued headlight system with a charged battery
   d. A functional red flashing taillight
   e. A cyclometer
   f. A bicycle horn
   g. A rear nylon bag with “POLICE” markings on a rack
   h. A siren
   i. A solid red light to the front.

I. Maintenance
1. At the beginning of the shift, each Bicycle Patrol officer shall be responsible for doing a pre-ride inspection of the bicycle, consisting of the following:
   a. Air: Check tire pressure, adjust if necessary. Check tires and sidewalls for wear or damage.
b. Alignment: Check wheels to make sure they are running straight and true.
c. Battery: Test the battery by activating the lights and the bicycle horn.
d. Brakes: Make sure brakes operate smoothly. Check pads, cables, and housing.
e. Cranks: Check for bearing play with cranks through the bottom bracket.
f. Quick Release: Check the quick release on the axles and the seat post.
g. Components: Check components and ensure all are functioning properly by doing a slow ride before leaving the garage. Bounce the bicycle to check for loose parts or strange noises.

2. Officers shall ensure that the assigned bicycles are in a clean and safe working condition at the start of the shift. Officers should report any problems to the Watch Commander and the Bicycle Patrol Sergeant as soon as possible. The Bicycle Patrol Sergeant will coordinate the repairs.

3. At the end of the shift, officers should leave the bicycles in a clean and safe condition, with any equipment failures either fixed or written up for repairs. Flat tires are to be repaired by the officer riding the bicycle at the time of the flat. Used batteries should be plugged into the assigned charger for charging.

4. Bicycles should have a major tune-up by a certified repair shop annually. A tune-up may be needed more often, depending on the condition of the bicycle and conditions/elements in which it is used. Bicycles need to be kept in a safe and tuned condition to decrease the chance of equipment failure or operator injury.

J. Reporting
1. Bicycle Patrol officers shall log on with the ECC and report their activity as they would if they were on vehicle patrol.
2. Bicycle Patrol officers shall complete the Daily Bicycle Patrol Log at the end of each shift.
3. In the event of a bicycle accident, follow General Order 5.10.10, “UCSF Employee-Involved Vehicle Crashes.”
4. Range Qualification – At a Department-approved range, Bicycle Patrol officers should qualify using their Bicycle Patrol uniform and required safety equipment.
K. Securing/Storing the Bicycle
The bicycle should be secured when not in the officer’s immediate presence, either by using a bicycle lock or a set of handcuffs on the rear wheel. Bicycles will be stored in their designated area inside the UCPD storage rooms.

L. General Operational Guidelines
§ 21200 of the California Vehicle (CVC) code is amended to read:
1. Subsection (a): A person riding a bicycle or operating a pedicab upon a highway has all the rights and is subject to all the provisions applicable to the driver of a vehicle by this division, including, but not limited to, provisions concerning driving under the influence of alcoholic beverages or drugs, and by Division 10 (commencing with § 20000), § 27400, Division 16.7 (commencing with § 39000), Division 17 (commencing with § 40000.1), and Division 18 (commencing with § 42000), except those provisions which by their very nature can have no application.
2. Subsection (b) (1): A peace officer, as defined in Chapter 4.5 (commencing with § 830) of Title 3 of Part 2 of the PC, operating a bicycle during the course of his or her duties is exempt from the requirements of subdivision (a), except as those requirements relate to driving under the influence of alcoholic beverages or drugs, if the bicycle is being operated under any of the following circumstances:
   a. In response to an emergency call
   b. While engaged in rescue operations.
   c. In the immediate pursuit of an actual or suspected violator of the law.
3. Subsection (2): This subsection does not relieve an officer from the duty to operate a bicycle with due regard for the safety of all persons using the highway.
4. To the greatest extent possible, Bicycle Patrol officers will operate their patrol bicycles on the street, in accordance with the provisions of the CVC.
5. Whenever a Bicycle Patrol officer is riding or operating a bicycle upon a sidewalk, such officer will:
   a. Yield the right-of-way to any pedestrian and will give an audible signal before overtaking and passing such pedestrian.
   b. Take care not to unnecessarily startle or frighten pedestrians or violate the right-of-way of pedestrians or other vehicles.
   c. Ride at a reduced speed unless a situation exists justifying a greater speed, such as a pursuit of a violator or response to an emergency call.
6. Bicycle Patrol officers shall not hold onto or allow themselves to be towed by any motor vehicle.
M. Bicycle Laws
It is reasonable for the public to expect that an officer on a bicycle will have a good knowledge of the laws concerning bicycles. Bicycle Patrol officers are charged with being familiar with all California Vehicle Codes and San Francisco City Ordinances concerning operation and ownership of bicycles.

N. Community Relations
Bicycle Patrol officers are encouraged to make personal contacts with “suspicious persons,” as well as with the faculty, staff and students of the University and the members of the community to inquire about their concerns.

O. Emergency Vehicles
1. The CVC makes no provision for bicycles as “authorized emergency vehicles.”
2. Officers should be mindful of the inherent risks of bicycle riding. Officers shall not pursue motor vehicles and use due caution when pursuing pedestrians while on a bicycle.
3. Bicycle Patrol officers may exercise their authority in emergencies to direct traffic using available means approved by the Department to facilitate their pursuit or response. In such a situation, a marked patrol vehicle should be dispatched to assist and assume the responsibility for the apprehension of the subject if the Bicycle Patrol officer has yet to complete the apprehension.

4.5.15 Fixed-post Assignment

A. Officers shall perform fixed-post assignments in the manner prescribed in this order. The objective of fixed-post assignments is to protect human life, deter crime, collect information and evidence, and identify and apprehend suspect(s).

B. For purpose of this order, a fixed-post assignment is defined as an assignment involving sworn personnel providing specific duties at a predetermined location.

C. When assigned to fixed-posts, officers shall consult with the Watch Commander, who will specify the type of vehicle and dress requirement for the assignment.

D. Officers in plainclothes assignments shall take law enforcement actions (i.e., detain, arrest, or pursue suspects, etc.) when appropriate, with due regard to exigent circumstances and officer safety.
E. Officers in plainclothes assigned to fixed-posts shall carry their Department-issued badge, identification card, police radio, handcuffs and firearm.

F. When making law enforcement contacts, officers, when appropriate, shall identify themselves as UCPD police officers.

G. An officer assigned to a fixed-post should not leave his/her post without the approval of the Watch Commander, except in emergency situations. In an emergency situation where the officer has to leave the post to respond to an immediate threat to public safety, the assigned officer shall notify the Watch Commander of his/her actions as soon as possible.

H. Officers in unmarked vehicles assigned to fixed-posts should not engage in vehicle pursuits, unless the fleeing suspect(s) poses an immediate threat to public safety. All pursuits shall be conducted in accordance with General Order 4.6.9, “Emergency Vehicle Response – Vehicle Pursuit.”

I. An officer shall familiarize himself/herself with recent incident(s) related to the assignment. He/she shall be familiar with the names and pictures of activists known to UCPD.

J. The Watch Commander, via the FSD Captain, shall inform the local law enforcement agency in whose jurisdiction the site of the fixed-post is located, of the details prior to the beginning of the assignment.

K. In an event where an individual or a crowd of protesters create a disturbance or pose a threat to public safety, officers shall notify the Watch Commander of the situation as soon as possible. The Watch Commander shall also notify the Chief of Police, the FSD Captain and the appropriate local law enforcement agency in whose jurisdiction the situation is occurring.

L. Officers shall take appropriate police action in the event of a disturbance, with due consideration given to officer safety, the size of the crowd, type of disturbance, immediacy of the situation and safety of all individuals involved.

M. In situations where it is inappropriate and/or imprudent to initiate immediate police action, officers shall gather relevant information and evidence to identify individuals involved for the purpose of seeking an arrest warrant(s) at a later time.
4.5.16 Special-purpose Vehicle Deployment *(Revised: 5/9/17)*

The Police Department utilizes the following special-purpose vehicles:

A. **Bicycles**
   Police Department equips and maintains a fleet of bicycles to be utilized:
   1. To patrol areas where use of conventional patrol vehicles is not practical or suitable
   2. In any instance where the Police Department deems the use of bicycle patrol would better serve the needs of the public

Bicycle Patrol officers will wear Police Department-approved uniforms that readily identify them as members of the Police Department, as noted in General Order 4.7.7(B), “Uniforms and Equipment – Bicycle Officers.”

Only officers who have received training as outlined in General Order, 4.5.14, “Bicycle Patrol” are authorized to operate the Police Bicycle.

B. **Command Post/SUV**
   The Department maintains a Command Post/SUV for use in special situations. Uses of the SUV may include: mobile command, surveillance, utility/equipment transportation and personnel transportation (General Order 4.7.3, “Required Operational Equipment”). The vehicle is maintained by FSD personnel and any service or problems are reported to the Equipment Officer for repair. No special training is required to operate the vehicle; however, use of the SUV must be authorized by the Watch Commander.

C. **Dual Sport Motorcycles**
   1. Police Department equips and maintains police dual purpose motorcycles. The motorcycles shall be marked with the UCSF Police star and equipped with an emergency “red” lamp visible from the front and a siren. The police dual purpose motorcycles are utilized:
      a. To patrol areas where use of conventional patrol vehicles is not practical or suitable
      b. In any instance in which the Police Department deems the use of dual sport motorcycle patrol would better serve the needs of the public.
   2. Patrol officers assigned to operate a dual sport motorcycle will wear Police Department-approved uniforms that readily identify them as members of the Police Department as noted in General Order 4.5.21(D), “Dual Sport Motorcycle Patrol – Uniform Standards.”
3. Only officers who have received training as outlined in General Order, 4.5.21(C), “Dual Sport Motorcycle Patrol – Training” are authorized to operate the Police dual sport motorcycle.

4. Police dual purpose motorcycles may initiate a pursuit but must yield involvement to a four-wheeled, marked patrol vehicle, as noted in General Order 4.6.9 (B)(2), ”Emergency Vehicle Operation – Vehicle Pursuits."

4.5.17 Field Patrol Ride-A-Long Program

A. The UCSF Police Department will accept all reasonable requests for patrol ride-a-longs.

B. All requests for ride-a-longs shall be directed to the FSD Lieutenant by:
   1. Sending the request in writing, including the person's name, date of birth, address, date and time of request and telephone number(s).
   2. Upon receipt of the request, the FSD Lieutenant shall ascertain the feasibility of the desired ride-a-long.
      a. In the absence of the FSD Lieutenant, all requests shall be forwarded to the on-duty Watch Commander for approval. Notification shall then be forwarded to the FSD Lieutenant.

C. Notification
   1. The FSD Lieutenant will notify the requestor of the approval or denial of their ride-a-long requests. If the request is not approved, the individual will be given a reasonable explanation of the denial along with alternative dates and times.

D. Restrictions
   1. Recruits in the Field Officer Training Program shall not be assigned ride-a-longs.
   2. The Police Department will not approve any requests for individuals under the age of 18 years without parental consent.

E. Hold Harmless Agreement
   1. Upon approval of each request, the ride-a-long shall complete a Hold Harmless Agreement (Appendix C). A copy of this agreement shall be retained by the ride-a-long, with a file copy retained by the Police Department's Crime Prevention Section.
   2. Individuals authorized to ride may attend the respective watch briefing where the ride-a-long will take place. The Watch Commander shall ensure that the Hold Harmless Agreement is signed and a copy forwarded to the Crime Prevention Section. The Watch Commander shall ensure the ride-a-
long has received a thorough orientation regarding the general policy of the Department's ride-a-long procedures.

3. A ride-a-long may be terminated when, in the determination of the Watch Commander, the provisions of this order have been violated. Termination of the ride-a-long shall be recorded and forwarded, via the chain of command, to the Chief of Police the next working day.

F. Personal Conduct of Ride-A-Longs
1. An individual in the patrol ride-a-long program shall be informed that their participation is limited to "Observer Status" and shall remain so, unless their assistance is summoned by a police officer of this Department per PC § 150.
   a. Peace Officer
      (1) Peace officers shall wear civilian attire.
      (2) Peace officers shall comply with those instructions or directions from the on-duty Watch Commander.
      (3) Peace officers shall be checked by the Watch Commander for the type of weapon (if any) they are armed with and document the following information on the Hold Harmless Agreement:
         (a) Description
         (b) Make
         (c) Serial Number
         (d) Model Number.
   b. Civilian personnel and reserve peace officers
      (1) Shall not be approved to carry weapons per PC §§ 12025, 12031, 626.10, 12020 and 626.9
      (2) Shall wear civilian attire
      (3) Shall be subject to the direct supervision and or instructions of the assigned police officer.

G. Responsibilities of the Watch Commander
1. It shall be the responsibility of the Watch Commander and the assigned police officer to provide the necessary level of supervision to protect the ride-a-long and minimize liability exposure to the University.

H. Non-sworn Departmental Personnel
1. Non-sworn Police Department employees desiring a ride-a-long shall obtain approval from the respective Watch Commander. Requests for ride-a-long during the employee's normal working hours must be approved by the employee's immediate supervisor. Department employees are not required to complete the Hold Harmless Agreement.
4.5.18 Documentation for Preliminary Court Proceedings

A. Upon the arrest of any person for a criminal or traffic offense or the issuance of a summons or citation to any person for a criminal or traffic offense, documentation will be forwarded to the San Francisco Hall of Justice.

B. The required documentation includes the following for each type of appearance:
   1. Criminal Offense
      a. Incident report
      b. Declaration form
   2. Traffic Offense
      a. Signed traffic citation,
      b. Completed DUI information forms (if applicable)
      c. Incident report (if applicable)
   3. Warrant Service
      a. Arrest report
      b. Court copy of warrant (with return made)
      c. Warrant printout (CLETS) or photocopy of original warrant.

4.5.19 Incident Reports From Complaints Received by Mail or Telephone

A. The Police Department will receive information for specific criminal or non-criminal incident reports given in person by a victim, complainant or witness.

B. Non-criminal incident reports may be taken based upon information received by means other than personal interview, including receipt of information by mail or telephone.

C. In the following circumstances criminal incident reports may be taken by telephone or mail:
   1. Non-Felony Property Crimes with:
      a. Lack of suspect information
      b. No physical evidence
      c. Lost property
      d. Under the direction of the Watch Commander
   2. Person Crimes, under direction of the Watch Commander.

4.5.20 Supervisory Notifications and Response to Incident Scenes (Revised 2/9/11)

A. Incidents of a serious nature often arise that require the presence of a supervisor who possesses the authority necessary to deal with the problem.
B. Watch Commanders are required to notify their respective Division Managers upon the occasion of any serious incident as specified in this order. In the event a Division Manager is not available, the on-duty Watch Commander or Shift Sergeant shall notify the Chief of Police directly.

C. Once the Watch Commander or Shift Sergeant has notified the Division Manager, the Division Manager will be responsible for determining the need to notify the Chief of Police.

D. The following are circumstances under which the Division Manager will be notified:
   1. The death or serious injury of any officer or his/her immediate family, regardless of the officer’s duty status (on or off duty),
   2. The death or serious injury of any employee of the UCSF Police Department, or the death or serious injury of an immediate family member of an employee. This section shall not apply to incidents where the death was anticipated based upon prolonged hospitalization, etc. and is intended to address unexpected situations or sudden death.
   3. The arrest of any University employee or member of the Department by this Department or another.
   4. Receipt of information that a warrant exists for an employee (officer or civilian) of the Police Department or that the employee (officer or civilian) is being investigated or is a suspect in a particular crime.
   5. Any time the Police Department’s ability to provide service is jeopardized due to malfunction of equipment; where the fleet of police vehicles is compromised due to major mechanical problems and the number of available vehicles reaches an unacceptable level; or any incident where the Police Department building suffers a fire or other similar crisis and Department property or equipment is damaged or in danger.
   6. Facilities, property or equipment of the University is seriously damaged as a result of intentional acts, natural disaster or accident.
   8. Incidents where there may be a question as to the agency’s liability or those which may result in heightened community interest.

E. Along with the notification, in order to assume command, the Watch Commander, or Shift Sergeant will respond to the scene of the following incidents:
1. Any major crime as specified in this order or any incident of actual or potential controversy
2. The arrest of any law enforcement officer or University official by this Department
3. The occurrence of a felony involving the use or threatened use of force (rape, robbery, kidnapping, etc.), any burglary, theft (except auto) or any damage to University property.
4. Any incident within the University where a subject is barricaded inside of a building or where hostages are taken
5. Within the jurisdiction of the Police Department, the involvement of any public official, including members of the Department, in a major traffic offense or felony (except when members are involved in as part of their official duties), whether on or off duty.
6. Any natural disaster occurring in or near the University or where deemed necessary by the Watch Commander/Shift Sergeant in a natural disaster/mutual aid request situation.
7. Receipt of a personnel complaint of a serious nature by the Police Department regarding one of its officers.
8. An officer is involved in a serious traffic crash while operating a Police Department vehicle on duty. The Watch Commander/Shift Sergeant will assess the need for a response to on-duty, Police Department-operated motor vehicle crashes occurring outside San Francisco County. At a minimum, there will be a request made to the local jurisdiction to be kept apprised of the details of the crash by telephone.
9. A person is injured requiring hospitalization arising out of their contact with an officer of the Police Department whether on or off duty.
10. Any fatal traffic crash within the University and adjacent property.
11. An officer discharges a firearm in the performance of duties, accidentally or intentionally. This section does not apply to firearms training on the pistol range or when an officer is required to destroy a seriously injured animal in accordance with Police Department regulations.
12. Any homicide, suicide or death of criminally suspicious nature.
13. Any other controversy or potential controversy where the reputation of the University or the Police Department may be seriously impacted as a result.
14. Any other incident as directed, dispatched or at the discretion of the Watch Commander/Shift Sergeant.

4.5.21 Dual Sport Motorcycle Patrol (Revised: 11/7/17)

The UCSF Police Department is committed to enhancing the quality of life by providing a secure and safe environment in which the campus community can reach and maintain its fundamental mission. The proven ability of dual sport motorcycle patrols allows ease
of access and quick response to all campus areas, which helps allow the Department to accomplish this goal.

A. The mission of the Dual Sport Motorcycle Patrol Program is to use specially trained, uniformed officers on motorcycles to provide routine police patrol duties and to enforce the law. The Dual Sport Motorcycle Patrol will interact with the community in a positive manner and respond to various community needs or issues. The Department may assign Dual Sport Motorcycle Patrol units to patrol in high crime/vehicle traffic areas, during special events and in areas with limited access, such as open campus quads, Mt. Sutro Housing and trails/construction sites, or to assist with special enforcement details.

B. Organization/Staffing
   1. Program Manager
      The Dual Sport Motorcycle Patrol Program will be coordinated and supervised by the FSD Lieutenant. A designated Patrol Sergeant will be responsible for daily program administration, maintenance and training.
   2. Selection Criteria
      The Chief of Police will appoint and select officers for the Dual Sport Motorcycle Patrol Program.
   3. For officers to be selected for Dual Sport Motorcycle Patrol Program duties, the officer must have demonstrated the following qualifications:
      a. Ability to work independently without close supervision
      b. Good work habits, self-motivation and proactive problem-solving and enforcement capabilities
      c. Be in excellent physical condition, completing a dual sport motorcycle riding performance test
      d. Ability to promote and maintain open lines of communication within the campus community.
   4. The selection and appointment to the Dual Sport Motorcycle Program is a specialty assignment, as defined by FUPOA Article 30(c) (1)-(3).

C. Training
   1. The training requirements for Dual Sport Motorcycle Patrol duties are to ensure that officers have the knowledge and skills with the specialized techniques required to meet the unique demands of uniformed Dual Sport Motorcycle Patrol.
   2. The assigned officers shall have a M1 endorsement on their California driver’s license prior to selection.
   3. At the discretion of the FSD Captain, officers shall meet the standard set by CVC §§ 27801(a) and (b). Each officer will be evaluated (pass/fail) on his/her ability to safely straddle the motorcycle with both feet on the
ground and maneuver the bike into various positions while the engine is off. The officer must also be able to pick up a downed motorcycle.

4. The assigned officer will then attend and must successfully complete a POST-approved or SFPD dual sport motorcycle patrol school.

5. In-service training will be conducted as needed to maintain or improve existing Dual Sport Motorcycle Patrol skills.

6. Dual Sport Motorcycle Patrol officers should train and maintain an above average level of fitness to withstand the demands of sustained motorcycle patrol.

7. Officers designated as Dual Sport Motorcycle instructors shall complete and maintain a POST-approved dual sport motorcycle instructor course certificate.

D. Uniform Standards
The Dual Sport Motorcycle Patrol uniform consists of:

1. Class B Uniform (511s) with cloth UCPD patches, star and name tag
2. Black jacket (Tour Master Flex LE) with cloth UCPD patches, star and name tag
3. Black/white full face motorcycle helmet (Arai xd3) (DOT-approved)
4. Black leather gloves (Drystars)
5. Black 8” boots (Alpinestars ST-1)
6. Black nylon duty belt and accessories (Uncle Mike’s).

The Chief of Police may update Dual Sport Motorcycle Patrol uniform standards due to ongoing development and improvement with these uniforms.

E. Deployment
1. Patrol officers assigned to operate a dual sport motorcycle will be deployed according to the need assessed by the Patrol Sergeant, the FSD Captain or the Chief of Police.

2. Patrol officers assigned to operate a dual sport motorcycle can be deployed day and night. During nighttime hours, officers should utilize appropriate lighting equipment.

3. Patrol officers assigned to operate a dual sport motorcycle shall not ride in rain or other inclement conditions deemed unsafe by the Watch Commander.

F. Hours of Operation
Hours of operation are subject to change due to specific enforcement needs, weather considerations and uniform capabilities in inclement weather.
G. Equipment
1. Patrol officers assigned to operate a dual sport motorcycle shall use only equipment provided by or approved for use by this Department.
2. At all times, while on the motorcycle, officers will wear the following required safety equipment:
   a. Eye protection, either prescription or plastic safety glasses or goggles, with clear or tinted shatter-resistant lenses
   b. Black leather gloves
   c. DOT-approved helmet
   d. Department-issued soft body armor (vest).
3. A patrol-ready dual sport motorcycle shall consist of the following equipment:
   a. A patrol, dual sport motorcycle that passed pre-ride inspection
   b. Functioning emergency (Code 3) lighting, siren and horn
   c. A rear nylon bag with “POLICE” markings
   d. Communication headset, body cord and belt mount.

H. Maintenance
1. At the beginning of the shift, each patrol officer assigned to operate a dual sport motorcycle is responsible for conducting a pre-ride inspection of the motorcycle, consisting of the following:
   a. Air: Check tire pressure, adjust if necessary. Check tires and sidewalls for wear or damage.
   b. Alignment: Check wheels to make sure they are running straight and true.
   c. Battery: Test the battery by turning on the master switch.
   d. Emergency equipment: Activate all lights, siren and horn.
   e. Brakes: Make sure brakes operate smoothly. Check pads, cables and housing.
   f. Fluids: Check oil level.
   g. Components: Check components and ensure all are functioning properly by doing a slow ride before leaving the parking lot. Bounce the motorcycle to check for loose parts or strange noises.
   h. Vehicle Inspection Form (VIC) – Complete a VIC and forward it to the Watch Commander.
2. Officers shall ensure that the assigned motorcycles are in a clean and safe working condition at the start of the shift. Officers should report any problems to the Watch Commander and the Dual Sport Motorcycle Patrol Sergeant as soon as possible. The Dual Sport Motorcycle Patrol Sergeant will coordinate the repairs and all scheduled maintenance.
3. At the end of the shift, officers should leave the motorcycles in a clean and safe condition, with any equipment failures either fixed or written up for repairs.
4. Dual sport motorcycles should have scheduled maintenance completed by a certified repair shop. Motorcycles need to be kept in a safe and tuned condition to decrease the chance of equipment failure or operator injury.

I. Securing/Storing the Dual Sport Motorcycle
The motorcycle shall be secured when not in the officer’s immediate presence. Dual sport motorcycles will be stored in their designated area inside the UCPD Storage Connex at 1855 Folsom Street.

J. General Operational Guidelines
1. According to § 156 (b)(1) of the CVC: Any Peace officer, as defined in Title 3, Part 2 of the PC, Chapter 4.5 (commencing with § 830), operating a vehicle during the course of his/her duties is exempt from the requirements of subdivision (a), except as those requirements relate to driving under the influence of alcoholic beverages or drugs, if the motorcycle is being operated under any of the following circumstances:
   a. In response to an emergency call
   b. While engaged in rescue operations
   c. In the immediate pursuit of an actual or suspected violator of the law.
2. This subdivision does not relieve an officer from the duty to operate the motorcycle with due regard for the safety of all persons using the highway.
3. To the greatest extent possible, patrol officers assigned to operate a dual sport motorcycle will operate their motorcycle on the street, in accordance with the provisions of the CVC.
4. Whenever an officer is riding or operating a dual sport motorcycle upon a sidewalk, open quad, grass or dirt, such officer will:
   a. Yield the right-of-way to any pedestrian and give an audible signal before overtaking and passing such pedestrians
   b. Take care not to unnecessarily startle or frighten pedestrians or violate the right-of-way of pedestrians or other vehicles
   c. Ride at a reduced speed unless a situation exists justifying a greater speed, such as a pursuit of a violator or response to an emergency call.
5. Patrol officers assigned to operate a dual sport motorcycle shall not hold onto or allow themselves to be towed by any motor vehicle.
K. Vehicle (Motorcycle) Laws
It is reasonable for the public to expect that an officer on a motorcycle will have a good knowledge of the laws concerning motorcycles. Dual Sport Motorcycle Patrol officers are, therefore, charged with being familiar with all California Vehicle Codes and San Francisco City ordinances concerning operation and ownership of motorcycles.

L. Community Relations
Dual Sport Motorcycle Patrol officers are encouraged to make personal contacts with “suspicious persons,” as well as with the faculty, staff and students of the University and the members of the community to inquire about their concerns.

M. Dual Sport Motorcycles as Emergency Vehicles
1. CVC §165(b)(1) makes provision for “authorized emergency vehicles.”
2. Police dual purpose motorcycles may initiate a pursuit but must yield involvement to a four-wheeled, marked patrol vehicle, as noted in General Order 4.6.9 (B)(2), “Emergency Vehicle Operation – Vehicle Pursuits.” Officers should be mindful of the inherent risks of motorcycle riding and use due caution when pursuing pedestrians or bicycles.
3. Patrol officers assigned to operate a dual sport motorcycle may exercise their authority in emergencies to direct traffic, using available means approved by the Department to facilitate their pursuit or response. In such a situation, a marked patrol vehicle should be dispatched to assist and assume the responsibility for the apprehension of the subject if the officer has yet to complete the apprehension.

4.6 PATROL OPERATIONS

4.6.1 Preliminary Investigations by Patrol Officers (Revised: 5/5/17)

A. Many times, the most important factor in solving a crime is the information supplied by a victim or witnesses to the first responding officer. A responding officer will generally conduct the preliminary investigation of most crimes and will be responsible to call for any specialist that may be needed.

B. Uniformed officers normally respond to each crime reported to the Police Department. The Watch Commander may request that the detectives respond when a non-uniformed response is necessary or more appropriate.

C. Preliminary investigations begin when the responding officer arrives at the scene of an incident, makes contact with the complainant or is on notice that a crime has been or is being committed. This preliminary investigation continues until there is
a postponement of the investigation or transfer of responsibility. The preliminary
investigation usually includes some or all of the following:
1. Assessing the need for medical attention to injured persons
2. Protecting the scene to prevent evidence from being lost or contaminated
3. Determining whether a crime has been committed and, if so, the exact
   nature of the offense
4. Determining the identity of the suspect(s) and arresting them when
   appropriate
5. Providing information to the ECC and to other units regarding
   descriptions, method and direction of travel and any other relevant
   information concerning suspects and/or suspect vehicles
6. Identifying all witnesses
7. Interviewing victims, witnesses and suspects to determine in detail the
   exact circumstances of the offense
8. Collecting of evidence or arranging for the collection of evidence
9. Taking written statements, when possible and appropriate, from victim(s),
   witnesses and suspects
10. Accurately and completely recording all pertinent information in proper
    form
11. Any other action that may aid in resolving the situation, solving the crime
    or as directed by a supervisor.

D. All sworn and civilian members of the Department shall properly identify
themselves when responding to requests by members of the public to view official
identification. All members of the Department shall carry an official agency
photographic identification card and present it when asked to do so by a member
of the public for the purposes of proper identification. All members of the
Department shall verbally identify themselves on the telephone when calling
members of the public on official business.
1. The intent of this directive is to ensure the public can identify UCSF
   police officers and employees and be certain that the person they are
   dealing with is in fact a police officer or employee. This verification
   enhances officers’ ability to perform their duties, promotes confidence in
   the public and makes officers more accountable for their actions. Officers
   working in an undercover capability are exempt from this requirement.
2. All UCSF PD employees and agency volunteers shall have identification
   to permit non-sworn employees and volunteers to travel or perform agency
duties in times of emergency.
4.6.2 Follow-up Investigations by Patrol Officers

A. Follow-up investigations may include interviews with victims and witnesses, the interrogation of suspects, determining the exact circumstances of the crime, possible recovery of stolen property, identification and apprehension of the offender, determining if other crimes may have been committed by the suspect and preparing the case for court.

B. While the Police Department does not have its own victim/witness advocate, the assigned Police Investigator will work with other service providers such as those listed in the “Victim of Crime” referral form, to provide the victim/witness with advocate services during the follow-up investigation process. The assigned investigator will periodically contact the witness/victim to determine whether their needs are being met. Information may be provided to the victim/witness about the status of the case, procedures involved in the prosecution and other pertinent information, provided it does not hinder the investigation or prosecution.

C. When feasible, scheduling line-ups, interviews and other required appearances of victims/witnesses should be done at the convenience of the victims/witnesses. If necessary and available, transportation of witnesses/victims may be provided by the Department.

D. Impounded or recovered property of victims and witnesses should be returned as soon as possible. An exception is made for disputed property or weapons used in the course of a crime, in which case the District Attorney shall be contacted to release the impounded or recovered property. The laws and rules of evidence must be followed.

E. All preliminary investigations requiring follow-up shall be forwarded through the New World System (NWS) records database. The Investigations Lieutenant will review the incident reports and assign detectives utilizing the automated case management tracking system and return appropriate investigations to the FSD for follow-up. Investigations that are returned to the FSD generally fall into one of the following categories:

1. Those requested by the officer to be returned
2. Those requested by a FSD supervisor to be returned and assigned to an officer for follow-up investigation
3. Those reviewed and assigned by the Investigations Lieutenant for follow-up investigation.

F. Investigations returned to the FSD will be assigned to a Shift Sergeant who will ensure the investigation is completed by an officer. Follow-up investigations are
generally completed by the officer who did the preliminary investigation, but may be completed by other officers for reasons of expediency or efficiency, at the discretion of the Shift Sergeant.

A. The supplemental report will be forwarded through the NWS records database to the Investigations Lieutenant. The Investigations Lieutenant will enter the follow-up activity in the automated case management tracking system.

4.6.3 Field Interviews (Revised: 6/7/18)

A. During the course of their duties, officers often encounter persons in suspicious or unusual circumstances. Recording the identities and descriptions of persons and vehicles, along with times and places found and circumstances of the situations, may be beneficial to ongoing and/or future investigations. Officers encountering persons in these situations shall be aware of both statutory and case law regarding detaining persons and requiring identification. This information on persons and/or vehicles shall be recorded in RIMS. Photographs shall be taken when circumstances allow and entered, along with the other information, into RIMS.

B. At no time shall an officer stop, detain or search persons under California statutes when the action is motivated by the officer’s perception of a person’s race, color, sex or national origin.

4.6.4 Adult Custody Procedures (Revised: 2/16/17)

UCSF police officers shall fulfill all legal procedures and adhere to all laws pertaining to lawful arrests of any legal code book of the State of California, including, but not limited to, the Penal and Vehicle Codes. Officers, additionally, shall comply with all standards set forth in the University of California’s Universitywide Police Policies and Administrative Procedures Manual, Chapter 9, "ARRESTS."

A. Police officers may make arrests in the following situations as defined in PC § 836:
   1. In obedience to a warrant
   2. Without a warrant when the officer has probable cause to believe that the person to be arrested has committed a public offense in the officer’s presence
   3. Without a warrant when the person to be arrested has committed a felony but not in the officer’s presence
   4. The officer has probable cause to believe that the person to be arrested has committed a felony, whether or not a felony has, in fact, been committed.
B. California Penal Code § 853.6 states that in any case in which a person is arrested for an offense declared to be a misdemeanor, including a violation of any city or county ordinance, and does not demand to be taken before a magistrate, he/she shall be released according to the procedures set forth in this chapter. If the person is released, the officer or superior shall prepare, in duplicate, a written notice to appear in court, containing the name and address of the person, the offense, time and place charged and where the person shall appear in court.

1. For adults, officers shall allow 30 to 40 calendar days from the date of offense in determining a court date. Officers shall start with the first available court date falling one month after the date the citation is issued. For example, officers issuing a citation on the 12th of April shall look for the first available court date after the 12th of May.

C. At all times, officers shall maintain personal custody and provide visible security for arrestees until custody and security responsibilities are formally taken over by a medical/mental health treatment facility or a law enforcement incarceration facility.

1. Officers shall fully cooperate with the lawful procedures and requirements of medical/mental health treatment personnel in their evaluation of arrestees, but officers shall not compromise their custody and security responsibilities in cooperating.

2. Officers issuing a citation based on a citizen’s arrest must check the box above the signature line where it states "Violations(s) not committed in my presence. Declared on information and belief." Officers using another officer's citation must sign on the line that says, "Name of arresting officer if different from above." The citizen must sign the back of the yellow, District Attorney’s copy of the citation.

a. Officers will still need the citizen's signature on a separate "Citizens Arrest Form."

D. Officers citing an adult for CVC sections related to alcoholic beverages in vehicles (i.e., Vehicle Code §§ 23220 through 23226), a speeding violation of 26 MPH over the posted speed limit or other specific sections requiring a mandatory appearance, shall cite the violator to Department A, allowing the same 30 to 40 days for a court date. This type of incident will still require a separate police report.

E. All felony arrestees shall be booked at the County Jail for processing.
4.6.5 Informant Use by Patrol Officers

A. Although criminal investigators will generally utilize informants more frequently, officers may also use informants to facilitate an investigation.

B. An informant is a person who provides information to the law enforcement community. Officers are likely to develop a number of informants through routine day-to-day activities. Generally these informants do not require or desire anonymity.

C. A confidential informant is a person who cannot or does not desire to have their identity known. Should an officer develop a confidential informant, the officer shall notify a supervisor to ensure compliance with requirements set forth in General Order 5.12.2, “Intelligence Legality and Integrity.”

4.6.6 Police Hazards: Collection and Dissemination of Officer Safety Information

A. A police hazard is any situation, person, property or place that may create a potential or actual hazard to an officer or the community. A police hazard may be permanent or temporary and may vary hourly, daily or seasonally.

B. Information regarding potential and actual hazards may be received by the Police Department from various sources. Regardless of how the information was received, the information should be considered of interest or of immediate value to patrol units in the field; it will generally be passed on to them over the Police radio or by telephone contact, as well as by posting in the briefing room if appropriate. If there is not an immediate need to communicate the information, then the information shall be posted in the briefing room to be read at the next briefing. All information regarding current police hazards will be reviewed at each briefing.

C. Severe road and weather-related conditions that are encountered by officers shall be reported to the ECC by the police radio.

4.6.7 Patrol Officer Radio Communications

Officers are provided the means for constant police radio communications through the use of vehicle radios and portable radios. Officers are responsible for keeping constant radio communications while on duty. If, for any reason, an officer must have a radio off, he/she must notify the ECC prior to turning it off.
4.6.8 Radio Procedures (Revised: 6/2/17)

A. Operations are more efficient and officer safety is enhanced when the ECC dispatchers, supervisors and fellow officers know the status of officers, their locations and the nature of incidents and developments in their investigations. Officers will communicate via radio with a dispatcher upon arrival at the scene of an incident, when clearing the scene, reporting incidents or when otherwise appropriate. Officers will communicate via radio when making vehicle, pedestrian or bicycle stops. Officers making high-risk stops or high-risk contacts of any kind will communicate via radio immediately to alert the dispatcher and other police units.

B. Officers will utilize the police radio system only for proper transmission of police-related messages and will strive to keep all messages as professional, concise and complete as possible. At no time will members of the Police Department misuse or disrupt the radio by transmitting unauthorized or personal messages. Names of officers shall not be transmitted over the police radio. Officers will be referred to only by assigned radio call sign.

C. Whenever the ECC needs to call an officer, the dispatcher will state the officer’s radio call sign and appropriate radio code. The officer will respond with the radio call sign, and then the dispatcher will continue with the message.
   1. When an officer needs to contact the ECC, the officer will state the radio call sign on the radio and appropriate radio code. The dispatcher will respond with the officer’s radio call sign and then the officer will continue with the message.
   2. When an officer needs to contact another officer, the officer will state the officer’s radio call sign followed by the call sign of the officer desired on the radio. The second officer will respond with a radio call sign; subsequently the first officer will continue with the message.

D. When making a stop of a vehicle, bicycle or pedestrian, the officer will inform the ECC via the radio of the location and any other pertinent information, such as vehicle registration number, color and make of vehicle, or a brief description of the pedestrian.

E. The appropriate radio codes should be used by members of the Police Department when transmitting messages over the police radio. If necessary, plain English may be used.
F. Officer Emergency Request for Assistance
Officers requiring immediate emergency assistance will radio the ECC, stating “Code 33, Emergency 1025 backup requested,” the reason for the emergency request and the location (e.g., shots fired, officer down). Officers should try to remain calm and provide as much information to the ECC as possible to assist the responding officers (e.g., safe routes of ingress to the location if under fire, landmarks and/or physical descriptions of the officer’s surroundings if injured).

G. The phonetic alphabet will be used when spelling is necessary.

4.6.9 Emergency Vehicle Operation – Vehicle Pursuits (Revised: 6/7/17)

A. The following laws shall be adhered to during the course of all vehicle pursuits and used as guidelines in the specific circumstances of any particular pursuit.

1. Pertinent CVCs
   a. Section 21055 provides, in part, that the driver of an authorized emergency vehicle is exempt from certain provisions of the Vehicle Code when the vehicle is being used in the immediate pursuit of an actual or suspected violator of the law, when the driver of the vehicle sounds a siren as reasonably necessary and when the vehicle displays a lighted red lamp visible from the front as a warning to other drivers and pedestrians.
   b. Section 21056 of the Vehicle Code states that § 21055 does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway, nor does § 21055 protect him/her from the consequences of an arbitrary exercise of the privileges granted in that section.
   c. Section 2800.1 provides that any person who, while driving a motor vehicle and with the intent to evade, willfully flees or otherwise attempts to elude a pursuing peace officer’s motor vehicle is guilty of a misdemeanor if all of the following conditions exist:
      (1) The officer’s motor vehicle is exhibiting at least one lighted red lamp visible from the front, and the person either sees or reasonably should have seen the lamp.
      (2) The officer’s motor vehicle is sounding a siren as may be reasonably necessary.
      (3) The officer’s motor vehicle is distinctively marked.
      (4) The officer’s motor vehicle is operated by an officer and that officer is wearing a distinctive uniform.
   d. Section 17004 states that a public agency employing officers which adopts a written policy on vehicular pursuits is not liable for
civil damages on account of personal injury to or death of any person or damage to property resulting from the operation, in the line of duty, of an authorized emergency vehicle while responding to an emergency call or when in the immediate pursuit of an actual or suspected violator of the law or when responding to (but not upon returning from) a fire alarm or other emergency call.

e. Additionally, § 17001 states that an officer may be personally liable, and/or expose his/her employer to liability for civil damages due to the death or injury of a person or damage to property proximately caused by a negligent or wrongful act or omission in the operation of any motor vehicle not in a pursuit situation by a peace officer acting within the scope of his/her employment.

B. A pursuit is defined as active attempt by an officer operating an identifiable police vehicle to apprehend an operator of a motor vehicle who, having been given a visible and audible signal to stop, knowingly and willfully fails to obey such direction and either increases the vehicle's speed, extinguishes the vehicle's lights or makes other overt action designed to avoid apprehension. Good judgment and common sense must be exercised in every vehicle pursuit engaged in by officers of the Police Department.

1. Officers must be aware of the dangers and risks involved during a vehicle pursuit and shall never be indifferent to the safety of the public.

2. In most cases, marked patrol vehicles should be used in initiating a pursuit. However, an unmarked police vehicle may also initiate a pursuit but shall relinquish the primary pursuit responsibilities upon a marked unit taking over. If the unmarked unit withdrawing from the pursuit was the initiator, the unmarked police unit shall respond to the termination point of the pursuit in a non-emergency mode. Police Department specialty emergency vehicles (i.e., motorcycles, etc.) must yield involvement to a four-wheeled, marked patrol vehicle.

3. Vehicles owned, leased or operated by the Department that are not equipped with authorized red lights and sirens are prohibited from engaging in pursuits in any role.

4. Any Department vehicle containing a ride-a-long, victim or witness shall not initiate or become involved in a pursuit.

5. Non-sworn personnel operating a marked or unmarked police emergency vehicle shall not engage or assist in a vehicle pursuit.

6. Emergency equipment, including both lights and siren, must be used while engaged in a vehicle pursuit.

C. The seriousness of the possible outcomes of a pursuit demands an officer consider many factors when deciding to initiate or continue a vehicle apprehension. The
officer must continuously make a reasonable assessment that the benefit of apprehension overshadows the risk of injury or death. This continuous benefit/risk assessment must consider the following:

1. Danger posed to the community if the person is not immediately apprehended
2. Danger posed to the community, suspect and officer(s) in continuing to pursue
3. Seriousness of the offense or suspected offense committed
4. The possibility of apprehension
5. Speeds involved in the pursuit
6. Pedestrian traffic
7. Other vehicular traffic
8. Weather, visibility and lighting conditions
9. Familiarity with the area of the pursuit
10. Location of the pursuit and time of day
11. Condition and capabilities of the police pursuit vehicle
12. Condition and capabilities of the officer
13. Quality of radio communications
14. Availability of other officers and resources
15. Identification of driver/offender. If known, can the driver/offender be located at a later time?

The above factors must be continuously evaluated by the pursuing officers throughout the pursuit. Frequently, termination of a pursuit in the interest of safety is appropriate.

D. Initiating Officer’s Responsibility
1. As soon as possible, the pursuing officer will inform the dispatcher a pursuit is underway and give the following information:
   a. The reason for the pursuit
   b. Location and direction of travel
   c. Speed of the pursuit
   d. A description of the fleeing vehicle and license plate number if possible
   e. Number of occupants in the vehicle
   f. Officer safety information (i.e., shots fired, etc.).
2. The primary objective is to keep visual contact with the suspected violator. The pursuing officer shall maintain a safe distance between vehicles to keep from pushing the violator into higher rates of speed or reckless operation and to provide the pursuing officer with more options in the event of a sudden stop or collision involving the pursued vehicle and/or a third party.
3. The act of pursuing a violator poses a risk to the public, the violator and officer(s) involved. That level of danger must be justified, just as in any use of force. In continuing the pursuit, the pursuing officer shall make a continuous assessment of the risks posed to the public vs. the benefit of apprehension and must terminate the pursuit if the risks overshadow the benefit.

E. Pursuits should not be initiated when:
1. An officer is transporting a witness or a prisoner
2. An officer is driving a vehicle not equipped with a light and siren.

F. Additional Unit’s Responsibility
Pursuits will be limited to a maximum of two marked patrol vehicles. This includes outside agencies such as other UC campuses, San Francisco Police Department (SFPD) and/or the San Francisco Sheriff’s Department. A Field Supervisor/Watch Commander may increase the number of vehicles only when the circumstances justify additional units.
1. The second unit is responsible for radio transmissions regarding the pursuit progress, i.e., direction, speed, and conditions of the pursuit.
2. The second unit shall not overtake the primary unit without being ordered to by a supervisor or the primary unit and will maintain visual contact with the primary unit from a safe distance.
3. The second and/or other authorized units are responsible to assess the risks posed to the public and terminate the pursuit if the risks prevail over the benefit.
4. Officers not involved in the pursuit are to remain in their districts, but should move to the area of their district closest to the pursuit activity.
5. Officers not involved in the pursuit should curtail radio transmission other than emergency traffic. Radio transmissions involving routine police operations should be switched to a secondary channel.

G. Dispatcher Responsibilities Regarding Pursuits
The dispatcher will maintain radio contact with the officers involved in the pursuit and immediately notify a supervisor of the pursuit. If the pursuit appears to be leaving the city or moving into another jurisdiction (i.e., of the California Highway Patrol, etc.), the dispatcher will immediately notify the affected jurisdiction of the current pursuit.

H. Supervisory Responsibility Regarding Pursuits
Supervisors will:
1. Acknowledge over the radio they are aware a pursuit is taking place
2. Monitor the activity and determine the circumstances involved
3. Make assignments of all vehicles in the pursuit and ensure only the required number of vehicles is involved in the pursuit.

4. Approve/disapprove special tactics, such as requesting SFPD for spike strips or to terminate the pursuit.

5. Ensure neighboring agencies are notified of the pursuit.

6. Continuously evaluate the justification for the pursuit. The supervisor must terminate the pursuit if the safety risks of the pursuit prevail over the benefit of apprehension.

7. Proceed to the termination point of the pursuit to provide supervision.

I. Tactical Intervention
Any attempt to use intervention tactics to forcibly stop a vehicle involves elements of risk to the public, the suspect and officers. Tactics employed to stop pursued suspect(s), such as establishing a physical barricade (roadblock), boxing in, heading off, ramming or driving alongside the pursued vehicle are prohibited. These tactics are extremely hazardous and should not be considered when attempting to stop a pursued suspect.

J. Termination of Pursuit
All officers involved in the pursuit must use their best judgment in evaluating a pursuit, continually assessing if the pursuit should be continued. The element of personal challenge should never enter into the decision. Officers shall discontinue the pursuit when any one of the following exists:

1. The risks to personal safety and safety of others outweigh the danger to the community if the suspect is not immediately apprehended.

2. Environmental conditions indicate the futility or danger of continued pursuit.

3. The identity of the violator is known and immediate apprehension is unnecessary.

4. Loss of communications capability, emergency lights or siren

5. Pursuing on wrong side of divided highway or freeway against oncoming traffic

6. Contact is lost with the pursued vehicle.

7. When directed to do so by the supervisor.

K. Apprehension of Suspects
For safety of all concerned, strict personal discipline should be maintained immediately following the pursuit and during the apprehension of potential suspects. The primary officer takes command at the termination point until relieved by a supervisor. High-risk vehicle stop tactics shall be employed in taking suspects into custody.
1. The supervisor/Watch Commander should take command of the police action at the scene where the pursued vehicle is stopped.
2. Once the custody arrest has been effected and the scene secured, medical treatment should be obtained for any injured parties if necessary.
3. The supervisor/Watch Commander will ensure officers that are not needed will return to regular duty as soon as possible.

L. Inter-jurisdictional Pursuits
1. Pursuits into Another Agency’s Service Jurisdiction
   a. When it appears a UCSF Police Department pursuit will enter another agency’s jurisdiction, the dispatcher will immediately notify that agency.
   b. UCSF Police Department officers will comply fully with officers of that jurisdiction.
   c. All the Police Department policies and procedures pertaining to pursuits are applicable and must be adhered to, regardless of the location of the pursuit.
   d. The field supervisor must authorize the continuation of a pursuit outside of University boundaries and will make assignments as to how many vehicles and who will be involved.
2. Pursuits by Other Agencies
   a. Officers shall not join a pursuit from another jurisdiction passing through the University unless specifically assigned to do so by the UCSF Police Department field supervisor.
   b. Should the second jurisdiction have two units involved in the pursuit, the UCSF Police Department supervisor may allow additional UCSF Police Department officers to join in if justified.
   c. Officers will not join in a pursuit from another jurisdiction unless a supervisor determines the reason for the pursuit meets the Police Department’s pursuit requirements.
   d. If, in the officer or supervisor’s opinion, the actions of the other jurisdiction are beyond the control of the UCSF Police Department and these actions seriously increase the potential hazards of the pursuit, the officer or supervisor shall discontinue in the pursuit. In such cases, the other jurisdiction will be notified of the discontinuance of UCSF Police participation.

M. Pursuit Review
1. As soon as possible after the scene is secured, the Watch Commanders shall conduct a critique of the pursuit with both involved and uninvolved personnel to:
   a. Evaluate performance
b. Re-enforce procedures

c. Examine results of action taken.

N. Reporting Procedures

1. Within 48 hours of a pursuit, the Watch Commander shall submit a report and forward it with all related reports to the FSD Captain via the chain of command. The report will include a general summary of the pursuit and shall address the initiation of the pursuit, actions of the involved officer and ECC personnel, tactics used and pursuit termination. The Watch Commander shall include:
   a. A copy of the Computer Aided Dispatch printout
   b. A recording of radio transmissions
   c. Incident/crime reports generated
   d. Completed CHP 187 form (per CVC § 14602.1).

2. The Watch Commander shall submit all reports to the FSD Captain via the chain of command for review. If the Watch Commander believes that any law or Police Department policy, procedure, rule or regulation was violated, an investigation will be conducted.

3. The FSD Captain will review all reports and submit them to the Chief of Police for review and disposition. The Chief of Police, at the conclusion of the FSD Captain’s review of a pursuit, may convene a vehicle pursuit review board for the purpose of determining whether the pursuit was in-policy or out-of-policy.

O. Annual Pursuit Review

The PSD Lieutenant will complete a review of all pursuits at the end of each fiscal year and analyze the results to determine if any patterns or trends exist that indicate training needs and/or policy modifications.

The PSD Lieutenant will also review annually the policies and procedures governing vehicle pursuits making modifications and or recommendations when applicable.

4.6.10 High-risk Traffic Stops

A. Known risk/high-risk traffic stops can be one of the most dangerous and stressful situations that an officer will handle. Proper unit deployment and positioning are essential. Each officer participating in the stop should know what his/her responsibility will be during the stop. This is accomplished through good communication between the officers.
1. Plan of action
2. Time and discipline
3. Personnel

B. Officers shall not engage in high-risk stops except when the officer(s):
   1. Believe that the person to be stopped has committed a crime of violence, where a weapon was either used or implied or serious injury occurred
   2. Have probable cause to believe or reasonable suspicion that a felony has been committed or
   3. Believe that a high risk stop is necessary for officer and community safety.

Officers must follow established UCSF Police Department policy for Use of Force in all high-risk stop situations.

4.6.11 Response to Calls for Service

A. When the ECC receives a call requiring the presence of an officer, they will dispatch the appropriate officer(s) to respond to the call. The ECC will provide the officer(s) with information regarding the nature of the call and any other pertinent information that will assist the officer(s) in determining the urgency of the call.

B. When an officer receives a call for service, he/she will evaluate the call to assess the seriousness of the situation and determine the appropriate response to the call. Nothing in this policy relieves an officer from responsibility to operate a vehicle with due regard for the safety of all persons.

C. Officers shall comply with California statutes regarding the use and operation of emergency vehicles.

D. Calls for service fall into one of two categories:
   1. Emergencies
      a. Emergency calls indicate a response to an actual or potential emergency situation by an officer. The officer should immediately proceed directly in a safe manner to the call by the most expedient route.
      b. Emergency calls will generally necessitate a “Code 3” or emergency response. Code 3 responses will normally be made with the use of emergency lights and siren. An officer may elect to deactivate the emergency lights when in close proximity to the scene as statute allows.
(1) Although California statutes exempt emergency vehicles from the normal rules (including speed laws) of the road during emergencies, officers must still drive with due regard for the safety of all persons and remember that California statutes do not protect the emergency vehicle operator from the consequences of arbitrary disregard for the rules of the road (see § 41.2.8, Subsections A.1.a-e). Officers must consider vehicular and pedestrian traffic, road and weather conditions and geographical location when responding to an emergency.

c. In most situations, the two closest units will be assigned to respond Code 3. An assigned officer/field supervisor may adjust the number of units responding Code 3. Officer(s) responding to a situation Code 3 will notify Dispatch of his/her location and that he/she is responding Code 3.

d. The officer must terminate the Code 3 response when such response is no longer warranted. The Watch Commander/Field Supervisor may terminate the officer’s Code 3 response at any time. Dispatchers must immediately relay to officers any information that indicates the situation is no longer an emergency.

2. Non-Emergencies
Non-emergency calls fall into one of two categories:

a. Non-emergency calls necessitating a direct response will require a “Code 2” response. Officers should immediately proceed, directly and safely, to the call by the most expedient route. Officers shall comply with California statutes regarding rules of the road while responding to a situation Code 2.

b. Non-emergency calls necessitating a timely, yet not direct response will require a “Code 1” response. If allowed by the nature of the call, an officer may choose to handle a Code 1 call via telephone contact. During a Code 1 response, officer(s) are authorized to conduct other police business of a more pressing nature while en route to the call. Officer(s) should not keep complainants waiting for unreasonable lengths of time. If an officer decides that other police business takes priority over a previously dispatched call, the officer will notify Dispatch.

(1) Officers shall comply with California Statutes regarding rules of the road while responding to a situation Code 1.

E. Priorities and Dispatch Procedure
1. When the ECC receives a call requiring the presence of an officer, they will dispatch an appropriate officer to respond to the call. The dispatcher
will provide the officer with information regarding the nature of the call and any other pertinent information that will assist the officer in determining the appropriate response to the call.

2. If an officer decides that a higher priority call requires them to hold a previously dispatched call, the officer will notify Dispatch that the original call is being held and that they are responding to the higher priority call.

3. When an officer receives a call for service, it will be the officer’s responsibility to evaluate the seriousness of the situation and determine the appropriate response to the call. Officers shall operate police vehicles in a safe and lawful manner and in accordance with Police Department policy and California statutes. An officer will advise Dispatch via voice radio when responding Code 3.

4. The Watch Commander will change the officer’s response priority if, in the supervisor’s judgment, the officer’s response is inappropriate.

5. An officer will not respond to another jurisdiction’s call for service unless assistance is requested by the other jurisdiction and the officer has approval to do so by the Watch Commander.

6. The alert tone will be used by the dispatcher to alert officer(s) that an important radio message is to follow. This will not indicate the need for response nor designate the code. The alert tone will be used prior to all calls involving life-threatening situations. The alert tone may also be used prior to other important radio messages.

4.6.12 Emergency Notification Procedure Codes (Revised: 2/16/17)

The UCSF Police Department provides emergency medical assistance to distressed visitors, outpatients, students and employees. In addition, the Police Department responds to calls for services on incidences involving child abduction, infant abduction, fire alarms and person down reports. These calls for service have been assigned codes, specific to the type of incident, as follows:

A. Code Red: fire/smoke detector alarm in Moffitt-Long Hospital
B. Code Green: out-of-control patient in the Langley Porter Psychiatric Institute (LPPI) or Ambulatory Care Center (ACC)
C. Code Blue: heart attack or person down victim
D. Code Pink: infant abduction
E. Code Purple: child abduction
F. Code Gray: stay away (police/security incident).
G. Code Silver: Active Shooter.
4.6.13 Code Blue Response

The UCSF Hospital and Clinical maintains a “Code Blue Team” to respond to life-threatening medical emergencies, 24 hours/day, 7 days/week. The Code Blue Team will respond only within the confines of nine campus buildings.

A. Code Blue Geographical Limits
   1. ACC
   2. Clinical Sciences Building
   3. School of Dentistry
   4. Health Sciences East and West
   5. LPPI
   6. Long Hospital
   7. School of Nursing
   8. Medical Sciences Building
   9. University of California Hospital

B. AMR Ambulance Company is contracted by UCSF to provide medical service for patients of UCSF, as directed by the UCSF Police Department.
   1. The American Medical Company is responsible for obtaining back-up services if all San Francisco ambulance vehicles are in use.

C. The San Francisco Fire Department (SFFD) Paramedic Unit provides medical service for the City and County of San Francisco.

D. Within the Code Blue Geographical area, the ECC dispatcher shall:
   1. Obtain the victim's exact location
   2. Obtain the caller’s full name, location and call back telephone number.
   3. Notify the Code Blue Team at extension 415-476-1234
   4. Order an ambulance through the AMR to transport the victim to the Emergency Department
   5. Assign an officer to meet the ambulance company
   6. Telephone the UCSF Emergency Department's hotline at 415-353-1238
   7. Relay questions and/or answers for the officer and the Emergency Department's advisor.

E. Outside the Code Blue Geographical area, but still within UCSF property, the ECC dispatcher shall:
   1. Obtain the victim's exact location
   2. Obtain the caller’s full name, location and call-back telephone number
   3. Dispatch officer(s) to the scene
4. Contact 9-1-1 San Francisco Emergency Medical Services (EMS) dispatch.

F. For a Code Blue situation outside of the University’s Code Blue geographical area and not on University property, the dispatcher shall request ambulance service from the SFFD Paramedic Unit by dialing 9-1-1.

4.6.14 Notification of Next of Kin of Deceased, Seriously Injured or Seriously Ill Persons (Revised: 2/22/08)

A. In the event of the death of a currently-enrolled UCSF student, postdoctoral scholar or resident fellow on-campus, at the Medical Center or at a campus-sponsored event away from campus, the Vice Chancellor for Academic Affairs shall be notified.
   1. If the Vice Chancellor is not available, the following notifications should be made:
      a. Associate Vice Chancellor for Student Academic Affairs: if the death involves a UCSF student or postdoctoral scholar
      b. Vice Dean for Education, School of Medicine: if the death involves a resident fellow.

B. In the event the Police Department is the first informed of the death of a UCSF student, postdoctoral scholar or resident fellow off-campus, the following notifications shall be made:
   1. Associate Vice Chancellor for Student Academic Affairs: if the death involves a UCSF student or postdoctoral scholar
   2. Vice Dean for Education, School of Medicine: if the death involves a resident fellow.

C. In the event the death is being investigated by the Medical Examiner’s Office, the UCSF Police Department will coordinate the notification of next of kin and the release of any information relating to the case with the Medical Examiner’s Office.

D. In the event the Police Department is most knowledgeable or most closely associated with the deceased student, postdoctoral scholar or resident fellow, it should notify the parents, spouse or next of kin on behalf of the University. Notification should be limited to the established facts and not include speculation regarding the circumstances of the death.

F. In the event the death is being investigated outside San Francisco city limits, notification to the law enforcement agency having jurisdiction over the residence...
of the next of kin will be made by telephone, with a teletype to follow. The agency will be asked to contact the next of kin in person. If the agency is reluctant or unable to do so, the Watch Commander or supervisor should be advised. Once contact or attempt to contact is made, the agency will be asked to contact the UCSF Police Department by teletype upon notification of next of kin, about the contact and any special instructions.

G. In the event the death involves a currently enrolled UCSF student, postdoctoral scholar or resident fellow, the Police Department should prepare documentation including a brief factual summary of the following:
   1. An objective account of the event
   2. Consultations made and sources of information
   3. Information disseminated and to whom
   4. Reactions to information and the need for follow-up.

H. This documentation should be forwarded to the:
   1. Chancellor’s office
   2. Vice Chancellor for Academic Affairs
   3. Appropriate Dean’s Office
   4. Public affairs office
   5. Services to International Students and Scholars (if applicable).

I. For students and postdoctoral scholars, the documentation should also be forwarded to the:
   1. Associate Vice Chancellor of Student Academic Affairs
   2. Director of the Student Health Service
   3. Department or unit involved.

J. For resident fellows, the documentation should also be forwarded to the:
   1. Vice Dean for Education
   2. Program director.

4.6.15 Notification of Proper Authority in Specific and/or Emergency Situations

First responder units/staff of various agencies shall be notified when the emergency situation involves the agencies personnel, equipment or requires action by that agency, including, but not limited to:

A. Within the University
   This order establishes policy/procedure for notifying appropriate persons in the event of a major incident that does not fall within the provisions of the Campus Emergency Operations Plan. It is the Watch Commander's responsibility to ensure
those appropriate persons are notified and advised of all circumstances surrounding a major incident. Notification will be in person and by a uniformed officer, and, whenever possible, assistance should be obtained from the clergy, a relative or close friend. Notification of the Chancellor and Senior Vice Chancellor of Finance and Administration of a major incident shall be made, if deemed necessary, ONLY by the Chief of Police or the Associate Vice Chancellor of Administration. The Chancellor and Senior Vice Chancellor of Finance and Administration will remain on the EOC Notification List and be notified of any EOC activation.

B. In the event of a major incident, the Watch Commander shall immediately make the following notifications:

1. Chief of Police or Duty Command Officer: The Chief of Police or the Duty Command Officer shall be called first. If unavailable, the Watch Commander will become the Department Duty Command Officer and will remain in that capacity until relieved

2. Associate Vice Chancellor of Finance and Administration

3. On-call Medical Center Administrator, via the hospital operator, for any power outage or facility-related emergency anywhere on campus

4. Medical Center administration, Chief Executive Officer

5. Campus Counsel, Office of Legal Affairs

6. News services

7. EHS (when the incident involves a hazardous material)

8. Student Housing (when any major property damage, power outage or criminal incident occurs that involves a student housing facility)

9. Responsible persons for an involved campus area or facility

10. Faculty and Staff Assistance Program (FSAP) (when the incident involves a UCSF faculty or staff member)

11. Rape Prevention Education Program (in the event of a sexual assault). PC § 293 and Government Code § 6254 provide for the disclosure of the type and location of the incident but control the disclosure of the victim's name and address. Therefore, questions pertaining to the victim's name and address shall be referred to the Chief of Police or the Duty Command Officer prior to following the notification procedure.

12. Vice Chancellor for Academic Affairs (when the incident involves a UCSF student. Refer to Subsection D for notification procedures concerning the death of a student, postdoctoral scholar or resident fellow.)

13. Investigations Unit (in the event of a major crime or other significant activity requiring a police follow-up investigation)

14. Any other person who, in the opinion of the Watch Commander or Chief of Police, should be notified.
C. In the event of an animal rights incident or any information pertaining to animal rights-related activities that is associated with any facility, program, employee or student of UCSF, the notification shall be determined by the Chief of Police to determine the need. Upon determination by the Chief, notifications shall be made as outlined in General Order 10.10.11, “Animal Rights Demonstration.”

D. Capital Programs and Facility Management (CPFM) and/or SFMTA officers who discover potential or actual hazards on the roadway should immediately contact the ECC. Information such as location, type of problem and urgency of response should be reported. The dispatcher will then notify CPFM and/or SFMTA.

E. Officers should immediately notify the ECC when a situation is brought to their attention that presents a potential or actual safety hazard to persons or property and is the responsibility of a CPFM, EHS and/or a public utility company. The dispatcher will then notify the appropriate department or public utility company.

F. Media Releases
   When available, the Public Information Officer (PIO) will coordinate dissemination of public information to the UCSF News Service concerning disasters, special events, unusual occurrences and noteworthy Police Department operations. When not available, the ranking officer in charge will assume the responsibility.

G. Injury to Police Department Employees
   1. If an officer is killed or sustains a serious injury, the Chief of Police and the appropriate Division Manager will be immediately notified of the incident.
   2. If an officer is killed or seriously injured while on duty and it becomes the responsibility of the Police Department to notify the officer’s next of kin, the Chief of Police or designee will personally go to the officer’s home and make personal notification. At least one additional officer will accompany the Chief or designee to make the notification. If the officer is seriously injured and receiving treatment at a local hospital, the Police Department will make arrangements for the officer’s spouse or next of kin to be brought safely to the hospital as soon as possible.
   3. If injuries sustained by an officer are minor in nature, the officer will immediately notify the supervisor. The supervisor will determine if the officer will be required to report to the hospital for treatment. Supervisory officers shall bear in mind that all injuries should be treated at a medical facility unless the injuries are very obviously superficial in nature. The supervisor should also promptly fill out the Supervisor’s Report of Employee Injury form.

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4. If an officer is seriously injured and unable to submit a report of the incident, the officer’s immediate supervisor will complete a detailed report to the Chief of Police before the end of the shift.

H. The Watch Commander shall comply with the provisions in the Emergency Operations Plan in the event of an unusual occurrence.

I. The ECC shall complete the Emergency Notification Log. The log shall be attached to the relevant police report.

J. The Watch Commander shall document the notifications in his/her Supervisor's Log.

K. In the event campus-wide notification of a major incident or unusual occurrence is required, only the Chief of Police or designee will authorize and approve any posting of an emergency bulletin/alert to:
   1. The Police electronic mail Listservs
   2. Campus emergency information HOTLINE
   3. Campus 800 backup HOTLINE
   4. Campus voice mail broadcast.

L. In the event of an unplanned/unscheduled incident of short duration that incurs the presence of uniformed public safety personnel or equipment that would arouse large scale public curiosity, the Watch Commander shall notify the On-Call Duty Commander. The On-Call Duty Commander shall then contact the Chief of Police, who shall make the determination to issue the order for contacting the following persons via group e-mail (Vice Chancellor and Dean’s List). At the conclusion of the incident/event the followings groups shall be notified as they apply:
   1. Assistant Chancellor
   2. Senior Vice Chancellor of Finance and Administration
   3. Senior Vice Chancellor of Advancement and Planning
   4. Associate Vice Chancellor of Administration
   5. Associate Vice Chancellor of Student and Academic Affairs
   6. Associate Vice Chancellor of Research
   7. Dean, Graduate Division
   8. Dean, School of Dentistry
   9. Dean, School of Medicine
   10. Dean, School of Nursing
   11. Dean, School of Pharmacy
   12. Medical Center Administration, Chief Executive Officer
   13. Duty Officer, Medical Center
4.6.16 Alternatives to Arrest (Issued: 2/22/08)

A. UCSF Police officers may exercise alternatives to arrest based on the individual circumstances of each situation. Alternatives to a custodial arrest are utilized by the officer with discretion, taking into consideration the severity of the crime or violation, and also considering the conduct of the suspect and the suspect’s past criminal history.

B. When possible or appropriate, officers are encouraged to exercise alternatives to physical arrest.
   1. Some alternatives are as follow:
      a. Verbal warning (provided the violation is minor)
      b. Infraction ticket
      c. Release to parents (if juvenile)
      d. Referral to social services
      e. Referral to the Investigations Unit for District Attorney review.
   2. Officers will use discretion when selecting the appropriate course of action in each situation, taking into account the person’s past history, physical and psychological state at the time of the incident and other extenuating circumstances.
   3. If a question arises concerning the use of an alternative, officers should contact the On-Call Duty Commander to resolve the matter.

C. Procedures for Alternatives to Arrest
   1. Oral/Written Warning – may be issued for misdemeanor or petty offenses
      a. Document using a Field Interview Card (FI card) and notation in the NWS database.
      b. Make a referral if appropriate.
      c. Verbal warnings for traffic offenses will be documented through use of the Computer Aided Dispatch (CAD) system.

4.6.17 Victim/Witness Assistance (Revised 6/1/17)

Victim/witness assistance program provides referral information that is made available to the public 24 hours a day. This directive is to assist Department personnel in providing services to victim/witnesses in the Campus community. The services go beyond the financial aspects of victimization and deal with the emotional side of crime, including the feelings of isolation, anger, fear and confusion. Crime victims’ and witnesses’ needs are not always adequately met. These referrals provide immediate access, day or night, to assistance in the form of counseling, companionship, transportation, food, shelter, clothing and other emergency needs. The program provides follow-up care for victims and witnesses by identifying and contacting agencies and resources that can help them
with the emotional stress incurred by the loss of personal effects, injury to self, family or friends, death or witnessing a criminal act.

A. The UCSF Police Department will treat victims and witnesses with fairness, dignity and compassion. To ensure full support for victims, the UCSF Police Department follows the guidelines stated in the Constitution of the State of California Victims’ Bill of Rights.

B. The UCSF Police Department will analyze victim/witness program assistance needs and available services on a regular basis.

C. The Crime Prevention Section will review all police reports and UC system-wide annual reports and crime statistics to chart crime trends and research resources for victims.

D. The Police Department maintains liaison with the District Attorney’s Victim Witness Assistance office, the California State Attorney General’s office and the California Department of Justice to review victim/witness assistance studies and findings on needs and available service on an annual basis.

E. The Department reviews these documents and makes recommendations appropriate to related crime needs and issues.

F. The Crime Prevention Section will serve as the liaison to identify applicable government and community resources for victims in need of immediate emergency assistance and resources as a result of domestic violence, workplace harassment, stalking, sex crimes, child and elder abuse or other related crimes. Resources will include the “Marsy Rights” card, referrals for counseling, emergency housing, temporary restraining orders, safety information for victim and co-workers and contacts with governmental support programs, such as the District Attorney’s Victim Witness Assistance Program, Family Violence Project and National Center for Missing and Exploited Children.

G. Police personnel shall provide a contact person, telephone numbers and follow-up information to all victims/witnesses where appropriate or by request of the victim/witness.

H. The assigned officer is responsible for providing the victim/witness with a business card referencing the police case number and a “Marsy Rights” card. Where appropriate, the assigned officer shall provide assistance, such as basic information on victim assistance programs, medical treatment, counseling, victim advocacy and information regarding the subsequent steps in the processing of the
case. Police officers demeanor must reassure and ensure calmness to victims and witnesses of crime in the processing of a case.

I. Any student, employee, affiliate, patient or visitor who reports being a victim of sexual assault, dating violence, domestic violence and/or stalking, whether the incident occurred on or off UC property, shall receive a written explanation of their options and rights, per Federal Regulations 668.46 (b)(II)(vii). The assigned officer is responsible for providing to such individuals a copy of UCSF’s “Rights, Options and Resources for Survivors of Sexual Assault, Dating Violence, Domestic Violence and Stalking.”

J. The officer assigned the case will serve as the primary contact for the victim/witness to report additional information regarding their case unless otherwise assigned by the Watch Commander. The victim/witness will be instructed to call the Police Department's ECC (476-1414), 24 hours a day, to contact the appropriate unit/section for additional victim/witness services during the investigation process or to request information regarding additional support services.

K. If additional services are needed or requested, the victim will be provided with information regarding the Victim Witness Assistance Program for support services (e.g., medical and funeral services, lost wages, transportation, victim/witness advocacy). By request, the Crime Prevention Section will assist with the initial scheduling of appointments with the Victim Witness Assistance Program and/or identification of alternative referral services including basic UCSF-sponsored resources, such as the Faculty and Staff Assistance Program, Women’s Resource Center, UCSF Medical Center Emergency Department, LPPI, Employee Health, Labor Relations, Legal Affairs and Student Health Services. The Police Department’s services and telephone numbers are available through the ECC to the victim on a 24-hours-a-day basis.

L. A victim/witness will be provided with directions on how to obtain a copy of the police report. The officer will explain the confidentiality policies relevant to the criminal act and the Department’s policy on confidentiality. The victim/witness will be provided with information on the criminal justice system process.

M. The Police Department will publish information on crime prevention and victim/witness assistance in the federally-mandated Annual Security Report (Clery Act), which is distributed to every campus member annually. Additional information on victim/witness services will be included in presentations, new employee and student orientations and emergency alert bulletins to the media, campus community and public, when appropriate.
N. The Crime Prevention Section will maintain liaison with government and community based victim/witness services on a regular basis to gather updated information on scope of services, qualification for assistance and informational flyers for distribution to victims/witnesses.

O. The Police Department will provide appropriate assistance to any victim/witness who has been threatened or has credible reasons for fearing intimidation or victimization. All services will be coordinated with the reporting jurisdiction/agency.
   1. “Appropriate assistance” is determined by the resources available to the Department and, if possible, is commensurate with the danger and degree of risk faced by the victim/witness. This may include an escort to their vehicle, home or to a “safe house,” relocation of work site, security and safety assessment of work site and home, employer notification and/or, based on degree of risk and endangerment, assistance with enrollment in a Witness Protection Program.
   2. The 24-hour Emergency Telephone number (415-476-6911) provides victims/witnesses with emergency assistance at any time.

P. The Police Department will provide the following information to victims/witnesses:
   1. A “Marsy Rights” card upon first contact with a crime victim. If an officer is unable to provide a “Marsy Rights” card upon first contact, a card must be provided during the follow-up investigation. A “victim” is defined to be anyone who has suffered ill effects from a crime and includes relatives of crime victims and, in many cases, witnesses.
   2. Information pertaining to available University, city, county, state or community-based services for counseling, medical attention, compensation, financial assistance and victim advocacy
   3. Instruction to contact the UCSF Police Department (415-476-6911) or local jurisdiction law enforcement (9-1-1) if the suspect or suspect’s companions or family threatens or otherwise intimidates him/her
   4. The incident/case number and subsequent steps in the processing of the case
   5. The Police Department’s 24-hours-a-day telephone number (415-476-1414) to call to report additional information about the case or to receive information about the status of the case.

Q. During the investigation process, the officer assigned to the case or the Investigations Unit will maintain contact with the victim/witness. Follow-up investigation may include:
1. If the crime, in the opinion of the Investigations Unit, is unusually severe and has triggered additional need for supportive services, contacting the victim/witness to determine if his/her needs are being met
2. Explaining the procedures involved in prosecution and the victim/witness's role
3. Scheduling photo line-ups, interviews and other required appearances at the convenience of victims/witness
4. Returning a victim's property where permitted by law, if feasible
5. Providing a victim advocate through the Victim Witness Assistance Program (415-553-9044), if needed
6. Notification of the victim/witness of the arrest of a subject during the follow-up investigation. Arresting officers working, with the Investigations Unit, will ensure victims/witnesses receive the information, including court dates, time and location.

R. The victim/witness of the arrest will be advised of the arrestee’s charges and custody status. In certain cases, such as domestic violence, the District Attorney’s Office will contact the victim/witness with information on the release of the suspect. The Sheriff’s Department, based on the charges, will contact the Police Department and/or the victim with the custody status of the arrestee.

4.6.17 Victim/Witness Assistance (Revised 6/1/17)

Victim/witness assistance program provides referral information that is made available to the public 24 hours a day. This directive is to assist Department personnel in providing services to victim/witnesses in the Campus community. The services go beyond the financial aspects of victimization and deal with the emotional side of crime, including the feelings of isolation, anger, fear and confusion. Crime victims’ and witnesses’ needs are not always adequately met. These referrals provide immediate access, day or night, to assistance in the form of counseling, companionship, transportation, food, shelter, clothing and other emergency needs. The program provides follow-up care for victims and witnesses by identifying and contacting agencies and resources that can help them with the emotional stress incurred by the loss of personal effects, injury to self, family or friends, death or witnessing a criminal act.

A. The UCSF Police Department will treat victims and witnesses with fairness, dignity and compassion. To ensure full support for victims, the UCSF Police Department follows the guidelines stated in the Constitution of the State of California Victims’ Bill of Rights.

B. The UCSF Police Department will analyze victim/witness program assistance needs and available services on a regular basis.
C. The Crime Prevention Section will review all police reports and UC system-wide annual reports and crime statistics to chart crime trends and research resources for victims.

D. The Police Department maintains liaison with the District Attorney’s Victim Witness Assistance office, the California State Attorney General’s office and the California Department of Justice to review victim/witness assistance studies and findings on needs and available service on an annual basis.

E. The Department reviews these documents and makes recommendations appropriate to related crime needs and issues.

F. The Crime Prevention Section will serve as the liaison to identify applicable government and community resources for victims in need of immediate emergency assistance and resources as a result of domestic violence, workplace harassment, stalking, sex crimes, child and elder abuse or other related crimes. Resources will include the “Marsy Rights” card, referrals for counseling, emergency housing, temporary restraining orders, safety information for victim and co-workers and contacts with governmental support programs, such as the District Attorney’s Victim Witness Assistance Program, Family Violence Project and National Center for Missing and Exploited Children.

G. Police personnel shall provide a contact person, telephone numbers and follow-up information to all victims/witnesses where appropriate or by request of the victim/witness.

H. The assigned officer is responsible for providing the victim/witness with a business card referencing the police case number and a “Marsy Rights” card. Where appropriate, the assigned officer shall provide assistance, such as basic information on victim assistance programs, medical treatment, counseling, victim advocacy and information regarding the subsequent steps in the processing of the case. Police officers demeanor must reassure and ensure calmness to victims and witnesses of crime in the processing of a case.

I. Any student, employee, affiliate, patient or visitor who reports being a victim of sexual assault, dating violence, domestic violence and/or stalking, whether the incident occurred on or off UC property, shall receive a written explanation of their options and rights, per Federal Regulations 668.46 (b)(II)(vii). The assigned officer is responsible for providing to such individuals a copy of UCSF’s “Rights, Options and Resources for Survivors of Sexual Assault, Dating Violence, Domestic Violence and Stalking.”
J. The officer assigned the case will serve as the primary contact for the victim/witness to report additional information regarding their case unless otherwise assigned by the Watch Commander. The victim/witness will be instructed to call the Police Department's ECC (476-1414), 24 hours a day, to contact the appropriate unit/section for additional victim/witness services during the investigation process or to request information regarding additional support services.

K. If additional services are needed or requested, the victim will be provided with information regarding the Victim Witness Assistance Program for support services (e.g., medical and funeral services, lost wages, transportation, victim/witness advocacy). By request, the Crime Prevention Section will assist with the initial scheduling of appointments with the Victim Witness Assistance Program and/or identification of alternative referral services including basic UCSF-sponsored resources, such as the Faculty and Staff Assistance Program, Women's Resource Center, UCSF Medical Center Emergency Department, LPPI, Employee Health, Labor Relations, Legal Affairs and Student Health Services. The Police Department’s services and telephone numbers are available through the ECC to the victim on a 24-hours-a-day basis.

L. A victim/witness will be provided with directions on how to obtain a copy of the police report. The officer will explain the confidentiality policies relevant to the criminal act and the Department’s policy on confidentiality. The victim/witness will be provided with information on the criminal justice system process.

M. The Police Department will publish information on crime prevention and victim/witness assistance in the federally-mandated Annual Security Report (Clery Act), which is distributed to every campus member annually. Additional information on victim/witness services will be included in presentations, new employee and student orientations and emergency alert bulletins to the media, campus community and public, when appropriate.

N. The Crime Prevention Section will maintain liaison with government and community based victim/witness services on a regular basis to gather updated information on scope of services, qualification for assistance and informational flyers for distribution to victims/witnesses.

O. The Police Department will provide appropriate assistance to any victim/witness who has been threatened or has credible reasons for fearing intimidation or victimization. All services will be coordinated with the reporting jurisdiction/agency.
1. “Appropriate assistance” is determined by the resources available to the Department and, if possible, is commensurate with the danger and degree of risk faced by the victim/witness. This may include an escort to their vehicle, home or to a “safe house,” relocation of work site, security and safety assessment of work site and home, employer notification and/or, based on degree of risk and endangerment, assistance with enrollment in a Witness Protection Program.

2. The 24-hour Emergency Telephone number (415-476-6911) provides victims/witnesses with emergency assistance at any time.

P. The Police Department will provide the following information to victims/witnesses:

1. A “Marsy Rights” card upon first contact with a crime victim. If an officer is unable to provide a “Marsy Rights” card upon first contact, a card must be provided during the follow-up investigation. A “victim” is defined to be anyone who has suffered ill effects from a crime and includes relatives of crime victims and, in many cases, witnesses.

2. Information pertaining to available University, city, county, state or community-based services for counseling, medical attention, compensation, financial assistance and victim advocacy

3. Instruction to contact the UCSF Police Department (415-476-6911) or local jurisdiction law enforcement (9-1-1) if the suspect or suspect’s companions or family threatens or otherwise intimidates him/her

4. The incident/case number and subsequent steps in the processing of the case

5. The Police Department's 24-hours-a-day telephone number (415-476-1414) to call to report additional information about the case or to receive information about the status of the case.

Q. During the investigation process, the officer assigned to the case or the Investigations Unit will maintain contact with the victim/witness. Follow-up investigation may include:

1. If the crime, in the opinion of the Investigations Unit, is unusually severe and has triggered additional need for supportive services, contacting the victim/witness to determine if his/her needs are being met

2. Explaining the procedures involved in prosecution and the victim/witness's role

3. Scheduling photo line-ups, interviews and other required appearances at the convenience of victims/witness

4. Returning a victim's property where permitted by law, if feasible

5. Providing a victim advocate through the Victim Witness Assistance Program (415-553-9044), if needed
6. Notification of the victim/witness of the arrest of a subject during the follow-up investigation. Arresting officers working, with the Investigations Unit, will ensure victims/witnesses receive the information, including court dates, time and location.

R. The victim/witness of the arrest will be advised of the arrestee’s charges and custody status. In certain cases, such as domestic violence, the District Attorney’s Office will contact the victim/witness with information on the release of the suspect. The Sheriff’s Department, based on the charges, will contact the Police Department and/or the victim with the custody status of the arrestee.

4.6.18 Arrest or Detention of Foreign Nationals (Revised: 8/1/14)

As the United States is party to the 1963 Vienna Convention on Consular Relations, Article 36, a Treaty signed by the United States and 169 other countries, along with several bilateral agreements and customary international law, officers are required to make consular notifications after arresting or detaining a foreign national.

A. A foreign national is a person who is not a citizen of the United States. A person with dual citizenship, U.S. and foreign, is not a foreign national.

B. For purposes of this order, “arrest/detain” means the actual taking of a person into custody, in a lawful manner, or detaining them in excess of two hours. Arrest may be either by actual restraint or by submission to detention. For purposes of this order, “arrest” does not include field citation. It includes commitment under California W&I Code 5150.

C. When an officer arrests or detains a person for a criminal investigation, the officer may inquire of the individual’s citizenship if the officer reasonably believes the person is a foreign national.

D. Whenever a foreign national is arrested/detained, the arresting/detaining officer shall advise the person of his/her right to have his/her government notified concerning the arrest/detention. The foreign national then has the option to decide whether he/she wants consular representatives notified of the arrest or detention, unless the foreign national is from a "mandatory notification" country.

1. If the foreign national asks that their government be notified, the arresting/detaining officer should do so as soon as possible by calling the nearest consulate or embassy. A list of foreign diplomats, embassies and consulates in the U.S. can be found at http://www.state.gov/s/cpr/rls/dpl/.

   a. Whenever a foreign national is booked into another agency’s jail facility, the assigned UCPD officer continues to be responsible for
completing the notifications. The jail facility personnel should be informed of the situation and status of notifications.

2. Under certain circumstances, foreign authorities must be notified of their national's arrest/detention due to United States International Treaty obligations. In the case of the following countries, notification of the consulate or embassy must be made without delay, regardless of whether or not the arrestee wishes such notification to be made. The following countries require mandatory notifications: Algeria, Antigua and Barbuda, Armenia, Azerbaijan, Bahamas, Barbados, Belarus, Belize, Brunei, Bulgaria, China (not including Taiwan), Costa Rica, Cyprus, Czech Republic, Dominica, Fiji, Georgia, Gambia, Ghana, Granada, Guyana, Hong Kong, Hungary, Jamaica, Kazakhstan, Kiribati, Kuwait, Kyrgyzstan, Malaysia, Malta, Mauritius, Moldova, Mongolia, Nigeria, Philippines, Poland (non-permanent residents only), Romania, Russia, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Seychelles, Sierra Leone, Singapore, Slovakia, Tajikistan, Tanzania, Tonga, Trinidad and Tobago, Tunisia, Turkmenistan, Tuvalu, Ukraine, United Kingdom, Uzbekistan, Zambia, and Zimbabwe. Questions regarding countries requiring mandatory notification should be directed to the Department of State as stated in Section G.

E. Whenever a foreign student or scholar from UCSF is arrested, the arresting officer shall immediately notify the International Students and Scholars Office at 415-476-1773. They should be notified any time a foreign student or scholar is in an in-custody situation. After hours, a message should be left on their answering machine including officer name, student/scholar name and case number. A corresponding e-mail with the same information shall be sent to the Director of the UCSF International Students and Scholars Office.

F. The arresting/detaining officer shall notify the dispatcher of all notifications, and the dispatcher shall make appropriate entries in the CAD case history. All notifications shall be documented in the corresponding police report. The incident shall be documented in the Supervisor’s Log with a copy routed to FSD and the PSD Captains.

G. Questions regarding law enforcement responsibilities to foreign nationals may be addressed to the U.S. Department of State at 202-647-4415 or 202-647-1512 (24 hrs.).

H. Information regarding the immunities afforded to foreign diplomatic officers and their employees is found in General Orders 4.15.2(C), “Special Processing Requirements.”
It shall be the policy of this Department to conduct photographic, physical and cold-show type line-ups in a manner that reduces the risk of wrongful conviction and aids in the detection and apprehension of offenders. Officers will adhere to the established procedures in order to maximize the reliability of witness identifications, minimize the reliability of witness identifications, minimize unjust accusations of innocent persons, and to establish evidence that is reliable and conforms to established legal procedure.

A. Definitions

1. **Photographic Line-up**: An identification procedure in which an array of photographs, including a photograph of the suspect of an offense and additional photographs of other persons not suspected of the offense, is displayed to an eyewitness in hard copy form for the purpose of determining whether the eyewitness identifies the suspect as the perpetrator.
   a. **Simultaneous Line-up**: Showing a group of similar photos to a witness all at the same time.
   b. **Sequential Line-up**: Showing a group of similar photographs to a witness one at a time.

2. **Filler**: A person or a photograph of a person who is not suspected of an offense who/that is included in an identification procedure.

3. **Cold-show**: An identification procedure in which an eyewitness is presented with a suspect(s) within a short time following the commission of a crime for the purpose of determining whether the eyewitness will identify the individual(s) as the perpetrator(s).

4. **Physical Line-up**: A physical line-up is placing a suspect among people un-suspected of committing the crime (fillers) and asking the eyewitness if he/she can identify the perpetrator.

B. Photographic Line-ups

1. **Composing Photographic Line-ups**
   a. Include only one suspect in each identification procedure.
   b. Select a photo of the suspect that resembles the suspect's appearance at the time of the incident.
   c. Select filler photographs of the other persons that resemble the suspect in significant features.
   d. Include a minimum of five filler photographs (non-suspects) per identification procedure.
   e. Complete uniformity of features is not required. Avoid using fillers that too closely resemble the suspect.
f. If there is more than one witness, each witness will be shown the line-up separately.

g. The suspect photo shall be placed in a different position in the grouping for each witness, and witnesses will not be permitted to communicate with each other until after the line-up procedure has been completed.

h. If the witness has previously viewed a photo line-up in connection with the identification of another person suspected of involvement in the offense, the filler photographs in the line-up shall be different from those used in any prior line-up.

2. Instructing the Witnesses

a. Each witness is to view any identification procedure separately. Witnesses shall not be permitted to communicate with each other until all identification procedures are completed and should be instructed not to discuss their identifications with anyone else.

b. Advise the witness that he/she will be asked to view a set of photographs that may or may not contain a picture of the person who committed the crime.

c. Advise the witness it is just as important to clear innocent persons from suspicion as to identify guilty parties.

d. Advise the witness that individuals depicted in line-up photos may not appear exactly as they did on the date of the incident because features such as head and facial hair are subject to change.

e. Advise the witness that procedures require the officer to ask the witness to state in their own words if they can identify the person involved in the crime being investigated.

3. Avoiding Officer and Witness "Suggestion"

a. Officers must not, by word or gesture, suggest opinions to any witness concerning the guilt or innocence of a suspect in any identification procedure. Witnesses making inquiries about an officer's opinion shall be informed of this restriction.

b. A witness who has taken part in an identification procedure must not be permitted to state conclusions within earshot of another person who is about to be or has been a viewer of the identification procedure.

4. Documenting the Line-up Results

a. All information regarding any identification procedure shall be documented in the officer's written report, to include:

   (1) All identification and non-identification results
   (2) Confidence or certainty statements made by the witness
       (these should be quoted)
   (3) Names of all persons present
(4) Date, time and location
(5) Any significant remarks made by an officer, lawyer, or suspect
(6) Use of Departmental forms, if possible.

b. If identification is made, the witness shall be told to circle the photo on a copy of the photographic line-up, write the date and time and initial next to the photo.

c. If identification is made, the officer shall complete the Department photographic line-up instruction page. If no identification is made, this fact must also be clearly documented.

d. Any and all photo lineups created, viewed, identified or not identified must be kept and secured with the original report.

e. No person has a right to have a lawyer present at any photo line-up, whether it takes place before or after an arrest.

C. Cold-show Procedures

1. When Cold-shows Are Permissible
   a. An officer may arrange a "cold-show" between a witness and a suspect whenever a potential suspect is located and detained within a reasonable length of time, in proximity to the location of the crime, and he/she fits the specific description of the perpetrator given by the witness.

   b. If an officer has reasonable suspicion to detain a suspect under the above circumstances, the officer may use such force as is reasonably necessary to stop the suspect from leaving or to cause the suspect to remain in the officers' presence. If probable cause to arrest develops during the detention, an arrest should be made.

2. Guidelines for Conducting the Cold-show
   a. Detention
      A suspect cannot be detained for longer than a reasonable period of time to confirm or refute whether the suspect is the perpetrator.

   b. Description
      Officers at the scene and in contact with the witness will obtain a detailed description of the perpetrator before the suspect is shown to the witness. The witness must advise the officers that they will be able to recognize the person who committed the crime prior to the cold-show.

   c. The suspect should be detained at the place he/she was located, in the least restrictive manner possible that will ensure the suspect remains with the officer. The witness should be transported to the suspect's location for the cold-show. Suspects should not be
transported to the witness's location unless exigent circumstances exist.

d. Minimize Suggestiveness
   If possible, do not show the suspect handcuffed or in the back seat of a patrol car. If the suspect is handcuffed, take measures to conceal this fact from the witness when possible. Suspects may not be required to put on clothing worn by the perpetrator. However, they may be asked, but not required, to speak words uttered by the perpetrator or perform other actions of the perpetrator. Advise the witness, per Departmental “Cold-show” Admonition form, that the person detained may or may not be the perpetrator and the witness should not feel compelled to make identification. If the witness makes identification, do not confirm or corroborate the identification.

e. Multiple Witnesses
   Cold-shows should not be conducted with more than one witness present at a time. If there is more than one witness, the cold-show must be conducted separately for each witness, and witnesses should not be permitted to communicate before or after any cold-show regarding the identification of the suspect. The same suspect should not be presented to the same witness more than once.

f. Witness Confidence
   At the direction of the San Francisco County District Attorney’s Office, witness confidence should only be expressed as an affirmative or negative selection, avoiding percentages of confidence.

g. Multiple Suspects
   If there are multiple suspects, the suspects must be separated and subjected to separate cold-show procedures.

h. Photographing Suspects
   Consideration should be given to photographing the suspect(s) in the field as documentation.

i. Emergency/Exigent Circumstances
   In emergency circumstances, such as when a witness is in danger of imminent death or blindness or when a suspect is in danger of imminent death, an immediate cold-show may be arranged if medical authorities permit. In these situations, time and location limitations contained in the preceding guidelines can be disregarded. If there is any doubt about an emergency cold-show, officers should contact a supervisor and/or the prosecutor immediately for guidance.

j. Cruising Area of Offense
Nothing in these guidelines prohibits the common procedure of transporting a witness in a patrol car to cruise the general area in which a crime has occurred in hopes of spotting the perpetrator and arranging a cold-show identification procedure.

k. Right to a Lawyer
   No person has a right to have a lawyer present at any cold-show procedure.

l. Release After Cold-show
   If the detained suspect is not identified by a witness as the perpetrator and officers lack any other probable cause for an arrest, the suspect should be released after obtaining basic information.

3. Instructing Witness Prior to Viewing Cold-show
   Officers will read the Field Identification Advisement to the witnesses.

D. Documenting Cold-show Results
   1. All information regarding identification procedures shall be documented in the officer's written report:
      a. Identification and non-identification results
      b. Confidence or certainty statements made by the witness (these should be quoted)
      c. Names of all persons present
      d. Date, time and location
      e. Names of all persons and/or photos used, and source of the photos
      f. Any significant remarks made by an officer, lawyer, suspect or witness.
   2. Utilize any necessary Departmental forms if possible.

E. Video and/or Audio Recording and Documentation
   1. Whenever practical, officers are encouraged to video and/or audio record any witness identification procedure from start to finish.
   2. Video and audio recordings shall be properly booked.

F. Physical Line Ups
   1. The UCSF Police Department does not perform Physical Line Ups.

4.7 PATROL OPERATIONS: VEHICLE EQUIPMENT AND UNIFORMS

4.7.1 Patrol Vehicle Marking (Revised: 2/16/17)

Patrol vehicles must be conspicuously marked and readily identifiable as law enforcement agency vehicles from every view and from a long distance, even at night. Patrol vehicle markings shall include:
A. Two color paint coloration consisting of a black background with white lettering

B. A rooftop light bar with red and blue lights or grill-mounted and rear deck-mounted red and blue lights

C. The words, “UC San Francisco Police,” in white reflective lettering

D. The emergency telephone number “9-1-1” in white reflective lettering located on the right and left rear sides of the vehicle

E. The University of California Police Department star on each front door. The star shall be of a reflective material

F. The words, “University of California Police San Francisco,” in white reflective letters on each front door

G. The vehicle number in white lettering located on the left front fender and the right rear fender.

4.7.2 Patrol Vehicle Equipment (Revised: 8/1/14)

A. Each vehicle used in routine patrol shall be a “police package” vehicle and will be equipped with the following minimum equipment:
   1. Red and blue lights
   2. Siren
   3. Mobile radio transceiver
   4. Seat belts
   5. Public address system
   6. Spotlight (at least one)
   7. Alley lights
   8. Plexiglas cage.

B. Except in an emergency or for a specific assignment, no unmarked vehicle will be used for traffic enforcement. Any unmarked vehicle used in this manner will be equipped with a siren and a front emergency red light.

C. Police Van
   The Department maintains a marked UCPD Police van for use in situations that require transporting items that may not fit in a passenger vehicle (e.g., barricades, saw horses).
4.7.3 Required Operational Equipment (Revised: 8/1/14)

Officers will complete a vehicle checklist, ensuring that all required operational equipment is present, prior to assuming patrol. Officers are responsible to keep their vehicle stocked with supplies and to replenish supplies used during each tour of duty. Supplies are available through the Equipment Officer.

A. All marked patrol vehicles will contain the following operational equipment:

Passenger Compartment
1. Rechargeable flashlight and charger
2. 12 Gauge shotgun with a fully loaded magazine and sidesaddle
3. .223 cal. patrol rifle, with 3 fully-loaded 20-round magazines and 1 fully-loaded 30-round magazine (if assigned to individual officer)
4. Electronic gate control
5. Vehicle registration and insurance verification documents
6. Binoculars or monocular
7. Gas card
8. Garage access control card

Trunk
1. First aid/risk equipment kit containing:
   a. 4x4 gauze pads
   b. Scissors
   c. Alcohol wipes/alcohol gel
   d. CPR pocket mask
   e. Latex gloves
   f. First aid tape
   g. Goggles
   h. Heavy gloves (P-2 type, surgical)
   i. Hand rinse
   j. Tongs
   k. Sharps container for syringes
   l. Protective gowns
   m. Biohazard bags
   n. Biohazard stickers
   o. Face/eye splashguards
2. Fire extinguisher
3. Flares, minimum of 12
4. 100ft. measuring device
5. Marking crayon
6. Jumper cables
7. Towels or towelettes
8. Heavy duty trash bags
9. Evidence kit containing:
   a. Evidence bags in assorted sizes
   b. Evidence tags
   c. Evidence forms
   d. Fingerprint kit with assorted print cards, powder, brushes and narrow and wide lift tape
10. Rope.

B. The Mobile Command Post/sport utility vehicle will contain the following operational equipment:

   **Passenger Compartment**
   1. 12 Gauge shotgun with a fully loaded magazine and sidesaddle
   2. Rechargeable flashlight charger
   3. Electronic gate control
   4. Vehicle registration and insurance verification document
   5. Binoculars
   6. Leg restraint

   **Rear Storage**
   1. Polaroid camera and film
   2. Digital camera and batteries
   3. Camcorder
   4. Fire extinguisher
   5. Bolt cutters
   6. Pry bar
   7. Tool kit
   8. Jumper cables
   9. Extra rechargeable flashlight charger
   10. Flares
   11. Evidence tape, 4 rolls
   12. Crime scene tape, 4 rolls
   13. Chalk stick
   14. Measuring tape
   15. Inkless print pad
   16. Fingerprint kit
   17. Anti-bacterial wash
   18. Box of latex gloves
   19. Campus maps
   20. Extra duty ammunition
21. Trash bags
22. Evidence collection bags
23. 2 emergency blankets
24. Drug test kits.

C. Police bicycles will be minimally equipped with:
   1. Head light
   2. Front emergency lights
   3. Rear reflector light
   4. First aid/risk kit.

   Bicycle Officers will complete a bicycle checklist, ensuring that all required operational equipment is present, prior to assuming patrol. Officers assigned to Bicycle Patrol are responsible for the condition and maintenance of their assigned bicycle.

4.7.4 Vehicle Maintenance (Revised 1/31/11)

Department vehicles shall receive scheduled and timely maintenance as needed.

A. The Equipment Officer is responsible for coordinating maintenance for and maintaining records on all Department vehicles. A maintenance file is kept for each vehicle by the Equipment Officer. The file shall contain the following information:
   1. Vehicle identification information includes: license plate number, VIN number, University of California Vehicle Number, make, model, year, etc.
   2. Vehicle inspection forms to indicate damage or other maintenance problems. In the case of vehicle damage, an incident case number shall be included on the vehicle inspection form.
   3. Maintenance schedules that include dates of future scheduled maintenance as recommended by the manufacturer.
   4. Maintenance invoices and repair orders from vendors.
      a. Police reports of accidents involving the vehicle.
      b. Repair orders for damage sustained in accidents.

B. Maintenance shall be scheduled in accordance with the manufacturer's recommendations. Other maintenance shall be performed as needed.

C. Original receipts for repairs or other work completed shall be sent directly to the Property/Evidence Technician for processing.

D. When a Department employee checks out a vehicle he/she shall conduct an inspection for damage, defective equipment or needed maintenance prior to
driving it. If vehicle repair is needed, a Vehicle Service form indicating the problem shall be forwarded to Equipment Officer.

E. If new damage is found the following procedure shall be followed:
   1. The employee finding the new damage shall contact his/her supervisor and fill out the Vehicle Service form identifying the location of damage.
   2. The supervisor shall verify the damage and forward a copy of the Vehicle Service form to the Office of the Chief through the chain of command.

F. If damage is found on a Department vehicle that has not been reported, the employee who drove the vehicle last may be held accountable for damage.

G. All employees are responsible for filling a vehicle gas tank when needed. Employees shall only use regular unleaded gasoline at self-service prices or from SFPD gas stations.
   1. At the time of fueling, each employee is responsible for checking tire pressure and checking the following fluid levels:
      a. Oil
      b. Coolant
      c. Windshield washer fluid
      d. Transmission fluid
      e. Power steering fluid
      f. Brake fluid
      g. Battery.

H. The FTOs or Equipment Officer will provide employees with the training needed to service vehicles during fueling.

4.7.5 Use of Safety Restraints

A. All Police Department personnel will use seat belts in accordance with state law when driving or riding in any Police Department vehicle.

B. All passengers or prisoners being transported in a Police Department vehicle will use seat belts in accordance with state law.

4.7.6 General Appearance (Revised: 2/16/17)

In any organization, the entire organization will many times be judged on the actions and appearances of just one of its members. For this reason, it is important each and every member of the Police Department present a professional, businesslike appearance when representing the UCSF and Police Department.
A. It is the responsibility of all supervisors to see to it that officers of the Police Department maintain a neat, clean and businesslike appearance.

B. Uniformed officers are readily recognizable as members of the Police Department and have an added responsibility to look and dress professionally. All uniformed officers are required to wear approved garments and equipment. Shoes, leather gear and badges should be polished and uniforms clean and pressed and fitted.

C. Uniformed officers of the Police Department will not be permitted to wear decorative jewelry while on duty and in uniform, except wrist watches, plain post type earrings (simple, non-dangling or without extremely decorative parts) and wedding rings or other rings regularly worn by the member.

D. The use of tobacco in any form is not permitted by the University of California.

4.7.7 Uniforms and Equipment (Revised: 6/2/17)

Sworn personnel are provided an annual uniform allowance by the University. All normal repairs and/or replacements of uniforms will be the responsibility of the individual officer, unless damaged in the line of duty (see FUPOA Labor Agreement Article 26 – Uniforms). Sworn personnel are responsible to maintain uniforms (laundry and repairs) and equipment in good, serviceable condition. Uniforms and equipment shall not be utilized by personnel off duty unless specifically authorized by the Chief of Police. The following lists, identified by employees work groups, constitute the minimum uniform items and equipment that each member of that group will be required to obtain upon their appointment.

All issued equipment will be returned upon separation from UCPD to the PSD Lieutenant. The PSD Lieutenant will inspect the equipment to determine its suitability for reissuance. Those items deemed unsuitable for reissuance will be replaced.

A. Police Officers

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<tr>
<th>Uniform, Issued</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Identification name bar</td>
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<tr>
<td>Badge</td>
<td>1</td>
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<tr>
<td>Hat badge</td>
<td>1</td>
</tr>
<tr>
<td>Ballistic vest and cover</td>
<td>1</td>
</tr>
<tr>
<td>Raincoat</td>
<td>1</td>
</tr>
<tr>
<td>Whistle and lanyard</td>
<td>1</td>
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<tr>
<td>Uniform, Non-issued</td>
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<td>------------------------------------</td>
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<td>Uniform shirts</td>
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<tr>
<td>Uniform pants</td>
<td>1</td>
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<td>Tie</td>
<td>1</td>
</tr>
<tr>
<td>Tie bar</td>
<td>1</td>
</tr>
<tr>
<td>Uniform hat</td>
<td>1</td>
</tr>
<tr>
<td>Hat/rain cover (optional)</td>
<td>1</td>
</tr>
<tr>
<td>UCSF Police ball cap (optional)</td>
<td>1</td>
</tr>
<tr>
<td>Jacket with liner, cloth badge, cloth name tag (optional)</td>
<td>1</td>
</tr>
<tr>
<td>Flat badge (optional)</td>
<td>1</td>
</tr>
</tbody>
</table>

* For Uniform apparel specifications see General Order 4.7.9, “Uniforms – Specifications and Guidelines.”

<table>
<thead>
<tr>
<th>Equipment, Issued</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Holster</td>
<td>1</td>
</tr>
<tr>
<td>Duty belt</td>
<td>1</td>
</tr>
<tr>
<td>Belt keepers</td>
<td>4</td>
</tr>
<tr>
<td>Handcuff case</td>
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</tr>
<tr>
<td>Handcuffs and key</td>
<td>1</td>
</tr>
<tr>
<td>Duty weapon</td>
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</tr>
<tr>
<td>Magazine holder</td>
<td>1</td>
</tr>
<tr>
<td>Magazines</td>
<td>3</td>
</tr>
<tr>
<td>Baton</td>
<td>1</td>
</tr>
<tr>
<td>Baton holder</td>
<td>1</td>
</tr>
<tr>
<td>Monadnock or RCB baton</td>
<td>1</td>
</tr>
<tr>
<td>OC canister</td>
<td>1</td>
</tr>
<tr>
<td>OC holster</td>
<td>1</td>
</tr>
<tr>
<td>Portable radio</td>
<td>1</td>
</tr>
<tr>
<td>Citation book</td>
<td>1</td>
</tr>
<tr>
<td>Radio earpiece/microphone</td>
<td>1</td>
</tr>
<tr>
<td>Plain clothes holster</td>
<td>1</td>
</tr>
<tr>
<td>Plain clothes magazine and handcuff holder</td>
<td>1</td>
</tr>
<tr>
<td>Radio shoulder microphone</td>
<td>1</td>
</tr>
<tr>
<td>Riot helmet</td>
<td>1</td>
</tr>
<tr>
<td>Gas mask</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference and Miscellaneous Issued</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Police identification card</td>
<td>1</td>
</tr>
<tr>
<td>Locker in appropriate area</td>
<td>1</td>
</tr>
<tr>
<td>Business cards</td>
<td>500</td>
</tr>
</tbody>
</table>
B. Bicycle Officers
   1. In addition to uniforms and equipment issued to police officers, Bicycle Officers will be issued the following:
      a. 2 short-sleeved polo shirts. Bicycle Officer uniform polo shirts shall be short-sleeved and black in color. A regulation Police Department shoulder patch will be worn on each sleeve. A cloth badge will be affixed to the left, front chest area, along with the individual’s name on the right, front chest area.
      b. The polo shirt and uniform short will only be worn by Bicycle Officers who are riding the bike. Issued rain pants with the polo shirt may also be worn by Bicycle Officers.
      c. 2 pairs shorts – Uniform shorts shall be black in color.
      d. 3 pairs non-wool blend utility pants – heavy-weight, light-weight and rain (1 each)
      e. 2 long- and short-sleeved black turtleneck shirts (1 each)
      f. 1 jacket, with removable sleeves and regulation UCPD shoulder patch on each sleeve, cloth name tag and star.
      g. 1 approved bicycle helmet and helmet cover with the word “POLICE” on each side
      h. 1 pair padded bicycle gloves
      i. 1 remote radio lapel microphone.

C. Detectives
   In addition to equipment issued to police officers, detectives will be issued the following:

<table>
<thead>
<tr>
<th>Uniform Issued</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light-duty raid jacket, black with pull-down and reflective flap marked “POLICE”</td>
<td>1</td>
</tr>
</tbody>
</table>

   Digital camera                                                | 1      |
   Digital Audio Recorder                                        | 1      |

   Detectives will be authorized to wear raid clothes and Level Three vests during activities such as search and arrest warrants services, providing assistance to U.S. Marshals Operations, SFPD and any other activity where such equipment is needed for the safety of the officer/detective

D. Non-issue Uniforms and Equipment
   1. All items of non-issue uniform or equipment must have prior approval for use by the Chief of Police. Personally-owned firearms must be approved
for use as outlined in General Order 4.3.7, “Authorized Firearms and Ammunition” and 4.3.10, “Personally-owned Firearms.”

2. An officer may carry a single-blade folding knife on his/her utility belt if it is concealed in a leather case and with prior approval of the Chief of Police. A pocketknife may be carried without obtaining prior approval.

3. Reimbursement for damaged, personally-owned property will be in accordance with the employee’s labor contract.

### 4.7.8 Uniforms and Equipment – Maintenance

A. Each member of the Police Department shall be responsible for the condition, maintenance and safekeeping of all property and equipment issued or assigned to them. No member will alter, add to, remove or in any way change parts or accessories of any Police Department property or equipment without permission of the Chief of Police.

1. No member will relinquish or transfer custody of any item or property issued to them to any person without notifying the Equipment Officer of such transfer and only with prior approval of the Division Manager or designee. The Equipment Officer will maintain complete and accurate records pertaining to the location of all issued Police Departmental property and equipment.

B. When a member of the Police Department needs replacement of issued property, the member will make the request in writing to the Division Manager via the chain of command.

### 4.7.9 Uniforms and Equipment – Specifications and Guidelines (Revised: 10/3/17)

A. Shirts

1. Police sworn uniform apparel shall conform to the uniform specifications as set forth in the University wide Police and Administrative Procedures, Chapter 11, “Uniform Specification.”

2. If an undershirt is worn in such a manner as to be visible in the opening, only a white or black t-shirt may be worn, under the uniform shirt, with no portion extending below the bottom of the uniform shirt sleeve.

B. Tie

The tie will be black in color and only worn with a long-sleeve uniform shirt. A tie bar is required to be worn with this tie. Tie bars will be gold in color. The tie bar will be worn across the middle of the tie so the top to the tie bar is exactly even with the bottom of the uniform shirt pocket flaps.
C. Hat
The uniform hat will be placed on the head in such a manner that the bill is approximately one and one-half inches above the bridge of the nose. At no time is the hat to be worn on the head in a cocked position or in any manner that is unmilitary.

D. Ball Cap
Uniformed employees have the option of wearing a Police Department ball cap. The ball cap shall be navy blue in color with “University of California San Francisco Police” embroidered on the front and the officer’s first initial, last name and badge number on the back in gold. At no time is the ball cap to worn on the head in a cocked, backward or lopsided position.

E. Optional Cold Weather Wear
Sworn personnel have the option of wearing gloves, scarves, turtlenecks and tactical sweaters, as long as the items meet the following requirements:
1. Gloves will be black and may be either leather or cloth or a combination of both.
2. Scarves will be black.
3. Turtlenecks will be plain navy blue or black. A long-sleeved turtleneck or t-shirt shall only be worn with a long-sleeved uniform shirt.
4. Tactical sweaters will be plain black. A regulation University of California Police Department shoulder patch will be worn on each sleeve.
5. Battle Dress Uniform (BDU)
   a. Officers may wear BDUs, with Watch Commander approval, only under the following conditions:
      (1) While on patrol during days of wet weather
      (2) On special assignments where excessive soiling and/or wear of duty uniforms will result or
      (3) In tactical crowd control situations with the approval of Command-level personnel.
   b. BDU pants shall not be bloused.
   c. A navy blue or black turtleneck and/or a dickey are the optional undergarment for the BDU. Otherwise, the only other authorized undergarment that should be visible is a black, crew neck t-shirt with no visible writing or design.
   d. Black, plain-toed, smooth finish, laced shoes or slip-on or laced boots are authorized for wear with the BDU.

F. Shoes
Footgear worn by uniformed officers will be black, plain toe only, all of a smooth leather finish capable of holding a high shine. Lace-up boots, having combination
black leather and black waterproof nylon uppers (Rocky Eliminator’s or equivalent) may be worn. No buckles are permitted, and laces will be black cloth or leather. In addition, the footwear may be equipped with zippers on the inside of the boot to facilitate easy use. No platform or high-heel shoes or boots will be permitted for patrol use.

G. Leather Equipment
All leather equipment worn by uniformed personnel will be made of black leather or synthetic leather-like material of the “basket weave” pattern and will be kept in a polished condition. Nylon duty belts will be issued to Bicycle Officers or officers in special assignments.

H. Baton
The regulation batons for the UCPD will be the wooden and expandable baton. In that the baton is a valuable police tool, all patrol officers are required to carry either their wooden, Monadnock, or RCB batons while on duty.

1. 36” wood batons are issued to all sworn personnel for use in crowd control. Officers will carry their 36” baton only when assigned to do so.

I. Identification Name Bar
Members of the Police Department, when in uniform, will wear their name bar centered over the right shirt pocket, immediately above and adjacent to the seam of the pocket flap. When wearing a uniform jacket, the name bar or cloth name tag will be centered above the pocket flap. Name bars shall feature the CALEA accreditation logo.

J. Service Stripes
Service stripes are required on the police uniform and will be worn centered on the left sleeve of the long-sleeved uniform shirt, just above the cuff. The left side of the stripe, looking down the sleeve, will be even with the crease of the sleeve, and the right lower corner of the stripe will be at the top of the cuff. Those eligible to wear the service stripes shall wear one service stripe for every five years of service. Seniority time for service stripes includes all time served as a sworn, full-time, paid police officer.

K. Identification Card
All Police Department personnel are issued an UCSF Police Identification Card. The Police Department Identification Card shall be carried at all times by all personnel on official duty and promptly displayed when requested by members of the public. All ID cards shall bear the following information:

1. “The University of California Police”
2. Employee’s photograph
3. Employee’s name
4. Date of birth (sworn personnel)
5. Title
6. Date of rank or hire
7. Chief of Police signature
8. Badge number (sworn personnel).

L. Badge
While in uniform, the badge will be worn publicly displayed on the outermost garment.

M. Flat Badge
Sworn personnel are permitted to obtain flat badges with written authorization from the Chief of Police. Flat badges will be limited to replicas of the issued badge with no modifications.
1. An officer requesting permission to obtain a flat badge should do so in writing to the Chief of Police. Once approved, the Chief of Police will then write a letter to the badge manufacturer authorizing the creation of the flat badge for the requesting officer.
2. The loss of a flat badge should be reported and documented as soon as the loss is discovered. The responsibility to replace lost or stolen flat badges rests with the concerned officer.

N. Authorized Police Pins
These pins are authorized for wear on the regulation navy blue police uniform shirt:
1. CALEA accreditation pin is to be worn centered, ½ inch above the uniformed employee’s metal nametag or above the Merit Award, Valor Award or other Department-issued award pin.
2. The Merit Award pin and FTO pin for currently assigned and trained officers may be worn centered ½ inch above the officer’s metal name tag.
3. A maximum of two approved Police pins may be worn over the employee’s metal nametag. Other specialty pins may be worn, provided the employee receives prior written approval from the Chief of Police via the chain of command.

4.7.10 Protective Vests (Revised: 6/4/08)
Protective vests are provided to all sworn officers. Protective body armor will be worn at all times by police officers, sergeants and lieutenants while in uniform and/or operating a
police bicycle. All personnel will wear a protective vest when participating in pre-planned tactical operations. Pre-planned tactical operations include:

A. Planned warrant execution  
B. Drug-related raids  
C. Surveillance operations  
D. Undercover operations  
E. Decoy operations  
F. Any pre-planned operation which may expose personnel to risk of life or injury.

**4.7.11 Court Attire**

Except as otherwise authorized, one of the following may be selected for court appearances:

A. Full uniform and equipment  
B. Business attire, as defined in 3.3.7(A) “Business Attire.”

**4.7.12 Plain Clothes Sworn Attire (Revised: 8/1/14)**

Sworn personnel working in a plain clothes assignment (i.e., detectives, Professional Standards Unit, etc.) should adhere to the dress code as outlined in General Order 3.3.7 “Dress Code Non-Uniformed Civilian and Sworn Personnel,” unless otherwise permitted by the Division Manager and/or supervisor.

**4.7.13 Mobile Audio/Video Recording System (MAV) (Issued: 9/20/16)**

A. Purpose and Scope  
The UCSF Police Department has equipped marked patrol vehicles with a MAV. The MAV is designed to assist and complement patrol officers in the performance of their duties. The MAV is used to record field activities by providing a visual and/or audio record. Video recordings are intended to provide an unbiased visual/audio record of the incident and supplement the officer’s report. The use of a MAV system provides persuasive, documentary evidence and helps defend against civil litigation and allegations of officer misconduct. Officers using this system shall adhere to the operational objectives and protocols outlined herein so as to maximize the effectiveness and utility of the MAV and the integrity of evidence and related video documentation.
B. Objectives
The Department has adopted use of the MAV to accomplish the following objectives:
1. To enhance officer safety
2. To accurately capture statements and events during the course of an incident
3. To enhance officers’ ability to document and review statements and actions for both internal reporting requirements and courtroom preparation/presentation
4. To provide an impartial measurement for self-critique, field evaluation and new officer training
5. To capture visual and audio information for use in current and future investigations.

C. Officer Responsibilities
All officers shall successfully complete the Department’s training prior to using the MAV in operational settings.

Officers will check the vehicle status board to determine if his/her assigned vehicle has a functioning MAV unit. If the MAV in the assigned vehicle is not functioning, the officer shall switch to another marked unit with a functioning MAV, unless the Watch Commander approves use of the vehicle with the nonfunctioning MAV. If an officer is aware of or becomes aware of the system malfunctions during a shift, the officer shall notify a supervisor and take the vehicle out of service, unless a supervisor determines the vehicle will remain in service.

Prior to clearing in a vehicle with an operational MAV, the officer will turn on the MAV to verify the system is operational. The officer will log on to the system with his/her user identification and then synchronize his/her wireless microphone.
1. A single officer unit will use the microphone that is assigned to the unit.
2. For a two-officer unit, the partner officer will obtain a microphone from the equipment board at the station.
3. If the partner officer changes or is added during a shift, the new partner must sync his/her microphone.
4. Officers shall carry the MAV microphone upon their person during their shift.
   a. The microphone should be carried in a holder on the Sam Browne belt or in a uniform pocket.
Other items to check include:
1. Remote audio transmitter
a. Functional
b. Has adequate power source
c. Is connected to the recording equipment
d. Triggers remote activation of system via transmitter.

2. Camera
   a. Windshield and camera lens are free of debris
   b. Camera is facing intended direction
   c. Recording mechanism captures both audio and video information
   d. System plays back both audio and video tracks.

At the end of every patrol shift, officers shall upload captured video to the server via the wireless access point located at the station if feasible. Officers must exit the MAV by doing a shutdown and upload. This will upload the video via wireless or, if wireless is down, the video will remains on portable hard drive until an authorized supervisor can remove the hard drive.

Officers shall not tamper with, disable or attempt to complete repairs on any hardware components of the MAV system.

D. Supervisor Responsibilities
Supervisors shall conduct periodic reviews of personnel in order to ensure the MAV is being used as required and in compliance with Departmental policy.

Supervisors who are informed or otherwise become aware of malfunctioning equipment shall ensure that authorized personnel make repairs in a timely manner. The supervisor is responsible for determining specific causes for such problems (e.g., the problem with the MAV equipment went unreported or MAV equipment was not being used in accordance with Departmental policy).

When incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, officer-involved shootings, department-involved collisions), a supervisor shall respond to the scene and ensure that the appropriate supervisor properly retrieves the recorded media. The media may need to be treated as evidence and should be handled in accordance with the current evidence procedures for recorded media.

4.7.14 Activation of Mobile Audio/Video Recording System (MAV) *(Issued: 9/20/16)*

The MAV is automatically activated when the patrol car’s overhead lights are activated. MAV is also activated if the patrol vehicle exceeds 100 mph. The video system remains on until it is turned off manually inside the vehicle. The audio feature is also activated automatically when the overhead light switch is activated.
Audio and video recording can also be activated remotely by switching the wireless microphone to the "on" position or pressing the C1 button on the MDC screen. The audio and video functions for cameras facing the rear seat area can be activated by pressing the C2 button on the screen.

A. Required Activation of MAV
This policy is not intended to describe every possible situation in which the use of the MAV system is appropriate. In addition to the required situations noted below, an officer may activate the system at any time he/she believes its use would be appropriate and/or valuable to document an incident. Officer safety is the paramount concern, so activation of the MAV should occur only if it is safe to do so.

In some circumstances, it is not possible to capture images of the incident due to external conditions or the location of the camera. However, the audio portion can still be valuable evidence and is subject to the same activation requirements as the MAV.

Activation of the MAV system is required in any of the following situations within video and/or audio range:
1. All field contacts involving actual or potential criminal conduct, including, but not limited to:
   a. Vehicular pursuits
   b. Suspicious vehicles
   c. Felony vehicle stops
   d. Traffic stops
   e. Arrests
   f. Pedestrian stops
   g. DUI investigations including field sobriety tests (SFST)

2. Any call for service involving a crime where a recording may aid in the apprehension and/or prosecution of a suspect, including, but not limited to:
   a. Domestic violence calls
   b. Disturbance of peace calls
   c. Offenses involving violence or weapons
   d. Crimes against persons
   e. Prisoner transports
     (1) This will be at the officer’s discretion except when dealing with a noncompliant prisoner, if the officer feels that an officer complaint may be generated or if the officer is transporting a member of the opposite sex.
3. Any contact not initiated by an Officer that becomes adversarial during a situation that would not otherwise require recording
4. Any other circumstances in which the officer believes that a recording of an incident would be appropriate or desired. Examples include, but are not limited to:
   a. Responding to an in-progress call, such as a prowler, where the officer may be able to record the suspect’s actions as he/she drives up and/or catch the suspect running away
   b. Situations in which the video can assist in identifying multiple suspects, such as approaching a 415 fight and catching a battery in progress
   c. Capturing the audio of the officer’s commands and suspect’s responses
5. Officers are encouraged to narrate events via the audio recording function so as to provide the best documentation for tracking investigations, report writing and courtroom presentation.

Once the MAV system is activated, it shall remain on and shall not be turned off until the incident has concluded. For the purposes of this section, conclusion of an incident has occurred when all arrests have been made and all witnesses, victims, etc. have been interviewed at the scene.

Recording may cease if an individual officer has cleared from the incident and his/her role in the preliminary investigation has concluded (e.g., while waiting for a tow truck operator).

Officers may mute the MAV microphone when exchanging confidential or personal information with other officers or supervisors at the scene of the incident. If the officer is going to mute the microphone, he/she should state this before muting the microphone and, after restoring the microphone to normal function, state that he/she is doing this, so both actions are recorded.

B. When Activation of MAV Is Not Required
Activation of the MAV system is not required when exchanging information with other officers or during breaks, lunch periods, when not in service or actively on patrol.

No member of this department may surreptitiously record a conversation of any other member of this department except with a court order or when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal investigation.
C. Reviewing Recordings in Vehicle
Review of MAV recordings by a single officer unit should be limited to times when the patrol vehicle is stopped. Entering or reading data while operating a patrol vehicle is a dangerous practice. Reviewing data or recordings while driving should only be attempted when the information is needed for an in-progress situation. Officers shall intentionally not erase, alter, reuse, modify or tamper with MAV recordings.

D. Review of Archived MAV Recordings
Recordings may be reviewed in any of the following situations:
1. By an officer to review his/her own recordings
   a. An officer may, as the system allows, add event type data regarding the audio or video.
2. By a detective when conducting an investigation, an administrative inquiry or a criminal investigation
   a. Detectives may be authorized by the Department IT Manager to copy recordings.
3. By a Field Training Officer analyzing trainee officer’s contacts during field operations for the purposes of training value
4. By a supervisor when conducting an investigation, an administrative inquiry or a criminal investigation.
   a. A supervisor may only review and/or audit an officer’s performance and use of the MAV [Subject to CALEA AUDIT REQUIREMENT to be determined but to have FUPOA involvement] or when directed by the Chief of Police, or his designee to conduct an administrative investigation
   b. Supervisors may be authorized by the Department IT Manager to copy recordings.

An officer shall have the right to review his or her own recordings prior to providing any statement pursuant to an administrative investigation or criminal investigation being conducted pursuant to critical incident protocol

5. By media personnel subject to the requirements of the California Public Records Act or other applicable law.

Video/audio may also be shown for the purpose of in-service, Department training. The Personnel and Training Sergeant shall notify each involved officer of the intent to use video and/or audio depicting his/her involvement in an incident as training material. The Personnel and Training Sergeant shall only use video and/or audio with the consent of all officers involved in the incident being used as training material.
In no event shall any recording be used or shown for arbitrary, harassing or capricious reasons or for the purpose of ridiculing, harassing or embarrassing an employee.

E. Documenting MAV Use
Any incident that is recorded by either the video or audio system of the MAV shall be documented in the officer’s report.

In addition, the officer may annotate information such as report, incident and/or citation number, subject’s name, date of birth and reason for the contact on the MAV System’s event data type screen.

F. Video Media Storage Integrity
Video recordings not needed as evidence will be archived according to University recordkeeping policies and applicable statutes governing media storage. Currently, this is a period of at least two years.

G. Copies of Video Recordings
A copy of a digital MAV recording will be made by the Department’s Custodian of Records or his/her designee upon proper request for any person authorized.

1. All recording media, recorded images and audio recordings are the property of the Department. Dissemination outside of the Department for purposes not related to the investigation and adjudication of an incident is strictly prohibited without specific written authorization of the Chief of Police or his/her designee or unless proscribed by this policy otherwise allowed by law.

2. To prevent damage to or alteration of the original recorded media, it shall not be copied, viewed or otherwise inserted into any device not approved by the Departmental Communications Manager.

3. At the conclusion of the investigation or court proceedings, as otherwise authorized by the prosecutor’s office for which the media was required, all copies in the possession of the Department shall be disposed of by the Property Unit in a manner prescribed by law.

H. MAV Recording Media as Evidence
Only in exceptional circumstances will original video media be booked into evidence. Exceptions would include major events, such as a homicide, or when so directed by the Watch Commander or a member of the Command Staff. If video media is booked into evidence, it shall be booked in the same manner as other evidence and referenced in the offense report.
I. Reporting Malfunctions or Damage
Malfunction, damage or theft of MAV equipment shall be reported to the Watch Commander prior to placing the unit back into service.
1. The officer noticing the situation will submit a written report or e-mail to the Watch Commander, including information on the suspected cause(s) of equipment failure, as reasonably known, along with any recommendations for corrective action.
   a. A copy of this information will be forwarded to the supervisor for vehicle maintenance.
2. The information shall be forwarded to the Department IT Manager via e-mail for determination of repair of system.

J. IT Manager’s Responsibilities
1. The Department’s Custodian of Records shall be responsible for the ordering, issuance, retrieval, storage, cleansing (degaussing) and duplication of all recorded media.
   a. Department’s Custodian of Records may authorize detectives and sergeants to create duplicates of recordings for the purpose of criminal investigations and only authorized personnel for the purpose of conducting an administrative investigation.
2. The Department’s Custodian of Records shall ensure all media is placed in a secured location with authorized controlled access and track entries in a media log.
3. For the purpose of accountability, all MAV hard drives will be issued an identification number prior to issuance to the field. The Department Custodian of Records will maintain a record/database of issued media.
4. The Department’s Custodian of Records shall coordinate with field supervisors to ensure that an adequate supply of MAV hard drives is available.
5. The Property Unit shall be responsible for the long-term storage of media deemed to be of evidentiary value, consistent with the Department’s evidence storage protocols and retention.

4.7.15 Body Worn Audio/Video Systems (Issued: 11/15/17)

INTERIM POLICY

Please note that this policy is undergoing preliminary review and is subject to revision throughout the review process.
A. Purpose

The University of California is committed to officer safety and public safety. The University has equipped its police departments with body worn audio-visual cameras (“BWVs,” “devices” or “cameras”) for use as part of the officer’s uniform for the recording of field activity in the course of official police duties. The cameras are intended to provide a visual and audio record of police duties, including public contacts, arrests and critical incidents. BWVs provide documentation to be used in criminal investigations and prosecutions, internal or administrative investigations, training and other circumstances. They also serve to enhance the accuracy of police reports, testimony in court and enhance the Department’s community relationship-based policing efforts.

Body worn cameras provide a limited perspective of any encounter and must be considered with all available facts and evidence, such as officer perception, witness statements, officer interviews, other available video documentation, forensic and/or expert analysis and documentary evidence. The cameras cannot always show the full narrative nor do they capture an entire scene. The use of cameras does not reduce or alter the requirement to provide thorough written documentation as required by this or other policies.

Persons reviewing recordings must be cautious before conclusions are reached about what the video shows or when evaluating the appropriateness of an officer’s actions in a particular situation. Evaluating an officer’s actions must take into account a variety of factors and other circumstances.

The University is committed to officer safety and public safety. Officers must follow existing officer safety policies when contacting citizens or conducting vehicle stops as outlined in Department policies and procedures. Officer safety and the safety of the public shall always be the primary consideration, not the ability to record an event.

This policy is intended to balance the respect for privacy and other University values, with legal, policy and administrative obligations. Officers should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion at all times.
B. Policy

1. Required Users

The following sworn personnel, from Lieutenant through Officer, are required to wear the BWV system while on duty, unless otherwise exempted by this General Order:

a. Uniformed personnel, while on regular assignment or on overtime status

b. Detectives working in the field in an enforcement or specialized investigative capacity (e.g., gang task force, violent crime task force), unless the use of BWV may compromise the identity of an undercover officer, confidential informant or jeopardize tactics

c. Personnel serving a search warrant, unless the use of the BWV may compromise the identity of an undercover officer, confidential informant or jeopardize officer safety or tactics. Any exception to recording pursuant to this subsection must receive prior approval from the Chief of Police or designee.

d. Other sworn personnel deemed appropriate by the Chief of Police or designee.

2. Department-issued Equipment Only

Officers assigned a BWV camera must not use any other non-Department issued video or audio equipment, such as personally owned video or audio equipment, mobile devices or cell phones, to record enforcement or investigative activities involving members of the public unless authorized by the Chief of Police or designee.

Nothing in this policy precludes officers or other Department personnel from using authorized still photography equipment.

3. Location of Body Worn Camera

The BWV camera generally consists of a body-mounted camera with a built-in microphone. The BWV shall be worn on the outside of the outermost garment (e.g., load-bearing vest, raincoat) or other departmental approved mounting option, on the upper torso and facing forward in such a way to facilitate optimum recording field of view.

4. Required Activation of Body Worn Camera

Subject to the exceptions contained in this General Order or pursuant to the direction of a supervisor, officers shall activate their BWV device prior
to initiating any criminal investigative or enforcement activity involving a member of the public, including all:

a. Vehicle or bicycle enforcement stops  
b. Pedestrian stops  
c. Calls for service  
d. Foot pursuits  
e. Searches (except strip searches)  
f. Arrests  
g. Uses of force  
h. In-custody transports  
i. Witness or victim interviews  
j. Forced entry search warrants/tactical deployments  
k. When weapons other than those in the possession of law enforcement are present or alleged to be present  
l. Any encounter that becomes adversarial after the initial contact  
m. Initial inventory of seized money or high value property  
n. Crowd management events  
o. Other investigative or enforcement activities where, in the officer’s judgment, a video recording would assist in the investigation or prosecution of a crime or assist in documenting the incident for later investigation or review.

5. Exceptions to Required Activation or Continued Recording

Exceptions to required activation or continuation of the BWV recording are:

a. When, in the officer’s judgment, activation, continuing to record or changing the BWV functions would jeopardize their safety or the safety of the public. However, the officer shall activate or re-activate their BWV as soon as it is safe and practicable to do so, unless other exceptional circumstances exist.

b. When a witness or victim refuses to provide a statement if recorded by the BWV and the encounter is not confrontational

c. When, in the officer’s judgment, a recording would interfere with their ability to conduct an investigation

b. When, in the officer’s judgment, a recording would be inappropriate because of the victim’s or witness’s physical condition, emotional state, age or other sensitive circumstances

e. When recording could risk the safety of a confidential informant, citizen informant, victim or undercover officer
f. In patient care areas of a hospital, clinic, rape treatment center or other healthcare facility (including mental health) unless enforcement action is being taken in these areas. If recording is necessary, officers shall make reasonable efforts to avoid recording individuals other than the suspect.

g. Once a crime scene is secured and the officer no longer has an investigative role, and where the chance of encountering a suspect is unlikely.

h. Prior to or while discussing a case on scene with other officers or during on-scene tactical planning.

i. When, in the officer’s judgment, privacy concerns outweigh any legitimate law enforcement interest in recording.

j. When ordered to stop recording by a supervisor.

k. When the recording of a person is in violation of the law.

6. Discretionary Activation

There are many enforcement or criminal investigation situations where the use of the BWV is appropriate, and this policy is not intended to describe every circumstance in which recording would be appropriate or otherwise further the purpose of body cameras. In addition to the circumstance in which activation is required, officers should activate the camera any time they feel its use would be appropriate and valuable to document an on-duty incident, unless otherwise prohibited by this policy or law.

7. Assignments Temporarily Preventing BWV Use

It is recognized that officers subject to call out, motorcycle officers or K9 unit officers may not have access to their BWV equipment prior to responding to a scene or participating in an enforcement or criminal investigation. In these cases, officers should pick up their camera as soon as practicable.

8. Recording of Entire Event

Once activated, the BWV shall remain on until the conclusion of the contact or event, unless authorized by a supervisor or otherwise permitted under this General Order.

9. Documentation of Recordings, Failure to Activate or Discontinuation of BWV Recordings

Officers shall document, in the appropriate report (e.g., police report, traffic citation, CAD entry), if they have captured an incident, did not capture an incident and/or if they interrupted the recording for any reason.
If an officer does not activate the BWV prior to initiating an enforcement or investigative contact, fails to record the entire contact or interrupts the recording for any reason, the officer shall notify their supervisor of the reason(s) in writing.

10. Notice to Members of the Public of BWV Recording

Officers are not required by law or this General Order to obtain consent from members of the public when the officer is lawfully in an area where the recording takes place. However, officers may inform individuals they are recording, when feasible to do so, particularly when the advisement may gain compliance or cooperation or assist in an investigation.

In addition, officers entering into a private space, (e.g., residences, restrooms, locker rooms) must make a reasonable effort to notify the occupants that the BWV is present before entering the area, unless:

a. The officer enters the area pursuant to a warrant
b. Such notice would, in the officer’s judgment, jeopardize his/her safety or the safety of the public
c. Such notice would compromise an investigation or tactics or
d. Other exigent circumstances exist.

11. Playback of BWV Recording

Officers are not required to play back BWV recordings to allow members of the public to review the video footage in the field.

12. Prohibited BWV Recording

The activation or use of the BWV is prohibited, unless otherwise authorized by this General Order, during:

a. Department briefings, meetings, roll calls or while in private Department spaces such as locker rooms, break rooms or restrooms
b. Non-work related activities or other activities not related to enforcement contact nor criminal investigation
c. Private conversations with any other member of the Department without the written consent of all involved parties
d. Department administrative investigations
e. Homicide or other major crime briefings, or during a homicide walk-through
f. Contact with confidential informants
g. Depositions, court proceedings, pre-trial conferences or any other judicial or quasi-judicial proceedings (e.g., administrative hearings such as Department of Motor Vehicle hearings)

h. While in a facility whose primary purpose is to provide psychiatric or medical services, unless responding to a call for service involving a suspect or taking a suspect, victim or witness statement

i. While inside jail facilities;

j. Any area where audio or video recording is prohibited by law.

Nothing in this section is intended to interfere with an officer’s ability to openly record an interrogation pursuant to California Government Code §3303(g) or to preclude activating the BWV when confronting a violent or assaultive suspect or other circumstance where a reasonable use of force may be anticipated.

13. Training

Officers who are assigned the BWV must complete Department-approved training in BWV policies and proper use and maintenance of the device before using the system in the field. Supervisors must complete Department approved training in the supervision and management of the BWV system.

Supplemental training will be conducted when deficiencies are identified in policy compliance, use, maintenance or supervision and management of the BWV system. Additional appropriate training will also be conducted should there be changes in policy, hardware or software that affects the use, maintenance, supervision or management of the system.


Officers shall be responsible for inspecting and testing their BWV equipment at the start of their shift and shall ensure that the equipment is properly functioning. Officers shall notify their supervisor, in writing, if the BWV equipment is not properly functioning. For purposes of this General Order, “in writing” shall include e-mail.

15. Assigned BWV Equipment

No officer shall use BWV equipment not assigned to them, unless authorized by a supervisor.
16. Damaged, Malfunctioning or Inoperable Equipment

The BWV equipment is the responsibility of the assigned officer and must be used with reasonable care to ensure proper functioning and reliability. If an officer’s BWV malfunctions or is damaged or inoperable, the officer shall notify the on-duty supervisor. Campuses shall develop and implement local policies on notification and documentation of such notification.

If feasible, the supervisor shall provide the officer with a functional BWV prior to the officer deploying to the field. However, the lack of a BWV unit shall not prevent an officer from working their shift or assignment.

An officer shall not be held financially responsible for damaged, malfunctioning or inoperable equipment, unless abuse of the equipment by the officer is found to be the cause.

17. Labeling, Categorizing and Uploading Recordings

Officers shall label, categorize and upload their BWV recordings into the BWV data storage system in accordance with UCPD procedure(s).

18. Viewing Recordings by Recording Officer

Subject to the exceptions in this General Order, officers should review BWV recordings on their assigned device or authorized computer prior to documenting an incident, arrest, search, interview, use of force or other enforcement or investigative activity to assist with reports, statements and documentation that are accurate and complete. Officers must not use the fact that a recording was made to avoid preparing an accurate, detailed and complete report.

19. Modification, Alteration or Deletion

No employee shall modify, alter or delete video or audio once recorded by the BWV camera, except as authorized by Department policy.

20. Request for Deletion of Accidental Recording

In the event of an accidental activation of the BWV where the resulting recording is of no potential investigative or evidentiary value, the recording officer may request that the BWV file be deleted by submitting a request in writing to the Chief of Police or designee, who shall review the recording and, if approved, send the request to the system administrator for deletion.
21. Restriction of Personal or Sensitive Information

In the event of a BWV recording that captures sensitive or personal information for which access should be restricted (“restricted recording”), an officer may submit a request in writing to the Chief of Police or designee to restrict access to that portion of the recording. The Chief of Police or designee will determine what, if any, portion of the recording shall be restricted. The system manager will then restrict access to only that portion of the recording that is approved. The remainder of the recording will be maintained consistent with existing policy.

22. Access to Restricted Recording

a. Access to Restricted Recording by Auditor or Investigator

The Chief of Police or designee may allow an investigator or auditor to view a recording that has been restricted pursuant to Section 22.b of this General Order if the request is necessary in order to conduct an authorized criminal investigation, administrative investigation or a Department inspection or audit.

(1) Notification Prior to Access to Restricted Recording

Prior to granting access, the Chief of Police or designee must notify the officer who originally requested that the recording be restricted. If the original officer objects to the review, he/she shall immediately notify the Chief of Police or designee of the objection in writing within seven calendar days of receiving notification. Absent exigent circumstances, the restricted portion of the recording shall not be disclosed or reviewed by others until the Chief of Police or designee has made a determination regarding the objection and disclosure.

Once a final determination has been made, the original requesting officer will be notified in writing within 48 hours and prior to release of the restricted information.

(2) Exception to Notification Requirement for Restricted Recording

When notification of a request to review a restricted recording would compromise an ongoing administrative or criminal investigation, the notification requirement in
Section 22.a.1 of this General Order shall not apply if approved by the Chief of Police or designee.

b. Access to Restricted Recording by Law Enforcement or by Legal Obligation

If a restricted recording is requested by another law enforcement agency or the Department is required to produce it by law, the officer who originally requested the information be restricted will be notified, absent exigent circumstances, of the request or legal requirement, within 48 hours, in writing.

22. Unauthorized Access to Recordings Prohibited

Although the data captured by the BWV is not considered Criminal Offender Record Information (“CORI”), it shall be treated as such and in accordance with Department policy regarding access to CORI. All access to the system must be logged and is subject to audit at any time. Accessing, viewing, copying or releasing BWV data, including recordings, for non-law enforcement purposes not otherwise authorized by this General Order is strictly prohibited and will result in disciplinary action.

Access to BWV data shall only be from Department-authorized computers, Department work stations or the BWV cameras. However, administrative users of the BWV data or evidence management system may access the data from a Department-authorized device outside of the Department for the purpose of completing administrative tasks, such as locking or unlocking users.

23. Copying of BWV Recording or Data

Personnel shall not make copies of any BWV recording for personal use or to share with unauthorized individuals or entities. Only Department-authorized devices shall be used to copy, view, share or otherwise distribute BWV recordings. Digital evidence captured by BWC are investigative records and shall be handled pursuant to existing Department policies and procedures.

24. Review of BWV Recordings by Departmental Employees

Access to BWV data shall be limited as follows, unless otherwise provided for in this General Order:

a. Officers may view their own BWV data for official Department business.

b. Any employee may review BWV data as it relates to:
(1) Their involvement in an incident for purposes of completing a criminal investigation and/or preparing official reports

(2) Prior to courtroom testimony, courtroom presentation or testimony at a quasi-judicial administrative hearing

(3) Providing a statement in an administrative investigation

(4) Providing a statement in a criminal investigation, including officer-involved shooting investigations and other uses of force

(5) This section does not apply to sworn personnel providing a public safety statement following a critical incident.

c. When exigent circumstances exist, such as identifying a suspect or other pertinent information in the event of an injured officer

d. Supervisors and/or investigators who are investigating an allegation of misconduct, may view the recording in order to assist in the investigation. For citizen complaints, a supervisor may independently review applicable video. For internally generated allegations of misconduct, a supervisor shall receive authorization from the Chief of Police or designee to review any applicable video.

e. Command staff may randomly review BWV recordings for the purposes of validity testing, including the review of one recording per officer per month. Any BWV system deficiencies identified will be documented and remedied. The method of random selection will be agreed upon between FUPOA and the UC Council of Chiefs. Any performance issues will be discussed with the officer and training provided. Any criminal activity will be investigated.

f. To allow for necessary administrative functions such as BWV data management, system maintenance and repair and evidence management

g. Command staff, supervisors and authorized Department personnel may conduct random periodic inspections and reviews to determine whether Department personnel are accessing BWV recordings and data for legitimate and authorized purposes.

h. Supervisors may review BWV recordings, but not in violation of Section 26 of this General Order, as follows:

(1) When necessary as part of the report approval process

(2) To ensure that the video and audio was properly captured, uploaded/downloaded

(3) To ensure that the video and audio was categorized appropriately for evidentiary or retention purposes
(4) To conduct roll call training on expectations, use and maintenance of BWV equipment. Any use of BWV recordings for training must comply with Section 26 of this General Order.

(5) To debrief BWV-captured incidents of value after obtaining authorization from the Chief of Police or designee.

(6) In order to resolve citizen complaints pursuant to Section 24.d of this General Order.

25. Use of Recordings for Training

A BWV recording may be used for training, as long as the recording will not be used for disciplinary purposes. Any person recommending a particular recording shall submit the recommendation through the chain of command.

The Chief of Police or designee must notify the recording officer and any depicted officer of the intent to use the recording for training. If any such officer objects to the review, they shall immediately notify the Chief of Police or designee of the objection orally or in writing. The Chief of Police or designee shall determine whether an officer’s objection outweighs the training value.

26. Restriction on Use for Monitoring for Violations of Policy/Law

It shall be a violation of this policy for supervisors to review recordings for the sole purpose of looking for violations of Department policy or law not related to a specific complaint or incident. This section is not intended to restrict Command staff from performing monthly viewings of an officer’s recordings pursuant to Section 24.e of this General Order.

27. Use of Deadly Force – Handling of Recording

For any use of force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury, the following shall apply:

a. The supervisor of the involved officer(s) must take possession of their BWV equipment as soon as possible, ensuring that recording has stopped and that the power is off, and maintain custody until the BWV is transferred to the assigned investigator.
b. The Chief of Police or designee will assign an investigator, and the assigned investigator shall take possession of the BWV camera and perform the upload process, if necessary.

c. In order to protect the integrity of the video and to ensure that the video is properly uploaded, the officer(s) involved shall not be allowed to review the BWV recording prior to turning over the BWV equipment to the supervisor.

d. The involved officer shall be permitted to view the BWV video of the incident once the video has been uploaded to the server. If the officer chooses not to view the video prior to giving an initial statement, the officer will have an opportunity to review the recording(s) after the initial statement has been taken and provide a supplemental statement if desired.

e. Prior to viewing the BWV, the officer must read and sign the Video/Audio Evidence Review Acknowledgment (Appendix 4.7-A).

f. The fact that the officer was given the opportunity to review the BWV should be documented, as well as the time, date and location of any such viewing.

g. Supervisors shall not view the BWV recording without express permission from the Chief of Police or designee.

h. Use of the BWV will be properly documented in the appropriate report(s), and the recording booked into evidence.

i. Supervisors shall ensure that BWV information is compiled for department review boards and/or administrative review reports (e.g., pursuit review, use of force review), when applicable.

28. Other Use of Force – Handling of Recording

For any use of force not covered by Section 27 of this General Order, the following shall apply:

a. Supervisors shall allow involved officer(s) to review their own BWV recordings.

b. Supervisors shall allow involved officer(s) to review other BWV recordings, if deemed necessary to assist with complete and accurate reports and documentation of the incident.

c. Prior to viewing the BWV, the involved officer(s) must read and sign the Video/Audio Evidence Review Acknowledgment (Appendix 4.7-A).

d. Use of the BWV will be properly documented in the appropriate report(s), and the recording booked into evidence.
e. Supervisors shall ensure that BWV information is compiled for department review boards and/or administrative review reports (e.g., pursuit review, use of force review) when applicable.

29. Retention

Digital evidence captured by BWC shall be treated as an investigative record and handled pursuant to existing Department retention policies and procedures.

30. Technical Specifications and System Security

The University of California Systemwide Coordinator of Police Services shall, in consultation with the Council of Police Chiefs, develop minimum technical standards and specifications and system functionalities for BWV systems. In addition, the security of the BWV data must be in compliance with University policy and within the Criminal Justice Information Services guidelines.

4.8 PEACE OFFICER CUSTODY OF MENTALLY ILL PERSONS

It is the purpose of this policy to provide guidance to police officers when dealing with suspected mentally ill persons. Mental illness can be defined as any of various conditions characterized by impairment of an individual’s normal cognitive, emotional or behavioral functioning and caused by social, psychological, biochemical, genetic or other factors, such as infection or head trauma. See W&I Code § 5150 et sequential.

4.8.1 General Information

Occasionally, police officers may encounter persons who exhibit behaviors indicative of mental instability to the extent that custody or protective custody appears necessary. Officers encountering such persons will be courteous and ensure the legal rights and privileges granted all citizens. Officers should also be cognizant of the philosophy of California law, which encourages informal treatment in the “home” community as an alternative to institutional confinement.

Dealing with individuals who are known or suspected to be mentally ill in law enforcement and related contexts carries the potential for violence, requires an officer to make difficult judgments about the mental state and intent of the individual, and requires special police skills and abilities to effectively and legally deal with the person so as to avoid unnecessary violence and potential civil litigation. Given the unpredictable and sometimes violent nature of the mentally ill, officers should never compromise or jeopardize their safety or the safety of others when dealing with individuals displaying
symptoms of mental illness. In the context of law enforcement and related activities, officers shall be guided by California statute, the San Francisco General Hospital (SFGH) Psychiatric Emergency Services and UCSF Emergency Department regarding the detention of the mentally ill. Officers shall use this policy to assist them in defining whether a person’s behavior is indicative of mental illness and dealing with the mentally ill in a constructive and humane manner.

A. Recognizing Abnormal Behavior

Mental illness is often difficult for even the trained professional to define in a given individual. Officers are not expected to make judgments of mental or emotional disturbance but, rather, to recognize behavior that is potentially destructive and/or dangerous to self or others. The following are generalized signs and symptoms of behavior that may suggest mental illness, although officers should not rule out other potential causes such as reaction to narcotics or alcohol, or temporary emotional disturbances motivated by the situation. Officers should evaluate the following symptomatic behaviors in the total context of the situation when making judgments about an individual’s mental state and need for intervention, absent the commission of a crime:

1. Degree of Reactions

Mentally ill persons may show signs of strong and unrelenting fear of persons, places or things. The fear of people or crowds, for example, may make the individual extremely reclusive or aggressive without apparent provocation.

2. Appropriateness of Behavior

An individual who demonstrates extremely inappropriate behavior for a given context may be emotionally ill. For example, a motorist who vents his frustration in a traffic jam by physically attacking another motorist may be emotionally unstable.

3. Extreme Rigidity or Inflexibility

Emotionally ill persons may be easily frustrated in new or unforeseen circumstances and may demonstrate inappropriate or aggressive behavior in dealing with the situation.

4. In addition to the above, a mentally ill person may exhibit one or more of the following characteristics:

   a. Abnormal memory loss related to such common facts as name and home address (although this may be a sign of other physical ailments such as a brain injury or Alzheimer’s disease)

   b. Delusions, belief in a thought or idea that is false (e.g., “I am Jesus” or delusions of grandeur) or paranoid delusions (“Everyone is out to get me.”)
c. Hallucinations of any of the five senses (e.g., hearing voices
   commanding the person to act, feeling one’s skin crawl, smelling
   strange odors)

d. The belief that one suffers from extraordinary physical maladies
   that are not possible, such as persons who are convinced that their
   heart has stopped beating for extended periods of time

e. Extreme fright or depression.

B. Determining Danger
Not all mentally ill persons are dangerous, while some may represent danger only
under certain circumstances or conditions. Officers may use several indicators to
determine whether an apparently mentally ill person represents an immediate or
potential danger to himself, the officer or others. These include the following:

1. Availability of weapons to the suspect

2. Statements by the person that suggest to the officer the individual is
   prepared to commit a violent or dangerous act. Such comments may range
   from subtle innuendos to direct threats that, when taken in conjunction
   with other information, paint a more complete picture of the potential for
   violence.

3. A personal history that reflects prior violence under similar or related
   circumstances. (The person’s history may be known to the officer, or
   family, friends, or neighbors that may be able to provide such pertinent
   information.)

4. Failure to act prior to arrival of the officer does not guarantee that there is
   no danger, but it does in itself tend to diminish the potential for danger.

5. The amount of control that the person demonstrates is significant,
   particularly the amount of physical control over emotions of rage, anger,
   fright or agitation. Signs of a lack of control include extreme agitation,
   inability to sit still or communicate effectively, wide eyes and rambling
   thoughts and speech. Clutching one’s self or other objects to maintain
   control, begging to be left alone or offering frantic assurances that one is
   all right may also suggest that the individual is close to losing control.

6. The volatility of the environment is a particularly relevant factor that
   officers must evaluate. Agitators that may affect the person or a
   particularly combustible environment that may incite violence should be
   taken into account.

Behavior changes may be intensified by alcohol use, illicit drug use or failure to
take prescribed medications.
C. Dealing with the Mentally Ill

Should an officer, during the course of a field contact or during an interview or interrogation, determine that an individual may be mentally ill and/or a potential threat to himself, others, gravely disabled or may otherwise require law enforcement intervention for humanitarian reasons as prescribed by statute, the following responses may be taken:

1. Request a backup officer; always do so in cases where the individual may be taken into custody.
2. Take steps to calm the situation. Where possible, eliminate emergency lights and sirens, disperse crowds and assume a quiet, non-threatening manner when approaching or conversing with the individual. Where violence or destructive acts have not occurred, avoid physical contact and take time to assess the situation.
3. Move slowly and do not excite the disturbed person. Provide reassurance that the police are there to help and that the person will be provided with appropriate care.
4. Communicate with the individual in an attempt to determine what is bothering him/her. Relate your concern for his/her feelings and allow him/her to ventilate his/her feelings. When possible, gather information on the individual from acquaintances or family members and/or request professional assistance if available/appropriate to assist in communicating with and calming the person.
5. Do not threaten the individual with arrest since this will lead to increased fright, stress and potential aggression.
6. Avoid topics that may agitate the person and guide the conversation toward the subjects that assist in bringing the individual back to reality.
7. Always attempt to be truthful with a mentally ill individual. If the subject becomes aware of deception, he/she may withdraw from the contact in distrust, becoming hypersensitive or retaliating in anger.

4.8.2 Criteria for Custody (Revised: 6/4/08)

A. Officers exercising “Peace Officer Custody of a Mentally Ill Person” will do so in accordance with California W&I Code § 5150 et sequential.

B. Officers must have probable cause to believe the person is a mentally ill person who is dangerous to self or others and in need of immediate care, custody or treatment for mental illness.

C. Officers may be directed to take custody of a suspected mentally ill person by means of a BOLO (“Be on the look-out”) placed in the CLETS. The CLETS
advisement often requests that a peace officer initiate a mental status assessment and take whatever action is deemed necessary.

1. Officers shall take a person into custody when a qualified W&I Code 5150 psychotherapist directs the officer to do so. When so directed by written order, officers shall remove the person to:
   b. An alternate location for W&I Code 5150 evaluations is the Long Hospital Emergency Department, 505 Parnassus Avenue. If a W&I Code 5150 subject is taken to Long Hospital, he/she shall be admitted at the registration desk unless the subjects’ condition requires immediate restraint in a treatment room.
   c. The choice of locations will be determined by the processing officer and is based on the most expeditious destination for the subject to be examined by appropriate professional staff.

D. The psychotherapist shall provide, in advance, a written report that the officer shall deliver to the treating physician.
   1. The report shall state:
      a. The reason for custody
      b. The date, time and place the person was taken into custody
      c. The name of the psychotherapist and a telephone number where he/she may be reached at all times.
   2. The psychotherapist’s written report shall support the custody and serve as probable cause to take the person into custody.

E. When a request is received for voluntary commitment to transport/escort a subject to Psychiatric Emergency Services for psychiatric evaluation, the officers shall respond to assess the subject’s qualifications as a W&I Code 5150. (Two officers should be assigned when possible.)

4.8.3 Procedures for Custody

A. The detaining officer(s) will utilize reasonable precautionary measures to ensure that the detained person or any others will not be injured.

B. After the subject is taken into police custody, he/she will be transported to either the UCSF Medical Center Emergency Department or SFGH Psychiatric Emergency Services Unit.
C. The officer will prepare and deliver the W&I Code 5150 form to the treating physician. The officer shall include a copy of the form for the report.

D. If the patient is violent, the Emergency Department staff may ask the officer to stand by until adequate hospital staff is available.

4.8.4 Restraint of Suspected Mentally Ill Persons

Officers will not prevent a competent, adult patient who refuses treatment from leaving the hospital. Officers are to assist staff in restraining violent patients only if one or more of the conditions listed under Section A of this order are met. Passively resisting patients who meet criteria under Section A should be restrained by medical staff with officer stand-by.

A. Officers will respond to calls for service from UCSF staff. Every patient is presumed competent to make a decision regarding his/her medical care, unless one or more of the following exists:
   1. The patient is unconscious.
   2. The patient is legally incapable of giving an informed refusal of treatment:
      a. Conservatorship
      b. W&I Code 5150
      c. W&I Code 5170.

B. If the above conditions are not met, the patient will be allowed to leave UCSF.
   1. He/she may need to be escorted out.
   2. Patient should sign out on an Against Medical Advice form.

C. Officers should try to gain a patient’s compliance by talking him/her into cooperating with the medical staff. Officers who restrain a patient pursuant to any of the above exemptions will be guided in their actions as follows:
   1. Officers may use reasonable force in restraining patients.
   2. Handcuffing of patients will be used only for the safety of the patient, medical staff or officers, and as a temporary restraining device only.
   3. Once a patient is under control, appropriate soft restraints should be applied and the handcuffs immediately removed.
   4. Officers are not to physically hold a patient down for the purpose of receiving medication.

D. Officers may detain a patient under W&I Code 5150 for emergency medical treatment only if they observe the necessary elements of the section and the attending physician verifies the treatment is an emergency.
E. Nothing in this section negates the officer’s responsibility to protect the staff or to deal with the patient separately if he/she is committing a crime.

F. Officers will document in a report any action taken, unless the response was a stand-by only.

4.8.5 Transports of Suspected Mentally Ill Persons

Persons suspected to be mentally ill shall be transported in accordance with General Order 4.20.7, “Restraints during Transport.”

4.8.6 Criminal Charging of Suspected Mentally Ill Persons (Revised: 2/16/17)

A. People suffering from mental illness are generally in acute need of understanding and assistance. All officers must be constantly mindful that the people with whom they are dealing are individuals with human emotions and needs. In confronting these individuals who become involved in minor offenses, officers should utilize discretion in realizing that medical and psychological assistance may achieve more progress toward correction and prevention than would arrest.

B. When an officer arrests a suspected, mentally ill person who is a danger to themselves or others, or who is in need of immediate care or treatment for a serious felony crime, the officer will immediately transport the person to SFGH. Routine procedures for custody listed in General Order 4.6.4, “Adult Custody Procedures” shall be followed. The treating physician should also be verbally notified of the criminal police hold and the need to notify the Police Department when the patient is ready for release.

C. When the patient is ready for release from the treatment facility, the patient may be transported to the County Jail and booked or cited and released.

4.8.7 Prohibition

A. W&I Code 8102 requires law enforcement officers to seize firearms and other deadly weapons from persons detained or apprehend for examination of a mental condition, pursuant to W&I Code 5150. When seizing a firearm or deadly weapon, advise the person to contact the Police Department’s Investigations Unit for information regarding the firearms or deadly weapons return. (A copy of the incident report shall be faxed to the Investigations Unit.)

1. Mental Health Firearms Prohibition System
   The DOJ Bureau of Criminal Identification and Information has developed a database for the Mental Health Firearms Prohibition System. An officer
conducting a criminal investigation that involves the acquisition, carrying or possession of a firearm shall consult the CLETS database. The officer should receive information that the person may be subject to a mental health firearms prohibition pursuant to W&I Code 8100/8103. This information is provided in addition to the person’s name, personal description, available identifying numbers, such as driver’s license, Social Security, California Identification, Military Identification or other miscellaneous Identification numbers. Any CABLE terminal that has CLETS inquiry capability may be used to access this database.

2. Information pertaining to the prohibition of owning firearms may be obtained by contacting the DOJ Firearms Clearance § 916-227-3703.

4.8.8 Community Resources (Revised: 2/16/17)

A. The City and County of San Francisco and the UCSF community have many resources for the mentally ill. Agencies such as the San Francisco Homeless Outreach Team (SFHOT 415-355-7445), SFGH Psychiatric Emergency Service (415-206-8125) and UCSF Emergency Department (415-353-1238) are resources available for referral.

B. Officers coming in contact with citizens in need of such referrals are encouraged to facilitate the connections with these agencies when probable cause does not exist for peace officer custody.

4.8.9 Training (Revised: 2/22/08)

All personnel will receive approved training for responding to and/or dealing with a person with a mental illness. At least once every three years, all personnel will receive Department-approved refresher training on dealing with or responding to persons with mental illnesses. Training may consist of, but not be limited to:

A. Academy courses
B. Video training specific to dealing with mental illness
C. Policy review
D. Scenario-based training from survival skills instructors
E. Agency-approved training courses
F. Courses offered through POST, Mental Health Department or similar approved training presenters.
4.9 JUVENILE OPERATIONS: ORGANIZATION AND ADMINISTRATION

4.9.1 Commitment (Revised: 6/4/08)

The UCSF Police Department is committed to the development and perpetuation of programs directed towards the prevention and control of juvenile delinquency. The Police Department’s role in these programs will be reflective of and consistent with community needs and expectations regarding juvenile issues. Although UCSF does not have a sizable juvenile population, there is an expectation that all sworn personnel handle juveniles in a manner consistent with the policy of the Police Department and California laws and statutes.

4.9.2 Juvenile Operations – Activities (Revised: 6/4/08)

The juvenile operations function of the UCSF Police Department shall include, at a minimum, the following activities:

A. Conducting child abuse and neglect investigations (W&I Code 300)

B. Participating in criminal incident investigations where juveniles are victims or suspects

C. Participating in the investigation of child welfare cases, including juvenile runaways and missing persons

D. Annual UCSF PD Crime Prevention Safety Fairs

E. Participating in Juvenile Department programs as outlined in General Order 4.9.12, “Juvenile Department Programs.”

4.9.3 Juvenile Operations – Police Departmental Support

The responsibility of promoting, modifying, implementing and supporting the Police Department’s juvenile operations is shared by all members of the UCSF Police Department. All members of the Police Department shall be familiar with policies, procedures and resources for investigating and resolving juvenile issues.

4.9.4 Liaison with Juvenile Victims/Offenders

It is the policy of the UCSF Police Department to ensure any juvenile coming to the attention of a member of the Police Department shall be treated with the same courtesy,
respect and consideration shown to an adult. The welfare and best interests of the child are a primary responsibility of the Police Department. Those juveniles who are alleged to have been harmed, are in danger of harm, have committed an offense, or who have demonstrated they are in need of assistance will be taken into protective custody, referred to the appropriate agency for help or follow-up or returned to a parent/guardian with no further action. Officers are expected to use enforcement discretion consistent with the best interests of the juvenile, public safety and protection, individual rights and provisions of this General Order.

4.9.5 Referral for Disposition (Revised: 8/1/14)

A. In addition to the routing of cases to the San Francisco Superior Court Juvenile Division, all reports involving juveniles taken into custody or charged with an offense shall be forwarded to the Community Assessment Referral Center (CARC) or the Youth Guidance Center (YGC). For misdemeanor or felony arrests, the officer shall notify the CARC and explain the circumstances. CARC staff will advise the officer how to proceed with the juvenile (i.e., cite and release, transport to CARC or YGC, or release to parents).

B. Officers may refer juveniles and/or their families to community agencies that offer services appropriate to the circumstances of a given incident. Examples of such agencies include, but are not limited to: CARC (415-567-8078), Huckleberry House (415-621-2929) and Huckleberry Youth Services’ Cole Street Clinic (415-386-9398). Huckleberry House runs numerous programs dedicated in assisting the youth of San Francisco and their families, including a 24-hour Crisis Hotline, short term housing, psycho-social programs and health services. If an officer determines assistance from a community agency is needed during the course of an investigation or incident resolution, the officer shall make contact with the appropriate agency or agencies and facilitate their participation in the incident.

C. W&I Code § 601 covers persons under the age of 18 years who persistently or habitually refuse to obey reasonable and proper orders of their parents or guardians, violate established city or county curfew ordinances or is a habitual truant.
   1. W&I Code 601(d) allows an officer to issue a Notice to Appear to a juvenile.
   2. If a warrant check on a detained juvenile reveals that the juvenile is a runaway, the officer shall attempt to contact a parent or guardian.
      a. For an out-of-state runaway, if the officer is unable to contact a parent or guardian the ECC shall send a teletype to the local law enforcement agency to make contact. All attempts to contact parents/guardians or a local agency shall be documented in the
incident report. A copy of the teletype shall also be attached to the report.

b. If the parents request that the juvenile be brought home, the officer shall assess the situation to assure that the juvenile is being left in a safe environment.

c. The officer shall use his/her discretion in determining whether the home environment is safe.

d. If the officer believes that the home environment is not safe or the juvenile’s parents indicate that they do not wish the juvenile to be returned home, the juvenile shall be taken to Huckleberry House.

D. Huckleberry House may be contacted when a juvenile is being detained under W&I 601.

1. A telephone call shall be made to Huckleberry House prior to taking a juvenile to the facility.
2. Huckleberry House is not a confinement facility. Once a juvenile is admitted there, he/she has the option of leaving.
3. Huckleberry House will take juveniles from any county or state. A counselor/probation officer is available at all times.
4. Once a juvenile is admitted into the facility, the staff will further contact parents, assess the situation and initiate appropriate action.
   a. When a juvenile is admitted into Huckleberry House, the officer shall complete a juvenile admission/booking form (Appendix A) and an incident report.
   b. Huckleberry House shall be provided with a copy of the juvenile admission form when a juvenile is admitted.

E. A booking (see Section F) shall always be made where one of the following exists:

1. The juvenile is in need of medical care.
2. The juvenile is destitute, without supervision and is in need of protective custody.
3. Release of the juvenile would endanger his/her person.
4. Detention is a matter of immediate and urgent necessity for the protection of the juvenile or the person or property of another.

Because the above are covered by W&I Code 601, juveniles cannot be held in a secure facility.

F. A juvenile who commits a violation of law, with the exception of curfew laws based solely on age, falls under the jurisdiction of the juvenile court.

1. A juvenile arrested for violating W&I Code 602 may be held in a secured facility. The officer must also consider the juvenile’s criminal history.
2. The Juvenile Probation Department gives officers the discretion to issue citations for felonies. When issuing a citation for a felony, the officer must consider whether there is a public safety issue in having the juvenile cited and released.
   
a. If an officer has any questions or concerns regarding citing and releasing a juvenile for a felony or a misdemeanor for a violent crime, he/she should contact the Watch Commander or Duty Command Officer.

G. In the City and County of San Francisco, there is no direct method of diversion available to law enforcement agencies. Diversion is only available through referral from the juvenile justice system.

H. Occasionally, officers may come into contact with a juvenile who appears to be in acute psychological distress. This distress is generally characterized by suicidal behavior, severe depression or threats of a violent or homicidal nature constituting, a danger to the juvenile and/or others.

I. Officers encountering a juvenile believed to be in a state of acute psychological distress shall telephone the Comprehensive Child Crisis Service (CCCS) (415-970-3800) staff to arrange psychiatric evaluation. CCCS is a 24-hour mobile service with response time of approximately 20-30 minutes after receiving a call. CCCS staff will meet the officer and the juvenile at SFGH Psychiatric Emergency Services.

J. In accordance with W&I Code 627(a), the officers shall contact the juvenile's parent(s) or legal guardian(s) to notify them that the juvenile is being detained.

K. If it is necessary, the CCCS will contact the staff at McAuley Institute at St. Mary's Hospital to arrange for the juvenile’s admission.

L. CCCS staff will inform the juvenile's parent(s) or legal guardian(s) of the disposition plans.

M. Juveniles with criminal charges pending shall be evaluated with a police hold.
   1. The officers shall wait for an evaluation to determine whether the juvenile will be hospitalized at McAuley.
   2. If hospitalization is not required, the officers shall transport the juvenile to the YGC or CARC, according to CARC instructions.
   3. If hospitalization is required, the officers shall transport the juvenile to McAuley. Prior to the juvenile’s arrival at McAuley, the CCCS staff will have informed McAuley's admitting staff of the pending charges.
4. When the juvenile is ready to be released, the YGC will be informed by McAuley. The YGC will then contact the CCS, which will in turn dispatch officers to transport the juvenile to the YGC.

N. If there are no criminal charges pending, officers do not need to wait for an evaluation for hospitalization to be completed. Officers shall:
1. Release the juvenile to the custody of CCCS staff at SFGH Psychiatric Emergency Services.
2. Prepare an incident report.

4.9.6 Issuance of Citations in Lieu of Custody

A. Alternatives to Arrest
Officers dealing with juvenile offenders shall use the least coercive among reasonable alternatives.
1. Outright Release with No Further Action
   a. Based on the judgment of the officer in consultation with the Watch Commander, a juvenile may be released in the field without further formal action. The best interests of the minor and the community shall be considered.
   b. Documentation of such release shall be made within a written incident report.
2. Criteria and Procedures for Issuing Written Citations or Summons to Juvenile Offenders to Appear, in Lieu of Taking Them into Custody
   a. Juveniles arrested for infractions and low-grade misdemeanors should be released them to their parent, guardian or responsible relative in the field, unless circumstances indicate that it would be in the best interest of the minor and/or the public for him or her to be detained or if such release would be otherwise unlawful or inappropriate.
   b. If a minor is detained for a non-traffic infraction or low-grade (non-violent) misdemeanor, the arresting officer may, upon approval of a supervisor, release the minor to their parent, guardian or responsible relative in the field. If the detention is for a W&I Code 602 offense, the officer will issue a citation for release and complete a crime report for the offense committed.
   c. Those juveniles arrested for the following charges shall be detained until a responsible adult can respond to accept custody:
      (1) CVC 23152(a), CVC 23152(b), CVC 23153(a) and CVC 23153(b)
      (2) Health and Safety (H&S) Code 11550
      (3) PC 647(f).
d. If the detention is for a 601 W&I Code 601 status offense, (i.e., runaway, truancy or curfew) and the minor is going to be released in the field to a parent, guardian or responsible party, the officer shall write the appropriate report and document the incident.

e. Citations
All juvenile violators of specified sections, as listed in the examples below, should be released with a traffic citation with “Traffic Court at 575 Polk Street, Department #3” checked.

(1) The California Penal Code
PC 308(b) – Minor in possession of tobacco
PC 374.3, 374.4 – Littering
PC 490.5 – Petty Theft under $50.00
PC 502(c)(6),(7), (8) – Computer Access
PC 594(a)(1) – Vandalism with liquid/paint
PC 602(m) – Drive on private property
PC 602.8 – Enter fenced property w/o permission
PC 640 – Bus fare evasion, disturbance
PC 640.5 – Graffiti public vehicle ($250 or less)
PC 640.6 – Graffiti private property ($250 or less)

At the discretion of the officer when the offense is at level of infraction:
PC 330 – Illicit gaming, dice, cards
PC 415 – Disturbing the peace
PC 485 – Keeping lost property
PC 555 – Trespass posted property
PC 853.7 – Violate written promise to appear

(2) Business and Professions (BP) Code
BP Code 25658 – Minor consuming alcohol
BP Code 25668.5 – Minor attempt to purchase
BP Code 25661 – Use or possess false ID
BP Code 25662 – Minor possessing alcohol

(3) Health and Safety Code
H&S Code 11357(b) – Possession less than 1 oz. of marijuana.

B. To accelerate the handling of delinquency cases and to deliver a clearer message to arrested youth and their families that an arrest is a serious matter and has immediate consequences, the following procedures shall be followed:
1. City and County of San Francisco resident juveniles shall be cited to appear at the City and County of San Francisco Juvenile Court. The chosen appearance date shall be at least seven to fourteen days, but not more than three weeks, from the date of arrest/custody. In conjunction with the issuance of a citation, the arresting officer will give the juvenile written instructions regarding their appearance at the City and County of San Francisco Juvenile Court.

2. Officers shall use the standard, uniform citation form, mark the box “Juvenile” and fill out the appearance date section as indicated above.

3. In “Cite and Release” cases, two reports must be delivered to 850 Bryant Street; one report goes to Investigations, and one must be faxed or dropped off at the YGC within 24 hours of arrest.

4. In misdemeanor bookings, two reports must be delivered to 850 Bryant Street; one report goes to Investigations, and the report must be faxed or dropped off at the YGC within 24 hours of arrest.

5. In felony bookings, two reports (per arrestee) must be delivered to 850 Bryant Street; three reports (per arrestee) go to Investigations and the report must be faxed or dropped off at the YGC within 24 hours of arrest. Reports must list the custodial person’s name, address, day and evening telephone numbers and the time the Department notified the parent of the arrest.

6. This procedure does not apply to juvenile traffic cases. A citation for a traffic violation(s) should not have an appearance date. Mark the box "under 18 years to be notified by Juvenile Court."

4.9.7 Custody Criteria (Revised: 6/4/08)

A. Custody of a juvenile shall be premised upon the concept of “protective custody,” not arrest, as officers shall ensure that the Constitutional rights of juveniles are protected.

B. Officers may use enforcement discretion unless otherwise indicated by policy or statute.

C. When determining whether a juvenile is alleged to have engaged in noncriminal misbehavior (status offense) or in circumstances where there is an allegation the juvenile has been harmed or may be in danger of harm, the officers shall

1. First consider whether the status offense governing W&I Code 601 definition is applicable, and/or

2. If a juvenile is taken into custody for a status offense or to prevent harm, the officer shall:
   a. Notify and consult with the Watch Commander
b. Complete a written incident report

c. Tell the juvenile taken in custody the reason(s) for the action if the juvenile is of an age to understand

d. Notify the parents/legal guardians of the juvenile of the action taken.

D. Officers shall ensure the Constitutional rights of the juvenile are protected and procedures for the custodial interrogation of juveniles are followed.

1. The Constitutional rights of a juvenile will be protected at all times.

2. An explanation of the agency and juvenile justice system procedures will be provided to a juvenile being interrogated/interviewed. This will include letting the juvenile know:
   a. A record of the case is established with the Department
   b. Parents/guardians are contacted and informed of circumstances
   c. Officers dealing with juvenile offenders use the least coercive among reasonable alternatives
   d. About pending court action, if any.

3. Parents/guardians will be provided information relative to the charges pending and probable future court proceedings.

4. An interview will be limited to no more than two officers and consist of periods of no longer than one hour without a break.

E. A juvenile shall be taken into custody if the officer has probable cause to believe the juvenile has committed any of the following:

1. Any felony crime

2. Any crime against persons

3. A booking report will be completed for all juvenile arrests when the juvenile has been fingerprinted and photographed by the CARC or YGC.

4. Officers are to include in their report a statement indicating whether or not the juvenile has been printed and photographed in all cases in which the juvenile was cited or arrested on criminal charges.

5. Completion of the booking process (fingerprinting and photographing) is mandatory for all juveniles not being transported to a detention facility.

F. A juvenile shall be physically placed in a detention facility if the officer has probable cause to believe the juvenile has committed any of the following:

1. Homicide

2. Felony sex crime where the offender used force or a weapon

3. Burglary in the first degree where the offender caused or threatened to cause physical injury to the occupant or was in possession of a firearm

4. Unprovoked felony assault where there is no substantial claim of self-defense.
G. A youth may be placed directly in detention which allows youth 10-17 years of age to be detained if they meet any of these criteria:

1. A fugitive from another jurisdiction
2. Charges with a crime involving physical injury to another
3. Any felony crime
4. Has violated probation or conditions of release
5. Has failed to appear in Juvenile Court by having disobeyed a summons
6. Is alleged to be in possession of a firearm
7. Pursuant to a court order.

H. Detention will be at the YGC located in San Francisco.

I. The UCSF Police Department does not have a detention facility on its campus. Unless the juvenile is in need of emergency medical treatment, officers with a juvenile in custody shall call the detention center prior to transporting a youth to ensure the juvenile can be detained. If the detention center is full and an officer has a youth in custody who warrants detention based on the offense and circumstances, the officer will call the San Francisco YGC. The assigned juvenile counselor or the on-call worker (if the youth in custody does not have an assigned juvenile counselor) will make a determination as to where the youth shall be placed.

I. Juveniles who are injured or ill shall be examined at SFGH prior to being booked at the YGC or CARC. If immediate medical attention is required, treatment shall be at the nearest emergency hospital.

J. Juveniles under the influence of alcohol, drugs or narcotics shall be detained at SFGH for examination. When the examination is completed and the juvenile is released, he/she will be transported if booking or detention is required.

1. If the juvenile must be hospitalized and booking or detentions is required, a police hold shall be placed on the juvenile with the desk steward at SFGH.
2. A juvenile admission form must be completed and a copy of the form delivered to the Admissions Office at YGC.

K. Children under the age of 11 years are taken to Child Protective Services (CPS) at SFGH.

L. Outside Agency Case and Juvenile Numbers are required whenever formal action is taken with a juvenile. Formal actions include:

1. Booking into any shelter, e.g. Huckleberry House
2. Citation and release
3. Arrest.
M. Outside Agency Case and Juvenile Numbers are obtained through the ECC dispatcher.

4.9.8 Custody Procedures (Revised: 6/4/08)

A. Juveniles taken into custody who do not meet the booking process criteria should be released in the field to a parent or guardian whenever possible. Juveniles taken into custody who require medical treatment shall be transported to SFGH prior to release.
   1. Officers shall notify Dispatch of the custody, destination, vehicle number and starting and ending mileage. The transporting officer shall notify their on-duty supervisor of any medical condition requiring hospital treatment or of any other unusual circumstance or condition regarding the juvenile in custody.

B. The arresting officer is responsible for the immediate notification of the juvenile’s parent or guardian or a responsible relative. Notification may be made in person, by telephone or by leaving a note at the residence of the parent, guardian or responsible relative.
   1. If the juvenile’s residence is outside of San Francisco, a telephone call shall be placed to the residence of the juvenile’s parent, guardian or responsible relative. If notification cannot be made, ECC shall send a teletype to the law enforcement agency of the juvenile’s place of residence requesting that agency make the notification.
   2. For all notifications, the officer shall document whether contact was made and what action was taken to effect notification in his/her report. A copy of any teletype sent shall be attached.
   3. Notation shall be made in the officer’s report of attempts at notification and the outcomes.

4.9.9 Interviews/Interrogations (Revised: 6/4/08)

A. Custodial interviews/interrogations ensure that the Constitutional rights of the juvenile are protected and procedures followed during the custodial interviews or interrogations of juveniles.
   1. Officers taking juveniles into custody need to be aware of current statutory and case laws regarding advisement of rights to juveniles prior to any interrogation (refer to Section B).
   2. Interrogations shall be of reasonable duration, and the juvenile involved shall be given opportunities for rest and personal necessities.
   3. All juvenile interrogations should be recorded whenever possible.
4. No more than two officers shall be involved in the conduct of an interrogation at any given time, unless otherwise directed by a supervisor. This does not mandate only two particular officers may talk with a juvenile, rather only two may be present at one time.

5. Prior to release or other custodial disposition or placement, the officer shall inform the juvenile of the possible subsequent actions or procedures for resolution of the incident.

6. Prior to release, the officer shall make every effort to notify the parent(s) or guardian of the juvenile about the interview and of the possible subsequent actions or procedures for resolution of the incident. Notification of the parent(s)/guardian shall be noted in the incident report.
   a. This information is not to include any specific references that could jeopardize or hamper an investigation, threaten any person or party to the investigation, or that binds another officer or agency to a particular course of action.

B. Juveniles shall receive the Miranda admonition immediately upon arrest, using language appropriate to the age and capacity of the juvenile. The UCSF Police Department Admonition/Waiver form or card should be used.
   1. A juvenile’s request to speak to a parent or guardian shall be treated as a request for an attorney.
   2. The juvenile shall be informed immediately and, except where physically impossible, no later than one hour after being taken into custody that he/she has the right to make at least two completed telephone calls.
      a. One call may be made to a parent, guardian, responsible relative or his/her employer and the other call to an attorney. These calls shall be made in the presence of an officer or employee. The call shall be at public expense if made to telephone numbers within the local calling area per W&I Code 627(b).
      b. A call may be made outside of the local calling area with prior approval of the Watch Commander.

C. Non-custodial Interviews
   Officers shall make every effort to notify the juvenile’s parent(s)/guardian prior to a pre-planned, non-custodial interview (unless the parent(s)/guardian is the suspect and such notification would jeopardize the investigation). Notification of the parent(s)/guardian shall be noted in the incident report.

4.9.10 Custodial Processing Procedures (Revised: 2/16/17)

A. Juveniles taken into custody should be fingerprinted and photographed.
B. Fingerprinting of juveniles should be limited to one index finger or thumb print, unless unusual circumstances require additional fingerprints.

C. Photographing of juveniles should consist of two photographs, face front and side. Additional identifying photographs may be taken if warranted by the particular circumstances of the incident.

D. Juvenile arrestees shall be searched immediately for weapons, contraband and items of evidence. Officers of the same sex as the juvenile shall conduct searches when possible.
   1. When a juvenile is arrested, he/she shall be placed in handcuffs.
   2. The ECC shall be notified of the starting and destination mileage when transporting juvenile.

E. The arresting officer shall call the CARC to determine where the juvenile shall be booked. The juvenile shall be taken to the appropriate facility without undue delay. A completed booking requires:
   1. An Outside Agency Case Number and Juvenile Number
   2. A juvenile admission/booking form
   3. An incident report.

F. The specific charge and the section of the W&I Code shall be entered on the Juvenile Court Admission slip as well as a short statement of the facts that warranted booking. For example:
   1. W&I Code 300 – Dependants
   2. W&I Code 601 – Status Offenders
   3. W&I Code 602 – Delinquents, 14 years of age or older
   4. En route to the U.S. Immigration Authority, no W&I Code section is necessary if no other offense has been committed.

G. A booking shall always be made when:
   1. The juvenile has a record of runaways and it appears that the juvenile will flee the jurisdiction of the court. The officer may place the juvenile in an outside secure facility such as the CARC or YGC for 12 to 72 hours to allow time for a warrants check, or for a parent or guardian to respond and take custody of the juvenile [W&I Code 207(b)(1-3)].
   2. The gravity of the offense is such that release of the juvenile would prove dangerous to the public welfare.
   3. Juvenile arrested for W&I Code 602 violations may be held in a secure facility.
   4. A record check reveals that a juvenile has committed the misdemeanor for which he/she is being arrested on two prior occasions and:
a. His/her physical appearance has changed since being processed.
b. The juvenile’s present photograph is older than one year.

H. The CARC usually requires that juveniles arrested for serious crimes be processed through the YGC. Violations for which juveniles are taken to the YGC include:
   1. Homicide
   2. Forcible rape, sodomy, oral copulation
   3. In-home molest
   4. Felony arson
   5. Felony assault where serious injury is inflicted
   6. Shooting of firearms
   7. Kidnapping
   8. Home invasion robberies
   9. Intimidating a victim/witness (136.1)
   10. Bench warrants (to be discussed with judge)
   11. Out-of-county or out-of-state/country youth
   12. Juveniles cited for infractions

I. The YGC Admissions Office at Juvenile Hall is located at the rear of the Administration Building and is open at all times.

J. For all other offenses, juveniles arrested are usually instructed to be taken to the CARC.

K. If a person is taken into custody for an adult warrant and, prior to booking, is discovered to be a juvenile, the officer will process the person as a juvenile and book him/her at the YGC.

L. If a person is booked at the County Jail, and it is subsequently learned that the arrestee is a juvenile, transportation from the County Jail to the YGC shall be made by the Sheriff’s Department.

M. When a warrant was issued for the juvenile, but the subject has subsequently reached his eighteenth birthday, the subject will still be booked at YGC if the juvenile warrant is the only charge. If the subject has new charges, he/she shall be booked at the County Jail with a hold placed for the Juvenile Court. The arresting officer shall then notify the YGC Admissions Office of the above.

N. Custody files shall be maintained by the Police Department Records Unit.
O. All items seized from a juvenile in custody shall be receipted as per juvenile booking procedure. All property that is not evidence or contraband shall be returned to the juvenile at the time of release, except perishable food items. Perishable food items shall be discarded accordingly.

P. All items seized as evidence from a juvenile in custody shall be inventoried, processed and secured.

Q. Items of evidence that constitute a form of identification, such as, but not limited to, samples of hair, urine, blood, semen or handwriting shall be clearly labeled as coming from a juvenile.

4.9.11 Juvenile Records Custodian

The Records Division supervisor shall be designated to process, maintain, disseminate and dispose of juvenile records.

4.9.12 Juvenile Department Programs (Issued: 6/4/08)

There are numerous juvenile-based programs and referrals within the City and County of San Francisco, which all members of our Department can take advantage of and promote by referring juveniles to them.

A. The CARC is a service that provides support for young people, ages 11 through 17 who are arrested. The CARC’s goal is to help the juvenile offender avoid further involvement in the juvenile system and stay out of jail and to provide the support and guidance needed to make healthy choices.

B. Huckleberry Youth Programs runs numerous programs dedicated to assisting the youth of San Francisco and their families who may be experiencing a short-term crisis. Adolescents may be referred to Huckleberry House through friends, schools, police officers, social workers and other local agencies. Huckleberry House is the starting point for adolescents to gain access to a continuum of services including a 24-hour Crisis Hotline (415-621-2929), short-term housing, psych-social programs and health services. Huckleberry House can also be contacted at 800-735-2929.

C. The San Francisco Police Athletic League provides both athletic programs and a Law Enforcement Cadet Program. Athletic programs for youth between the ages of 4 and 17 years old include: baseball, basketball, football, cheerleading, soccer and judo. The Law Enforcement Cadet program is for ages 14 through 20.
D. Officers and detectives are encouraged to participate and assist in specific juvenile-based events within the City, such as “Kid Print” and other surrounding neighborhood-sponsored activities when requested. Police Athletic League and Huckleberry Youth Services flyers should be made available in the Police Department’s reception areas. Programs include:
1. San Francisco Police Athletic League – 415-401-4666
3. Huckleberry House – 415-621-2929
4. Huckleberry Wellness Academy (Cole St.) – 415-386-9398
5. Huckleberry’s Violence Is Preventable (VIP) Girls Project – 415-386-9398

E. All agency employees are responsible for participating in and supporting efforts to reduce the occurrence of juvenile crime and delinquency on campus.

F. The various elements of the juvenile justice system are encouraged to review and provide input and suggestions to the Department on its juvenile policies and procedures.

G. An annual review and written evaluation of all law enforcement and prevention programs relating to juveniles shall be conducted as directed by the Chief of Police. The evaluation shall:
1. Consider both the quantitative and qualitative elements of each program and
2. Make decisions regarding whether a specific program should continue to function as is, be modified or discontinued.

4.10.1 Newborns

The purpose of this policy is to comply with California Statutes (Safely Surrendered Baby Law) which allows a parent who is unable or unwilling to care for their baby can safely surrender the baby within three days of birth at a designated public or private hospital emergency room or any additional location designated by the county board of supervisors by resolution. All that is required is that the baby be given to an on-duty employee of a hospital or safe haven site in California. An ID bracelet will be placed on the baby’s ankle and a matching bracelet offered to the surrendering person. The bracelets help connect the parent to the baby if the parent wants the baby back.

A. Any on duty designated hospital emergency employee (i.e. Long’s Emergency Department) is required to receive an infant at any time and with no prior notice. A
parent may leave a newborn at an authorized facility in the physical custody of an employee, doctor, or other medical professional working at the authorized facility if the newborn:

1. Is 72 hours of age or younger as determined to a reasonable degree of medical certainty; and
2. Shows no evidence of abuse as defined in the California Statute

B. A parent leaving a newborn is not required to provide any identifying information about the newborn or the parent, and may leave the facility at any time; however, a good faith effort to provide the parent or person surrendering the child a medical questionnaire to complete. The parent or surrendering person is not obligated to complete the questionnaire.

C. Officers responding to the Emergency Department upon receipt of a newborn surrender report shall:

1. Attempt to confirm that the person leaving the newborn is the child’s parent.
2. Ask the parent if they wish to identify either him/herself or the child. The parent is not required to provide any identifying information.
3. Perform all reasonable acts to ensure the health and safety of the child including:
4. Check infant for any visible signs of abuse.
5. Estimate if the infant is 72 days old or younger.
6. If the baby seems to be a newborn and there are no signs of abuse:
   a. Ask if the parent would fill out a voluntary health questionnaire about the infant. The parent can take the questionnaire with them, fill it out and mail or deliver it to any CPS office.
   b. Notify the local CPS office that a newborn has been left at the facility and arrange for immediate delivery of the infant to a CPS worker.
   c. Record the receipt of the infant on the Incident Report.
   d. Provide the CPS office with all information the facility has regarding the newborn, including the Incident Report.
   e. Any subsequent inquiry regarding a surrendered newborn should be directed to CPS.
7. If the baby shows signs of abuse or appears ill it shall be immediately be treated by the hospital.
8. If there is evidence of physical abuse or if the child is obviously greater than 72 hours old, the provisions of “Safely Surrendered Baby Law” may not apply and an investigation shall be immediately conducted.

D. Under all circumstances, an incident report documenting the surrender of the infant shall be completed. The incident should be titled “Infant Surrender,” and a copy of any related forms shall be attached.
4.10.2 Child Restraint

In circumstances where an officer must transport a child and/or infant, the child and/or infant MUST be secured in an appropriate child passenger restraint (safety seat or booster seat) in the back seat of a vehicle until they are at least six years old and weigh at least 60 pounds (CVC § 27360). In transporting a child and/or infant, special consideration must be taken for the size and body structure of a child and/or infant. If the safety seat is not properly secured during transport, the child could suffer severe and/or possible fatal injuries in the event of a crash/collision. All children under 60 pounds and less than six years old must be transported in a specific child safety seat.

A. When transporting a child/infant, an officer must utilize a vehicle without the safety barrier (prisoner cage) if possible. However, in an emergency situation, a child/infant could be transported in the front seat of a patrol car, facing forward. Preferably, the child and/or infant should be transported in either an SUV, pick-up truck or unmarked vehicle.

B. Once the appropriate type of safety seat is determined, the officer should secure the seat to the middle or passenger-side backseat of the vehicle, per the criteria attached to the child safety seats, and then secure the child and/or infant in the seat. If properly installed, the child safety seat should be stationary.

C. Three Types of Child Safety Seats
   1. Infant Safety Seat – for children from birth to a maximum of 20 pounds. The safety seat must be rear facing. Never use an infant seat if there is an active passenger side air bag. The safety seat in this circumstance shall be placed in the rear center passenger area.
   2. Convertible Safety Seats – for children from birth to 40 pounds follow the safety seat instructions for recommended weight and height that allows the older child to be placed in a forward-facing position.
   3. Booster Seats – recommended for children who have outgrown their convertible safety seats but are not yet ready for the lap/shoulder belt combination. The lap/shoulder belt works best when a child has reached 60 to 80 pounds.

4.11 MISSING PERSON INVESTIGATIONS

4.11.1 Missing Person Investigations (Revised: 4/16/18)

The UCSF Police Department is occasionally called upon to investigate cases of missing persons. It is Department policy to investigate each report and to follow-up on each
report to its logical conclusion. The purpose of this order is to set forth policies and procedures for accepting and initiating missing person reports. These policies and procedures are based on PC §§ 14205, 14206 and 14207. A "missing person" is defined as any person, including a known or suspected runaway, who is reported missing to a law enforcement agency, until the person is located or determined to be a voluntary missing adult.

Section 3701 (a) of the Crime Control Act of 1990 (Suzanne’s Law) mandates reports of missing persons under the age of 21 are to be immediately investigated; there is no waiting period. Missing persons under the age of 21 are considered juveniles and will be entered into the NCIC Missing Person File by ECC personnel accordingly.

A. All reports, including any telephonic reports of missing persons or runaways, shall be taken without delay. Priority shall be given to handling of missing person reports over the handling of property-related crimes. (There is no requirement for a 24-hour "waiting period" before a report is accepted.)

B. The agency responsible for the follow-up investigation is the agency that has jurisdiction of the residence of the missing person, absent evidence of foul play in another jurisdiction.

C. Regardless of residence, the agency responsible for conducting the investigation is the agency with jurisdiction over the location where evidence of foul play against the missing person occurred.

D. ECC personnel shall follow the procedures listed below when taking information regarding a missing person:

1. As the law requires, ensure report is:
   a. Accepted without unnecessary delay
   b. Accepted by telephone if necessary
   c. Accepted regardless of jurisdiction
   d. Given priority over reports of non-emergency or property-related crimes.

2. Verify that the call concerns a missing person of one of the following types:
   a. Involuntary Missing Person
      (1) Kidnapped
      (2) “Throwaway” – rejected or abandoned
      (3) Mentally/emotionally-impaired
b. Parental Abduction
   (1) Urgent – fleeing the area, state or country
   (2) Non-urgent – location of child is known to both parents; child is safe.
   (3) Court order involved
   (4) No court order involved

c. Runaway – voluntarily missing minor

d. Unknown Missing – insufficient facts.

3. Determine if the person is "at risk" or missing under "suspicious circumstances."
   a. Indicators
      (1) Signs that foul play or a crime may be involved
      (2) Health problems – missing persons suffering from a physical, mental or emotional condition
      (3) Having no pattern of running away, disappearing or varied routine
      (4) Victim of parental abduction
      (5) Child under 12 years of age.

4. Obtain descriptive information. At a minimum, this would include:
   a. Name, address, date of birth and age
   b. Physical description
   c. Clothing description
   d. All information on parents if a parental abduction
   e. Suspect information (if applicable).

5. Dispatch the call.
   a. In dispatching a missing person call, the dispatcher should be concerned with:
      (1) Priorities
         (a) Priority should be given to missing person and runaway cases over non-emergency property crimes.
         (b) Priority of missing person calls should not be superseded by:
            i. Shift changes (i.e., do not hold call for oncoming shift.)
            ii. Meals or other breaks
            iii. Other administrative obligations (e.g., writing reports, washing patrol units)
      (2) Content
         (a) In determining dispatch content, dispatchers should consider the following:
            i. Level of urgency
ii. Informational needs of the officer.

(b) For urgent missing person calls, dispatch content should include sufficient information to permit responding officers to identify the missing person. This may include:

i. Name and age
ii. Physical description
iii. Clothing description
iv. Mental and/or physical condition
v. Time and location last observed
vi. Mode of transportation
vii. Suspect information (in case of parental abduction)
viii. Patterns of previous behavior
ix. Child being removed from jurisdiction (abduction).

(c) When receiving an “in progress” or “just occurred” report of a missing person under 12 years of age (a child), local broadcasts must be made without delay.

i. The responding officer must initiate the local broadcast.
ii. Local broadcasts may include radio and/or administrative message via the teletype.
iii. If the officer requests an administrative message, all pertinent information shall be included in the message (i.e., subject description, location where last seen, destination of subject, suspect information).

6. Entering Missing Person Information into the National Crime Information Center Database (NCIC)

a. Upon completion of the report, the officer shall hand deliver the report to the ECC. ECC personnel shall receive the report and enter it into a missing person file in NCIC, following the listed guidelines and the NCIC Missing Person File policy and procedure.

b. A missing person under the age of 12 years or one who is considered "at risk" must be entered into NCIC within four hours by the agency taking the report.

c. A record for a missing person who is declared emancipated may be entered in the NCIC Missing Person File, provided the entering agency has signed documentation in its possession supporting the
stated condition under which the person is declared missing. This written documentation will aid in the protection of the individual’s right to privacy. The documentation must be from a source other than the investigating police agency, such as parents, legal guardian, next of kin, physician or other authoritative source, including friends or neighbors in unusual circumstances (refer to NCIC Missing Person File, Part 8, § 1.2.1).

d. However, a missing person should still be entered into NCIC, even without a signature (per the DOJ).

e. All missing persons meeting the criteria for entry into the NCIC Missing Person File should be entered into NCIC as soon as possible.

f. Missing persons who have been verified through an investigation to be “non-endangered voluntary missing adults 21 years of age and older” are not to be entered into the NCIC Missing Person File.

E. Procedures for Patrol Personnel Handling a Missing Person Case

1. Missing person assignments must be handled prior to non-emergency property crimes.

2. Upon arrival, verify that it is in fact a missing person case.
   a. Voluntary missing adults are not missing persons.

3. Accept the report without delay.
   a. Accept telephone reports.
   b. Accept reports regardless of jurisdiction.

4. Determine the type of case:
   a. Missing Juvenile
      (1) When taking a report from a single parent, ascertain if court orders exist in order to evaluate if this case is a parental abduction.
   b. Runaway Juvenile
   c. Parental Abduction
      (1) Parental abductions require a criminal investigation.
      (2) Jurisdiction to investigate lies anywhere along the trail of the crime (§ 784.5).
      (3) The detention or concealment of a child in absence of a court order determining custody or visitation is a felony (§ 784.5).
      (4) If it is by a person not having right to custody, it is a felony (§ 278).
      (5) If it is by a person in violation of a custody decree, it is a felony (§ 278.5).
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(6) The possible victim of one of the aforementioned violations may be brought into protective custody if the officer believes leaving the child with either party may constitute a violation (§ 279).

d. Stranger Abduction
   (1) Kidnapping (§§ 207 and 209)
e. Missing Adult
f. Unknown Missing
   (1) All others.

5. Determine the circumstances.
   a. "At Risk"
      (1) Is the subject a victim of a crime or foul play?
      (2) Is the subject in need of medical attention?
      (3) Is there a pattern of running away or disappearance?
      (4) Is the subject a victim of parental or stranger abduction?
      (5) Is the subject mentally or emotionally impaired?
      (6) In "at risk" cases, consider the existence of suspicious circumstances.
   b. "Suspicious Circumstances"
      (1) Indications that "foul play" may be involved
      (2) The person is suffering from physical, mental or emotional conditions that may cause them to be a danger to themselves
      (3) The disappearance is out of character for the person and no known reason can be determined.

6. Obtain the subject's description and pertinent information.
   a. Always attempt to obtain a date of birth, not just an age.
   b. If any medical condition exists, note what medication is needed, its purpose and the consequences of its not being taken.

7. Obtain a recent photograph.
   a. Note when the photograph was taken.

8. Attempt to locate.
   a. It is most advantageous to immediately search the area where the missing person was last seen.
   b. In cases of small children, search the home and yard due to children's ability to hide in small and unusual places.
   c. If the subject is under 12 years or is "at risk", broadcast a local "Be on the lookout."
   d. The nature and level of response is affected by:
      (1) Suspicious circumstances
      (2) Age
      (3) Medical/physical condition
(4) Mental/emotional condition
(5) Weather – Adverse weather may necessitate the rapid deployment of trained personnel.
(6) Person's knowledge of the area
(7) Family/social environment
(8) Living conditions.

9. Notify the on-call Duty Command Officer and investigator.
   a. Whenever foul play is suspected in any missing adult or juvenile case
   b. In cases of "at risk," "suspicious circumstances" or missing juveniles under the age of 12 years
   c. Whenever you're not sure.

10. Notify outside agencies or jurisdictions.
    a. The agency first accepting a missing person’s investigation shall conduct a preliminary investigation. When it is determined that another agency is responsible for the investigation, that agency shall be immediately notified and should conduct the investigation.
    b. Outside agency notification should be made for "in-progress" or "just occurred" missing persons reports.
    c. Notification should be made either via radio or administrative message.
    d. The officer shall advise ECC personnel to send an administrative message and give the destination of the message. The message should include, but not necessarily be limited to, the following:
       (1) Subject description
       (2) Where the subject was last seen
       (3) Subject's residence
       (4) Suspected destination, if known
       (5) The probable route of travel, if known
       (6) Circumstances surrounding the incident
       (7) Other information about the suspect if any.
    e. The Investigations Unit shall be notified in all cases of missing persons.

    a. If notifications were made to outside investigation bureaus or operations centers, note the date, time, name and star of the individual contacted.

F. Follow-up Contact
The officer responsible for conducting the primary investigation shall ensure the reporting party is contacted for follow-up within 48 hours of the initial report. The
officer conducting the follow-up will ascertain if there is any new information regarding the missing person.

1. If additional information is obtained, the investigating officer will forward this information to the appropriate agencies that are assisting in the investigation.

2. A supplemental report will be written documenting the follow-up contact and action taken.

G. Supplemental Notification

1. Immediately after completing the report, the officer will forward the report to the ECC to ensure that the report is immediately entered into the NCIC Missing Person File.
   a. If the subject is under 12 years and/or "at risk," entry must be made within four hours.
   b. All others shall be entered as soon as the ECC receives the written report.

2. Department of Justice
   a. When the person is under 12 years or "at risk", a report, medical, medical/dental x-rays, written declaration (if required) and photo (if a juvenile) must be sent to the DOJ within four hours.
   b. When the person is missing over 30 days the following shall be done:
      (1) Law enforcement must provide the Missing Person Report form, Authorization to Release form, dental/skeletal x-rays/photographs and Description of Missing Juvenile form to the DOJ.
      (2) The family of the missing subject must submit the DOJ Authorization Form to medical authorities.
   c. If the subject is under 12 years or "at risk" and is missing over 14 days, the DOJ Authorization Form must be submitted to medical authorities immediately.
   d. If the subject is under 12 years, suspicious circumstances exist and no parent or guardian can be located, the medical/dental x-rays can be obtained via a written declaration from law enforcement.

3. Medical Examiner
   a. When the subject is missing over 45 days (§ 14205), the Medical Examiner shall be contacted.
   b. When the subject is a juvenile and "at risk," the Medical Examiner will be notified immediately and a report sent to the DOJ within 24 hours.
4. Parents/Guardians
   If the subject is a student who lives in on-campus housing and is under the age of 18 and not emancipated, his/her parent(s) or guardian(s) must be notified within 24 hours that he/she is missing.

5. Emergency Contact
   If the subject is a student who lives in on-campus housing, his/her emergency contact must be notified within 24 hours that he/she is missing.

H. When a Missing Person is Found
   1. Within 24 hours, if the missing person is less than 12 years old or "at risk," the dispatcher must report to the DOJ that he/she has been found.
   2. The officer will cross report to the agency making the initial report.
   3. If found prior to the missing person being reported to the DOJ, the officer will forward all information.
   4. If initiated by this agency, the dispatcher will remove the missing person from the NCIC system.
   5. If the missing person was entered into the NCIC system by another agency and the UCSF Police Department has located the missing person, the dispatcher will enter a "locate" teletype into the NCIC system as soon as possible, notifying the initiating agency of the located missing person.
      a. Records will forward a copy of the UCSF Police Department incident report to the initiating agency as soon as possible.

I. Records
   When a report is taken, the agency must promptly notify and send a copy of the report to:
   1. The agency that has jurisdiction over the missing person's residence
   2. The agency where the missing person was last seen
   3. The DOJ.

4.11.2 Runaway Juveniles

A. The officer handling a runaway juvenile case will gather all information regarding the runaway needed to file the appropriate reports, including subject description and circumstances surrounding the disappearance, to complete an incident report, and all information needed to complete a California Department of Justice Missing Persons System (MUPS) entry. A recent picture of the juvenile should also be obtained if available.
   1. If the officer is given sufficient information on the juvenile's whereabouts, he/she will make a reasonable effort to locate the juvenile.
B. The officer will ensure the runaway juvenile information is entered into MUPS as soon as possible after taking the report but no later than the end of the investigator’s current shift if the juvenile has not been located.

C. The Investigations Unit Sergeant will review all runaway juvenile reports and assign follow-up investigations as appropriate on the basis of the circumstances in the report.

D. The runaway juvenile information will be cleared from MUPS when:
   1. The juvenile has been located or
   2. The juvenile is no longer considered to be a runaway.

4.11.3 Abducted Juveniles: Amber Alert System

The purpose of this directive is to provide guidelines for responding to a child abduction and subsequent activation of the Amber Alert System. The Amber Alert System is a cooperative program between law enforcement agencies and local area radio, television stations and the California Department of Transportation to broadcast and disseminate information about an abducted child using the Emergency Broadcast System. The CHP coordinates the release of all information from police agencies to the public, relative to Amber Alerts. If a police agency believes they have a situation where a regional or statewide broadcast would be appropriate, the agency may contact the 24-hour CHP Communications Center (707-551-4100). An on-duty dispatcher will put the agency in contact with the CHP Emergency Notification Tactical unit in Sacramento where the facts of the case will be reviewed and a determination will be made whether to issue an Amber Alert. In order to meet the CHP criteria for an Amber Alert all of the following must apply:

A. Responding Officer
   When dispatched on a child abduction call, the officer will:
   1. Respond to the call and determine if enough information exists to issue an Amber Alert. The following four criteria must apply:
      a. An abduction has occurred.
      b. The abduction involves the taking of a child who is 17 years or younger or a dependent person who has a proven physical or mental disability.
      c. The child/person is in danger of serious bodily harm or death.
      d. There is adequate descriptive information available to believe that its dissemination to the public could help locate the child/person, suspect or suspect vehicle.
   2. If the abduction meets the criteria for activation of the Amber Alert, the officer will:
a. Complete the Amber Alert checklist  
b. Contact the on-duty supervisor for Amber Alert activation  
c. Complete the Amber Alert message form  
d. Submit original forms for report attachments.

B. Responding Supervisor  
Once contacted by the on-scene officer, the responding supervisor will:  
1. Determine whether or not the incident fits the criteria for Amber Alert activation  
2. Contact the Investigations Sergeant for assistance  
3. Provide a copy of the Amber Alert message form to the C. Radio broadcast of information shall be requested for local patrol units and SFPD Dispatch.  
5. Notify the PIO that an Amber Alert has been issued.

C. Follow-up investigation will be conducted by the Investigations Unit.

4.12 UNUSUAL OCCURRENCES: OPERATIONS  

4.12.1 Mass Arrest Provisions (Revised: 2/16/17)  
Although alternatives to mass arrests should be thoroughly explored by the Watch Commander, contingency plans are made in the event such an action becomes necessary to facilitate the restoration of community safety and order.

A. Persons arrested will be removed as soon as possible from the scene to a designated holding area for initial processing and to await transportation to jail or a temporary detention area.  
1. Juveniles will be held in an area separate from adults and shall not be transported to temporary detention areas with adults.

B. Prior to being escorted to the holding area, persons (adults) arrested will be photographed using a Polaroid or digital-style camera with the arresting officer and identified if possible. The following information will be noted on the charging information sheet:  
1. Date and time  
2. Defendant’s name, date of birth and social security number, if known  
3. Location of arrest  
4. Offense charged  
5. Arresting officer’s badge number
6. Case number.

C. Juveniles charged with a felony or a misdemeanor crime against a person shall be photographed and fingerprinted

D. The PIO will be called in to coordinate and provide information to members of the news media regarding the incident.

E. During the police operation at the scene, an officer or staff member will be assigned to photograph and/or videotape the incident. Consideration should be given to videotaping the participants for possible future use as evidence in subsequent court proceedings. During the police operation, one officer will be assigned to the collection and marking of evidence and maintaining an incident log.

4.12.2 Hazardous Materials Spills (Revised: 2/16/17)

All unknown substances are to be treated as a potential hazardous material. UCPD's responsibility in the event of a potential hazardous material spill is to make the appropriate notifications and to contain the scene.

A. Officers or departmental personnel shall not become involved with the clean-up of any substance.

B. Whenever possible, a minimum of two officers shall respond to an emergency spill.
   1. The primary goal of officers responding to such a report is the protection of life and property and the containment of any threat. This responsibility includes the officer's protection. Officers should not enter any area where there is an immediate threat to them.
   2. Officers arriving at the scene of the spill or suspected spill should evaluate the scene for the following and relay the information to the ECC:
      a. Immediate threats to life
      b. Source of contamination and the materials involved (if possible)
      c. Injuries or immediate threat of injury
      d. Methods of confining the hazard through closure of windows, doors or other means.
   3. Officers shall identify an immediate evacuation route with an identified safe area for evacuees.

C. Dispatchers shall:
   1. Provide as much information as possible to responding officers
2. Immediately notify EHS and the Watch Commander
3. Begin an event log for suspected, hazardous spill situations.
   a. The log will include the name of personnel involved and assigned, date and time of each radio transmission, phone call or any other communication, verbal or written, related to the incident.
   b. The log will include notification times for all responding units, departments or agencies involved
   c. The event log shall be assigned the same number as the original case report and shall be attached to the report.
   d. Copies of the event log shall be routed to the:
      (1) Chief of Police
      (2) FSD Captain
      (3) Communications supervisor
      (4) On-duty Watch Commander
4. Threats involving airborne toxins require notification of the following agencies:
   a. SFFD Hazardous Materials Team
   b. UCSF Emergency Room personnel
   c. Paramedic ambulance (standby)
   d. UCSF EHS personnel
   e. Chief of Police
   f. Duty Command Officer.

D. The Watch Commander or senior officer on the scene shall coordinate with other units, such as EHS, SFFD and any other concerned responders.
   1. The Watch Commander or senior officer on the scene shall brief the Chief of Police upon the conclusion of the emergency or in the event that there are injuries, extensive damage or life-continuing threats.

E. All personnel exposed shall receive medical evaluation and release before returning to duty status.

F. Upon conclusion of the event, the Watch Commander or senior officer on the scene shall prepare a written report outlining the event, attach a copy of the event log and the original case to the report and forward a copy to the Chief of Police, FSD Captain and PSD Captain. 

**4.12.3 Victim/Witness Notification**

Victims and witnesses will be notified of the charges and custody status of arrestees and any changes thereto, as soon as possible.
4.12.4 Department Personnel Serious Incident/Death Notification (Revised: 2/22/08)

In the event a Police Department member dies or is seriously injured in the line of duty, the Watch Commander will contact the On-Duty Commander and Chief of Police to make notification to the family. The family shall be assisted at the hospital and, if necessary, supported at the funeral. The family shall be provided with appropriate benefit referrals and the criminal process if it applies. The Police Department will maintain contact with the family and keep informed of the family’s needs.

4.13 REFERRAL RESOURCES

4.13.1 Referral Criteria

A. Law enforcement officers often encounter people in need of help that can be best served by another community agency or a social service agency. It shall be the practice of Police Department personnel to make all reasonable attempts to refer these persons to such agencies.

B. Officers may utilize the following criteria to determine the appropriate resource:
   1. Assessment of the subject’s needs through discussion and/or observation
   2. Request by the subject or relatives for specific assistance
   3. The necessity of immediate aid.

4.13.2 Public and Social Service Agencies (Revised: 2/16/17)

Officers will have at their disposal a list of public and social service agency resources available in San Francisco County. Officers will familiarize themselves with local resources and utilize their services when necessary. Resource directories will be made available in the ECC and the Patrol Sergeants’ Office Report Writing Room.

4.14 TRAFFIC ADMINISTRATION: ORGANIZATION

4.14.1 Traffic Component (Revised: 8/1/14)

A. The FSD shall have primary responsibility for coordination and delivery of the Department’s traffic enforcement efforts and services. The FSD Captain or designee shall coordinate planning and analyze activities with the Traffic Engineer from the engineering section of the City and County of San Francisco Public Works Department.
B. Implementation and selection of a specialized traffic enforcement program shall be based on the Annual Traffic Report submitted by the FSD Captain or designee. This report shall include the following:
1. Compilation and review of traffic collision data
2. Compilation and review of traffic enforcement activities data
3. Comparison of collision data and enforcement activities data
4. Implementation of selective enforcement techniques and procedures
5. Deployment of traffic enforcement personnel
6. Evaluation of selective traffic enforcement activities.

C. The objective of a specialized traffic enforcement program is to direct appropriate enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in collision situation, but also in response to the traffic-related needs identified by the community. Specialized enforcement technique and the procedures describing the specific operation’s administration shall be implemented at the discretion of the FSD Captain.

D. Supervisors responsible for traffic enforcement activities shall be provided with copies of the Annual Traffic Report.

4.14.2 Traffic Functions

A. The Patrol Section shall have primary responsibility for traffic functions, to include:
1. Enforcement of all traffic laws
2. Investigation of all crashes, serious injury crashes, crashes involving Departmental vehicles, hit-and-run crashes and crash investigation follow-up.
3. Analysis of crash reports and records in conjunction with the San Francisco Traffic Engineer
4. Selective enforcement, to include:
   a. Parking control
   b. Traffic complaints
   c. Directing traffic at special events
B. Traffic collision resulting in fatality shall be referred to SFPD or the appropriate jurisdiction (i.e., CHP, etc.) for investigation.

4.14.3 Shared Responsibility

Because of the close relationship between traffic enforcement and other law enforcement activities, the responsibility for enforcing traffic laws is shared by all uniformed patrol officers of the UCSF Police Department.
4.15 TRAFFIC LAW ENFORCEMENT

4.15.1 Enforcement Action

Officers should take appropriate action for each violation of traffic law witnessed or reported to the Police Department. The ultimate goal is to achieve voluntary compliance with traffic laws and thereby reduce the number of traffic crashes. All enforcement actions will be accomplished in a fair, impartial and courteous manner using one of the following three methods:

A. Verbal Warning
   A verbal warning is a proper alternative enforcement action by police officers in response to some violations. Police officers may use verbal warnings at their discretion in areas in which traffic crash potential is minimal.

B. Citations
   The issuance of a traffic citation is applicable in most cases for those violators who commit a minor traffic offense that jeopardizes the safe and efficient flow of vehicular and pedestrian traffic, whether those violations are moving, parking or safety and equipment violations, pursuant to the CVC and City of San Francisco Traffic Codes and Municipal Ordinances.

C. Physical Arrest
   Officers may affect the arrest of any person in violation of a traffic crime as allowed by the CVC. All decisions relating to physical custody must be based on sound legal principles and consistent with General Order 4.6.4(B), “Adult Custody Procedures.”

4.15.2 Special Processing Requirements *(Revised: 6/5/17)*

A. Non-Resident Traffic Violators
   Non-resident traffic violators shall be handled in the same manner as a resident violator.

B. Juveniles
   Generally, juveniles who have committed a traffic violation shall be issued a traffic citation. However, juveniles accused of the following traffic offenses shall be taken into custody:
   1. Driving under the influence
   2. Felony/misdemeanor hit and run
   3. Manslaughter by motor vehicle
4. Felony/misdemeanor suspended or revoked
5. Attempting to elude
6. Reckless driving
7. Any incident in which an adult would be taken into custody.

In all cases where a juvenile is taken into custody, the officer is responsible for notifying the juvenile’s parents as soon as possible.

C. It is the policy of the UCSF Police Department that foreign diplomatic officers be accorded their respective privileges, rights and immunities, as directed by international law and federal statute, and be treated with courtesy and respect that befit their distinguished positions. At the same time, it is a well-established principal of international law that, without prejudice to their privileges and immunities, it is their duty to respect local laws and regulations.

1. Embassies
   The highest ranking foreign diplomatic office in this country is an embassy. The majority of embassies are located either in Washington, DC or in New York, NY.
   a. Diplomatic Officers
      Foreign diplomatic officers assigned to embassies are titled: Ambassador, Minister, Minister Counselor, Counselor, First Secretary, Second Secretary, Third Secretary and Attaché. These persons are designated as "Diplomatic Agents" by the State Department.
   b. Employees
      Employees at embassies are either a member of the administrative or technical staff who are accorded a lower level of inviolability.

2. Consulate Offices
   Branches of embassies located throughout the country are consulate offices. Foreign diplomatic officers assigned to consulate offices are titled General Consuls, Deputy General Consuls, Consuls and Vice Consuls. Persons assigned to consulate offices are designated as career consular officers.
   a. Honorary Consuls
      Often nationals or permanent residents of the receiving state are appointed and received as honorary consular officers to perform the functions generally performed by career consular officers. Such officers do not receive identification cards from the State Department of the type issued to career consular officers, though they may exhibit reduced-sized copies of the exequatur or diplomatic note evidencing recognition by the United States Government.
b. Honorary Consuls are not immune from arrest or detention; they are also not entitled to personal immunity from the civil and criminal jurisdiction of the receiving state, except as to official acts performed in the exercise of their consular functions. However, appropriate steps must be provided to accord such officers the protection required by virtue of their official position.

c. Archives and Documents – The consular archives and documents of a consular post headed by an honorary consul are inviolable (secure) at all times provided they are kept separate from other papers and documents of a private or commercial nature relating to other activities of an honorary consul.

d. Officers shall comply with Federal guidelines and statutory provisions regarding arrests on individuals claiming immunity. A copy of these guidelines shall be retained in the ECC (Diplomatic and Consular Privileges and Immunities, Summary Chart, pg. 21 Guidance for Law Enforcement Officers, Personal Rights and Immunities of Foreign Diplomatic and Consular Personnel, U.S. Department of State).

3. Identification

a. State Department: Foreign Diplomatic Officers can be identified by credentials issued by the State Department and by other locally-issued official identification papers or cards. The extent of the "immunity" or "inviolability" for each classification is stated on the reverse of the card. The State Department credential bears its seal, the name of the officer, his/her title and the signature of State Department officials.

(1) A blue-bordered "Diplomatic" card indicates that the bearer has the status of a diplomatic agent.

(2) A green-bordered "Official" card indicates that the bearer has the status of employee of a diplomatic agent.

(3) A red-bordered "Consular" card indicates that the bearer has the status of a consular employee.

b. State of California – The State of California issues status cards to some individuals in these categories.

c. San Francisco City and County – The San Francisco City and County identification card bears the Seal of the City and County, the name of the officer, his/her signature and the signatures of the Mayor and Chief of Police.

d. Honorary Consuls – Honorary consuls will bear identification as in Section (2) above.
4. Persons
   a. Diplomatic agents, who enjoy diplomatic immunity (broadly defined as freedom from the jurisdiction of local criminal and civil courts accorded to duly accredited, foreign diplomatic agents, their families and their key employees) are not nationals of or a permanent resident in the receiving state.
   b. A career consular officer, his/her family or qualifying employees are not liable to arrest or detention pending trial, except in the case of a grave crime (felony offense or other act that would endanger the public safety) and pursuant to a decision by the competent judicial authority. This immunity from criminal jurisdiction is limited to acts performed in the exercise of consular functions and is subject to court determination.
   c. Treaties extend "immunity" or "inviolability" to other member of foreign missions.
   d. In any case, if an officer has a question regarding a claim of immunity, or if one who claims immunity does not possess identification to that effect, the officer should contact the Investigations Unit Sergeant or the on-call Duty Commander (after hours) for verification before taking further police action of any nature.

5. Premises and Papers
   a. Consular premises used exclusively for the work of the consular post or his/her private residence cannot be entered without explicit permission of the head of the consular post or designee, or by the head of the diplomatic mission. This permission may be assumed in the case of fire or other disaster requiring prompt protective action.
   b. The consular archives and documents are inviolable at all times, wherever they may be. The official correspondence of the consular post, which means all correspondence relating to the consular post and its functions, is likewise inviolable.

6. Criminal Violations – Diplomatic agents shall not be arrested and booked but may be physically detained when their actions involve a grave or felonious act. Detentions shall be made with the minimum amount of physical restraint necessary under the circumstances.

7. Traffic Violations
   a. Moving Violations – When a diplomatic agent, a member of his or her family or a qualified employee is stopped for a moving violation other than driving under the influence of drugs or alcohol (see Section 8), the officer, upon being advised by the driver that
he/she has immunity, shall ascertain that the driver possesses the proper credentials.

1) Properly-identified, foreign diplomatic officers, a member of the diplomatic officer's family or a qualified employee may be issued a citation, but shall not be required to sign it. Forward the citation to the Investigations Unit Sergeant, along with an incident report detailing the circumstances of the traffic stop. Carefully note the identification information in the incident report.

b. Parking Violations – Consular Corps license plates do not exempt vehicles displaying them from being cited for parking violations. However, it shall be the policy of this Department that vehicles bearing such plates will not be cited for parking violations within one block of consular premises or residences of foreign consular officers.

c. Driving under the Influence of Alcohol or Drugs – The primary consideration in this type of incident shall be to see that the foreign diplomatic officer, member of his or her family or qualified employee is not a danger to him/herself or the public. Based upon the circumstances, the following options, short of a detention, are available:

1) Take the person to a telephone to call someone to pick him or her up
2) Take the person home
3) Call a taxi for the person
4) Take the person to the district station in the district of occurrence to for the sufficiently to drive safely
4) Prepare an incident report and forward a copy to the Investigations Unit. Careful documentation of the identifying credential and facts concerning the incident shall be included in the report.

8. Reporting

a. When a detention occurs, the Investigations Unit Sergeant (415-476-6890) or the On-call Duty Commander must be notified by the investigating officer or his/her Watch Commander. An investigation will be initiated by the Investigations Unit in cooperation with the United States Department of State and the FBI.

b. In the event that a foreign diplomatic officer, member of his/her family or qualified employee should become involved in any action taken by members of this Department, the Investigations Unit or the on-call Duty Commander shall be notified immediately
and an incident report completed and forward to the Investigations Unit Sergeant detailing the circumstances.

D. Legislators
   U.S. Constitution, Article 1, § 6:
   *They shall in all Cases, except Treason, Felony and Breach of the Peace, be privileged from Arrest during their Attendance at the Session of their respective Houses, and in going to and returning from the same; and for any Speech or Debate in either House, they shall not be questioned in any other Place.*

E. Military Personnel
   Military personnel may be cited for traffic violations. However, officers should avoid conducting a traffic stop on military personnel who are operating United States Military vehicles, unless a hazard exist or the public’s safety becomes a factor due to vehicle code violations.

4.15.3 Service of a Traffic Citation

A. At the time a motorist is charged with a violation, the officer will provide the motorist with a copy of the citation. The citation will be legible and completely filled out.

B. The officer will explain the citation and the appropriate court appearance date to the motorist in a courteous manner. If there is any other information that must be provided to the motorist, the officer should make sure the instructions are clear and understood.

C. In the case of a citizen complaint in which the citizen wishes not to sign the citation, the Watch Commander shall be called to the scene prior to any arrest for refusing to sign a citation. The Watch Commander shall explain to the driver that the refusal to sign the citation may result in their arrest. If the Watch Commander attempts to gain compliance and the citizen still refuses, an arrest may be made.

4.15.4 Uniform Traffic Enforcement (Revised: 8/1/14)

All officers of the Police Department are responsible for maintaining a working knowledge of the CVC and San Francisco Municipal Code relating to traffic offenses. Consistency is a critical element of the traffic enforcement practices of the Police Department. Even so, the policy is not intended to supersede officer judgment, since it is impossible to foresee every conceivable situation involving traffic violations.
A. **Driving Under the Influence (DUI)**
Individuals operating a vehicle while under the influence of intoxicants present a serious threat to the safety of others. It is a policy of the UCSF Police Department to strictly enforce the law prohibiting this conduct.

B. **Speeding Violations**
Speeding violations and other hazardous moving violations pose an immediate threat to the motoring and pedestrian public. It is a policy of the UCSF Police Department to strictly enforce the law prohibiting this conduct.

1. Officers shall take into consideration the time of day, traffic flow and previous history of violations to determine the most appropriate method of enforcement. Enforcement may be accomplished through the use of verbal warnings or issuance of citations.
2. Officers will use their certified speedometer to gauge the speed of a suspected violator. The officer should maintain a constant speed for at least two blocks to measure the speed of a suspected violator.
3. Department-approved training and certification techniques will be adhered to.
4. Speedometers will be calibrated every year at a certified location.
   a. The Equipment Officer maintains a calibration log for each police vehicle.

C. **Other Hazardous Violations**
1. A number of violations of the CVC statutes applicable to the operation of vehicles can be considered hazardous. These include, but are not limited to:
   a. Disregarding a traffic control device/signal
   b. Failure to yield to a vehicle and/or pedestrian
   c. Reckless or careless driving
   d. Improper lane usage and/or change.
2. When hazardous violations occur, the propensity for causing traffic crashes demands the Police Department take enforcement action. Citations shall be issued at the scene of a crash when the officer’s post-accident investigation establishes sufficient evidence (i.e., reasonable grounds) to support a conclusion that an offense has been committed. Warnings are only appropriate where insufficient evidence exists to establish the elements of an offense or where offenses did not contribute to the crash.

D. **Equipment Violations**
Vehicles must be properly equipped, as provided by law, to ensure safe use of public roadways. In some instances, the operator of a vehicle may be unaware certain equipment has malfunctioned or failed. A warning may be all that is
necessary to bring about compliance with the vehicle equipment laws. A driver knowingly operating an improperly equipped vehicle may require more strict enforcement.

E. Public Carrier/Commercial Vehicle Violations
Public/Commercial carriers will be treated the same as the general motoring public.

F. Non-hazardous Violations
The enforcement action required in non-hazardous violations remains at the discretion of the officer. Training, experience and common sense will guide the officer in selecting the appropriate course of enforcement action.

G. Multiple Violations
The seriousness and circumstances of multiple violations are factors in deciding to what course of action should be taken by law enforcement officials. Consistent with other traffic procedures, the discretion of the officer will guide appropriate action.

H. Newly Enacted Laws and/or Regulations
New laws will be enforced following the guidelines within the text of the law. Officers must remember the goal is to obtain compliance. They have the authority to determine the level of enforcement, at their discretion.

4.15.5 Enforcement Practices (Issued: 3/4/08)

A. Normal traffic enforcement involves visible traffic patrol by officers who observe and handle traffic violations during the performance of their normal duties.
   1. Area Patrol – involves traffic enforcement within an officer’s assigned area of responsibility
   2. Line Patrol – involves traffic enforcement along and concentrating on a particular section of roadway
   3. Directed Patrol – specific enforcement efforts in an area or at a specific location, depending on the nature of the violation being targeted (e.g., failure to yield to pedestrians in a crosswalk).

B. Stationary observation, either covert or overt, may be used as a technique to make observations about the flow of traffic in a particular location.
   1. Officers are encouraged, when completing reports or doing other activities that will keep them out of service for a short while, to park their patrol vehicles in a conspicuous location where just the presence of the vehicle will serve to remind drivers of the need to comply with traffic laws.
2. Enforcement that requires the use of a covert location is less accepted by the motoring public but may, at times, be the only way to resolve a particular concern.

C. Marked police vehicles will generally be used to conduct traffic stops.
   1. Vehicles both marked and unmarked, used to effect traffic must be equipped with emergency lights, siren and a police radio.
   2. Unmarked vehicles may not be used for the enforcement of traffic laws, except where permitted to enforce violation of CVC § 23109, “Speed Contest” or in reference to any felony charge.
   3. Plain-clothes officers will not normally conduct traffic stops, unless a serious violation is observed or circumstances are present, which exposed the public to danger as outlined in the above.
      a. Plain-clothes officers conducting traffic stops will advise the ECC of the stop, location, vehicle license number and the fact that they are in plain clothes.
      b. The ECC will dispatch a uniformed officer to the location as the back-up officer.
      c. Plain-clothes officers will clearly identify themselves to the violator and handle the enforcement actions.

D. Use of Vehicle and Roadside Safety Checkpoints
   1. Vehicle checkpoints should only be used to:
      a. Perform vehicle equipment checks
      b. Perform sobriety checks
      c. Search for wanted felons or fugitives who have been reported as both possibly within the region of the University and considered armed and dangerous
   2. Vehicle checkpoints will be authorized by the on-duty Watch Commander and will be performed via the use of traffic cones, flares and within a clearly established and designated area.
   3. Officers shall wear traffic vests and use traffic flashlights (flashlights required if in hours of darkness).
   4. Safe area routing will be designated so that vehicles can leave the affected area when appropriate.
   5. Specific criteria will be developed prior to the function, and those criteria will be consistently applied throughout the operation of the checkpoint/roadblock. As an example, two appropriate standards would be:
      a. All vehicles will be visually checked.
      b. All vehicles procedurally checked in sequence by number (as in every third vehicle).
4.15.6 Use of Emergency Equipment

Officers shall use emergency equipment in a manner consistent with the CVC and Police Department Policy.

A. Emergency (Red/Blue) Lights
   1. This equipment is used in conjunction with the siren to signal other users of the roadway that emergency conditions exist and the right-of-way should be relinquished to the patrol vehicle. It cannot be safely assumed by the officer that the lights and siren will be sufficient to assure the right-of-way, even though State law requires that emergency vehicles be yielded the right-of-way (CVC § 21056). Even when both the emergency lights and siren are in simultaneous operation, officers are still obligated to drive with due regard for the safety of all persons using the street or highway.
   2. Emergency lights should be utilized in the following circumstances:
      a. In accordance with provisions in this General Order
      b. When conducting traffic stops
      c. When there is reason to warn traffic of an emergency.

B. Siren
   1. The siren is to be used simultaneously with the emergency lights consistent with CVC § 21055.
   2. The siren may be used to signal violators to stop when other means of attracting the violator’s attention have failed.

C. Spotlight/Take-down Light
   These lights should be used as a protection for the officer, particularly when dealing with the unknown or suspected felons. The spotlight may be used to illuminate the interior of the violator’s car so all occupants are kept within view. The officer should exercise care not to be silhouetted by the light.

D. Public Address System
   The public address system is valuable when stopping a traffic violator. The desired actions of the violator can be directed from a safe distance minimizing the hazard to the officer. Care should be given to use brief, clear and courteous directions.

E. Hazardous warning lights and emergency flashers shall be used in compliance with CVC § 25251.
4.15.7 Preparation of Citation/Report

A. Traffic citations and arrest reports form the basis for prosecution of traffic offenders.

B. Specific guidelines for citation and report preparation, processing, and distribution are as follows:

C. Traffic Citations
   1. All citations shall be neatly and legibly printed or written using a black or blue ball point pen.
   2. All spaces requiring information shall be completed.
   3. The court date shall be assigned according to court guidelines. The appropriate copy is then served to the violator.
   4. Officers shall write, in detail, a statement of the facts on the last page of the citation or in their personal notebook. This statement of facts will assist in any future court testimony.
   5. Officers are responsible for the filing of the statement of facts in a manner that will enable them to accurately describe the relevant facts that caused the citation to be issued.
   6. Officers shall complete a written Citation Protest report (incident report) when summoned by the San Francisco Municipal Court. This report shall be submitted to the traffic court via the report routing procedures and a copy forwarded to the Investigations Unit. The Citation Protest report will be reviewed by the traffic court judge in lieu of the officer’s presence.

D. Arrest Reports
   Arrest reports shall be required, as outlined in General Order 8.5.11, “Recording Arrest Information,” when physical arrest of a traffic violator has occurred. This report, together with the citation and a booking sheet (if booked at the County Jail) shall be submitted to the Records Department.

4.15.8 Accountability for Traffic Citations

A. Traffic/criminal citation books shall be maintained and stored in a locked cabinet in the ECC. Issuance of citation books is restricted to dispatchers and documented in New World System (NWS) when issued.
   1. Officers must contact an on-duty dispatcher to obtain a citation book.
   2. The dispatcher shall issue a citation book(s) to an officer and enter the appropriate information in the NWS. The NWS database shall be updated by the dispatcher each time a citation book is checked out.
   3. Information recorded on the log sheet will include the following:
a. Officer’s badge number  
b. Date issued  
c. Officer’s shift  
d. Numbers of first and last citation in the book issued.

B. At the end of their shift, officers shall turn in their issued citations to be checked and then forwarded to the Records Unit for processing, as outlined in General Order 8.5.11, “Recording Arrest Information.” From there, citations will be forwarded to the appropriate court.

C. Cancellation of citation(s) shall be handled as follows:
   1. If an error is made while writing a citation or if citations have become damaged due to accidental exposure to rain, moisture, etc., it may be administratively voided by the officer.
   2. A supervisor may direct an officer to dismiss or void a citation if upon investigation it appears the citation was improperly or inappropriately issued. This type of dismissal would require a written explanation to the appropriate court for his/her approval.

4.15.9 Officer/Violator Relations

A. Traffic law enforcement is one of the routine tasks performed by officers, but for the violator it is frequently an emotional and stressful experience. Officers shall be aware of this and strive to make each contact educational, leaving the violator with the impression that the officer has performed a necessary task in a professional and friendly manner.

B. Traffic stops have two objectives. The first objective is to take appropriate enforcement action, and the second is to favorably alter the violator’s future driving behavior. This requires a thorough understanding of human relations and demands flexibility of the officer. The following procedures are recommended to minimize conflict which may develop between the officer and the violator and assist in achieving the two objectives.

C. Officer/violator relations begin when a stop is initiated. Once the officer has approached to a point where communication can begin, the officer should:
   1. Be alert at all times for the unexpected, but not be obviously apprehensive.
   2. Be certain that the observations of the violation were accurate and without reservation.
   3. Present a professional image in dress, grooming, language, courtesy, bearing and emotional stability.
4. Be prepared for the contact by having the necessary forms immediately available.
5. Decide on the appropriate enforcement action based upon the violator’s behavior, not attitude. In most cases it is advisable to have the form of enforcement action decided prior to the initial contact with the violator.
6. Greet the violator with the appropriate title and in a courteous manner.
7. Inform the violator of the traffic law violated and the intended enforcement action.
8. Ask for and accept the driver’s license, registration and insurance, as needed.
9. Obtain a statement from the driver.
10. Complete the forms required of the enforcement action taken or exercise a verbal warning.
11. Explain to the violator exactly what he/she is supposed to do in response to the action taken.
12. Ensure the violator knows when and where to appear if the enforcement requires a court appearance. Explain any alternatives to the violator, but do not predict the actions of the court. Refer questions about the appearance to the court.
13. Be alert for any emotional distress of the violator. If any distress is present, the instruction may have to be repeated or the violator may have to calm down before resuming driving. Be prepared to assist the driver if appropriate.
14. Return the violator’s license and information with a copy of the citation.
15. Assist the violator in safely re-entering the roadway.

4.15.10 Traffic Stops

A. No two traffic stops are exactly alike. This protocol is to be used as a guide to how to conduct stops of traffic law violators. Officers shall act in a courteous and prudent manner as dictated by the circumstances of the particular stop.

B. Suggested Procedure for Officers when Initiating the Stop
1. Choose the stop location carefully avoiding curves, hill crests and intersections. Consider stop locations where adequate lighting and cover are available.
2. Inform Dispatch of the vehicle license number, state (if not California), direction of travel and location, also the color and make of the vehicle if the license plate number is unknown.
3. Activate emergency lights and use horn and siren if needed to alert the driver to stop.
4. Park the patrol car a safe distance behind the stopped vehicle (where practical) and offset to the left or right (i.e., one-way streets) into the traffic lane. Leave the engine running and the driver’s door unlocked. Consider the surroundings, such as other persons in the area, at all times.

5. While exiting the patrol vehicle, observe the occupants of the stopped vehicle at all times. Watch for any furtive or unusual movements.

6. At night, high headlight beams, spotlight and takedown lights may be used for visibility inside the stopped vehicle.

7. Generally, to protect both the officer and the citizen, officers should request violators to remain in their vehicle during the traffic stop. If the violator does not remain in their vehicle, they should be advised to move to a location away from traffic or other possible dangers (i.e., to the sidewalk, etc.) The officer should keep a safe distance from the violator while writing citations. The officer must always observe and be aware of the surroundings.

8. While approaching, watch occupant(s), check for altered tags, check the trunk to ensure it is closed and locked and observe the interior for possible weapons or hidden passengers. At night, officers should avoid walking between the patrol vehicle lights.

9. Utilize any of the three standard positions for violator contact and be observant of all occupants:
   a. Behind the driver’s door
   b. In front of the driver’s door, looking back into the car
   c. Approaching on passenger’s side and making contact through the passenger’s window/door.

10. Keep a constant view of the driver’s hands.

C. Procedure during the Stop
1. The vehicle operator may be checked for driver’s license status, “wanted status” and warrants. The vehicle should also be checked for proper licensing and equipment.

2. Citations should be written outside the patrol vehicle. Officers should maintain visual contact with all occupants throughout the stop.

D. Procedure for Re-contact with the Driver
1. When returning to the stopped vehicle to issue the citation, observe again for changes within the vehicle.

2. The officer should usually allow the stopped vehicle to depart first. Conditions may exist that necessitate the officer departing first (e.g., the patrol unit is blocking the violator’s view of traffic, the officer needs to respond to a call, the driver is legally parked and may not be going to leave).
3. Turn off emergency lights and other auxiliary lights before re-entering traffic.

4.15.11 “No Driving Privileges” Procedures

The patrol officer is frequently in the position of encountering drivers, following the detection of a traffic violation or other contact, who are unable to produce a valid driver’s license. This could be the result of various actions not only of the driver, but of the court and/or the DMV. The officer should check the operator’s driving record through DMV by name and date of birth or by California driver’s license number for the current status of driving privileges. This check should include California and any other state through which the driver may have a license. If the violator has a valid license, then the officer’s actions should be dictated by the initial violation or contact.

A. If the driver does not have a valid driver’s license through DMV on-line records, the officer should determine if the violator was ever issued a license through this state or their state of residency. If it can be determined that no license was ever issued, the officer should cite for “No Operator’s License.”

B. If the violator was issued a license in this state or their state of residence, and the violator’s driving privileges have been revoked or suspended, the officer should:
   1. Cite for “No Operator’s License” for out-of-state licensed drivers
   2. Cite for “Driving While Suspended” for California licensed drivers.

C. In either case, the driver should not be allowed to drive the vehicle from the location of the stop and other arrangements should be made for the driver to leave the scene. If the vehicle is legally parked or parked on private property at the time of the stop, the vehicle should not be towed.

4.15.12 DUI Detection and Apprehension

Drivers impaired by alcohol and/or drugs pose a threat to community safety. The detection and apprehension of DUI drivers is an important role for the Police Department.

A. Training
   Officers shall be trained in the detection of impaired drivers at the California Police Academy, during their Field Training Program and in advanced courses when available.
B. DUI Enforcement
Selective DUI enforcement should include assignment of personnel based on an analysis of times and locations where a significant number of violations and/or crashes involving impaired drivers have occurred.

4.15.13 DUI Investigation/Arrest (Revised: 2/16/17)

A. The goal of the Police Department with DUI enforcement is to detect, investigate and apprehend alcohol- and drug-affected drivers to reduce the number of crashes and violations involving this type of driver. This procedure involves four separate phases:
   1. Vehicle operation
   2. Driver contact
   3. Pre-arrest screening
   4. Arrest and subject disposition.

B. Vehicle Operation
Officers should observe the vehicle in operation and note any initial signs of a possible DUI violation. The officer must decide if reasonable suspicion exists to stop the vehicle to conduct further investigation to determine if the driver may be impaired or to stop it for another unrelated traffic violation. The officer is not committed to arresting the driver for DUI based on the initial observation but should concentrate on gathering all relevant evidence which may suggest impairment.

C. Driver Contact
The officer shall approach, observe and interview the driver and note any evidence of impairment. This may include the results of face-to-face contact and conversation and an overall assessment of the driver’s condition. During the initial contact with the driver, the officer should evaluate the driver’s physical condition to determine if probable cause exists for conducting field sobriety tests. The California Supreme Court has ruled field sobriety tests are a search under both state and federal constitutions. This does not preclude an officer from seeking initial consent from the driver to perform field sobriety tests. Areas of concern may include, but are not limited to: odor of alcoholic beverage, marijuana and/or “cover-up” odors, speech patterns, demeanor, inability to follow directions, coordination and general appearance.

D. Pre-Arrest Screening
Whenever possible, officers will include standard field sobriety tests in any DUI investigation. The following standardized field sobriety tests will be used:
   1. Horizontal gaze nystagmus (qualified officers only)
2. Walk and turn
3. One-leg stand

E. Field Sobriety Tests
Any combination of the following field sobriety tests may be used in conjunction with the above if the officer has received training:
1. Modified attention (Romberg test)
2. Finger to nose
3. Alphabet
4. Counting
5. Finger dexterity
The officer will note the responses to these and other tests given on the “DUI” form or in the narrative of their preliminary investigative report.

F. Arrest and Subject Disposition
Once the officer determines the suspect is driving under the influence or while impaired, officer shall advise the suspect he/she is under arrest for DUI and give him/her the option of completing a breath sample or blood test. The suspect will be taken into custody, searched and transported to the San Francisco County Jail or other facilities with the necessary equipment to complete the test.

G. If the suspect chooses the Intoxilyzer (breath) test, the following procedures shall be followed:
1. Only certified officers may administer a breath test. UCSF Police Department officers not certified to use the Intoxilyzer shall request assistance from the SFPD, the CHP or a certified UCSF police officer.
2. Prior to using the Intoxilyzer, the officer shall observe the defendant to ensure that he/she has not consumed any substance, chewed gum, burped or vomited for a minimum of 15 minutes prior to the breath test. If any of these things occur the observation period must begin again.
3. In cases where a breath test is administered, the officer shall complete two complete breath tests. If the defendant fails to comply with the second attempt, it will be considered refusal to consent to the testing.
   a. The two results must be within .02 BAC or a third test is required.
4. Any person arrested for CVC §§ 23152/23153 has the right to an independent test (Trombetta Advisement).
   a. When the arrested person chooses a breath test, the handling officer shall advise the person that the breath-testing equipment does not retain a sample, and the person may, if desired provide a blood sample, which will be retained to facilitate subsequent verification testing. If the arrested person requests a blood sample,
the officer will have the blood samples taken following the procedure outlined in Section I of this general order.

H. If an officer has probable cause to believe the driver is under the influence of drugs or a combination of alcohol and drugs, the driver may be required to provide a blood sample in addition to the breath test that may already have been administered. The subject’s choice of tests and completion requirements are the same as with other implied consent tests.

I. If the suspect chooses a blood test, the following procedures shall be followed:

1. Blood samples must be drawn by a medically-qualified person per CVC § 23158 in a reasonable and medically approved manner. Arcadia (800-733-8427) shall be contacted to arrange for a phlebotomist to perform ALL DUI blood draws. Blood draws will be performed at the County Jail, SFPD Mission Station, a CHP Station or, if the subject requires medical treatment, at the treating hospital. The location depends on whether the suspect requires medical treatment and/or whether the suspect is cooperative. Additionally, Arcadia will be responsible for providing the blood sample kit and Blood Test Request by Peace Officer and Phlebotomy Checklist forms. The arresting officer shall retain the completed pink copy of the Blood Test Request by Peace Officer form and the completed yellow copy of the Phlebotomy Checklist form and attach them to the incident report.

2. Blood samples shall not be withdrawn from persons who are hemophiliacs or who have a heart condition and are using a prescribed anticoagulant, per CVC §§ 23612(5)(b) and (c). Arrestees shall be questioned about this physical condition. The arresting officer shall include a written statement in the police report from the arrestee to that effect. The arrestee's response is sufficient for the officer to assume that the arrestee qualifies or does not qualify for the exemption. It is recommended that officers make the determination of which chemical tests are applicable to the arrestee. If a subject is exempt from a blood test, they shall be required to complete a breath test.

3. If an arrestee is suspected of DUI, voluntarily submits to a blood sampling and does not require medical attention, the arresting or assigned officer(s) shall transport the arrestee to the County Jail, CHP Station or SFPD Mission Station where the test will be administered. Following completion of the blood draw, the officer shall book the blood sample according to current Department procedures.

4. If a cooperative, suspected intoxicated driver requires medical treatment, the arresting officer shall request that a supervisor and a phlebotomist respond to SFGH or other facility where the subject is being treated. The
arresting officer should confer with the attending medical personnel to determine the extent of injury, which medical procedures were performed and whether any mind altering medication was administered before attempting to obtain an appropriate sample to test for the presence of drugs or alcohol. The arresting officer(s) and supervisor shall ensure that the blood draw is performed with a minimal amount of disruption to the hospital staff and any medical treatment being provided to the suspect.

5. Anytime the suspected drunk driver withdraws his/her consent or shows signs of noncompliance, resistance or combative behavior, the arresting officer(s) shall terminate the blood draw unless a search warrant is obtained. (Refer to Section L below.)

J. The chemical test admonition may or may not be given, depending upon the arrestee's degree of impairment.

K. The arresting officer will complete the Department of Public Health form, "Test Request for Blood Alcohol Determination Despite the Refusal of the Patient." The arresting officer, the phlebotomist and the person being tested shall sign this form. If the suspect refuses to sign, the arresting officer shall write “Refused” in the space provided for the suspect’s signature.

L. Uncooperative/Resister
A driver who refuses the preliminary alcohol screening (applicable only to minors and persons on probation for a prior DUI conviction), Intoxilyzer or other chemical test shall be advised that his/her driver’s license will be suspended for one to three years, depending on prior DUI convictions and the subject shall be read the Chemical Test admonishment. This should be audio-recorded whenever practical.

Nonconsensual blood samples should not be obtained from subjects absent a search warrant.

1. An arrestee suspected of DUI who refuses to submit to chemical testing and is uncooperative, combative or resistive and not in need of medical treatment shall be transported to SFPD Mission Station for testing in accordance with the procedure described below.

2. A sergeant or Watch Commander shall be responsible for supervising blood draws from nonconsensual/uncooperative suspects. Unless it is absolutely necessary, the supervisor should request officer assistance from UCPD units to assist with the restraint, before requesting assistance from SFPD.

3. In compliance with the Board of Corrections regulations, officer(s) shall not enter through the sally port area into the holding cell or booking
counter areas with their DUI custody. The DUI custody shall not be held in the booking area or in a holding cell while waiting for the phlebotomist to arrive.

4. Once in the station, officer(s) shall advise the station keeper of the reason for their presence. Officer(s) shall then accompany the suspect to the assembly room where the blood draw will take place.

5. The restraint chair is kept in the assembly room. Officer(s) shall wait for the phlebotomist to arrive before placing the subject in the restraint chair. Officer(s) shall close the assembly room door during the blood draw to ensure the privacy of the individual being tested. Officer(s) shall read the instructions and manufacturer’s warning prior to using the restraint chair. Immediately after the blood draw is completed, the officer(s) shall remove the subject from the chair and transport the suspected drunk driver to the County Jail for booking.

6. If the uncooperative, suspected drunk driver requires medical treatment, the arresting officer shall request that a supervisor and a phlebotomist respond to SFGH. If the suspect must be restrained for medical treatment and it does not interfere with medical treatment, the phlebotomist can withdraw the blood. Medical care always takes priority over an evidentiary blood draw.

7. If the suspect has not been restrained for medical treatment, but restraint is needed in order for the phlebotomist to perform the blood draw, the supervisor should determine the number of officers needed for the restraint. The Charge Nurse shall be contacted to determine whether the suspect has any injuries or medical conditions restricting the suspect from being restrained. Officers shall hold the suspect down on a gurney so that the phlebotomist can withdraw the blood. The supervisor shall ensure that blood draws are conducted in a manner that causes minimal disruption to hospital staff.

8. The officer shall complete the Department of Public Health form, "Test Request for Blood Alcohol Determination Despite the Refusal of the Patient." The arresting officer, the phlebotomist and the person being tested shall sign this form. If the suspect refuses to sign, the arresting officer shall write “Refused” in the space provided for the suspect’s signature.

9. The officer shall ensure that no more than necessary force or restraint is used to accomplish the blood withdrawal.

10. The arresting officer shall articulate in the police report that it became necessary to forcibly remove a blood sample from the subject. The procedure shall be described in the police report (i.e., the amount of resistance, the amount of force used and the method used to secure the sample). In addition, the Sergeant or Watch Commander shall
immediately notify the platoon commander at SFPD Mission Station of the extent to which force was used to obtain the blood sample.

11. All juvenile blood draws shall be done by Arcadia at SFGH. Except in felony cases, persons under the age of 18 years will not be subjected to nonconsensual chemical testing.

M. Arrests that occur outside of San Francisco County shall be handled in accordance with local police department procedures.

N. At the conclusion of the evaluation:
1. If the suspect is found to be under the influence of alcohol, drug(s) or a combination of alcohol and drug(s), the officer shall continue with the arrest process.
2. If the officer determines the suspect is not under the influence of a drug and the suspect provided a breath sample of .00%, the suspect may be released from custody after a blood sample is requested. When releasing a subject from custody, the officer will:
   a. Advise the subject that presently they are not being criminally charged with DUI.
   b. Advise the subject that if the blood test contains a positive assessment for controlled substances they may be charged in the future for driving while impaired.
   c. Advise the subject that he/she is free to leave.
   d. Provide the subject with a case number.
3. The officer shall ensure that the violator’s vehicle is secure and not a traffic hazard.
4. If a suspect provides a blood sample, an analysis of the sample shall be requested of the San Francisco Medical Examiner’s Office, in accordance with Departmental and California State Police Laboratory procedures. If the sample reveals the presence of a drug, the suspect may be charged with DUI.
5. If the arrestee has a blood alcohol concentration at or above .08, an Order of Suspension (found on the Admin Per Se) shall be served on the arrestee.
   a. If the arrestee is a California resident and the blood alcohol concentration is .08 or higher, the California driver’s license shall be seized by the officer, attached to the Admin Per Se form and forwarded immediately to the DMV. A Temporary Driver License Endorsement form shall be completed, and the third copy shall be given to the arrestee.
   b. If the Endorsement is not issued, the officer shall make the appropriate notation.
O. Subject Disposition
1. Following completion of the chemical testing process, the subject shall be cited at the San Francisco County Jail or cited and released to the care of a responsible person or approved sobering center.
2. Officers shall obtain Watch Commander approval prior to citing and releasing subjects for DUI violations.
3. Watch Commanders shall not approve citing and releasing subjects if any of the following conditions exist:
   a. The subject refuses or fails to sign the promise to appear or release of liability form.
   b. The subject is a danger to himself/herself or others.
   c. The subject is unable to be released to a responsible person, as defined in Subsection 5, or an approved sobering center, as defined in Subsection 6.
4. Watch Commanders should take the following into consideration prior to approving or denying citing and releasing of subjects:
   a. Suspicion the person is under the influence of a drug
   b. Prior DUI convictions
   c. Violent or aggressive behavior.
5. A responsible person is a person who meets all of the following criteria:
   a. 18 years old or older
   b. Not under the influence of alcohol and/or drugs
   c. Has proper identification
   d. Able to respond within a reasonable amount of time, or resides nearby, to assume responsibility of the subject
   e. Agrees to take responsibility of the subject and sign the Department’s release of liability form.
6. An approved sobering center is any sobering center maintained by the San Francisco Department of Public Health.

P. Minors Detained for DUI
1. A blood alcohol level of .01 or .05 percent or more by weight in a person under the age of 21 years makes it unlawful to drive a vehicle pursuant to CVC §§ 23136/23140.
2. If an officer determines a minor’s blood alcohol level to be .01 or higher, they shall follow the above listed Admin Per Se form requirements, cite and release the subject for the applicable vehicle code violation and prepare a full report outlined in Section R.
3. If the minor’s blood alcohol level is determined by a preliminary alcohol screening devise, the officer should request the subject to also complete a chemical test.
4. If a minor is cited and released on scene, the officer shall ensure that the minor is either released to a sober responsible adult or the vehicle is towed following Department policies and procedures.

Q. Subject Driving under the Influence of Alcohol while on Probation for Prior DUI:
1. If an officer determines a driver on probation for a prior DUI has a blood alcohol level to be .01 or higher, they shall follow the above listed Admin Per Se form requirements, cite and release the subject for the applicable vehicle code violation, and prepare a full report outlined in Section R.
2. If the subject’s blood alcohol level is determined by a preliminary alcohol screening devise, the officer should request the subject to also complete a chemical test.
3. If a subject is cited and released on scene, the officer shall ensure that the subject is either released to a sober responsible adult or the vehicle is towed following Department policies and procedures.

R. The following forms shall be completed by the officer:
1. Driving under the Influence Report form
2. Traffic citation (if applicable)
3. BAC Evidence Card (if applicable)
4. Implied Consent form (alcohol if applicable)
5. Administrative Per Se form
6. Blood/Urine Test Results form (if applicable)
7. Arcadia form (if applicable)

S. Preliminary Alcohol Screening Devices (PAS):
1. The Patrol Lieutenant shall designate an officer to be the Department PAS Coordinator. The PAS Coordinator is responsible for the following:
   a. Calibration of PAS device following manufacturer’s recommendations
   b. Maintenance of the device
   c. Training officers in the use of the device.
2. Officers may use a PAS test to assist in establishing probable cause to believe a person is DUI.
3. The officer shall advise the person that the PAS test is being requested to assist in determining whether the person is under the influence of alcohol. Unless the person is under the age of 21 or on probation for a prior DUI conviction, he/she shall be advised that the PAS test is voluntary. The officer shall also advise the person that submitting to a PAS test does not satisfy his/her obligation to submit to a chemical test as otherwise required by law (CVC § 23612).
T. Drug Recognition Expert Evaluation
Whenever a subject is arrested for DUI and the arresting officer suspects him/her to be under the influence of drugs, the officer should, if practical, request a drug recognition expert evaluate the subject prior to release or booking.

4.15.14 Request for Re-examination of Driver

Routine enforcement, crash reporting and investigation activities may lead to the discovery of drivers who are suspected to be incompetent due to physical or mental disability, disease or other condition which might prevent the person from exercising reasonable and ordinary care over a motor vehicle. Officers detecting such a driver should complete the appropriate form to request the person to be reexamined by the DMV.

4.15.15 Pedestrian and Bicycle Enforcement

A. Pedestrian and bicycles are occasionally involved in collisions with motor vehicles. Often these incidents result in injury or death to the pedestrian or bicyclist. In an effort to reduce the number of occurrences, it is the policy of the Police Department to actively enforce all applicable laws and ordinances pertaining to pedestrian and bicycle traffic enforcement.

B. Where crashes involving bicycles occur, the investigating officer should take enforcement action in accordance with the CVC.

C. Records will forward copies of all pedestrian and bicycle involved crashes to the Crime Prevention Analyst.

D. The Crime Prevention Analyst shall review and analyze data from crashes involving pedestrians and bicycles on a regular basis. Particular attention shall be given to those crashes occurring repeatedly at the same location.

E. Citizen complaints received involving pedestrians and bicyclists shall be assigned to the designated COPPS officer in whose area the hazard occurs. Officers shall patrol the area in an effort to reduce the number of violations.

4.15.16 Parking Citations

Officers may issue a parking citation upon observing a parking violation. If the violation is a hazard and the officer is unable to contact the registered owner, the vehicle should be
towed, in accordance with the CVC and General Order 4.18, “Traffic Ancillary Services.”

4.15.17 Parking Enforcement (Revised: 8/1/14)

The purpose of parking enforcement is to ensure the availability of safe parking by enforcement of state statutes and local parking ordinances and through community education.

A. Citations
   An officer may issue a citation whenever a parking violation is observed. Cancellation of a parking citation can be handled as follows:
   1. If an error is made while writing a citation or if citations are damaged due to accidental exposure to rain, moisture, etc., they may be administratively voided by the officer.

B. Off-campus Parking Citations
   Police Department employees shall use UCPD parking citations on City and County of San Francisco (City) streets or as provided by other jurisdictions.
   1. City parking citations shall be used for driveway violations adjacent to City streets.
   2. Citation books for other jurisdictions (e.g. San Mateo) shall be used similarly.

C. Employees completing parking citations shall forward them to the ECC for processing. The First Watch Commander shall ensure that they are forwarded to the nearest SFPD district station or the Hall of Justice daily.

D. When a person contests a City citation, he/she shall be referred to the SFMTA.

E. Employees shall not issue “Notice to Appear” citations outside of the City.

F. On-campus Parking Citations
   1. Police Department employees shall use UCSF Parking Citations for violations on University property.

G. Employees shall forward completed UCSF Parking Citations to the ECC. The ECC Supervisor shall ensure that all UCSF Parking Citations are delivered to the SFMTA Office no later than 0900 hours, Monday through Friday (holidays excluded).
If a citizen requests to contest a UCSF Parking Citation, he/she shall be referred to the UCSF Parking and Transportation Services Department. (Information regarding the appeal process for UCSF Parking Citations is written on the back of the violator's copy of the citation.)

When Parking and Transportation Services receives a contested UCSF Parking Citation issued by the Police Department, a designee from Parking and Transportation Services and the Second Watch Commander shall conduct the first level review. The reviewers shall: (1) examine the circumstances surrounding the issuance of the citation and the violator's written appeal statement and (2) determine whether the citation shall be rescinded or stand. Parking and Transportation Services will notify the violator of the results and will rescind the citation or coordinate the second level appeal if requested.

If a second level review is requested, the Director of Parking and Transportation Services and the Police Department's FSD Lieutenant will conduct the review. They will review the violator's written appeal statement and make a determination as to whether the citation will be rescinded or stand. Parking and Transportation Services will notify the violator of the results of the second level appeal and will coordinate the third level appeal to civil court if necessary.

An employee issuing a citation may void the citation prior to it being issued. Once the citation is issued and placed on the vehicle it shall not be voided or changed by anyone including the issuing employee, except as outlined in Section H of this order.

The ECC staff has the responsibility for issuing new citation books to personnel on request.

Every City and Campus citation book will be given a book number by an ECC Public Safety Dispatcher. Each citation book shall be inputted in the NWS for every citation book issued. The NWS will list the book type, beginning ticket number, ending ticket number, officer to whom the book was issued and date issued.

As citations are received from officers, the ECC will complete the applicable information in the NWS for tracking purposes.

The SFMTA and UCSF Parking and Transportation Services will forward accounting sheets displaying corroborating information for the citation reimbursement that is sent to the Police Department. The information will be reviewed by the Professional Standards Unit for reconciliation of funds.
4.15.18 Off-road Recreational Vehicles *(Issued: 2/22/08)*

The use of off road recreational vehicles within the City limits and UCSF properties are prohibited. If an off road, unlicensed vehicle is operated on the roadway, enforcement action for registration violations and related traffic offenses may be taken.

4.16 TRAFFIC CRASH INVESTIGATION: AT-SCENE STABILIZATION ACTIVITIES

4.16.1 Traffic Control at Crash Scenes

A. A primary objective for officers at a crash scene is the restoration of traffic flow in a safe and timely manner. Officers shall restore traffic flow at a crash scene as soon as possible with due consideration to safety and investigative needs. Officers arriving at the scene of a crash should assess traffic control issues, pedestrian, fixture, building and environmental hazards, and potential evidentiary needs with this objective in mind.

B. Officers should consider the use of special equipment (e.g., traffic cones, flares, barricades) or positioning of emergency vehicles to create a safe traffic pattern and to protect people and property at a crash scene. Traffic flares should be used during hours or in lighting conditions where headlights are required. Safe traffic patterns may include detours around the crash scene.

C. Officers are responsible for the safety of persons (including passing motorists) and property at crash scenes where modified traffic patterns have been established. Officers shall wear reflective traffic safety vests while directing traffic or investigating a crash in the roadway.

4.16.2 Injuries, Fire Hazards and Hazardous Materials at Crash Scenes

A. Officers arriving at injury crashes shall provide basic first aid and emergency life support pending the arrival of and relief by EMS/fire department personnel. Officers shall carry out this responsibility with due regard for safety and in compliance with bloodborne pathogen and exposure control protocols.

B. Officers arriving at crashes where a fire or fire hazard exists shall summon fire department assistance. Officers may use fire suppression equipment in the patrol vehicles (extinguishers) if such equipment is appropriate to the nature of the fire (flammable, electrical or chemical). Officers shall take steps to secure the fire hazard area and to protect lives and property, including restricting access to the area, detouring traffic and/or moving property at risk.
C. Officers arriving at a crash involving a vehicle suspected of containing hazardous materials shall immediately request EMS/fire department assistance and shall cordon off the area.
   1. Approach with Caution – Approach from upwind and uphill, staying away from spills, wet areas, smoke or vapor clouds, and park vehicles facing away from the incident. Look for signs of damage to life or the environment.
   2. Identify the Hazard – Obtain information from 9-1-1 Dispatch; survey the scene from a distance, using binoculars, to identify placards, labels, license numbers, the phone number of transporter, etc.; talk to the driver and obtain any available shipping papers, Material Safety Data Sheets, etc.
   3. Secure the Scene – Flag the perimeter or use personnel and vehicles to temporarily mark boundaries. Isolate contaminated persons/vehicles; stop traffic, deny entry and evacuate or shelter in place. Minimum safety perimeter for citizens is 1,000 feet.
   4. Obtain Help – Seek technical help and expertise on the hazardous materials involved.

D. Officers shall identify the type of vehicle involved, check the vehicle’s Hazardous Materials insignia, if any, to identify the nature of the materials involved and report the type of hazard (e.g., leak, spill, fire, fumes).

E. The Watch Commander shall be notified and will be responsible to provide supervision as needed. Following assessment of the incident, the on-duty lieutenant will be notified.

F. Officers at the accident scene shall ensure that only properly trained and equipped personnel attempt to enter the contaminated area or area where hazardous materials may be.

4.16.3 Control of Property Belonging to Crash Victims

A. Officers shall, to the extent possible, ensure the safety and integrity of any property belonging to victims at crash scenes.

B. Officers recovering property at crash scenes shall inventory such property, package and label it and recording on the package: the owner’s name and/or other identifiers, date, time, what property was collected and where.

C. An inventory of personal valuables such as wallets, money, jewelry and/or credit cards shall be conducted, by two officers wherever practical.
D. Officers should make every effort to return the property to its owner or another responsible person as soon as practical. Property may be secured in locker(s) in the Property Intake Room for safekeeping if an owner or responsible party cannot be contacted.

E. Removal or impounding of vehicles by police officers shall be done in accordance with General Order 4.18, “Traffic Ancillary Services.”

F. Inventory of vehicles shall be done in accordance with General Order 4.18, “Traffic Ancillary Services.”

4.17 TRAFFIC DIRECTION AND CONTROL

4.17.1 Traffic Direction and Control

The Police Department performs traffic direction and control, where necessary, to ensure the safe and efficient movement of vehicles and pedestrians. Traffic direction and control are primarily functions of the Patrol Section.

4.17.2 Manual Traffic Direction Procedures

Personnel assigned to provide traffic control shall utilize the following traffic control signals and gestures:

A. Hand Signals
   1. Stop Signal – The basic signal to stop is an upraised hand at the end of an extended arm raised to at or above shoulder level, with the palm of the hand clearly facing the approaching driver for whom the signal is intended.
   2. Start Signal – The signal for a stopped vehicle to begin moving is for the officer to extend his/her arm, at shoulder level, toward the stopped vehicle (pointing) and waving the car onward by bending his/her arm at the elbow and moving the hand repeatedly towards and away from the chest. Once traffic begins moving in one direction, the officer will turn and face traffic in the opposing direction and deliver the same signal.
   3. Left Turn – Once it is safe for the motorist to execute the left turn, the officer should stop opposing traffic using the standard stop signal. The officer will then motion to the turning vehicle with a start signal, meantime pointing in the direction the driver intends to go.
4. Right Turn – Right turns require little traffic direction unless the turn is across a heavily-traveled crosswalk or involves merging into heavy traffic. Natural gaps are best used for vehicles turning right.

B. Whistle Signals
1. Stop – Single long blast
2. Start – Two short blasts
3. Emergency stop – Three or more short blasts

C. Flashlight Signals
A flashlight may be used to halt traffic. To stop traffic, slowly swing the flashlight across the path of oncoming traffic. The beam from the flashlight strikes the pavement as an elongated spot of light. After the driver has stopped, hand signals may be given in the usual manner with the vehicles’ headlights providing illumination.

4.17.3 High-visibility Clothing
All sworn police vehicles are issued reflective vests, which are located in the trunk of the car. Officers providing traffic control shall wear the reflective vest as the outermost layer of clothing to enhance officer safety and driver recognition and response.

4.17.4 Temporary Traffic Control Devices (Revised: 8/1/14)
During emergencies and special events, the Department may use temporary traffic control devices, such as reversible or temporary signs, moveable barriers, etc. The temporary traffic control devices shall be deployed at the direction/approval of the Field Supervisor. Officers placing temporary control devices shall be responsible for their removal. If temporary control devices are still in place when the officer who placed them reaches the end of his/her tour of duty, he/she shall inform the on-coming supervisor, who will assume responsibility for directing removal of the devices.

4.17.5 Special Events
A. An FSD Captain or Lieutenant shall examine all scheduled special events and evaluate the need for appropriate security, traffic control and staffing needs at those events. Consideration should be given to the following:
1. Day of week and time of day
2. Route and/or location
3. Duration and nature of event
4. Anticipated attendance
5. Parking availability
6. Spectator control
7. Emergency vehicle access
8. Ingress and egress of vehicles and pedestrians
9. Public transportation
10. News media access
11. Alternate routes for through traffic
12. Portable traffic control devices and signs
13. Provisions for relief of personnel assigned to traffic control duties
14. Logistical requirements.

B. Department personnel assigned to traffic control duties shall provide continuous control for no longer than two hours without a break.

C. If traffic control is to be provided by a group or organization other than the Police Department, the FSD Captain or Lieutenant will advise the organization of the above criteria to assist them.

D. It shall be the responsibility of a FSD Captain or Lieutenant to coordinate with Facilities Management the appropriate utilization of traffic cones, barricades and sign/signals and to ensure assignment of adequate personnel for traffic control, as may be necessary at a special event to ensure the safe and orderly flow of traffic.

4.17.6 Fire Scenes

Officers assigned to traffic control at fire scenes are responsible for ensuring that roadways into the area are accessible to all emergency vehicles. Officers may close roads as necessary to facilitate the expeditious response of emergency vehicles. An officer assigned to control traffic at a fire scene shall continue with traffic control until the incident concludes or he/she is properly relieved by another officer or released from traffic control duties by his/her supervisor.

4.17.7 Adverse Road and Weather Conditions

When, due to adverse road and/or weather conditions, the safe and efficient flow of traffic is jeopardized, officers shall provide traffic direction and control, and also request the ECC notify the appropriate agencies to mitigate the situation.

4.17.8 Law Enforcement Escorts

In the event of an emergency or an unusual circumstance, escorts shall be provided at the direction of the Watch Commander. Officers shall not provide escorts to private vehicles during medical emergencies. Escorts for emergency vehicles generally shall not occur,
except in when emergency vehicle requests help in finding a location or there is a malfunction of an emergency vehicle’s emergency lights and/or siren.

4.17.9 Roadblocks (Revised: 6/4/08)

A. Assisting with Traffic Control
   An officer is authorized to temporarily close or block a road when assisting with an emergency situation or for previously arranged special events. During emergency situations, roadblocks or street closures may be used to facilitate safe efficient movement of vehicles and pedestrians around hazards, while maintaining security of the scene. Roadblocks or closures may be accomplished utilizing temporary traffic control devices or a marked police vehicle with its emergency lights on.

B. Roadblocks to Apprehend
   The use of roadblocks to apprehend a suspect is prohibited.

4.17.10 Manual Operation of Traffic Control Signals (Issued: 2/22/08)

UCPD does not have access to manually control or operate traffic control signals. Any malfunction or manual operation of traffic control signal devices shall be referred to the San Francisco Department of Public Works.

4.18 TRAFFIC ANCILLARY SERVICES

4.18.1 General Assistance to Motorists

A. Because of the overall danger to stranded motorists and other drivers, officers will offer reasonable assistance at all times to a motorist who appears to be in need of aid. This will apply at all hours of the day, but particularly during nighttime hours when hazards are greater.

B. Officers should be constantly alert for motorists who appear to need assistance. Officers shall freely provide information and directions upon request. In an effort to better serve citizens, officers should not only become familiar with the streets and services of the University, but also the various services and facilities available in the area.
4.18.2 Motorist Assistance (Revised: 2/16/17)

A. The purpose of this section is to describe Police Department guidelines for motorist assistance procedures.

Public service is vital to the safety and security of a community. Occasionally officers will be asked to assist motorists who are requesting directions, assistance with vehicle problems or other information/services. All officers are expected to be helpful and courteous when asked to provide these types of public assistance.

B. Procedure
1. When asked for directions, officers should provide the person with the most direct route, taking into consideration, traffic, intersections and time of day.
2. If an officer is uncertain as to a location, the ECC should be consulted. If the location is off campus and the officer is uncertain where a location is, he/she will attempt to locate an address and then provide the motorist with the major cross streets and/or a telephone number, so he/she may call for directions.

C. Disabled Vehicles/Stranded Motorists
1. The UCSF Police Department will provide assistance to stranded motorists following established procedures. If an officer transports a motorist to a specific location away from his/her vehicle, the location and transportation must first be approved by the on-duty Watch Commander and a starting and ending mileage given to the ECC.
2. The officer should inquire of the motorist if there is someone whom they would like to have telephoned for assistance or to make proper notification.
3. If the motorist does not wish to be transported to a nearby location to wait for assistance, the officer will advise him/her to remain out of the roadway and turn on emergency flashers while waiting for assistance.
4. Disabled vehicles will be removed from the roadway as conditions permit. Officers will not endanger themselves or others while removing a disabled vehicle.
5. Whenever an officer comes into contact with a disabled vehicle, the license plate number and location will be relayed to the ECC prior to contact.
D. Mechanical Repair
UCSF Police Department will not provide any type of mechanical repair to disabled vehicles. Officers are to notify automobile associations for assistance.

E. Vehicle Unlocks
UCSF Police Department is not equipped to perform this public service. At the request of the driver for an unlock, officers should facilitate by calling an automobile association or locksmith to perform the service.

F. Battery Jump Starts
1. During normal business hours, Parking and Transportation Services provides battery jump service.
2. Outside of business hours, the dispatcher taking a battery jump call will ask if the motorist has AAA or another motorist assistance service they can contact for the motorist to provide faster service.
3. UCSF Police Department vehicles are not equipped to handle jump start requests and, as such, officers will not provide jump starts.

G. Towing Service
1. UCSF Police Department employees assisting motorists in need of tow service will inform the ECC of any requests to use a specific tow company or other special requests. Officers should also ask motorists whether they belong to an automobile association.
   a. Immediately notify the ECC of the location and type of emergency
   b. Provide first aid and emergency care as appropriate, while not unjustly endangering themselves or others
   c. Direct additional police officers and emergency personnel to the scene.
2. The ECC shall be responsible for:
   a. Immediate notification of fire/medical or other law enforcement jurisdiction if applicable
   b. Dispatching additional units to the scene
   c. Notifying the on-duty Watch Commander of the incident
   d. Coordinating the response of police and emergency personnel
   e. Maintaining accurate logs of events
   f. Making notifications as necessary.
H. Debris or Hazards on the Roadway
1. Officers observing hazardous conditions, such as those listed below (list not inclusive), will notify the ECC of the incident and the location and take appropriate action to eliminate or reduce the hazard.
   a. Debris in the roadway
   b. Downed power lines
   c. Missing manhole covers
   d. Inoperable traffic lights
   e. Missing traffic control devices.
2. Officers should try to remove debris blocking the roadway whenever possible. If the debris is too large, the officer will advise the ECC and the proper authority: Facilities Management for on-Campus problems or the SFPD.
3. Officers should secure the area to prevent injury or accident. If outside of UCSF Police Department jurisdiction, the responsible agency will be contacted and requested to respond to assume control.
4. Inoperable traffic lights will be reported to the ECC, which will then notify the Department of Public Works and also the SFPD if the outage is creating a hazard.
5. Facility Management problems, such as street lights being out on University property, will be reported to the ECC, which will then report the situation to Facilities Management.
6. Missing traffic control devices within UCSF Police Department jurisdiction that constitute an immediate hazard shall be reported to the ECC and, which will then report it to Facilities Management. If necessary, an officer will be assigned to provide point control until the traffic control devices have been replaced.

I. Hazardous Materials
1. Officers viewing or notified of hazardous materials in a roadway shall notify the ECC immediately.
2. Officers shall identify the problem, and immediately request, through ECC, the response of the SFFD and EHS for incidents on campus.
   a. Additional personnel shall be dispatched to coordinate emergency efforts.
   b. If there are gases involved and escaping, wind direction should be determined and, if necessary, efforts made to begin evacuation procedures. All such commands will come from the Watch Commander.
   c. Traffic, both pedestrian and vehicle, will be diverted away from the scene to permit emergency response and clean-up.
3. The ECC shall also immediately notify the Watch Commander to respond to the scene and assume control of the situation.

J. Arrival of the SFFD and EHS
The SFFD assumes primary control of the emergency scene. EHS personnel also will have concurrent control with the SFFD for on campus incidents.

K. Abandoned Vehicles on the Roadway
1. Officers observing an abandoned vehicle on the roadway within UCSF Police Department jurisdiction will make an effort to find the owner or driver of the vehicle in vicinity. If there is no indication that the owner/driver is in the area, the officer will request the ECC to contact the registered owner to ascertain if the owner knows of the vehicle's location. If no answer is received and the vehicle is in the roadway, after 30 minutes, unless creating a hazard that requires immediate removal, the vehicle may be removed by the UCSF Police Department contract towing company.

2. ECC personnel are responsible for entering any vehicle towed or stored into the computer as a stored or abandoned vehicle, in a timely manner.

3. Records personnel shall be responsible for sending a letter to the registered owner of a vehicle by the next business day after its being towed or stored. The letter shall inform the owner where the vehicle was either abandoned or recovered, that the vehicle is being stored and that it is the owner's responsibility to pay for all associated charges. A copy of the letter shall be maintained for two years.

4. If an abandoned vehicle is not within UCSF Police Department jurisdiction, the agency with jurisdiction shall be contacted and informed of the abandoned vehicle. UCSF Police Department officers may stand-by until the agency of jurisdiction arrives. For hazardous conditions, the officer may place fuses or reflective cones around the vehicle to alert motorists of the hazard.

L. Abandoned Vehicles in Parking Lots
The UCSF Police Department and UCSF Parking and Transportation are responsible for the removal of abandoned vehicles from University of California parking lots.

M. Documentation of Stored or Impounded Vehicles
Whenever a vehicle is stored or impounded by UCSF Police Department, a Vehicle Report shall be completed. This report will be completed prior to the towing or impounding of the vehicle. The report will then be forwarded to the ECC for entry into the computer system.
4.18.3 Tow Service

A. Towing Services

1. Citizens requesting towing assistance for disabled vehicles, vehicles involved in crashes, etc. shall be asked if they have any personal local towing agency preference. If the citizen cites a preferred, local towing agency, that agency will be requested without delay.
   a. When an officer makes a request for a non-preference tow, the ECC shall dispatch the appropriate, non-preference towing agency. If that agency cannot respond at the time of the call with proper equipment and within 30 minutes, the next towing agency shall be called.

2. Information regarding each towed vehicle will be provided to the dispatcher, who will log the request in the towed vehicle log maintained by the ECC. This information will include the license number, license state, VIN and if the owner requested the tow. The officer shall verify that the VIN listed on the registration is consistent with the VIN on the vehicle.
   a. The dispatcher will check the vehicle information to see if the vehicle is reported stolen.

3. It is the responsibility of the officer to complete an Impounded/Towed Vehicle report and a vehicle inventory, per established policy, when the vehicle towed is an unoccupied vehicle or seized as evidence. Towing fees for vehicles seized as evidence shall be the responsibility of the Police Department.

4. When the vehicle is to be processed for evidence it should be processed prior to towing if at all possible. The vehicle to be held as evidence shall be towed to a secure storage facility (i.e., a contract towing company, Evidence, Atlas Towing, City Tow, etc.).

5. All other vehicles towed for the Police Department will be taken to the contracted tow company lot.

6. The officer will remain at the scene until the vehicle has been removed by tow truck. Only the vehicle keys will be turned over to the tow truck driver. Any other keys will be returned to the vehicle owner or placed in the evidence room for safe keeping.

7. The ECC Dispatcher shall notify SFPD Tow Detail of any holds placed against it.

8. The tow ticket, Impounded/Towed Vehicle report and inventory report shall be submitted along with the officer’s report prior to the officer going off duty.

9. It is understood that the citizens requesting tow services will ultimately be paying for these services and poor quality service will not be tolerated.
Officers shall notify their supervisors of any service agency that either renders poor service or is incapable of providing quality service because of inadequate equipment or personnel. This information will be forwarded through the chain of command to the FSD Captain.

B. Inventory of Towed Vehicles

It is important to conduct the inventory of a towed vehicle in a consistent and standardized fashion, according to Department policy. Failure to conduct the inventory according to a consistent and standard procedure may result in the inadmissibility of any contraband or evidence of a crime discovered in the process of the inventory. The Vehicle Inventory Form will be completed and included with the related vehicle tow and/or incident paperwork.

1. The officer requesting a vehicle tow will be responsible for conducting the inventory of the towed vehicle. An inventory of a towed vehicle will be conducted only under the following circumstances:
   a. The driver is arrested
   b. The vehicle is abandoned
   c. The driver (if the only occupant) is removed to the hospital, and/or
   d. The vehicle is seized as evidence, impounded or seized for forfeiture.
      (1) If the vehicle is seized to obtain evidence and the officer did not see the vehicle being operated on a roadway prior to making contact, a search warrant is required.

2. The officer will inventory the vehicle before leaving the scene. If this is not practical, then an inventory will be conducted as soon as possible. The location, date and time of the inventory will be noted on the inventory form. Any vehicle towed at the owner’s request will not be subject to an inventory.

3. An inventory is conducted for the following reasons:
   a. Protection of the owner’s property in the vehicle or
   b. Protection of the officers against unjustified or theft claims.

   The inventory will be as thorough as possible and will include the contents of locked and closed containers that are designed for or could contain, money and/or small valuables or that could be carried on or about the person. The vehicle trunk and glove box will also be inventoried. All monies and small valuables located in the above described areas will be inventoried and submitted to the evidence room for safekeeping.

C. Release of Towed Vehicles is described in Section 4.18.10 (D), “Tow Policy, Releasing Vehicles.”
4.18.4 Stranded Motorists

A. Many occasions present themselves that call for the immediate removal of a disabled vehicle from a traveled highway, so further traffic problems and/or the possibility of a serious collision may be diminished. At the discretion of the officer, the police vehicle may be used to move the vehicle to the nearest point of safety if the patrol car is equipped with push bumpers.

B. Officers may, at their discretion, transport stranded motorists to the nearest convenient location where assistance may be obtained. However, officers should be certain that assistance is available. When transporting stranded motorists, officers should give the dispatcher their starting and ending mileage and their beginning and ending locations.

C. Stranded motorists should not be abandoned when exposed to a hazardous situation. Consideration will be given to traffic hazards, location, time of day, weather conditions and priority of calls for service. This does not preclude placing devices to warn oncoming traffic and clearing the scene if conditions are such that this can be done safely. Officers should periodically check to ensure the condition does not deteriorate.

D. Officers who assist stranded motorists should remain alert to the following possibilities: the vehicle in the possession of the motorist has not been authorized for their use; the vehicle is in unsafe operating condition; the motorist is unlicensed to drive; the motorist is incapable of safely operating the vehicle and/or the vehicle’s occupants have engaged in criminal activity.

E. Officers may provide assistance to motorists in obtaining tow services, if needed, as outlined in 4.18.3, “Tow Service.”

4.18.5 Emergency Assistance

A. Officers will render all practical assistance to users of the roadway who are involved in emergency situations.

B. Vehicle Fires or Hazardous Material Incidents
   1. Officers will immediately advise the dispatcher upon discovery of a vehicle fire or Hazmat incident. The location, type of vehicle, location of fire and cargo (if applicable) will be given to the dispatcher.
   2. The dispatcher will notify the fire department of these facts so an appropriate fire department response can be made.
C. Medical Emergencies
1. Notification – Upon discovery of a medical emergency, the officer will request an ambulance from the dispatcher. When requesting an ambulance, he/she will advise the dispatcher of the type of emergency, location, condition of the patient, including age, race, whether the person is conscious and breathing, and any other pertinent information regarding the emergency.
2. Assistance – After notifying the dispatcher of the nature of the emergency, officers will render as much first aid assistance as possible, with due care.

4.18.6 Escorts

A. Escorts of Emergency Vehicles
1. Officers will not initiate emergency escorts without first receiving clearance by a Watch Commander and notifying the dispatcher.
2. Emergency vehicles, particularly ambulances, will not be escorted by officers except under extreme circumstances with supervisory approval. Two emergency vehicles traveling together more than double the hazard to traffic.
3. An exception would be to escort an emergency vehicle to a hospital when the driver of the emergency vehicle is not familiar with the location of the hospital or when the emergency equipment on the vehicle needing to be escorted is malfunctioning. In unclear situations, the Watch Commander shall be consulted.
4. Civilian vehicles generally will not receive emergency escorts, as officers render appropriate aid, summon an ambulance or transport civilians in their patrol vehicle. However officers can provide emergency escort for a civilian vehicle with the Watch Commander’s approval.

B. Scheduled Escorts
1. Legitimate requests for scheduled law enforcement escort services include, but are not necessarily limited to, those associated with motorcades and other traffic of public officials and dignitaries, oversize vehicles, parades, highway construction and maintenance vehicles, and vehicles with hazardous or unusual cargo.
2. When a request for scheduled escort service is approved, the trip route will be established in advance, along with the maximum speed to be maintained along each segment of the route.
3. Point traffic control will be established, as appropriate, at locations along the scheduled route sufficient to ensure safe passage.
4. Tactical control of the escort will be assigned to the Watch Commander in accordance with the complexity of the escort services being provided.
tactical controller will set the pace of the escort in accordance with prevailing conditions and under no circumstances exceeding the pre-specified maximum speed for any segment of the route. The tactical controller will terminate the escort and resume normal vehicular operation when, in their opinion, conditions are such that continuation of the escort would constitute unacceptable risk to the public.

5. The use of patrol vehicle emergency equipment during the escort will be specified in advance by the appropriate Watch Commander.
   a. Requests for non-emergency escorts should be referred to the FSD Captain or designee. Escort requests for funerals, oversized loads/vehicles or hazardous materials should be referred to private agencies equipped for such details.
   b. Escorts for public officials or other special requests are to be approved in advance by the FSD Captain.

4.18.7 Hazardous Roadway Conditions

A. Hazardous highway and/or environmental conditions are defined as:
   1. Defects in the roadway itself (holes, ruts, or dangerous shoulders)
   2. Lack of, or defects in, highway safety features (e.g., center and roadside striping, reflectors) or improper, damaged, destroyed or visually obstructed traffic control and information signs
   3. Lack of traffic control and information signs (e.g., curve and hill warnings, stop, yield and speed limit signs, street and highway identification)
   4. Lack of mechanical traffic control device or improperly located or malfunctioning traffic control devices
   5. Lack of roadway lighting systems/defective lighting systems
   6. Natural or man-caused obstructions (e.g., fallen trees and rocks, litter, debris, parts of vehicles, broken water mains, downed electrical wires)
   7. Fire and its attendant smoke in areas adjacent to the highway
   8. Vehicles parked or abandoned on or near the roadway.

B. The term “roadside hazard” will refer to all physical features of the roadside environment that are such that a vehicle leaving the road surface for any reason, even momentarily, can impact with them resulting in injury to people or damaged property. Roadside hazards included in the definition are:
   1. Rigid, non-yielding supports for traffic control devices and lights or the non-performance of safety installations (e.g., breakaway sign supports that fail to function properly)
   2. Improperly engineered guard rails
3. Unshielded bridge railings that may not retain an impacting vehicle and redirect it parallel to the roadway as designed
4. Bridge abutments and other hazardous fixed objects built just off the roadway
5. Utility poles, trees, ditches, steep banks, culverts, rock formations and other fixed objects and features beside the road.

C. The following procedure will be followed in identifying, reporting and correcting hazardous roadway, roadside or environmental conditions:
   1. When a hazard is identified and, in the officer’s opinion, the hazard requires immediate correction (such as a fallen tree or downed electrical wire), the officer will immediately inform Dispatch of this situation and identify the assistance or special equipment required. The officer will protect the scene and bystanders, direct traffic and take any other action deemed necessary to correct the situation.
   2. When a hazard is detected that represents a potential crash situation but the threat of such is not imminent (as in the case of a discarded muffler), the officer will inform Dispatch, which will notify Public Works or other proper authority to have the hazard corrected. If the officer can correct the situation, he/she will take appropriate action.

4.18.8 Radioactive and Hazardous Materials

A. Background
   1. A hazardous material is defined as: any element, compound or combination thereof that is flammable, corrosive, explosive, toxic, radioactive, an oxidizer or is highly reactive and that, because of handling, storing, processing and packaging, may have detrimental effects upon operating and emergency personnel, the public, equipment and/or the environment.
   2. Radioactive materials are in current use in hospitals, research laboratories and numerous industrial and military applications, and are transported throughout the state by truck, rail, air and water.
   3. In addition, numerous hazardous materials are transported throughout the state every day. While many of these are in common use, accidents or spills present a serious threat to the health and safety of the general public, especially to the officer who happens to be first on the scene.
   4. Many accidents and other emergencies involve more than one agency and require a cooperative emergency response. It is of extreme importance for all officers to be aware of what actions they should take during hazardous material emergencies.
B. Procedure

1. Radioactive Material
   a. Complete information concerning the incident will be forwarded to the on-duty Watch Commander by the quickest means available. This information will include:
      (1) Basic description (explosion, fire, etc.)
      (2) Exact location
      (3) If possible, all information contained on the Interstate Commerce Commission (ICC) label or labels.
   b. Upon being notified of any such incident, dispatch will notify the SFFD and UCSF EHS (when appropriate), which will in turn notify any other appropriate emergency response agencies.

2. Atomic Weapons
   When it is believed that an accident or incident has occurred involving an atomic weapon (or weapon component) or radioactive material that can be identified with a military service, Dispatch will, in addition to the notification specified in Section 1b. above, request assistance from appropriate military headquarters.

3. Hazardous Material
   First and most important is the safety of the officers and bystanders at the Hazmat scene. The officer should identify the shipments considered hazardous. This is usually accomplished directly or indirectly by descriptive data in shipping documents or on containers, package labels and vehicle placards.
   a. Vehicle or spill sites will always be approached from upwind with the officer’s vehicle windows and vents tightly closed.
   b. Personnel will refer to Department of Transportation resource books for identification of the dangerous substance.
   c. If this information is not readily obtainable due to an incapacitated driver, destruction of a bill of lading or other shipping papers, Dispatch will follow SFFD and UCSF EHS (when applicable) procedures for notification, notify advise Patrol personnel and then contact the Chemical Transportation Emergency Center (CHEMTREC) at 800-424-9300. CHEMTREC provides technical expertise in handling hazardous material emergencies. Basic information needed:
      (1) Name of caller and call-back number
      (2) Location of problem
      (3) Shipper or manufacturer
      (4) Container type
      (5) Rail car or truck number
      (6) Carrier name
(7) Consignee
(8) Local conditions.

4. In the case of hazardous material incidents, officers will isolate the hazard area, evacuate non-essential personnel and make a preliminary hazard identification (i.e., spill, leak, fire). The SFFD and UCSF EHS (when applicable) will be notified immediately of the incident.

4.18.9 Fire Alarm Response Procedures (Revised: 2/16/17)

The University of California Police Department shall provide assistance as needed to the campus community and emergency services personnel during fire alarms/reports of fire.

A. When ECC personnel receive fire alarm activations from Security, building engineers or the Campus Fire Marshall, dispatcher(s) shall do the following:

1. Notify the SFFD and give them the type of alarm activated (pullbox/smoke detector), location of the activation and other related information that may be available.

2. Dispatch UC Police personnel to the fire alarm activation. Police personnel shall be given the type of alarm, location and other related information that may be available.

3. If the alarm activation is in the Medical Center or at Langley Porter, the dispatcher(s) shall notify the Medical Center Telecommunications Office, which will make a "Code Red" announcement.

4. If the alarm activation is in the Ambulatory Care Center (ACC) between 0800-1700 hours, Monday-Friday, the dispatcher(s) shall notify the ACC Administration Office who will make the appropriate voice announcements.

B. When a report of a fire or smell of smoke is received directly by the Police Department, ECC personnel shall do the following:

1. Notify the SFFD and provide their personnel with the type of report (smell of smoke/visual fire), the location and other related information that may be available.

2. Dispatch UC Police personnel to respond to the fire/smell of smoke report. Police personnel shall be given the type of report, location and other related information that may be available.

3. Notify the UCSF Central Utilities Plant and provide their personnel with the type of report, location and other related information that may be available.

4. If the reported location is in the Medical Center or Langley Porter, the dispatcher(s) shall notify the Medical Center Telecommunications Office, which will initiate a "Code Red" announcement.
5. If the reported location is in the ACC, between 0800-1700 hours, Monday-Friday, the dispatcher(s) shall notify the ACC Administrative Office, which will make the appropriate voice announcement.

C. UCPD personnel will respond to fire alarms/reports of fire and do the following:
   1. The first officer on the scene shall assist the SFFD in the fire investigation and coordinate additional assistance, as necessary, with the ECC.
   2. The second officer responding shall wait for SFFD’s arrival and escort them to the scene.
   3. Once SFFD personnel have investigated and declared the area safe, the officer shall activate the “all call paging switch” of the Public Address System (if available) and make the “All Clear” announcement on all floors of the alarm activation.
      a. The officer shall announce three times: "May I have your attention please. This is the UCSF Police Department. It is now ‘All Clear’ to enter the building due to the fire alarm activation on the (list all alarm evacuation floors, e.g. on the 3rd, 4th, 5th & 6th) floors of the Medical Sciences Building."
      b. The officer shall make additional announcements as warranted by the situation (i.e., chemical spills, explosive devices, bomb threats, etc.)
      c. After the “All Clear” announcements are made, the second officer is to check the building’s fire alarm panel (if applicable) for the building’s designated evacuation area. The officer must go to this area and again verbally give the all clear announcements.

D. In emergency cases and upon approval of the SFFD, Campus Fire Marshall or the building manager, the officer shall coordinate an evacuation of the building. During normal business hours, the Chancellor’s Office must be notified of all fire alarm activations inside the Medical Sciences building. During actual fires in buildings that do not have voice notification systems, UC police officers shall use bullhorns and other available means to communicate emergency instructions.

E. The UCPD, Medical Center Security Department, Building Engineers and/or the Campus Fire Marshall have the authority to notify the Medical Center Telecommunications Office to make cancellations of “Code Red” overhead announcements. The ECC must also be notified by the Medical Center Telecommunications Office of all cancellations as soon as possible. Upon confirmation of a false alarm (i.e., burned popcorn, accidental manual pull, etc.), building engineers will silence but not reset the system until the SFFD has declared the area safe.
F. If the SFFD has investigated a fire alarm activation/report of fire in the Medical Center and has declared the building and area safe, ECC personnel shall notify the Medical Center Telecommunication Office and tell them that the area is safe for people to reenter the building.

G. In case of an actual fire, the Watch Commander shall ensure that notifications are made. The Watch Commander or the assigned ECC personnel shall make the following notifications:
1. On-call EHS Personnel
2. Campus Fire Marshall
3. State Fire Marshal
4. Chief of Police
5. Chancellor's Office
6. Associate Vice Chancellor of Finance and Administration
7. On-call hospital administrator (Medical Center)
8. Fire and security system manager.

H. False fire alarm activations: the primary officer shall be responsible for providing the ECC with the on-scene Engine Number, its respective Battalion Number, the name of the on-duty SFFD Battalion Chief, and the Central Utilities Plant Engineer who arrived at the scene.

I. Actual fire situations: the primary officer shall assist the SFFD with their investigation and securing the scene. The officer shall also complete a police report including all relevant facts.

4.18.10 Abandoned Vehicles

A. Officers have the authority and responsibility to ensure the safe and efficient flow of vehicular traffic within their jurisdiction. This sometimes requires that vehicles be removed or towed to a place of safety. An officer who finds that a vehicle is left unattended upon a street/highway in violation of any of the City Ordinances or CVC and that constitutes a definite hazard or obstruction to the normal movement of traffic, is authorized to move/tow the vehicle or require the driver or other person in charge of the vehicle to move/tow it to a position off the roadway.

B. Vehicles parked on the public street in the same place in excess of 72 hours will be treated as “abandoned vehicles.” The following procedure will be followed:
1. A police officer will be dispatched to process abandoned vehicle complaints.
2. The officer shall verify the license and VIN number of the vehicle to determine it is not stolen.
3. The officer will attempt to locate and contact the owner and have them remove the vehicle.
4. The officer shall place a “72 Hour Notice of Removal” form on the windshield of the vehicle.
5. If, after 72 hours, the assigned follow-up officer determines that the vehicle has been moved, he/she shall advise the ECC dispatcher to list this information under the originally assigned Incident Number. The 72-Hour Notice will then be filed in the ECC.
6. If the registered owner or person in charge of the vehicle cannot be located and the vehicle has not been moved after 72 hours, the vehicle shall be cited using the appropriate section of the City Traffic Ordinance (TC37(a)). SFPD Form 59 may be used for posting on abandoned vehicles on public streets. UCPD 72-Hour Form may be posted on vehicles parked on State/University property.
7. After towing the vehicle, the officer will complete and submit the abandoned vehicle form via their supervisor to Records, no later than the end of their current shift. The officer will clear the call and use the original case number to complete the Case Report and Vehicle Tow Form.
8. Records will complete the post-tow letter process as per CVC § 22852.

4.18.11 Tow Policy (Revised: 8/2/17)

A. Authorization to Tow
1. The purpose of this directive is to establish guidelines regarding removal/towing of vehicles from public streets and highways.
2. Officers are authorized to remove (and/or impound) or cause to be removed to the tow company impound lot or to a secure storage facility a vehicle found upon a street, highway, public right-of-way or private property under the following circumstances:
   a. (1) When the vehicle presents a traffic hazard
      (2) When the driver is a repeat/chronic offender (CVC § 14602.6) and/or
      (3) There is a likelihood of the vehicle immediately continuing to be illegally operated.
   b. When a report has been made that the vehicle was stolen or taken without the owner’s consent
   c. When a vehicle on the street is so disabled as to constitute an obstruction to traffic, and the person or persons in charge of the vehicle are, by reason of physical injury, incapacitated to such an extent as to be unable to provide for its custody or removal
   d. When removal is necessary in the interest of public safety because of fire, flood, storm, snow or other emergency reason.
B. Special Considerations

1. In lieu of towing, the officer has the discretion to release the vehicle to a responsible person (with a valid driver’s license) of the owner’s choice once ownership has been verified.

2. If the vehicle is reported stolen, officers will determine who the reporting agency is and whether the vehicle should be held for evidentiary purposes. If another agency is the reporting agency, such agency will be contacted.
   a. If the stolen vehicle is not to be held for evidentiary purposes or other reasons, the officer or dispatcher will contact the owner with instructions to come to the scene and claim the vehicle.
   b. If the owner of the vehicle is unknown or unable to respond immediately, the vehicle will be towed. Financial settlement with the towing service prior to release is the owner’s responsibility. There is no Police Department administrative processing fee for returned stolen vehicles.
   c. If possible the vehicle should be processed for evidence at the scene and the owner notified to claim the vehicle there.

3. Vehicles parked unlawfully on the streets will be handled in the following manner:
   a. If the vehicle is parked in such a manner that there is no clear and present traffic safety need, the officer will take regular enforcement action, but the vehicle will not be towed.
   b. Whenever an officer finds an unattended vehicle that constitutes an obstruction to traffic, that vehicle may be towed.

4. When a vehicle is involved in a traffic crash, the officer will contact the dispatcher and have the appropriate tow company respond to the scene. If there is an owner’s request for a specific tow company, every effort should be made to contact that tow company.

C. Traffic Offender Program

1. Under CVC § 14602.6a, whenever a peace officer determines that a person is driving a vehicle while his or her driving privilege is suspended or revoked or without ever having been issued a license, the peace officer may immediately arrest that person and cause the removal and seizure of that vehicle. If the officer believes that other crimes have been committed by this person, (e.g., drugs in vehicle, DUI, warrants) or the officer cannot verify identity of the driver, the officer may book the driver for the misdemeanor violation.

2. When an officer tows a vehicle for a violation in the Traffic Offender Program, an administrative fee of $178.00 will be charged. This fee is to be collected at the time the release paper work is completed by an ECC
dispatcher. This is in addition to the tow company storage charges, outstanding registration fees or other fees that may be due before the vehicle can be released.

D. Releasing Vehicles
1. Anyone desiring to take possession of a towed or impounded vehicle shall be referred directly to the ECC at the UCSF Police Department where a Release Form can be obtained. A cash administrative tow fee of $170.00 is required for vehicles that are towed for certain moving violations (i.e., suspended driver’s license, DUI, etc.). For vehicles towed pursuant to a parking violation, excluding stolen vehicle recovery, a cash administrative tow fee of $84.00 is required (i.e., shuttle zone violation, blocking driveway, etc.).

2. No vehicle may be released if there is a “HOLD” against it. In such instances, the contracted tow company shall be contacted to check with the Police Department to determine if the “HOLD” has been released.

3. The contracted tow company will release a vehicle to the person authorized to receive it after approval by the Police Department. A vehicle may be released to the owner or his/her agent. If released to an agent, the agent should present the owner’s notarized, written authorization. This authorization shall be attached to the original incident report. In all instances, a valid driver’s license shall be required; a photocopy shall be attached to the incident report. Final determination for releasing a vehicle shall be made by the Watch Commander.

E. Tow Hearing
1. CVC § 22852 provides that the owner or agent of a stored vehicle may receive a post-storage hearing to determine the validity of the tow and/or storage.

2. The CVC requires that the hearing be requested within ten days of the date the DOJ “Notice of Stored Vehicle” form is mailed by the Police Department.

3. The right to a post-storage hearing applies to all tows except for vehicles impounded for investigations pursuant to CVC § 22655.

4. Tow hearings may be requested in person through the Watch Commander or in writing 24 hours a day.

5. Tow hearings shall be conducted by the Watch Commander or designee within 48 hours of the request, excluding weekends and holidays. The hearing officer must not be the same person who directed the storage of the vehicle.

6. Hearings shall be conducted daily between 0800 and 1700 hours or at the Watch Commander’s discretion.
7. An electronic log shall be maintained in the Watch Commander’s office. The electronic log shall contain the name, address, phone number and business phone of the citizen requesting the hearing. Also included shall be the date and time of the hearing appointment.

8. The Traffic Hearing Officer shall hear the reasons why the citizen alleges the tow is invalid. The Traffic Hearing Officer shall research the claim and render a judgment based on his/her findings.

9. If the Traffic Hearing Officer finds the tow valid under CVC Standards, the citizen will be held responsible for the resolution of all financial liens against his/her vehicle before the vehicle can be released.

10. If the Traffic Hearing Officer finds the tow invalid under CVC Standards, the UCPD will assume financial responsibility for the cost of the initial tow and one day storage

4.18.12 Tow Records (Revised: 6/2/17)

A. Policy

1. Whenever a vehicle is removed, stored or towed at the direction of an officer, a tow receipt and inventory report will be completed. The receipt will show the time, date, location, requesting officer, reason for the removal or tow, the towing service, vehicle information and storage location of the vehicle. The inventory report will be completed as described in 4.17.3, “Tow Service.”

2. When a vehicle is impounded and a responsible person is readily available, officers shall provide the person in possession of the vehicle with a Notice of Impoundment.

3. A dispatcher will check to see if the vehicle is wanted or stolen, determine the registered owner and forward this information to the officer requesting the tow.

4. It is the responsibility of the officer towing the vehicle to ensure the vehicle is entered into the CLETES.

5. Upon completion of all tow receipts and inventory reports, a copy of the tow receipt, inventory report and owner’s registration will be attached to the investigative report. The completed tow report will be taken to the ECC for placement in the “Tow Book,” no later than the end of the officer’s current shift. ECC Personnel will maintain a record of all vehicles removed, stored or towed. When a vehicle is released, the record of the tow will be maintained in the Records Management System.

6. Records personnel will send a certified return receipt requested letter to the DMV registered owner(s) and lien holder(s) within 48 hours, advising of the impound and the intended disposition of the vehicle.
4.18.13 Educational Materials *(Issued: 2/22/08)*

The Crime Prevention Unit will have the responsibility to maintain educational materials on traffic safety. These materials will be made available to the public in the lobby/public areas of the Police Department facilities, at appropriate programs and or in publications sponsored by the Police Department.

4.19 PRISONER TRANSPORTATION: TRANSPORT OPERATIONS

4.19.1 Prisoner Search

All prisoners will be searched by the transporting officer prior to being placed in a police vehicle.

4.19.2 Vehicle Search

A. Officers shall thoroughly search their police vehicle prior to and at the end of their shift.

B. Officers shall thoroughly search their police vehicle prior to and after they transport a prisoner.

C. All contraband or property seized from a police unit will be marked, tagged and placed into an Evidence Locker. A report will be submitted for supervisory review.

4.19.3 Vehicle Inspection

A. All officers shall inspect their police vehicle to ensure it is in good operating condition and equipped with the required safety items and other supplies at the beginning of each shift.

B. If a piece of equipment is found to be in disrepair, missing, damaged or unusable, the officer will replace it. If the item cannot be replaced immediately, the officer shall submit a Vehicle Information Form to the Watch Commander. The Watch Commander shall then forward the request for service to the Equipment Officer.

C. Police vehicles that are unusable for any reason shall be immediately secured by the officer and reported to the Watch Commander.
4.19.4 Prisoner Transportation

A. Automobiles
   1. Prisoners shall be properly restrained and transported in the back seat of a patrol vehicle equipped with a safety barrier between the officer and the prisoner. The prisoner shall be placed in a position to allow the transporting officer the greatest degree of visibility and control of the prisoner. In most circumstances, the prisoner shall be placed in the rear, right-hand seat of the transport vehicle. The positioning of the prisoner shall allow the prisoner the greatest amount of comfort while providing maximum security. To reduce the possibility of positional asphyxia, the prisoner shall be transported in a seated, upright position.
   2. In vehicles not equipped with a safety barrier the prisoner shall be placed in the right rear seat of the vehicle with the second officer occupying the left rear seat. Single officer units shall not transport a prisoner without a safety barrier.
   3. Proper restraining devices (i.e., handcuffs or leg restraints) shall be used to restrain the prisoner. They shall be applied tightly enough to prevent them from slipping off. Handcuffs shall be double-locked. Prisoners are never to be secured to any part of the vehicle.
   4. Prior to transporting a prisoner(s), officers shall notify the dispatcher of the number of suspects, the location, the destination and whether they are female, male or juvenile. When transporting a prisoner of the opposite sex of the officer, the starting and ending mileage with vehicle number will be given to Dispatch to record.
   5. More than one prisoner may be transported together. However, a female prisoner may not be transported with a male prisoner, and a juvenile may not be transported with an adult.

4.19.5 Visual Observation

A. Transporting officers will visually observe prisoners in their custody at all times.

B. A female officer will accompany female prisoners on any trip of extended distance or greater than eight hours.

4.19.6 Meals

A. On any extended trip during which it is necessary to make rest or meal stops, the locations will be chosen at random.
B. Public facilities should be avoided and drive-through facilities used whenever possible.

4.19.7 Assistance to Others

A. Transporting officer(s) shall not stop to render law enforcement assistance along the transport route unless an extreme emergency exists. Should the officer(s) stop, an attempt shall be made to immediately contact the appropriate local agency and notify them of the following:
   1. The identity of the officer(s)
   2. The officer’s status
   3. The nature and location of the incident.

B. The transporting officer(s) will only remain at the scene of an emergency until proper assistance has arrived.

C. Transporting officers shall not become involved in a pursuit, roadblock or other situation which might create a risk of harm to the prisoner.

4.19.8 Escapes

A. If a prisoner escapes while being transported, the following persons shall be immediately notified by the transporting officer:
   1. ECC (immediately)
   2. On-duty Watch Commander
   3. Immediate police jurisdiction
   4. Surrounding police jurisdictions.

B. The following reports shall be submitted by the transport officer(s):
   1. Police Incident report
   2. Memorandum to the Chief of Police, via chain of command, outlining the details of the escape
   3. Loss of Equipment report
   4. Any other reports as deemed necessary by the Watch Commander.

C. Other Actions to Be Taken
   1. Notify the police agency in the jurisdiction of the last known address of the escapee
   2. Send teletype message to the surrounding police jurisdictions.
4.19.9 Prisoner Communication

A. Prisoner rights to communicate with attorneys, clergy, family and/or others will not normally be permitted during transports.

B. If special circumstances arise that, in the officer’s opinion, necessitate an exception to the above restriction, the officer may allow the prisoner to communicate with another person. It will be the responsibility of the officer to monitor any such communication and make a notation in his/her report.

4.19.10 Transport to Other Detention Facilities

The transporting officer will be aware of and follow the procedures at state institutions, SFGH, mental health hospitals, and county correctional facilities. The following policy will apply to all detention facilities:

A. The transporting officer will not enter a secure or receiving area with firearm, baton, oleoresin capsicum spray, knife or other weapon(s)/contraband(s).

B. The transporting officer will advise the receiving officer of any potential medical or security issues.

C. Restraints will only be removed when instructed to by the receiving officer.

D. The transporting officer will be responsible for the exchange of all necessary signatures and paperwork for the transfer.

4.19.11 Transport to Medical Facilities (Revised: 2/16/17)

A. When a prisoner is transported to SFGH for treatment or assessment for booking at the County Jail, the following will apply:
   1. The officer shall ensure the prisoner is sufficiently isolated from other patients and not left unattended or permitted to escape the officer’s immediate control.
   2. If the prisoner is admitted, the transporting officer shall notify the Watch Commander.
   3. The transporting officer will not leave the medical facility until relieved by another officer or directed to by Watch Commander.
   4. The transporting officer will remove the restraints only when it is necessary and requested by the medical staff.
   5. When a prisoner is medically cleared to be booked, the officer will immediately take the prisoner to the County Jail for booking.
4.19.12 Absentia Booking (Revised: 2/16/17)

This order describes officer’s duties and responsibilities when transporting and admitting an arrestee at San Francisco General Hospital, in absentia, into the San Francisco County Jail.

A. An officer transporting an arrestee to SFGH, he/she is responsible for the arrestee until that arrestee is:
   1. Booked into a District Station or the County Jail or
   2. When all of the following conditions have taken place:
      a. The arrestee is admitted by the physician-in-charge
      b. A Field Arrest Card (prisoner housing card) is completed and any relevant prisoner property, including clothing and money, are delivered to the County Jail.
      c. The arrestee is booked at the SFGH Jail Ward, and the officer is normally relieved by a deputy sheriff.

B. The Sheriff’s Department does not accept custody of prisoners who are in the Emergency Room, or in the surgery or recovery wards of SFGH.

C. Officers shall take reasonable steps to ensure that prisoners are under control and that the attending staff is protected from potential prisoner violence. Handcuffs or other restraints may be used when a prisoner exhibits a propensity for violence or escape. The use of restraints shall be determined by the prisoner's demeanor and/or actions.

D. Officers should station themselves outside the treatment room unless requested to remain with the prisoner by the attending medical staff.

E. For less extensive treatment, officers shall decide, after consultation with the attending medical staff, whether it is reasonable to accompany the prisoner(s) into the treatment rooms or to station themselves outside.

F. Officers shall take reasonable steps to maintain visual contact with prisoners. If the treatment room has more than one exit door, an officer shall be positioned at each exit to prevent escape.

G. Officers shall accompany prisoners to and from the X-ray room and take reasonable steps to position themselves in such a manner so as to maintain visual contact. If the X-ray room has more than one exit door an officer shall be positioned at each exit door to prevent escape.
H. If the prisoner has not been admitted to the hospital prior to surgery, officers should attempt to have the prisoner admitted and obtain the Sheriff’s assistance. In the case of emergency surgery before admission to the hospital, officers shall position themselves outside the operating room, making sure each exit door is guarded.

I. Visitors shall not be allowed in any treatment area or allowed to interact with prisoners.

J. Absentia Booking Duties
1. If the physician-in-charge decides to admit an adult arrestee, the officer shall follow these procedures:
   a. Complete a Field Arrest Card (prisoner housing card) and deliver it to the County Jail. If the prisoner has personal property, deliver it to the County Jail along with the Field Arrest Card.
   b. Call Ward 7D (medical) or Ward 7L (psychiatric) to confirm that the "absentia booking" has been completed. If so, take the prisoner to the ward and wait to be formally relieved.
   c. If the prisoner is admitted to a ward other than Ward 7D or 7L, notify the Watch Commander at Ward 7D, so a deputy sheriff can be sent to relieve the UCPD officer.
2. If the prisoner is a juvenile being admitted to the hospital, procedures are to:
   a. Contact the person in charge at the Youth Guidance Center (YGC) to determine whether the juvenile should be booked. If cause for booking exists, The YGC will immediately send a counselor to the hospital to relieve the officer.
   b. Complete an admission form. After being relieved by the counselor, take the completed form to YGC and leave it with the person in charge.
3. If your prisoner is admitted into a medical facility other than SFGH, notify the Sheriff’s Department and follow the procedures for absentia bookings outlined in this order.

4.20 PRISONER TRANSPORTATION: SPECIAL TRANSPORT SITUATIONS

4.20.1 Transporting Prisoners of the Opposite Sex

The following procedure will be observed when an officer transports a prisoner of the opposite sex:
A. Upon beginning transportation, the officer will advise the dispatcher of the starting location, vehicle number, mileage, and destination.

B. The dispatcher will acknowledge and provide a verbal time stamp for the beginning time of the transport.

C. Upon arriving at the destination, the officer will advise the dispatcher of the following ending mileage and location.

D. The dispatcher will acknowledge and provide a verbal time stamp for the ending time of the transport.

4.20.2 Transporting Disabled Prisoners

Special attention and care shall be taken for the safety of the officer and the prisoner when transporting individuals who are physically and/or mentally disabled.

A. Restraining devices shall be used on all disabled, injured or ill persons, unless the nature of the disability is such that the transport poses no risk of escape, harm or injury to them, other prisoners or the transporting officer.

B. Restraining prisoners wearing prosthetic devices frequently requires ingenuity and a concern for the safety of both the prisoner and the officer. A prisoner wearing a prosthetic device must be thoroughly searched, including a search of the prosthetic device. Handcuffs and leg restraints may be used to restrain prisoners wearing prosthetic devices.

C. Medicine, medicinal supplies, walking aids, prosthetic devices or any other such items needing to accompany the prisoner during transport will be placed in an area of the vehicle inaccessible to the prisoner.

D. If a prisoner becomes sick or injured during the transport, the transporting officer shall seek medical attention at the first reasonable opportunity.

E. Mentally disturbed persons require special care when applying restraints and, if there is a risk of prisoner injury, plastic “flex cuff” restraints may be used in place of traditional handcuffs.

F. If a prisoner is physically and/or mentally disabled to a degree that the officer believes the prisoner cannot be safely transported in a police vehicle, the officer shall contact the Watch Commander. It may be possible to cite and release the prisoner in the field if custody is not absolutely necessary. If cite and release is
not an option for the prisoner, the prisoner may be transported in an ambulance if accompanied by an officer.

G. If an arrestee is mobility impaired and cannot be transported in a patrol vehicle, the officer should contact the ECC and request a paratransit taxi from the Yellow Cab Company. One officer will be required to accompany the taxi driver during the transport. A second officer should follow the taxi to provide backup and transportation following booking.

4.20.3 Transporting Sick or Injured Prisoners (Revised: 2/22/08)

A. Any prisoner who has sustained an injury that warrants medical attention during an arrest will not be transported to the County Jail unless field clearance is received by San Francisco EMS.

B. The prisoner may be taken to and offered treatment at SFGH before being transported to the County Jail if necessary. If the prisoner refuses treatment, a copy of the refusal form will be obtained from the hospital by the officer. The original will be given to the County Jail triage nurse. This information will be documented in the officer’s arrest report. Consideration should be given to releasing the prisoner in the field if possible.

C. Any prisoner who has or has potentially sustained a substantial injury during an arrest shall be transported by ambulance to the SFGH Emergency Room. When a prisoner is transported to a medical facility and is admitted to the facility by the attending physician, the officer will immediately notify the Watch Commander and utilize the following procedures to ensure control of the detainee.
   1. Have the detainee released from custody, if possible and appropriate.
   2. If the detainee has to remain in police custody, the medical personnel should be requested to put the detainee in a private room, if available, and/or booked in absentia (refer to General Order 4.19.12, “Absentia Booking”).
   3. The detainee should be observed at all times and normal restraining devices utilized. Officers should consult with medical personnel in reference to the best utilization of restraining devices.

D. The same procedures covered in Section C, apply to the commitment of mentally disturbed persons, with the exception that officers may be relieved when the subject has completed the intake process and is turned over to the facility staff.
E. All officers involved in the arrest of a suspect who sustains an injury will submit a police report detailing the circumstances of the incident. Reports will be completed by the involved officers prior to the end of their tour of duty.

F. The Watch Commander will attempt to photograph any injuries of the prisoner and obtain a statement from the prisoner and any witnesses.

4.20.4 Restraints on Disabled Prisoners

The safety of the prisoner and the officer must be considered when transporting a physically or mentally disabled individual. It should never be assumed that restraining devices are not required on a disabled prisoner. General Order 4.20.2, “Transporting Disabled Prisoners” further describes the use of safety restraints when transporting disabled prisoners.

4.20.5 Restraints on Sick and Injured Prisoners

Sick or injured prisoners shall be handcuffed prior to being transported unless the application of restraints would further compound the injuries. A second officer shall be called to assist in the transportation of any injured or sick prisoner who cannot be handcuffed.

4.20.6 Special Situations

Prisoners shall be handcuffed at all times during situations such as visits to medical facilities. The only exceptions will be if the handcuffs must be removed for medical treatment. If the handcuffs are to be removed, the officer will accomplish this in a manner that reduces the possibility of the prisoner escaping or inflicting injury on him/herself or others.

4.20.7 Restraints during Transport (Revised: 2/16/17)

All arrested persons and persons in protective custody who are to be transported to a detention facility will be handcuffed as soon as practical prior to being transported.

A. Unless exceptional circumstances exist, all arrested or detained persons shall be handcuffed with their hands behind their back during transport. Handcuffs shall be placed in such a manner so as to reduce the possibility of injury and shall be double-locked whenever possible. Exceptions may be made in limited instances at the discretion of the transporting officer and may include:
1. Physically impaired or otherwise incapacitated persons
2. Elderly or ill persons arrested for minor offenses
3. Multiple arrestees when limited handcuffs or transport vehicles available. In such cases it may be necessary to use alternate restraints and/or to secure arrestees together with their arms intertwined and their hands handcuffed in front.

4. Duration of transport: A transport of several hours may require that a prisoner be secured with alternate restraints.

B. All arrested or detained persons being transported in a police vehicle shall be properly secured with a seat belt when practical.

C. The use of leg shackles and soft restraints is permissible when transporting a prisoner to or from another institution. Factors to consider before using these devices include:
   1. Nature of charges against the prisoner
   2. Escape potential of the prisoner
   3. Risk of assault by the prisoner
   4. The sentence the prisoner is serving or may be subject to serve
   5. Duration of transport.

D. No person shall be handcuffed to any part of a vehicle.

E. No prisoner shall be left unattended while in a vehicle.

F. Officers will use the following procedures when taking a prisoner to the San Francisco County Jail:
   1. All prisoners entering the correctional facility will be escorted into the facility through the sally port entrance only. This includes prisoners who are walked into the facility from outside.
   2. Upon arrival, officers shall notify Dispatch and pull up in the police vehicle, in front of the electronic door.
   3. After driving into the sally port, officers are to secure their sidearms and other personal weapons in the lock boxes provided. This includes knives, ammunition, batons and chemical agents.
   4. After all weapons are secured; the officers may remove the prisoner from the vehicle.
   5. Once inside the County Jail, handcuffs will only be removed to conduct a preliminary booking search (i.e., metal detector, shoes and socks, etc.).
   6. When leaving, the officers will advise Dispatch they are back in service once they are clear of the sliding sally port door.
4.20.8 Transporting Mentally Disturbed Persons

A. The guidelines outlined in Section 4.20.7, “Restraints during Transport” are applicable to situations involving the transport of mentally handicapped or mentally disturbed persons, provided that person is being detained as a danger to him/herself or others, or where that person is in custody for a criminal offense.

B. When practical, restraints should be utilized in all other transports of mentally ill or mentally disturbed persons in police custody.

C. The officer shall document the restraint and method of application used during the transport of any mentally ill or disturbed person in his/her report.

4.21 PRISONER TRANSPORTATION: TRANSPORT EQUIPMENT

4.21.1 Safety Barriers

Patrol vehicles that are used for prisoner transports shall be equipped with safety barriers. Barriers shall be constructed so as to prevent the prisoner from having access to the driver’s compartment. The barrier should reduce the opportunity for foreign objects to be introduced into the driver’s compartment from the transport compartment. At least the upper portion of the barrier shall be constructed of a transparent material that will provide adequate protection, while still allowing the driver to observe the activities of the prisoner. A portion of the barrier shall allow conversation between the driver compartment and prisoner compartment if desired.

4.21.2 Vehicle Modifications

In order to minimize opportunities for prisoners to escape the transport vehicle, all prisoner transport compartments shall be modified so that all door and window controls inside the prisoner transport compartment are inoperable. All doors and windows for this compartment shall be operable only from the driver compartment or from outside the vehicle.

4.22 PRISONER TRANSPORTATION: DOCUMENTATION

4.22.1 Identification of Prisoners

A. The transporting officer shall verify the identity of any prisoner being taken to jail or any other facility.
B. Identification may be accomplished through mug shots, fingerprints or any other method that will assure the officer of the correct identity of the prisoner being transported.

4.22.2 Security Information

A. Information regarding any potential security risks presented by a prisoner will be documented and sent to the facility by the transporting officer.

4.23 LAW ENFORCEMENT FACILITY INTERVIEW AND BOOKING

4.23.1 Booking Process (Revised: 6/5/17)

A. It is the responsibility of the arresting officer to thoroughly pat search a prisoner at the incarceration facility for weapons and drugs and to remove of all property prior to releasing custody of the prisoner to facility in-take officers.

B. The San Francisco Sheriff's Department prefers searches of prisoners and the preparation of the property envelope prior to booking. The type of search will be based on the elements of the current criminal charges, prior criminal history or reasonable suspicion that the prisoner is in possession of contraband. The following procedures outline allowable kinds of searches of persons prior to booking:
   1. All arrestees entering the San Francisco County Jail system will be processed through a booking search. This search will be either a "pat search" performed in conjunction with a hand held metal detector or a strip search in exigent circumstances. Strip searches are usually conducted at the County Jail.

C. A booking search will be conducted in a professional manner.
   1. The arrestee will be instructed to raise his/her hands out to his/her sides and hold them at shoulder height. The searching officer shall then:
      a. Conduct a thorough search of the arrestee's clothing to include shirt pockets, pant or trouser pockets, jacket pockets, seams and linings.
      b. The searching officer will make sure that he/she has thoroughly searched all possible areas of concealment in the arrestee's clothing for weapons.
      c. The searching officer will then scan the arrestee's body with a hand-held metal detector provided by the Sheriff's Department. The metal detector will be held close enough to the body to be effective.
d. The searching officer will direct the arrestee to remove his/her shoes and socks.

e. The searching officer will thoroughly search the shoes and socks and closely examine the interior, sides and bottoms of shoes. The shoes shall be banged together.

D. Unless there are exigent circumstances, strip search will be conducted by the County Jail. They are to be conducted only when one of the following conditions apply:

1. The arrestee is charged with a crime involving drugs, weapons or violence.
2. The arrestee has a criminal history involving drugs, weapons or violence.
3. No strip search may be conducted without the prior written authorization from the supervising officer on duty, pursuant to PC § 4030.

a. This request may be made by the arresting, transporting or booking officer when he/she has a reasonable suspicion on the basis of specific facts the officer can articulate concerning the arrestee’s concealment of a weapon or contraband.

b. Records of approved searches by a supervisor shall be attached to police reports in the agency’s records and made available on request to the person searched or his/her authorized representative.

E. A same sex officer will conduct arrestee strip searches unless exigent circumstances are a factor and no same sex officer is available.

F. The search will be conducted in a professional manner in an area allowing for a reasonable degree of privacy of the arrestee.

G. Strip searches are conducted by the Sheriff’s Department.

H. In the event that prohibited items are discovered in the course of the search of an arrestee, the arresting officer shall make the following determination based on the type of item found:

1. Weapons, drugs, or other chargeable items will be confiscated for evidence and the arrestee charged.
2. Personal items that are prohibited in the jail, but not illegal, shall be booked into the arrestee's property.

I. The arresting officers shall fulfill the following responsibilities when booking a prisoner into San Francisco City/County incarceration facilities:

1. All applicable items on the arrest record card (blue for felonies, white for misdemeanors) shall be supplied to the booking in-take officer by the
arresting officer(s). A copy of this arrest card shall be obtained from the receiving officer detailing the prisoner transaction.

2. A complete wants and warrants check shall be conducted by the ECC on all arrestees prior to booking and documented on the arrest record card; this will include the name of the San Francisco Central Warrants Bureau contact person.

3. The arresting officer shall utilize a UCSF Police case number and a SFPD Outside Agency Case number, obtained from the ECC, to identify all documents associated with the arrest case. Warrant arrests and PC § 647(f), Drunk in Public arrests shall not have an Outside Agency Case number.

4. The arresting officer shall take a photograph of the prisoner using one of the Department digital cameras, which are stored in the trunk of each patrol vehicle.

5. In those instances where an individual is physically arrested and transported to jail, the arresting officer shall not issue to the individual a Notice to Appear (citation).

6. The arresting officer shall secure his/her firearm for safekeeping prior to entering the jail.

7. The arresting officer shall advise the receiving agency personnel of any potential medical or security hazards.

8. The arresting officer shall remove any restraining devices from the arrestee after jail staff have directed the officer and arrestee to an intake holding cell and the officer and arrestee are in the cell. The arresting officer will then complete the intake procedure in accordance with the San Francisco County Sheriff’s Office arrestee intake protocol.

4.23.2 Detained Juveniles

In the event a juvenile has committed a crime or other violation or is being held as a runaway the officer shall detain the juvenile in accordance with California State Law. The parent or guardian of the juvenile shall be contacted as soon as possible. Whenever practical the juvenile should be released to the parent/guardian in the field. If a parent/guardian is cannot be contacted, the officer shall notify the supervisor, so arrangements with another juvenile services or juvenile detention agency may be made.

4.23.3 Detoxification (Revised: 2/16/17)

Officers who are dealing with an intoxicated person as defined in PC § 647 (F), “Public Intoxication,” may want to consider the Mobile Assistance Program Homeless Outreach Team (HOT) as an alternative to arresting the individual. The MAPHOT is a detoxification program, which will respond to the location of an intoxicated person upon
the request of the officer and transport the person to a detoxification center. The person must be conscious, not in need of emergency medical help and non-violent. MAPHOT can be contacted via the ECC.

Police officers have the duty to care for those individuals who are unable to care for themselves. Intoxicated individuals who are unable to care for themselves should be assessed by medical personnel. Upon the completion of the medical assessment, the individual may be transported by ambulance to the hospital or, if medically cleared, the officer may book him/her into the County Jail and request that he/she be released when sober. This is only if the individual is arrested for being publicly intoxicated with no other crimes committed.

4.23.4 Medical Questions (Revised: 2/16/17)

A. All persons who enter the County Jail for the purpose of booking or arrest will be asked by the Triage Nurse the following questions:
   1. Do you have any pain, bleeding or other symptoms requiring medical attention?
   2. Do you have existing medical conditions that require ongoing treatment and/or medication?
   3. Have you ever attempted suicide? Are you contemplating it now?

B. Arrestees who are not medically cleared for jail incarceration due to medical problems shall be incarcerated at the SFGH Sheriff’s Detention Ward, 1001 Potrero Street, San Francisco.

4.23.5 Inventory of Property

All property removed from a person for safekeeping and/or officer safety, will be inventoried. All money items will be counted and verified by the Deputy Sheriff. A copy of the inventory sheet shall be completed and attached to the arrest report.

4.24 AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) PROGRAM

4.24.1 Program Overview and Authority (Revised: 8/1/14)

This document applies to the UCSF Police Department’s use of the Zoll AED Plus Automatic External Defibrillator.

The intent of this program is to provide trained police staff with the equipment and training they need in order to properly apply external defibrillation should the need arise. Each marked police vehicle will be equipped with an AED. Additionally, AEDs will be
available at the Police facilities at Mission Bay (Genentech Hall Security Desk), Mission Center Building (Security Desk) and 654 Minnesota Street (1st Floor Reception Desk).

Any and all use of an AED, training requirements, policies and procedures, reviews and post-event reviews will be conducted under the auspices of the program’s Medical Director.

4.24.2 Definitions (Issued: 2/24/10)

A. “AED” refers to the Zoll AED Plus, an automated external defibrillator capable of cardiac rhythm analysis, which will charge and deliver a shock after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia when applied to an unconscious patient with absent respirations and no signs of circulation. The automated external defibrillator requires user interaction in order to deliver a shock.

B. An “Authorized Individual” refers to an individual who has successfully completed a defibrillator training program, has successfully passed the appropriate competency-based written and skills examinations and maintains competency by participating in annual reviews that are conducted by the Department’s Professional Standards Unit Sergeant. The Authorized Individual is required to adhere to the policies set forth in General Order 4.24, “Automatic External Defibrillator Program.”

C. “AED Service Provider” means any agency, business, organization or individual who purchases an AED for use in a medical emergency involving an unconscious person who has no signs of circulation. This definition does not apply to individuals who have been prescribed an AED by a physician for use on a specifically identified individual. Upon approval and implementation of this policy, the UCSF Police Department is defined as an AED Service Provider.

D. “Prescribing Physician” is a physician licensed in the state of California, who issues a written order for the use of the AED by Authorized Individuals.

E. The “Medical Director” meets the requirement of a prescribing physician and may also be the prescribing physician. The Medical Director ensures that all AED regulatory requirements are implemented.

4.24.3 Program Coordinator (Revised: 2/16/17)

A. For the effective duration of these policies and procedures, the Director of Emergency Management is also defined as the Program Coordinator (also referred
in other documents and law as a Site Coordinator). The Program Coordinator is responsible for the overall coordination, implementation and continued operation of the program.

B. The Program Coordinator or designee will be available in person or by phone within a reasonable amount of time to answer any questions or concerns of the Authorized Individuals.

C. The Program Coordinator or designee shall ensure that all issues related to training, such as scheduling of basic and periodic reviews, maintenance of training standards and Authorized Individual status and record keeping, are managed on a continuing basis.

D. The Program Coordinator will assure that all equipment stock levels are maintained and/or ordered as stipulated in General Order 4.24.4, “Equipment” and readiness checks and record maintenance are done in accordance with Title XXII, Health and Safety Code requirements and manufacturer’s recommendations. The Property Analyst is expected to conduct these functions on behalf of the Program Coordinator as directed.

E. If the Program Coordinator or designee has a quality assurance issue that needs to be addressed, he/she will contact the Medical Director.

F. The Program Coordinator will ensure that the ECC has a listing of telephone numbers for all personnel and agencies associated with the program. All involved staff members are required to notify the Program Coordinator with contact information changes within 72 hours.

G. The Program Coordinator or designee shall notify the local EMS agency of the existence, location and type of AED used.

**4.24.4 Equipment (Revised: 8/1/14)**

A. The number and types of AED equipment will be maintained as outlined below as equipment is used or exceeds the expiration date. On behalf of the Program Coordinator, the Property Analyst will ensure that replacements are ordered. The equipment’s location and hours of availability will be as shown in Appendix 4.24-D.

B. The following stock levels and expiration dates will be checked every month and maintained as follows:
4.24.5 Training (Revised: 8/1/14)

A. The AED training course shall consist of not fewer than four hours of instruction and will comply with American Red Cross or American Heart Association standards. The required hours for an AED training program can be reduced by no more than three hours for students who can show they have been certified in a basic CPR course during the past year and demonstrate that they are proficient in the current techniques of CPR. All UCSF police officers below the rank of Lieutenant are required to successfully complete AED training as part of their CPR training. Additional non-sworn staff may be trained to assist with AED operations at the three fixed locations.

B. The full four-hour course will include the following topics and skills:
1. Basic CPR skills
2. Proper use, maintenance and periodic inspection of the AED
3. The importance of CPR, defibrillation, advanced life support, adequate airway care and internal emergency response system
4. How to recognize the warning signs of heart attack and stroke
5. Overview of the local EMS system, including 9-1-1 access and interaction with EMS
6. Assessment of an unconscious patient to include evaluation of airway, breathing and circulation, in order to determine if cardiac arrest has occurred and the appropriateness of applying and activation of AED.
7. Information relating to defibrillator safety precautions to enable the individual to administer shocks without jeopardizing the safety of the patient, the Authorized Individual or other nearby persons, to include but not be limited to:
   a. Age and weight restrictions for the use of the AED
   b. How to handle the presence of water of liquid on or around the victim
c. How address the presence of transdermal medications, implanted pacemakers or automatic implanted cardioverter-defibrillators
d. Recognition that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged.
e. Rapid, accurate assessment of the patient’s post-shock status to determine if further activation of the AED is necessary
f. Authorized Individual’s responsibility for continuation of care, such as application of repeated shocks if necessary and/or attending to the patient on the way to the hospital if indicated or until the arrival of professional medical personnel.

C. The Program Coordinator is required to ensure that AED course completion documentation is maintained in each successful participant’s training file and each successful participant is issued a certification card indicating they are authorized to utilize an AED.

D. The required training material must be consistent with the standards of the American Heart Association or American Red Cross, although it does not have to be the American Heart Association or American Red Cross text.

E. Basic and review sessions will be conducted according to the following schedule:
   1. CPR/AED renewal will be conducted at least every other year.
   2. The Program Coordinator may schedule reviews as deemed necessary.

F. Training records will include documentation of defibrillation skills proficiency.

G. Further information relating to the UCSF Police Department’s policy, protocol and program standards for Public Automatic Defibrillators (PAD) can be located in Appendix 4.24-G.

4.24.6 AED Procedures (Revised: 2/16/17)

A. In order to be eligible to use an AED on an appropriate patient, the individual officer will:
   1. Meet the training requirements set forth in these policy and procedures
   2. Pass competency-based written and skills recognition examinations
   3. Comply with the requirements set forth in these policies and procedures. Failure to comply with these requirements shall result in the suspension of the individual’s authorization.

The authorization period for a trained responder will stay in effect as long as he/she adheres to the program guidelines. Authorization shall be rescinded in the
event of termination of the individual's association with the UCSF Police Department.

B. The first Authorized Individual on the scene will initiate the Chain of Survival by initiating protocol for the unconscious victim as follows:
   1. Upon arrival, assess the scene safety and use universal precautions
   2. Assess patient for unresponsiveness
   3. Assess breathing
   4. Assess signs of circulation
   5. Perform CPR until an AED is available.

C. Beginning AED Treatment
   1. Turn on the AED and follow the prompts. If the patient is over age 8, the adult cartridge should be used; if the patient is age 8 or under, the pediatric cartridge should be used.
   2. Dry shave chest with a disposable razor if indicated. Discard the razor in a safe manner and wipe chest if it is wet.
   3. Apply defibrillation pads. Make sure the AED pads are placed in the proper locations and that they make good skin contact with the chest. Do not place AED pads over the nipples, medication patches or implanted devices.
   4. After clearing the patient area, deliver a shock to the patient when advised by the AED. Administer additional shocks as prompted by the AED until the AED advises no shock or a series of three consecutive shocks has been delivered.
   5. When advised by the AED, check the patient’s airway, breathing and signs of circulation, and initiate CPR if signs are absent.
   6. Continue to follow the AED prompts and perform CPR until EMS takes over.

D. When EMS Arrives:
   1. The Authorized Individual working on the patient should document and communicate important information to the EMS provider such as:
      a. Patient’s name
      b. Time patient was found
      c. Initial and current condition of the victim.
   2. The Authorized Individual should assist as requested by EMS personnel.

E. Post-use Procedure
   1. The Authorized Individual shall:
      a. Complete documentation of the sudden cardiac arrest event no later than the end of the shift
b. Submit all documentation to the Watch Commander for immediate review
c. Ensure all documentation is forwarded to the Program Coordinator.

2. The Program Coordinator will contact the Medical Director to download event data from AED (being careful not to remove the battery).

3. The Program Coordinator will ensure that documentation is sent to the Medical Director within one week after the event.

4. The Program Coordinator or designee should conduct an emergency incident debriefing as needed.

F. Equipment Maintenance
1. All AED units will be checked for readiness at least once a month and after every use, as outlined in Appendix 4.24-E “Automatic External Defibrillator Operator’s Checklist (monthly).”
2. AED units will be maintained according to the “Maintenance Checklist for Zoll AED Plus (quarterly)” (Appendix 4.24-F).
3. Records of all inspections will be maintained by the Department as electronic files.

4.24.7 Quality Assurance (Issued: 2/24/10)

After AED use, all of the following quality assurance procedures are required:

A. The Program Coordinator or designee shall be notified within 24 hours of AED use. Quality assurance shall be maintained by reviewing the medical care rendered by the Authorized Individuals on scene and during the transfer of the patient to the appropriate transporting agency personnel.

B. If grief counseling is deemed necessary, referrals may be made to a professional grief counseling organization.

C. In addition to information obtained from the AED, documentation of the incident shall be completed as follows:
   1. The following information shall be provided on the AED Post Incident Report (see Appendix 4.24-C):
      a. Date
      b. Event location
      c. Person's name
      d. Person's address
      e. Person’s telephone number
      f. Person’s sex
g. Estimated time elapsed from person’s collapse until initiation of CPR if witnessed or heard
h. Total minutes of CPR prior to application of defibrillator
i. Other treatment rendered in addition to CPR and defibrillation
j. Person’s response to treatment rendered (e.g., “regained pulse and breathing”)
k. Name of transporting agency
l. Name of Authorized Individual completing the report.

2. Documentation shall be initiated whether or not defibrillatory shocks are delivered.
3. The AED Post Incident Report shall be sent to the Program Coordinator and Medical Director within two business days.

D. The Medical Director, Program Coordinator and/or designee will review the AED record of the event and AED Post Incident Report and then interview the Authorized Individual(s) involved in the emergency to ensure:
1. The Authorized Individual(s) quickly and effectively set up the necessary equipment.
2. When indicated, the initial defibrillatory shock(s) was delivered within an appropriate amount of time given the particular circumstances.
3. Adequate basic life support measures were maintained.
4. Following each shock or set of shocks, as appropriate, the person was assessed accurately and treated appropriately.
5. The defibrillator was activated safely and correctly.
6. The care provided was in compliance with the internal emergency response guidelines set forth in Section 4.24.6 of this document.

E. The Medical Director will determine the occurrence and the range of action to be taken in response to any identified problems or deficiencies, as well as actions to be commended, and notify the Program Coordinator.

F. Following the post-incident review, a copy of all written documentation concerning the incident will be sent to the Medical Director and maintained on site for a period of not less than seven years from the incident date.

4.25 PATROL: MEDICAL CENTERS

4.25.1 Responsibility for Public Safety (Issued: 1/30/12)

The UCSF Police Department is responsible for patrolling and monitoring of all UCSF medical facilities. The Department is required to ensure the safety of all patients, visitors, students, faculty and staff within each of these facilities.
4.25.2 Patrol Responsibilities (Issued: 1/30/12)

A. Responsibilities
   1. A directed patrol schedule is used to provide patrol officers with information regarding specific problems and areas of concern within specific patrol areas, including the UCSF Medical Center. Officers should review the directed patrol schedule during each shift and record their actions regarding the areas of concern.

B. Screening for Weapons is the responsibility of Medical Center Security. UCPD will respond to assist if needed.

C. Managing High-risk Patients
   See General Order 4.8.4, “Restraint of Suspected Mentally Ill Persons”

4.25.3 First Response Situations (Issued: 01/30/12)

A. The UCSF Police Department has the responsibility to respond to all emergency calls for service from all UCSF medical facilities.

B. Procedures for Emergency Response
   1. A single unit will generally be dispatched to handle routine calls for service; however, the nature of some calls may require additional units be dispatched for purposes of safety or more effective handling of a situation. Any additional units dispatched on a call will clear the scene as soon as it has been determined that their presence is no longer needed.

   2. Two units will normally be dispatched on the following types of calls:
      a. Officer calling for assistance
      b. Any crime in progress
      c. Any crime having just occurred where there exists a need to check the area for suspects. One unit will respond directly to the scene while the other unit(s) checks for suspects
      d. Calls involving weapons
      e. Domestic disturbances
      f. Neighborhood disputes that involve a known or suspected potential for violence
      g. Disturbances involving intoxicated or disorderly persons
      h. Mental subject investigations
      i. Alarms
      j. Open door or window calls
      k. Prowler calls
      l. Upon request of the responding unit
      m. Any call where the Watch Commander or dispatcher believes the need exists for additional officers to respond, either because of the
known serious nature of the call or because insufficient information exists
3. Officers will notify the ECC if they are responding to a call for service without being formally dispatched to the call.

C. Procedures for Assisting Emergency Medical Response Teams
1. Under California law and federal emergency care access and transfer statutes known as the Emergency Medical Treatment and Active Labor Act (EMTALA), all patients presenting to a hospital emergency department for examination and treatment are entitled to an appropriate medical screening examination to determine the presence or absence of an emergency medical condition by a qualified medical professional, and if needed, to receive medical stabilization and an appropriate transfer.
2. A person becomes a patient when he/she enters within 250 yards of the main hospital on hospital property, is known to the hospital or its staff AND meets one of the following:
   a. Requests treatment for a possible emergency medical condition
   b. Has the request made on his or her behalf or
   c. A reasonably prudent person would conclude that, based on the person’s appearance or behavior, he/she was in need of emergency treatment.
3. Medical screening examinations are performed on all patients presenting to the UCSF Medical Center Emergency Room, whether or not the treatment requested relates to an emergency medical condition.
4. An emergency medical condition is defined as: a medical condition manifested by acute symptoms of sufficient severity (severe pain, psychiatric disturbances and/or symptoms of substance use), such that the absence of immediate medical attention could reasonably be expected to result in: (1) serious jeopardy of the health of the individual (or the pregnant woman and her unborn child), (2) serious impairment to bodily functions, (3) serious dysfunction of any organ or body part or (4) with respect to a pregnant woman who is having contractions, there is inadequate time to effect a safe transfer to another hospital before delivery, or a transfer may pose a threat to the health or safety of the woman or her unborn child.
5. A medical screening examination is an examination performed to determine with reasonable clinical confidence if an emergency medical condition exists. At UCSF, medical screening examinations are performed by physicians, nurse practitioners, and physician assistants, on all patients registered in the Emergency Department. UCSF police officers cannot perform medical screening examinations, triage or evaluate a patient’s medical stability as defined under the Act. (Note: This does not limit the UCSF Police
Department’s charge to provide emergency medical assistance for distressed visitors, outpatients, students and employees.)

6. EMTALA also applies if a patient crosses the boundaries of the Campus in an ambulance or enters a hospital-owned ambulance for care or transport.

7. The Act applies to all Emergency Department, Labor and Delivery, and Pediatric Urgent Care facilities located within UCSF Medical Center. Additionally, the EMTALA 250 yard rule, measured from the main hospital building, extends from Parnassus Avenue and Hillway Street to Parnassus Avenue and 5th Avenue, and the area down to Irving Street. The covered zone includes public areas, streets, sidewalks and UC parking lots and garages. Private restaurants, residences and doctor’s offices are excluded. The act also applies to:
   a. Ambulatory Care Center
   b. Clinical Sciences Building
   c. School of Dentistry
   d. Health Sciences East and West
   e. Langley Porter Psychiatric Institute
   f. Long Hospital
   g. School of Nursing
   h. Medical Sciences Building
   i. University of California Hospital

(See General Order 4.6.13, “Code Blue Response” and UCSF Medical Center Department of Emergency Services Policies and Procedures Manual Policies 201.)

8. An officer cannot prevent an individual who may be violent or potentially violent from accessing the Emergency Department for the purpose of seeking emergency medical treatment or care. Such an individual cannot be removed until he/she has received a medical screening examination from a qualified caregiver.

9. Transfers and Stabilization: UCSF shall provide such medical treatment of an emergency medical condition as may be necessary to assure, within reasonable medical probability, that no material deterioration of a condition is likely to result while the patient is being transferred.

D. Procedures for Baby and Child Abductions from Medical Facilities (Code Pink/Code Purple)

1. Initial Communications/Announcement
   a. The ECC shall be notified immediately of a baby or child abduction from UCSF Medical Center.
      (1) If the notification was not sent by Medical Center Security Services, Medical Center Security Services shall be alerted to the Code Pink/Code Purple.
b. Medical Center Security Services will announce on the overhead public intercom system there is a Code Pink/Code Purple condition and the location from which the baby/child was taken.

2. Procedures for Responding Officers
   As per General Order 4.11.3, “Abducted Juveniles: Amber Alert System,” responding officer(s) shall:
   a. Verify that all four criteria necessary to issue an Amber Alert are met:
      (1) An abduction has occurred.
      (2) The abduction involves a child who is 17 years of age or younger or involves a dependent person who has a proven physical or mental disability.
      (3) The child/person is in danger of serious bodily harm or death.
      (4) There is adequate descriptive information available to believe that its dissemination to the public could help locate the child/person, suspect or suspect vehicle.
   b. If all four criteria are met, the responding officer(s) shall:
      (1) Complete the Amber Alert checklist.
      (2) Contact the On-duty Supervisor to request Amber Alert activation.
      (3) Complete the Amber Alert message form and retain the original forms as report attachments.
   c. During a Code Pink/Purple alert, an officer shall be stationed at each exit point of the facility in an effort to prevent the suspect and abducted baby/child from leaving the Medical Center.
      (1) If there are not enough officers available to staff all exits, the most trafficked exits shall be staffed first.

3. On-duty Supervisor
   When notified of the Amber Alert, the on-duty supervisor will:
   a. Verify the incident meets the criteria for Amber Alert activation.
   b. Contact the Investigations supervisor for assistance.
   c. Provide a copy of the Amber Alert message form to the CHP and request a broadcast of information to local patrol units and SFPD Dispatch
   d. Notify the SFPD Operations Center of the Amber Alert Activation. Fax the Amber Alert message to the SFPD Operations Center.
   e. Notify the UCSF PIO that an Amber Alert has been issued.

4. Resolution
   a. A Code Pink/Purple condition will be ended when either:
(1) The missing baby/child/person is found or
(2) The alert is determined to be a false alarm.
b. The ECC Dispatcher shall announce the Code Pink/Purple condition has been resolved.
c. The Investigations Unit will conduct a follow-up investigation.

E. Procedures for Security Incidents at Medical Facilities (Code Gray)
1. Code Gray will be initiated for security situations for which, in the judgment of the ECC Dispatcher or Security Supervisor, it is advisable for all persons other than police or security personnel to clear the vicinity.
2. The dispatcher or security supervisor shall inform Hospital Communications of the Code Gray condition. All persons in the affected area will be instructed to either evacuate the area or remain in a safe location.
3. Police officers and/or security staff will be dispatched to the scene.
4. When the Code Gray condition is resolved, Hospital Communications shall be informed and an ECC dispatcher will make an overhead announcement saying that it is safe to reenter the area.

F. Non-emergency Calls
1. UCSF Police Department officers will respond to Code 1 or Code 2 non-emergency calls from a medical facility according to standard non-emergency response procedures (General Order 4.6.11, “Response to Calls for Service”).
   a. Code 2: Non-emergency Calls Necessitating a Direct Response
      (1) Officers shall immediately proceed directly and safely to the call by the most expedient route.
   b. Code 1: Non-emergency Calls Necessitating a Timely Yet Not Direct Response
      (1) If allowed by the nature of the call, an officer may choose to handle a Code 1 call via telephone contact.
      (2) Officer(s) are authorized to conduct other police business of a more pressing nature while en route to a Code 1 call. However, an officer(s) should not keep complainants waiting for an unreasonable length of time. If an officer decides that other Police business takes priority over a previously dispatched call, the officer will notify Dispatch.
2. Officers shall comply with California statutes regarding rules of the road while responding to a Code 1 or Code 2 non-emergency call.
4.26 PATROL: RESEARCH FACILITIES

4.26.1 Patrol and Response (Revised: 2/16/17)

A. The UCSF Police Department has the primary responsibility to respond to all calls for service from UCSF research facilities, including patrol response and communications via the ECC.

B. Irradiators
   1. All officers will receive on-boarding and annual update training on irradiator response. Update training may be incorporated into annual active shooter training.
   2. Each UCSF Police marked patrol vehicle shall be equipped with an irradiation detector. Officers shall inspect the irradiation detector as part of their daily vehicle inspection. Irradiators shall be inspected yearly as prescribed.

C. Select Agents
   1. All officers shall follow Training Bulletin # 14-01 (see Appendix 4.26-A) when responding to select agent incidents at SFGH/UCSF laboratories, as prescribed by occupational and environmental health and safety standards. The Patrol Lieutenant and Investigations Lieutenant will receive annual training from EHS as Select Agents Program Coordinators for the Department.

4.27 BEHAVIORAL THREAT ASSESSMENT

4.27.1 Threat Management Team Overview (Revised: 8/1/14)

A. The Threat Management Team was established in 1994 in response to concerns about workplace violence and as a means to implement UCSF’s Zero Tolerance Standard.
   1. The Zero Tolerance Standard for Workplace Violence states that:
      UCSF is committed to maintaining a safe workplace that is free from threats and acts of intimidation and violence. When faced with these situations UCSF has taken swift and remedial action to protect the rights of employees, faculty and students. The Standard is intended to bring awareness to all on campus that threats or acts of violence and intimidation are taken seriously and will be investigated.

B. The Threat Management Team coordinates response to concerns raised by Campus and Medical Center administrators, faculty, staff and students.
C. The team is convened whenever departments need help responding to a potentially dangerous situation.

D. The Threat Management Team is comprised of several campus units with special expertise and professional training in assessing and handling violence in the workplace. These units are:
   1. UCSF Police Department
   2. Faculty and Staff Assistance Program
   3. Campus Labor and Employee Relations
   4. Medical Center Labor and Employee Relations
   5. Office of Legal Counsel

4.27.2 Threat Management Team Roles (Revised: 8/1/14)

A. Police Department
   Investigates possible criminal background and activity, determines weapons ownership, provides security in situations of potential violence and imminent risk and contributes its expertise to the risk assessment process.
   1. Any emergency, perceived emergency or suspected criminal conduct shall be immediately reported to the Police Department.
   2. Any UCSF faculty member, student or employee found to be in violation of the Zero Tolerance for Violence standard may be subject to criminal prosecution and discipline, up to and including dismissal, pursuant to applicable University personnel policies or collective bargaining agreements.

   The Police Department Crime Prevention Unit also provides assistance in conducting security surveys at locations, both on and off campus, as requested by the Threat Management Team.

B. Medical Center – Department of Security Services
   Ensures the safety of Medical Center employees and facilities, works in conjunction with the UCPD in shared Campus areas and contributes its expertise to the risk assessment process.

C. Faculty & Staff Assistance Program
   Advises on all relevant psychological and behavioral signs, symptoms and risk factors for actual or potential violence that necessitate threat management. In addition, the Faculty and Staff Assistance Program arranges fitness for duty and return to work procedures, as indicated, and provides individual assessment, counseling and group debriefings for employees impacted by such situations.
D. Legal Affairs
Ensures that all UC policies, as well as relevant state and federal laws and regulations, are duly discussed and observed in the course of Threat Management Team deliberations and interventions, and additionally manages liaisons with outside legal counsel.

E. Labor & Employee Relations
Keeps the Threat Management Team cognizant of, and compliant with, UC labor policies and procedures, collective bargaining and employment-related legal issues, investigates relevant employment history and ensures that disciplinary and other recommended actions are handled with appropriate autonomy from the Threat Management Team process itself.

4.28 CAMPUS SAFETY ESCORT SERVICE

4.28.1 Overview (Revised: 2/16/17)

A. Safety escorts shall be made available to members of the campus community 24 hours a day, seven days a week at the following locations:
1. Parnassus Heights
2. Mission Bay
3. Mount Zion
4. Moffitt Long Hospital
5. Mission Center

B. Safety escort service will be provided by UCSF Security Services guards, with assistance from UCSF Police Department officers as needed.

C. Information on the service is available on the UCSF Police website, other UCSF websites and in printed leaflets/pamphlets at all security desks.

D. The service is limited to escort service to an on-campus location or to a location not more than a block or two away from the campus.

E. Security supervisors oversee the safety escort service provided by security guards at their location. The on-duty Watch Commander will be in charge of safety escort services provided by sworn officers.
4.28.2 Procedure for Requesting Service (Issued: 1/30/12)

A. UCSF Sites with a Security Desk or On-site Security Personnel:
   Individuals requesting a safety escort should stop by or call a security service desk. A security guard will then be assigned to accompany him/her to his/her destination.

B. Locations Where There Is No On-Site Security or Security Cannot Be Reached:
   Individuals requesting safety escort service should dial Dispatch at 415-476-1414, which will assign an officer as an escort.

4.28.3 Training (Issued: 1/30/12)

Security and sworn police officers will receive escort training as part of their regular training.

4.29 CANINE POLICE POLICY

4.29.1 Policy (Issued: 8/1/14)

It is the policy of the UCSF Police Department to operate a high quality, highly trained police canine unit. The purpose of the Canine Unit is to provide an additional investigative tool to assist the Department in its general law enforcement endeavors. The Canine Unit shall operate under the command of the Field Services Division (FSD) Captain. The Canine Unit Coordinator shall manage the Canine Unit. The Canine Unit Coordinator shall be a patrol sergeant selected by the FSD Captain.

4.29.2 Operational Procedures (Issued: 8/1/14)

A. General Guidelines
   Police canine teams may be utilized under the following circumstances:
   1. The Canine Handler reasonably believes that an individual has committed or is about to commit any offense and any of the following conditions exist:
      a. There is a reasonable belief that an individual poses an immediate threat of violence or serious harm to the public, an officer or the handler and the canine may be able to subdue the subject and neutralize the threat of harm.
      b. A suspect is physically resisting arrest and the use of the canine is necessary to overcome the resistance or reduce the chance of injury to the officer(s).
c. A suspect is believed to be concealed in an area where entry by anyone other than the canine would pose a threat to the safety of the officers or the public.

2. To track criminal offenders or lost persons. Unless the subject(s) being tracked fall into the categories listed in bullet 1 above, the tracking shall be conducted on lead.

3. To search for property, evidence or contraband.

4. To assist an outside agency within the guidelines established below.

B. Specific Guidelines

1. Prior to utilizing the police canine team to search for or apprehend any subject, the Canine Handler and the supervisor at the scene shall consider all pertinent information reasonably available at the time. This shall include at a minimum:
   a. The subject’s age or an estimate thereof
   b. The nature of the suspected offense(s) involved
   c. The potential danger to other police officers who may attempt to intervene or assist in the apprehension
   d. The potential danger to the public as a result of the release of the police service dog.

   The Canine Handler will decide to deploy a canine. However, the Watch Commander may override the handler’s decision to deploy. Should the handler disagree with the Watch Commander’s decision, he/she shall submit a memorandum outlining the circumstances to the Canine Unit Coordinator prior to completion of that workday.

2. Prior to releasing a police service canine to search a structure or open area or to deploy the dog in a tactical situation, the Canine Handler shall announce the impending use of the canine.

   Note: In situations where, in the handler’s opinion, making the announcement prior to deploying the Police Canine would jeopardize the safety of the canine, the handler, other officers or the public, the handler may deploy the canine without giving the announcement.

3. A police canine team shall not be utilized to search for or apprehend a person known to be under the age of 14 years unless the canine is on a lead.

   Note: This shall not apply if the suspect known to be under the age of 14 years poses an obvious threat to an officer, him/herself, or the public.

4. Police Canines shall not be deployed in situations where it is evident, by the nature of the assignment that the animal would be injured or killed during the mission.
5. Police Canines will not be deployed in any known sterile environment such as UCSF labs or dangerous environments, as determined by the handler and/or posted signage.

6. Hospital emergency departments should be considered off limits to the canine unless exigent circumstances dictate. The on-duty Watch Commander will be notified prior to such deployment.

C. Mutual Aid
Any request by an outside jurisdiction for mutual aid response of a Department canine team must be pre-authorized by the on-duty Watch Commander/on-call Police Commander. Any response to another jurisdiction per a mutual aid request shall be governed by the policies and procedures of the UCSF Police Department and the University of California.

D. Call-out Procedures
Should a canine team be needed to assist on a call for service and one is not on-duty or available through mutual aid, a canine team may be called out. The Watch Commander shall make the determination whether or not to activate the Canine Unit.

When responding to a call-out, the Canine Handler should:
1. Be readily identifiable as a police officer (wearing a raid jacket or uniform)
2. Bring all necessary equipment
3. Contact the supervisor at the scene for direction prior to deploying the canine
4. Check out with the supervisor prior to securing and leaving the scene.

E. Reporting Requirements
Canine handlers shall be responsible for preparing reports as required. Primarily, they are responsible for submitting monthly reports, preparing reports documenting each field assignment in which the canine is deployed and ensuring documentation of any use of force by the canine, regardless of whether an injury occurs or not.

The handler shall submit a monthly activity report to the Canine Unit Coordinator. This report provides statistical and training data to the Coordinator for preparation of periodic Canine Unit reports. The Canine Unit Coordinator shall maintain the monthly activity reports.

The Canine Handler shall also complete a Canine Assignment Report after each activity in which the canine team is assigned. Copies of all Canine Assignment
Reports shall be forwarded to the Canine Unit Coordinator for statistical compilation.

If a canine team from an outside jurisdiction is requested due to the unavailability of our canine team, the primary officer assigned to the call shall be responsible for preparing a Canine Assignment Report documenting the incident. Officers shall follow the procedures outlined above regarding Canine Assignment Reports.

If a canine is involved in a use of force, the on-duty Watch Commander shall be notified as soon as practical. Depending on the severity of the incident, the Canine Unit Coordinator shall also be notified. Reports involving a canine team shall be forwarded to the Canine Unit Coordinator in addition to the FSD Captain.

1. Any deployment of a police canine that results in biting of the clothing or the skin of a subject or otherwise injures a subject, except during competitions, training or public relations demonstrations, shall require a Use of Force Report, per UCSF Police General Order 4.3.16.

2. The handler or Watch Commander shall ensure that any person who sustains a bite injury inflicted by any canine obtain appropriate medical treatment and shall arrange for photos to be taken of any injuries as soon as possible.

The Canine Unit Coordinator shall submit monthly statistical reports to the FSD Captain. These reports will document the total and types of canine assignments, arrests, training, mutual aid data and significant specific activities.

4.29.3 Organizational Procedures (Issued: 2/16/17)

A. Duties and Responsibilities

1. The FSD Captain

   The FSD Captain is responsible for the overall Canine Unit operation. This shall be accomplished primarily through the Canine Unit Coordinator. The FSD Captain ensures that required budget requests, activity reports, training, discipline and control within the Unit are accomplished in an effective and timely manner. Additionally, the FSD Captain selects the coordinator of the Canine Unit from the ranks of Police Sergeants. Periodically, the FSD Captain may be required to appear for public demonstrations of the Police Department Canine Unit.

2. The Canine Unit Coordinator

   a. Selection and Assignment
The Canine Unit Coordinator is selected from the ranks of Police Sergeants by the FSD Captain. All Sergeants, regardless of assignment within the Department, are eligible for the position. Applicants for the Canine Unit Coordinator position will submit a letter of interest to the FSD Captain. Oral interviews and performance reviews may be included in the selection process. The duration of assignment to the Canine Unit Coordinator position shall be limited only by the incumbent Coordinator’s desire to surrender the position or a lack of acceptable performance in the management of the Canine Unit. The duties of the Canine Unit Coordinator are ancillary to that individual’s normal assignment.

b. General Responsibilities
The Canine Unit Coordinator is responsible for the operations of the Canine Unit. The Coordinator assists in the selection of the canine handler, oversees and schedules the basic and maintenance training within the Unit, ensures that periodic certification requirements are met, supervises the canine team(s) within the Department, attends to equipment and logistical issues and prepares budgets and reports for the FSD Captain, as required.

c. Specific Responsibilities
The Canine Unit Coordinator is responsible for the following tasks:

1. Coordination of the handler selection process
2. Coordination of basic and maintenance training with the Department’s Training Coordinator and Canine Trainer
3. Maintenance of all records (including medical records) for each canine
4. Budgeting for and ordering necessary supplies
5. Scheduling and coordinating public service canine demonstrations
6. Monitoring the performance and quality of each canine team
7. Preparing monthly and annual status and statistical reports
8. Reviewing and maintaining all canine use reports
9. Ensuring that each canine team maintains POST certification
10. Maintaining liaison with the Department’s canine trainer
11. Providing for necessary care of retired canines, as necessary
12. Completing canine handler performance reviews
Ensuring compliance with Canine Unit operational procedures and General Orders.

3. The Canine Handler
   a. Selection Criteria
      Candidates for the position of Canine Handler must possess the following minimal qualifications:
      (1) Have at least two years’ experience as a Police Officer and possess a POST Basic Certificate
      (2) Have attained regular status as a Police Officer with the UCSF Police Department
      (3) Have strong character traits such as maturity, patience, initiative, flexibility, dependability, enthusiasm, emotional stability and sound work ethic
      (4) Possess excellent verbal and written communication skills
      (5) Be in good physical condition and health
      (6) Possess above average interpersonal skills when interacting with the public and other employees
      (7) Have the ability to properly house a Police Canine at their place of residence, including an adequate fence with locking gates
      (8) Maintain a home life compatible with the introduction of the canine
      (9) Make the commitment to dedicate the time necessary to maintain and care for the canine
      (10) Demonstrate strong, professional public-speaking skills
      (11) Be comfortable with and around dogs
      (12) Live within 45 miles of the University
      (13) Have a personnel record containing no “sustained” use of force complaints and no pattern of discipline problems
      (14) Be willing to commit to the position for the career of the canine, typically five to seven years.

   b. The Selection Process
      The selection process for the position of Police Canine Handler will consist of submission of a detailed letters of interest, oral interviews, a staff review of applicants and a psychological exam. The final selection will be made by the Chief of Police on the basis of the cumulative results of the different stages of the selection process.
c. Duration of Assignment
Once selected, the Police Canine Handler will be teamed with a Police Canine. The duration of the assignment shall continue throughout the career of the Police Canine, typically five to seven years or more. It has been determined that it is not productive to assign various handlers with a single Police Canine during the animal’s career; therefore, it is imperative that the Police Canine Handler commit him/herself to this program for a minimum period of five to seven years.

Because of the nature of the assignment, the Police Canine Handler will not have the opportunity to apply for or be assigned to any other alternative position within the Police Department during his/her tenure as a handler. However, this does not preclude the handler from applying for or being promoted to a higher rank during this assignment. Should promotion of the handler occur, the Chief of Police, in conjunction with the FSD Captain and the Canine Unit Coordinator, will assess the viability of assigning the canine to a new handler or retiring the animal from active duty. Police canines may not remain assigned to a handler who has been promoted to the rank of Sergeant or above unless the animal has been retired from active duty.

d. Compensation
The Canine Handler shall be compensated for the time spent in the care, feeding, grooming and other needs of the Canine, as provided in the Fair Labor Standards Act and consistent with the current bargaining agreement. The compensation shall be the current monthly specialist pay.

e. Duties of the Canine Handler
The Canine Handler shall be responsible for the various duties required of him/her. These duties include:
(1) Completing mandated basic and maintenance training
(2) Conducting on-going in-service training of Departmental personnel
(3) Care and maintenance of the canine
(4) Completion of required reports
(5) Ensuring compliance with the guidelines regarding the use of the canine outlined in this manual and all related General Orders
(6) Providing public service demonstrations as scheduled.
The canine team shall be available for off-duty call-outs, as Departmental needs dictate. Additionally, the Canine Handlers shall assist the Canine Unit Coordinator in periodic review and update of the Policies and Procedures relating to the operation of the Canine Unit.

f. Handler Decertification
The Chief of Police may remove members from the unit as necessary. The Canine Unit Coordinator or Division Commander may request a member be removed from the team by submitting a recommendation in writing through the chain of command.

A handler may also be considered for decertification and removal from the Canine Unit under any of the following circumstances:
(1) An “Unacceptable” performance appraisal
(2) Failure to certify on two consecutive occasions
(3) An established pattern of failure to attend unit training sessions
(4) Any documented mistreatment and neglect or improper use of the canine
(5) Failure to maintain proper training records
(6) Exhibition of a pattern of unsafe tactics during actual deployments, as documented by the Canine Unit Coordinator and/or Use of Force reviews
(7) An unacceptably high bite ratio that cannot be corrected by training, as determined by the Canine Coordinator and/or the Use of Force Review.

g. Canine Team Scheduling
The canine teams’ schedule will be incumbent upon the FSD Captain. Scheduling of individual canine teams shall be the responsibility of the Canine Unit Coordinator.

h. Off-Duty Restrictions
Canine Handlers shall not engage in any of the following activities with the canine while off-duty:
(1) Public demonstrations
(2) Participation in dog shows or competitions
(3) Demonstrations of the canine’s aggressiveness
(4) Allowing the canine out of its kennel off-leash without direct supervision of the handler while non-family members are present.
4. The Canine Trainer
   The Canine Trainer selected by the Department will be an independent contractor hired by the Department to manage the basic and maintenance training needs of each canine team. He/she may also be responsible for acquiring qualified canines for the Department. Additionally, the Canine Trainer is responsible for identifying training needs, reporting to the Canine Coordinator as required, monitoring the quality of each canine team, maintaining current with statewide and industry standards and testing new equipment. The Canine Trainer will also coordinate annual POST certification of each canine team with the Canine Coordinator.

B. Police Canines
   1. Selection Standards
      Police canines selected for service at the UCSF Police Department shall meet the following minimum standards:
      a. The canine will be a German Shepherd, Dutch Shepherd or Belgian Malinois.
      b. The canine must be at least mid-sized, as defined by international competition standards, and must have proportionate lines indicative of having a straight solid back and shoulders.
      c. The canine must be a minimum of 14 months of age but no more than three years old at the time of initial training.
      d. All of the canine’s teeth must be in a healthy condition.
      e. The canine shall be x-rayed for hip dysphasia and have elbows, shoulders and other joints examined. It must have an O.F.A.-certified rating of no less than “GOOD.” Copies of all medical reports shall be provided to the Canine Coordinator and maintained in the animal’s personnel file.
      f. The canine must have all required shots and vaccinations prior to being placed in service.
      All canines must be evaluated by the Department’s Canine Trainer prior to selection for service duties. Canines shall be evaluated for the following traits:
      a. Temperament and disposition
      b. Socialization
      c. Prey drive
      d. Discrimination
      e. Desire to work
      f. Confidence and courage
      g. Scent work and ability to retrieve
      h. General health
i. Strong central nervous system
j. Trainability
k. Alertness.

2. Housing, Feeding and Care
It is important that the canine live in an environment providing a “family-
type atmosphere” in order to enjoy a fuller life and develop greater
discrimination. If necessary, the University will construct a run at the
handler’s home for the canine. The run should be approximately 6 feet
wide, 12 feet long and 6 feet high. The pad for the run should be concrete
to ease cleaning, prevent injury and disease, and prevent the canine from
digging out. The concrete pad run shall be approximately 7 feet wide, 13
feet long and 4 inches thick. The run should be covered to prevent the
canine from jumping out.

The handler shall provide ongoing care for the canine. This shall include
feeding, grooming and monitoring the canine for illness, parasites and
disease daily. Should the animal become ill, the handler will immediately
make arrangements for the animal to be examined by a pre-approved and
-selected veterinarian. The handler is also responsible for ensuring that the
canine has a physical examination by the veterinarian annually. The
annual examination shall consist of a general exam, fecal exam, blood test
and necessary vaccinations.

The University will supply the Canine Handler with food and vitamins for
the canine. Canines will be fed as recommended by the Canine Trainer.
The canine shall be fed in amounts and at intervals that ensure its health
and physical fitness.

During times when the Canine Handler is on vacation or is away for some
other reason and unable to provide daily care for the canine, the University
will arrange for the animal to be housed at an approved kennel or with the
Canine Trainer. Under no circumstances will a Police Canine be housed
by anyone other than the handler or his/her family except in an approved
kennel facility.

The Canine Unit Coordinator or Canine Trainer may inspect each
handler’s home where the canine is housed when off-duty to ensure that
the facilities are conducive to the health and well-being of the canine.
3. Canine Illness or Injury
Should a canine become unable to perform its duties due to illness or injury, the handler shall report the situation to the on-duty Watch Commander as soon as possible. The Watch Commander shall determine if immediate action should be taken and notify the Canine Unit Coordinator. Should long-term considerations be necessary, the Canine Unit Coordinator shall consult with the handler to determine proper action.

4. Medical/Veterinary Care
Medical and veterinary care shall be provided through the pre-approved UC Davis Veterinarian. The University Veterinarian shall be selected by the Canine Unit Coordinator on the basis of the level of service guaranteed and his/her willingness to work with the Department’s Canine Program. The veterinarian shall be responsible for providing periodic examination and vaccination of the animals. Additionally, he/she will provide emergency medical, if feasible, attention for the canines should the need arise.

The veterinarian will be selected annually per voluntary contract agreement.

5. Death of a Police Canine
In the event of the death of an active police canine, whether on- or off-duty, the on-duty Watch Commander and Canine Unit Coordinator shall be notified at once. Should it be deemed necessary, an investigation will be conducted into the death. If necessary, the body of the deceased animal shall be taken to the veterinarian to be preserved pending an necropsy. The Canine Unit Coordinator will be responsible for notification of the FSD Captain. The FSD Captain shall notify the Chief of Police immediately.

In the event of the death of an active police canine, the handler may have the opportunity to obtain a new service dog if he/she so desires. The Chief of Police, after conferring with the Canine Unit Coordinator and FSD Captain, shall make the determination of whether or not the handler will be allowed to handle a new canine.

6. Breeding of Department Canines
Department canines may not be used for breeding purposes without the authorization of the Canine Unit Coordinator and the Chief of Police. Requests for breeding should be routed to the Chief of Police via the Canine Unit Coordinator. The request should include the name, address
and telephone number of the owner of the dog to be bred, a description of the dog to be bred and its registration numbers (if applicable).

7. Retired Police Canines
Police canines shall be retired from active duty when they are no longer able to perform the functions required of an active canine due to age or a physical or mental ailment. The canine’s handler, at the time of the dog’s retirement, shall have the option of keeping the animal after it retires. Should the handler decline to keep the canine, the Canine Unit Coordinator and the Canine Trainer shall find suitable outplacement. The University assumes no fiscal liability for canines that are outplaced after their retirement from active duty.

C. Training
1. Basic Training
Prior to assignment to the field, each canine team must successfully complete a basic training course, consisting of a minimum of 160 hours, developed by the Canine Trainer and the Canine Coordinator. This course covers training techniques, liability, canine use and application, Officer safety and animal care. Each canine team must also attain POST certification prior to assignment to active field duty. POST certification must also be maintained and completed annually to continue the active assignment. Should a canine team fail to maintain POST certification or proficiency as judged by the Canine Trainer, the canine will be taken out of service and remedial training will be provided until certification and proficiency are attained.

Contact the Canine Coordinator for a current list of POST certification standards.

2. Maintenance Training
Each canine team must attend bi-weekly four-hour maintenance training sessions. This training will be planned and scheduled by the Canine Trainer. Additionally, canine teams may participate in four additional hours per month of off-duty compensated training with prior approval of the Canine Coordinator and the Canine Trainer. Handlers will also be required to conduct continuous on-duty training as time and activity levels allow.

3. In-service Training
Each Canine Handler will be responsible for developing and providing in-service training to other members of the Department. This training should
be designed to teach the policies and procedures necessary to ensure safe and effective canine operations.

4. Canine Competitions
In order to ensure that the highest standards are maintained within the Canine Unit, each canine team is encouraged to participate in at least one canine competition annually. These competitions are typically away from the Department. Competition promotes team cohesion and quality. These competitions include the Police Olympics and other regional competitions. Attendance to these competitions will be coordinated by the Canine Unit Coordinator and the Canine Trainer.

D. Equipment
1. Individual Equipment
Each handler will be supplied with the following equipment for the canine:
(a) Six foot leather lead
(b) Heavy duty choke chain
(c) Heavy duty leather collar
(d) Heavy duty chain, 7-8 foot length with connecting snaps
(e) Thirty (30) foot lunge line
(f) Tracking harness
(g) Water pan
(h) Grooming equipment
(i) Short leather lead
(j) Muzzle (approved by the Canine Trainer)
(k) Protective bite sleeve
(l) Feed Pan
(m) Igloo Shelter.

Each Canine Handler will also be issued an air kennel for transportation of the canine and securing it at the Police Department, if necessary.

2. Police Canine Vehicles
The Department will modify one marked police vehicle so that it is specially equipped for use by the canine team(s). The vehicle will have a padded platform mounted in the rear seat area for the canine. It will also have a remote door release on the right rear door. The rear windows shall be fitted with mesh screen to insure proper ventilation and provide security from outside intruders. The rear windows shall also be tinted and a 12-volt fan installed in the rear of the car to ensure that the dog remains comfortable in warm weather. In addition to the standard markings on the
patrol vehicle, a distinctive decal indicating that the vehicle is a canine vehicle shall be affixed to the sides of the roof just behind the rear doors.

The Police canine will be transported to and from the handler’s home and work in the police canine vehicle. The vehicle shall be kept garaged at all times when at the handler’s home. The handler cannot reside more than 45 miles from UCSF. Commute times shall not be compensated.

The Canine Handlers are responsible for keeping the canine vehicle clean and in good repair.

3. Uniforms
The uniform specifications for Canine Handlers shall be modified from the normal duty uniform. While performing normal duties, Canine Handlers shall wear navy blue cotton utility uniforms. Department patches shall be affixed to both sleeves at the shoulders. A cloth star badge with the words “Police Officer” shall be affixed to the left breast centered above the left pocket. A navy blue cloth with the handler’s last name embroidered in yellow lettering shall be affixed centered just above the right breast pocket.

For more formal events such as public presentations or public demonstrations of the canine, the handler shall wear the standard police uniform.

Canine Handlers may wear a gold “K9” pin centered over the nametag with either uniform.

BY ORDER OF: [Signature]
Mike Denson
Chief of Police
APPENDIX 4.7-A  

INTERIM POLICY

Please note that this policy is undergoing preliminary review and is subject to revision throughout the review process.

Video/Audio Evidence Review Acknowledgment

In this case, there is video evidence that you will have an opportunity to view after you have given a public safety statement (if applicable). Video evidence has limitations and may depict the events differently than you recall, and it may not depict any or all of the events as seen or heard by you. Video has a limited field of view and may not capture events normally seen by the human eye. The “frame rate” of video may limit the camera’s ability to capture movements normally seen by the human eye. Videos are a two-dimensional medium and may not capture depth, distance or positional orientation as well as the human eye. Remember, the video evidence is intended to assist your memory and ensure that your initial statement explains your state of mind at the time of the incident. You should not feel in any way compelled or obligated to explain any difference in what you remember and acted upon from what viewing the additional evidence provides you. If listening to audio recordings or viewing video recordings provides additional clarity to what you remember that is fine; if it does not, that is fine also.

Read and Acknowledged:

_________________________________________  __________________________
Signature                                      Date and Time

_________________________________________  __________________________
Printed Name                                   Badge No.

Witnessed:

_________________________________________  __________________________
Signature                                      Date and Time

__________________________________________
Printed Name  Title/Position
APPENDIX 4.24-A

Signatures by both the Chief of Police and Physician Director are required to put these policies and procedures into effect. The policies and procedures are binding until an approved revision is made, upon which both the Chief of Police and Physician Director must sign the revision, or the program is terminated, and the policies and procedures will be considered null and void. Deviation from policy and procedures may cause the Physician Director to rescind authorization for the program.

These policies and procedures will be initiated and put into effect when approved as described.

[Signature]
U.C.S.F. Chief of Police, Pamela E. Roszkowski

[Signature]
Clement Yeh, MD
California License #A84450

EMS Medical Director
San Francisco Fire Department
698 Second Street
San Francisco, CA 94107

[Signature]
AED Program Coordinator, Elizabeth Clark
APPENDIX 4.24-B

For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the Program Coordinator or alternate contact. Only in a case of an emergency event or when the Program Coordinator or alternate cannot be reached, will the Medical Director be the contact. If any contact information changes, the Program Coordinator will be notified within 72 hours.

PROGRAM COORDINATOR: Elizabeth Clark

Phone: (415) 476-0905  
Fax: (415) 502-4565  
e-mail: eclark@police.ucsf.edu

ALTERNATE CONTACT: James Brock

Cell: (415) 683-8354  
Fax: (415) 502-4565  
e-mail: jbrock@police.ucsf.edu

MEDICAL DIRECTOR: Clement Yeh, M.D.

Phone: (415) 558-3645  
e-mail: clement.yeh@sfgov.org

AED CONSULTANT: Kenan Kuntsal

Phone: (800) 348-9011  
Cell: (760) 842-4703  
Fax: (978) 421-0015  
e-mail: kkuntsal@zoll.com
## AED POST INCIDENT REPORT

<table>
<thead>
<tr>
<th>Patient’s last name</th>
<th>Patient’s first name</th>
<th>Patient’s address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone number ( )</td>
<td>City State Zip</td>
<td></td>
</tr>
<tr>
<td>SEX: □ Male □ Female</td>
<td>Incident Date:</td>
<td>AED operator:</td>
</tr>
<tr>
<td>Incident date:</td>
<td>Assistant:</td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td>Assistant:</td>
<td></td>
</tr>
<tr>
<td>Estimated time from patient’s collapse until CPR begun:</td>
<td>Estimated total time of CPR until application of AED</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Was arrest witnessed?</th>
<th>By whom:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes □ No □ Unknown □</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Was CPR started?</th>
<th>By whom:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes □ No □</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Did the patient ever regain a pulse?</th>
<th>Time:</th>
<th>Did the patient begin breathing?</th>
<th>Time:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Did Patient ever regain consciousness?</th>
<th>Time:</th>
<th>Hospital patient taken to:</th>
<th>Time:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Other treatment:</th>
<th>Transporting agency:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Comment/concerns:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Report completed by: _______________________________ Date: ____________

Prescribing physician Review/recommendations:

COORDINATOR REVIEWED: DATE: REVIEWED WITH RESPONDERS: DATE:

PHYSICIAN REVIEWED: DATE: COMMENTS:
APPENDIX 4.24-D

(Revised: 10/17/14)

Equipment Location

9 Zoll Defibrillators — Trunks of marked police vehicles

1 Zoll Defibrillator — Security desk at Mission Center Building

1 Zoll Defibrillator — Genentech Hall security desk at Mission Bay

1 Zoll Defibrillator — Sink area behind reception desk at Room 180, 654 Minnesota St.

Various replacement pads, batteries, disposable supplies are kept with the Equipment Officer.
APPENDIX 4.24-E

AUTOMATIC EXTERNAL DEFIBRILLATOR “READINESS” CHECKLIST (Monthly)

AED#: ________

“P” for Pass, “F” for Fail

<table>
<thead>
<tr>
<th>DATE:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SUPPLIES AVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Two sets of defibrillation cartridges, within expiration date and undamaged</td>
</tr>
<tr>
<td>b. One set of pediatric defibrillation cartridges – for lobby sites</td>
</tr>
<tr>
<td>c. Ancillary supplies: towel, razor, shears, barrier pack</td>
</tr>
<tr>
<td>d. Spare battery within “install before” date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STATUS INDICATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Self test okay – green check mark displayed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONDITION OF UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Clean, no dirt or contamination</td>
</tr>
<tr>
<td>b. No damage present</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INSPECTED BY:</th>
</tr>
</thead>
</table>

REMARKS, PROBLEMS, CORRECTIVE ACTION:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
APPENDIX 4.24-F

MAINTENANCE CHECKLIST FOR ZOLL AED PLUS (Quarterly)

For AED # __________

Manufacturer’s Requirements for Maintaining the Unit:

- Inspect frequently and as necessary.
- Look for a green check mark showing unit is ready to use.
- Test periodically. *(Note: Units conduct a “self test” once a week.)*
- Verify the electrodes are within their expiration date.
- Verify the batteries are within their expiration date.
- Verify electrodes are pre-connected to the input connector.
- Verify supplies are available for use (razor, mask, gloves, extra batteries).

“P” for Pass, “F” for Fail

<table>
<thead>
<tr>
<th>Check the following:</th>
<th>Date:</th>
<th>1st Qtr</th>
<th>2nd Qtr</th>
<th>3rd Qtr</th>
<th>4th Qtr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the unit clean, undamaged and free of excessive wear?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there any cracks or loose parts in the housing?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verify electrodes are connected to the unit and sealed in their package. Replace if expired.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all cables free of cracks, cuts and exposed or broken wires?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verify the green check in status indicator indicates ready for use.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Batteries within expiration date. Replace if needed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check for presence of supplies.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Inspected by:

Comments: This inspection list is for all UCSF Police Department AEDs. In the event of any failures, the AED must be immediately removed from service (replace with alternate unit as available).
APPENDIX 4.24-G

UCSF Police Department Policy, Protocol and Program Standards for (Emergency Employee) Public Access Defibrillation (PAD)

Elizabeth Clark
UCSF Police PAD Program Director

Joanne Hayes-White
Chief of Department, SFFD

Clement Yeh, M.D.
EMS Medical Director, SFFD

Issued: March 4, 2010
Revised: August 1, 2014
Public Access Defibrillation (PAD) Program Standards for the UCSF Police Department

Purpose
To provide a policy, protocol and program standards for the UCSF Police Department Public Access Defibrillation (PAD) site which operates its program with the assistance of the San Francisco Fire Department.

Authority
The authority to establish a Public Access Defibrillation (PAD) program arises from the following:
- California Code of Regulations Title 22, Division 9, Chapter 1.8, Sections 100031 through 100041.
- San Francisco Emergency Medical Services Section Policy Reference No. 2170.

Definitions
AED: Automatic External Defibrillator.
AHA: American Heart Association
BLS: Basic Life Support
Civilians: Persons who are not PAD site employees or professional emergency medical services personnel.
CPR: Cardiopulmonary resuscitation
EEPAD: Emergency Employee Public Access Defibrillation
EMS: Professional employees of the emergency medical services system within San Francisco
Medical Director: The licensed physician who authorizes the PAD site and provides medical direction to the PAD program.
PAD: Public Access Defibrillation.
PAD Site: A site within the City and County of San Francisco operating a PAD program.
PAD Site Employees: Employees of the PAD site who have been trained and authorized to utilize an AED.
Site Coordinator: A designated person at the PAD Site who is responsible for the administrative oversight of the PAD program (listed in other policy as “Program Coordinator.”

Policy
The UCSF Police Department supports that Public Access Defibrillation is a worthwhile and laudable program. It shall be the policy of the UCSF Police Department to support such a program, with the assistance of the San Francisco
University of California, San Francisco
Police Department General Orders

Fire Department, in order to maximize public safety and health for our employees and members of the public who visit UCSF.

Site Coordinator
The Site Coordinator for the UCSF Police Department shall work with the Medical Director to ensure that authorized police personnel of the UCSF Police Department are certified to American Red Cross (ARC) CPR for the Professional Rescuer standards to perform CPR and to utilize an AED.

The Site Coordinator shall maintain a current list of all employees who are certified in CPR/PAD and shall forward any changes in that list immediately to the Medical Director, ensure that at least one trained and certified employee shall be on duty during all site business hours and there are sufficient numbers of employees trained to meet this goal.

The Site Coordinator shall work ensure that each officer of the UCSF Police Department is trained and certified in CPR/PAD and shall undergo skills evaluation and refresher training at least every other year or as necessary.

The Site Coordinator shall remove an AED from service and replace it with a spare as soon as practicable after its use and shall notify the Medical Director as soon as possible following the utilization of an AED. Utilization shall be defined as any instance in which an AED is turned on for anything but routine maintenance or a battery change.

When initiating a spare unit or when returning a unit to service, a routine maintenance and battery check shall be performed and documented in the maintenance log.

AED Maintenance
The Site Coordinator shall maintain a log indicating where all AEDs for the UCSF Police Department are located, their last date of routine maintenance, the next scheduled date of maintenance, routine testing, the next date of testing, the next date of battery change, and any and all uses of the defibrillator. The AED manufacturer determines the maintenance and battery replacement schedules for its AEDs. The site coordinator shall be responsible for ensuring that regular maintenance, testing and battery changes occur quarterly.

Medical Direction
The SFFD EMS Medical Director will provide medical direction for the UCSF Police Department PAD program.

The Medical Director shall ensure that the UCSF Police Department PAD program complies with all federal, state and local regulations regarding PAD.
The Medical Director shall approve the training curriculum and the written and skills tests for PAD.

The Medical Director shall complete the San Francisco Department of Public Health EMS Section “Notice of New Automatic Defibrillator Program” and shall forward such notice to the EMS Section.

The Medical Director shall notify the Emergency Communications Center (911) of the number and placement of AED’s for the UCSF Police Department.

The Medical Director shall ensure that the UCSF Police Department’s PAD program meets or exceeds ARC standards and guidelines regarding PAD.

The Medical Director or designee shall review all utilizations of an AED by UCSF Police Department employees within 72 hours of notification. The Medical Director shall provide written and verbal feedback regarding each utilization to the Site Coordinator, who will review this feedback with the appropriate staff. The goal of such feedback shall be to improve performance of individuals as well as the UCSF Police Department PAD program in general.

Training
UCSF Police Department employees shall complete a basic CPR course according to the standards set forth by the American Heart Association or American Red Cross. Employees shall have CPR certification prior to undertaking AED training.

AED training shall be conducted by an entity approved by the local EMS Agency to perform AED training. The AED course shall consist of not less than four hours of training.

The Site Coordinator shall work with the Medical Director to ensure that employees who are trained in CPR and AED use undergo a periodic training and skills proficiency demonstration that is no less than one hour in duration.

PAD Protocol
Upon learning that an employee or a member of the public is ill at UCSF, responding authorized police employees shall quickly access the patient, if possible. The employee shall then determine the patient’s level of consciousness and assess him or her for breathing and pulse. If emergency assistance is required, the employee shall notify the Emergency Communications Center and tell the 911 dispatcher in plain language what is wrong with the patient.

If the patient is unconscious and the police employee cannot tell if the patient has a pulse or is breathing, he or she shall direct someone to get the AED as quickly
as possible and bring it to the patient’s side (if not already available) and then begin CPR.

Once the AED is at the patient’s side, the police employee shall expose the patient’s chest and activate the AED. He or she will follow the AED protocol exactly until EMS arrives.

If the patient begins breathing on his/her own and a pulse can be felt, the police employee WILL NOT PERFORM CPR. He or she will monitor the patient closely for changes in breathing or pulse until EMS arrives.

If the machine does not recommend shocking the patient, but the patient is unconscious, not breathing or no pulse can be detected, the police employee shall continue giving CPR until EMS arrives.

Quality Improvement
The UCSF Police Department PAD program shall utilize the concepts of Quality Improvement in order to improve the program and to increase the likelihood that an employee or a member of the public will survive a sudden cardiac arrest at UCSF.

Reporting
The Site Coordinator and the Medical Director shall issue a report every 12 months regarding the activities of the UCSF Police Department PAD program and shall make this report available to UCSF employees, administration, the San Francisco Fire Department and the Medical Director of the Department of Public Health EMS Section.

Policy/Procedure/Protocol & Standards Review
The Site Coordinator, Medical Director and appropriate staff shall review this document at least annually and revise it as necessary.
Incident Response SOP to Select Agent Lab at SFGH/UCSF
(For UCPD and/or SFGH Sheriff’s Department Responses)

Purpose: To familiarize Department personnel with procedures pertaining to responding to select agents at San Francisco General Hospital (SFGH)/University of California San Francisco (UCSF) facilities.

Policy: The University of California, San Francisco Police Department (UCSF PD) shall provide assistance as needed to SFGH/UCSF laboratories during an incident involving select agents. UCSF PD shall be responsible for providing site security and control.

Procedure: Select agents are biological agents and toxins that the Department of Health and Human Services and Department of Agriculture have identified as having the potential to pose a severe threat to public health and safety, to animal, plant or human health, or to animal or plant products. When an incident occurs, site security and control must be maintained.

The UCSF laboratory of Dr. James Marks is a Tier 1 Select Agent-registered facility, authorized by the Center for Disease Control (CDC) to possess, use and transfer botulinum neurotoxin. The presence of this toxin requires special consideration in case of an incident or natural emergency, and also in the event of theft, loss or release of the toxin itself. In all emergency situations, the security of the toxin must be maintained, which must include closing all security doors to the toxin storage and usage areas.

The following Special Operating Procedure (SOP) describes the appropriate response protocol for UCPD and/or SFGH Sheriff’s Department responders for all incidents involving Dr. Mark’s laboratory locations.

Upon receipt of an incident report involving the Select Agent Laboratory at SFGH/UCSF (maintained by Dr. James Marks, SFGH, Bldg. 1, Rm. 171):

1. Proceed to the incident site immediately.*

* NOTE: Response personnel MUST arrive at incident site within 15 minutes.

2. Upon arrival, secure the laboratory (SFGH, Bldg. 1, Rm. 171) and set up a perimeter to deny access to all personnel.

3. Contact at least one of the following persons immediately:
University of California, San Francisco
Police Department General Orders

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Work Phone</th>
<th>Alternate Phone</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Official (RO)</td>
<td>Peili Zhu</td>
<td>415-514-2824</td>
<td>415-505-1912</td>
<td><a href="mailto:peili.zhu@ucsf.edu">peili.zhu@ucsf.edu</a></td>
</tr>
<tr>
<td>Alternate RO</td>
<td>Jonathan Koolpe</td>
<td>415-502-1799</td>
<td>415-828-5578</td>
<td><a href="mailto:jonathan.koolpe@ucsf.edu">jonathan.koolpe@ucsf.edu</a></td>
</tr>
<tr>
<td>Principal Investigator</td>
<td>James D. Marks</td>
<td>415-206-3256</td>
<td>510-388-5296</td>
<td><a href="mailto:marksj@anesthesia.ucsf.edu">marksj@anesthesia.ucsf.edu</a></td>
</tr>
<tr>
<td>Toxin Inventory Officer (TIO)</td>
<td>Fraser Conrad</td>
<td>415-206-5940</td>
<td>415-378-3670</td>
<td><a href="mailto:fraserc@anesthesia.ucsf.edu">fraserc@anesthesia.ucsf.edu</a></td>
</tr>
<tr>
<td>Alternate Toxin Inventory Officer (ATIO)</td>
<td>Gabriel Mullin-Manzanarez</td>
<td>415-206-4140</td>
<td>510-292-7486</td>
<td><a href="mailto:manzanarezg@anesthesia.ucsf.edu">manzanarezg@anesthesia.ucsf.edu</a></td>
</tr>
</tbody>
</table>

4. DO NOT enter Select Agent locations (Rms. 171A, 171B, 171E) for any reason unless personal or environmental safety is a significant concern.

5. Await further instruction from any of the individuals contacted.
Chapter Five: Investigations

5.1 CRIMINAL INVESTIGATION: ORGANIZATION AND ADMINISTRATION

5.1.1 Criminal Investigation Function

In the Police Department, the criminal investigative function is a significant and integral part of the investigation of crime. It is the function of the Investigations Unit to complete follow-up investigations of all felony/serious crimes committed upon persons and property affiliated with the UCSF community. Detectives will, unless otherwise needed, be non-uniformed personnel and will investigate crimes as they are assigned.

5.1.2 Criminal Investigations Component (Revised: 8/1/14)

The Investigations Unit operates within the Field Services Division (FSD) under the command of a lieutenant who directly reports to the FSD Captain. Detectives are sworn police officers assigned to the FSD Investigations Unit, usually for a three-year rotational term, which can be extended at the discretion of the Chief of Police. The Detective assignment is not a promoted rank. Detectives will have an annual performance evaluation to ensure performance levels are maintained and to establish career goals and development. Officers assigned as detectives are eligible for specialty pay, as described in the Federated University Police Officers Association (FUPOA) Agreement.

Other Department officers may be assigned to the Investigation Unit at the discretion of the Chief of Police depending on staffing levels and needed resources.

5.1.3 Case Investigation Based on Expertise

It is the policy of the UCSF Police Department that patrol officers shall respond and conduct the primary investigation to the fullest extent possible and to allow those officers considerable discretion depending on their ability and expertise. Detectives will be assigned cases based on their knowledge, expertise, skills and qualifications.

5.1.4 Administrative Designation of Cases

A. Criminal cases under investigation will be considered as assigned or “open” cases.

B. Criminal cases that are not currently assigned or that have been assigned and the investigation concluded will carry one of the following dispositions:
1. **Investigation Suspended**: All available leads have been exhausted, but the case has not been brought to a satisfactory conclusion and investigative effort may be resumed as needed.

2. **Investigation Closed Exceptionally**: Police have exhausted all leads and have done everything possible in order to clear a case. If the following questions can all be answered positively, the offense can then be cleared exceptionally:
   a. Has the investigation definitely established the identity of the offender?
   b. Is there enough information to support an arrest, charge and turning over to the court for prosecution?
   c. Is the exact location of the offender known so he/she could be taken into custody now?
   d. Is there some reason outside of police control that prevents the arrest, charging or prosecution of the offender?

   The recovery of property alone is not cause to clear a case exceptionally.

3. **Investigation Unfounded**: Incident is false or baseless. An offense did not occur nor was it attempted.

4. **Investigation Cleared by Arrest**: At least one person is:
   a. Arrested
   b. Charged with the commission of the offense and
   c. Turned over to the court for prosecution.

   Clearance by arrest can be claimed when the offender is a person under 18 years of age and is cited to appear in juvenile court, or receives notice to appear before other juvenile agencies, including diversion programs. This clearance can be used even though no physical custody arrest was made.

5.1.5 **Suspending Investigative Efforts** *(Revised: 8/1/14)*

A. Whenever a case has been assigned for investigative follow-up, procedures outlined in this general order should be followed. Suspension of investigative efforts by the assigned officer/investigator must be approved by the supervising lieutenant.

B. Criteria to be considered when suspending investigative effort will include:
   1. Absence of further leads or solvability factors
   2. Unavailability of investigative resources
   3. The degree of seriousness of the offense(s).
5.1.6 Informing Crime Victims of Case Status

A. All persons who file a criminal complaint with the Police Department will be notified of the status of their complaint by the investigating officer.

B. In cases in which follow-up investigation is conducted, either by patrol officers or detectives, the investigating officers will keep the complainant advised of the status of the case and note in the supplemental report times and dates of when contact was made with the complainant. Detectives assigned a follow-up investigation will make every effort to contact the complainant within seventy-two hours (weekends/holidays excluded). Anytime there is a significant change in the status of the case, the follow-up investigator will contact the complainant within five business days to notify them of the change.

C. Prior to a case being closed, the investigating officer will make a final contact with the complainant to advise them of the final disposition of the case.

5.1.7 Case File Maintenance (Revised: 8/1/14)

A. A case file is an investigation that is processed by the Emergency Communications Center (ECC). Case files consist of all pertinent documents relating to a particular case. After review, the Investigations Lieutenant may assign the case for further investigation. If further investigation is deemed necessary, the Investigations Lieutenant will record, in the Case Management System, to which officer/detective a case has been assigned. The Case Management System shall contain the case number, complainant’s name, date the crime occurred, type of crime, officer/detective’s name, date assigned and due date.

B. The Investigations Lieutenant will review the status of cases entered into the Investigations Unit log every 30 calendar days at a minimum. A supplemental report updating the status of the case and detailing the investigation to date will be completed, at minimum, every 30 calendar days.

C. Access to investigation case files will be given by permission of the assigned investigator or the FSD Captain. Investigation case files should contain a copy of the preliminary investigative report (all originals to be maintained in ECC), records of statements, results of examinations of physical evidence, case status reports and other pertinent reports and records needed for investigative purposes. Evidence will not be kept in the case files.
D. Investigations working case files will be purged upon the completion of a case investigation. Once a case is fully investigated and a final disposition made by the assigned investigator as outlined in General Order 5.1.4, “Administrative Designation of Cases,” the supplemental reports will be processed by the Investigations Lieutenant and forwarded to the Records Unit for permanent filing. For a case to remain open for more than sixty days, prior supervisory approval must be obtained.

E. The Investigations Lieutenant will update the Case Management System when cases are disposed of, as outlined in General Order 5.1.4, “Administrative Designation of Cases.”

5.1.8 Use of Informants (Revised: 8/1/14)

A. The use of informants will be coordinated through the Investigations Lieutenant. Compensation of informants is prohibited by the UCSF Police Department. The Investigations Lieutenant will maintain a master file of informants and individual informant’s files securely in a locked filing cabinet. Each file will be coded accordingly with an informant number (e.g., CI#1) to ensure confidentiality and filed numerically. Each informant file will contain biographical and background information:

1. Name
2. Date of birth
3. Address
4. Contact number
5. Criminal history
6. Fingerprints
7. Photograph.

B. Prior to using an informant and to protect the identity of the information the Investigations Lieutenant will complete the following steps:

1. Check CII (criminal history) driver history, fingerprint and photograph the informant.
2. Check WSIN (Western States Information Network) to determine the reliability of the informant.
3. Special Consent Form signed by the informant.
4. Confidential Questionnaire completed by the informant.

The Investigations Lieutenant will conduct periodic evaluations of the individual informants and document findings in each informant’s file.
C. The FSD Captain will review all informant files on a quarterly basis.

D. Precautions
   1. Informant contacts will be made by at least two officers or one officer with a covering officer, when possible and practical. A female informant should not be contacted by a lone male officer unless a covering officer is within listening distance.

E. Unreliable Informants
   1. When an informant is found to be otherwise unreliable and, in the opinion of the officer, should not be utilized further as an informant, he/she will be deemed “Unreliable.”
   2. The officer will write a report stating the reasons why an informant should be classified as unreliable. The informant’s CI number and file will be branded “Unreliable” in red and dated.
   3. Western States Information Network (WSIN) will be notified of the status.

F. Juvenile Informants
   1. Juveniles will not be used as informants without the prior approval of the Chief of Police.
   2. A parent or guardian’s signed, written authorization shall be obtained prior to use of the juvenile informant.
   3. The parent or guardian shall be kept fully informed as to the use of the juvenile informant.
   4. Officers shall diligently strive to protect a juvenile informant from physical or emotional harm and shall not allow the juvenile to be placed in possible danger.

5.1.9 Preliminary and Follow-up Investigative Accountability (Revised: 8/1/14)

A. Uniformed patrol officers shall conduct preliminary investigations on all dispatched calls. Detectives may be called in immediately to conduct investigations depending on the seriousness of the crime, the need for special expertise and staffing requirements.
   1. Requests for an investigator shall be made to the Investigations Lieutenant. In situations in which the Investigations Lieutenant cannot be located, the Watch Commander shall assess the need and call in the investigative staffing deemed necessary.

B. Once a preliminary investigation is conducted, the case may be assigned to either investigative or uniformed personnel. Once assigned, the person receiving the assignment shall be accountable for the follow-up investigation.
5.1.10 Monthly Activity Report (Revised: 8/1/14)

Investigations staff shall keep a monthly activity sheet as directed by their supervisor, which will be turned in to their supervisor at the end of each month. The Investigations Lieutenant will prepare and submit a monthly report to the FSD Captain and Chief of Police.

5.1.11 Utilization of Uniformed Officers

As a general policy, uniformed patrol officers will be the initial responding officers to cases requiring investigation. Patrol officers will conduct preliminary investigations unless it is determined by the officer and his/her supervisor that a detective should respond. In many cases, patrol officers will satisfactorily complete and conclude a case on the basis of their initial investigation.

5.1.12 Case Status Control System (Revised: 8/1/14)

A. Police reports and follow-up investigation assignments to officers in the FSD may be made by either a patrol lieutenant or the Investigations Lieutenant.
   1. If the Investigations Lieutenant makes the assignment, he/she will enter the appropriate information in the Case Management System.
   2. If the assignment is made by a patrol lieutenant, he/she will notify the Investigations Lieutenant that the entry was made into the Case Management System.
   3. Information required in the Case Management System includes:
      a. Case number
      b. Complainant’s name
      c. Date of occurrence
      d. Type of crime
      e. Officer/investigator’s name
      f. Date assigned
      g. Due date.

B. Follow-up assignments will generally be completed within 30 calendar days. Officers/detectives will submit a supplemental report documenting their follow-up activity and closure of the investigation or explanation why the case has not been completed. If the case is still under investigation, the officer/investigator will request an extension on or before the due date. The case disposition, clearance, discontinuance or extension, will be noted on the bottom of the supplemental report by the lieutenant approving the report.
The Investigations Lieutenant is responsible for updating the Case Management System for investigations conducted by members of the Investigations Unit.

C. Cases assigned to the Investigations Unit will be recorded in the Case Management System. Detectives’ case files will be checked at least weekly by the Investigations Lieutenant to ensure cases are handled in a timely manner.

5.1.13 Solvability Factors (Revised: 8/1/14)

A. Incident reports made by police personnel will be reviewed by the Investigations Lieutenant using case screening and solvability factors.

B. The Investigations Lieutenant will review all incident reports he/she receives and assign incidents for follow-up investigation back to the original investigating officer or to a detective on the following basis:

1. All cases that a patrol officer requests be returned for follow-up will be returned to the officer for investigation if appropriate under the circumstances.
   a. Cases may be assigned to Investigations Unit personnel if the Investigations Lieutenant or FSD Captain determines the incident can be more effectively handled by detective personnel.

2. All incident reports with an aggregate point value of ten or more points will be assigned for follow-up investigation. The incident may be assigned to the Investigations Unit or FSD for follow-up, whichever is appropriate under the circumstances.

3. Regardless of aggregate point total, the following crimes will be investigated by the Investigations Unit:
   a. Deaths of a violent or suspicious nature, excluding suicides, unless the investigating officer requests assistance from Investigations staff
   b. Felony sex crimes of a violent nature
   c. Felony assaults involving serious injury
   d. Shootings involving a police officer
   e. Financial institution armed robbery
   f. Any crime requiring the expertise of the Investigations Unit staff
   g. Any reported situation in which there is a potential threat, either immediate or in the future, to the safety of the Campus community.
C. Aggregate point total will be determined by the following questions being answered positively:

<table>
<thead>
<tr>
<th>Points Assigned</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is stolen property traceable?</td>
<td>2</td>
</tr>
<tr>
<td>2. Can a suspect be named?</td>
<td>10</td>
</tr>
<tr>
<td>3. Is the suspect known?</td>
<td>7</td>
</tr>
<tr>
<td>4. Can the suspect be described?</td>
<td>2</td>
</tr>
<tr>
<td>5. Can the suspect be identified?</td>
<td>4</td>
</tr>
<tr>
<td>6. Can the suspect vehicle be identified?</td>
<td>5</td>
</tr>
<tr>
<td>7. Was there a witness to the crime?</td>
<td>3</td>
</tr>
<tr>
<td>8. Is there significant physical evidence?</td>
<td>3</td>
</tr>
</tbody>
</table>

The maximum possible aggregate point total for a crime is 36.

5.1.14 Criteria Used to Assign Cases

In addition to the use of solvability factors for assignment of cases, other factors may be of importance in considering case assignment, including:

A. Investigator availability
B. Police Department experience
C. Experience with other law enforcement agencies
D. Research and intelligence conducted within the agency
E. Research and intelligence conducted in other law enforcement agencies
F. Administrative decision outlined in General Order 5.1.13, “Solvability Factors.”

5.1.15 Resources Committed to Case Follow-Up

Resources committed to investigative follow-up are dependent upon the application of the solvability factors and the degree of seriousness as applied to the overall investigative workload.

5.1.16 Cold Cases (Revised: 1/31/11)

A. Cold cases in this section are defined as violent “crime against persons” cases, new or old, that have not been solved.

B. The evaluation criteria of re- investigating a cold case generally include, but are not limited to:
   1. Legal considerations, such as the application or expansion of the statutes of limitation
2. Technological considerations, such as the nature and condition of the evidence and the advancement of new technology techniques in solving crime
3. Practical considerations, such as the availability of witnesses in the event DNA profile testing would identify a suspect and lead to an arrest and trial
4. Resource considerations, such as time, money and personnel available for investigation and forensic analysis.

C. The actions and activities of the cold case investigation generally include, but are not limited to:
   1. Identifying potential unsolved cases according to solvability factors
   2. Reviewing case files, evidence logs, laboratory reports and autopsy reports
   3. Evaluating the case evidence for potential probative DNA sources
   4. Consulting with the California Department of Justice (DOJ) and Attorney General’s Office in submitting appropriate evidence to the laboratory for testing
   5. Continuing investigative protocol by obtaining reference samples from suspects and other identified subjects
   6. Identifying witnesses who are willing to proceed in prosecution
   7. If a DNA profile does not match suspect’s DNA profile, submitting the evidence profile to the FBI’s Combined DNA Index System (CODIS)
   8. Submitting investigative intelligence to state and federal profiling repositories for information such as the FBI’s Violent Criminal Apprehension Program (ViCAP)
   9. Documenting police follow-up and supplemental actions or activities, as outlined in General Orders 8.4.2, “Documentation of Police Action and 8.4.4, “Specific Information for Documenting Police Action.”

5.2 CRIMINAL INVESTIGATIONS: OPERATIONS

5.2.1 Procedures Used in Criminal Investigations (Revised: 8/1/14)

Officers in every incident will conduct themselves in a professional and impartial manner, being thorough and timely in their investigations and contacting victims and witnesses promptly. The following techniques may assist in solving a case:
A. Information Development
   1. Information may be developed from a wide variety of sources. These may include, but are not limited to, witnesses, victims, neighbors, friends, other public agencies, other law enforcement agencies and informants.
   2. All information obtained will be kept confidential and consistent with public information and record keeping laws and in accordance with General Order 8.4.9, “Records Security and Privacy.”

B. Interviews and interrogations are useful tools in guiding the officer in establishing the truth.
   1. Interviews are conducted to gather facts and information from subjects not considered the focus of the investigation, but who may have knowledge of the incident.
      a. Since the information must be voluntarily given, time of day, length, focus and the number of officers involved in the interview should be considered when planning the interview.
   2. Interrogations are for subjects directly involved in a criminal investigation.
      a. Prior to the interrogation and if the subject is in custody, the subject should be advised of his/her Miranda rights.
      b. The subject will be advised prior to any interrogation of being audio- or video-recorded.
      c. The following conduct is prohibited:
         (1) Obtaining confessions or admissions by coercion or other involuntary means
         (2) Intentional delays in the criminal justice process
         (3) Failure to inform suspects of their Constitutional rights
         (4) Deprivation of counsel
         (5) Pretrial publicity tending to a prejudice a fair trial.
   3. Officers will not negotiate pleas or promise leniency with a suspect without prior consultation with the District Attorney’s Office.

C. Collection, Preservation and Use of Physical Evidence
   Physical evidence will be searched for, collected, and preserved during the course of any criminal investigation. Officers will examine/cause to be examined physical evidence collected from a crime scene and ensure the use and applicability in the investigation.
   1. All evidence will be processed and collected in accordance with General Order 9.2, “Collection and Preservation of Evidence.”
D. Surveillance

1. Surveillance activities are necessary in criminal investigations to observe suspects, probable targets of victimization and other conditions related to criminal conduct.

2. Officers must obtain supervisory permission prior to conducting any surveillance. Officers shall prepare an operations plan prior to conducting surveillance, if time permits.

3. Uniformed officers must obtain supervisory permission prior to using any unmarked police vehicle or specialized equipment.
   a. Equipment will be checked out from the Investigations Lieutenant.
   b. Equipment will be returned ready for immediate use, i.e., vehicle fully fueled, evidence kit stocked, film replaced in camera, etc.

4. During the course of surveillance, if a crime is observed, consideration regarding the safety of the community, the officer and the on-going investigation should be evaluated prior to making an arrest.

5.2.2 Conducting Preliminary Investigations (Revised: 1/31/11)

The UCSF Police Department will record and report all incidents brought to the Police Department’s attention requiring action, even if the complainant does not wish to be identified, or pursue charges.

A. The FSD will generally be responsible for conducting initial, preliminary investigations.

B. The officer initially assigned will be responsible to conduct the preliminary investigation through conclusion or until other duties or circumstances direct otherwise at the discretion of the Watch Commander.

C. The nature of certain incidents may require the immediate notification and assignment to Investigation Unit. Such cases include:
   1. Deaths of a violent or suspicious nature
   2. Felony sex crimes of a violent nature
   3. Felony assaults involving serious injury
   4. Shootings involving a police officer
   5. Armed robbery of a financial institution
   6. Any crime requiring the expertise of a detective
   7. Any report where there is a potential threat to the safety of the Campus community, either immediate or in the future (Threat Management Team review).
D. If a Detective responds to an incident, the original officer will retain responsibility for the initial investigation unless otherwise specified.

E. Officers conducting preliminary investigations will follow these steps when appropriate:
   1. Observe all conditions, events and remarks
   2. Canvass, locate and identify witnesses
   3. Maintain the crime scene and protect evidence
   4. Interview the complainant and witness(es)
   5. Interview or interrogate suspects as appropriate
   6. Arrange for the collection of evidence
   7. Arrest the suspect in accordance with state statutes
   8. Document the entire incident completely and accurately.

5.2.3 Conducting Follow-up investigations (Revised: 8/1/14)

A. It is the responsibility of the officer assigned to the primary investigation to perform the follow-up investigations for all cases unless one of the following is applicable:
   1. Resources needed to conduct the follow-up investigation are beyond those of the primary investigating officer.
   2. Necessary resources would require additional staffing levels and shift assignments that would require overtime to complete the follow-up investigation.
   3. The case is highly sensitive must be conducted by Investigations Unit personnel.

B. If a follow-up investigation is necessary, the Investigations Lieutenant will review the case and determine if the case warrants follow-up by the Investigations Unit, or shall be followed-up by the primary investigating officer.

C. If the Investigations Lieutenant determines the follow-up investigation is to be completed by the primary investigating officer, the Investigations Lieutenant will:
   1. Prepare a report/documentation of the specific follow-up that needs to be conducted.
   2. Return the case and all applicable documentation to the primary investigating officer through the officer’s immediate supervisor.
   3. Once the investigation is completed and reviewed by the investigating officer’s immediate supervisor, the case will be return to the Investigations Lieutenant for further action.
D. Follow-up investigations shall include, as applicable:
   a. At least one follow-up contact with victims, witnesses and other involved parties
   b. A review and analysis of all department records (prior reports, field interrogation cards, criminal histories, etc.)
   c. Review of all results from any lab examinations
   d. Additional interviews and interrogations, gathering additional information from other officers, informants, outside law enforcement agencies and witnesses/victims
   e. Planning and organizing and conducting searches and collecting physical evidence
   f. Identification of suspects
   g. Determination of suspects’ involvement in other crimes, preparation of crime bulletins for patrol information and apprehension of suspect(s)
   h. Preparation of the investigation for court presentation and assisting in the prosecution.

E. Misdemeanor and Non-criminal Incidents
   1. Misdemeanor and non-criminal incident follow-up investigations will be the responsibility of the initial officer.
   2. Misdemeanor follow-up investigations may be assigned by the Investigations Lieutenant to the initial officer, another officer or a detective. The Investigations Lieutenant may also do the follow-up investigation him/herself, depending on the circumstances.

F. Felony Crimes
   1. The Investigations Lieutenant will review all felony crimes reported to the Police Department and assess follow-up assignment needs. Criteria for follow-up assignment by detectives may include, but is not limited to:
      a. Requirement for extensive staff hours
      b. Out of town travel
      c. Complexity of the investigation
      d. Related incidents
      e. Time factors
      f. Other relevant factors.

5.2.4 Investigation Checklists

The initial police incident report serves as a satisfactory checklist for most investigations. More complicated investigations require additional effort. Checklists are provided for certain investigations to aid in ensuring critical areas of investigations are not overlooked.
Checklists for complex investigations such as sexual assault and death investigations will be maintained by Investigations Unit.

5.2.5 Follow up Victim Contact

A. The assigned officer/investigator or any available officer/investigator will contact victims, complainants, witnesses of crimes within 72 hours (excluding weekends/holidays) of the reported incident to elicit information which may lead to the case clearance.

B. The follow-up contact also gives the victims, complainants and witnesses the opportunity to ask any questions or provide additional information that may not have been addressed in the initial contact.

C. Maintaining follow-up contact is valuable in building public confidence in the Police Department and communicating to the victims that their welfare is important.

5.2.6 Follow-up Case Assignment Responsibilities (Revised: 8/1/14)

Each Investigations Unit detective is responsible for his/her own follow-up and logging of information.

A. The Investigations Lieutenant should make every effort to assign the case to a detective/officer who has the expertise, and credentials needed to properly investigate the case. The detective/officer assigned to the case shall be the primary investigator and will be responsible for coordinating all investigative activities relating to it.

B. The log shall contain the following information:
   1. Case number
   2. Detective/officer assigned to the case
   3. Date assigned.

C. In addition, the Investigations Lieutenant will review all incident reports he/she receives and may assign incidents for follow-up investigation to either the original investigating officer or a detective, entering the assignment in the New World System.

5.2.7 Request for Investigation Division Assistance after Hours (Revised: 6/4/08)

The primary operating hours of the Investigations Section is from 0700-1700 hours, Monday through Friday. When Detectives are needed after hours, on weekends or on
holidays, the Watch Commander shall attempt to contact the On-call Commander who will make the determination to contact the Investigations Unit personnel to report for duty. It is the policy of the UCSF Police Department to have a designated On-call Commander available on a 24-hour basis. The designated On-call Commander will provide 24-hour, seven day per week availability by telephone or cellular phone. The On-call Commander will provide the Watch Commander and ECC Dispatch with the name, phone number and cellular phone number of an alternate, after hours contact person, along with the duration of the alternate contact person’s assignment, in the event the On-call Commander is unavailable.

5.2.8 Investigations and Patrol Liaison

When possible, detectives will attend a Patrol briefing to provide an exchange of information to facilitate the operation of the Police Department and enhance the relationship between patrol officers and detectives.

5.2.9 Polygraph as an Investigative Tool (Revised: 8/1/14)

A. Polygraph services that may be needed during the course of a criminal investigation may be obtained through a certified polygraphist.

B. Polygraph examinations shall not be used without the consent of the person on whom the examination is to be conducted.

C. The Investigations Lieutenant will assist the patrol officers in scheduling the exam.

D. Candidates for employment/current employees shall not be required to take a polygraph test as a condition of employment.

5.2.10 Polygraph Standards

Only polygraphists certified through the State of California shall administer polygraph examinations for the UCSF Police Department.
5.2.11 Investigative Inter/Intra-agency Task Force (Revised: 8/1/14)

A. It is the FSD Captain’s responsibility to develop and direct inter- and intra-agency investigative task forces initiated by UCSF Police Department; however, consideration shall be given to available staffing, nature of criminal activity, probability of successful prosecution and availability of funds for needed equipment and resources prior to committing to a specific task force.

B. The FSD Captain will evaluate overall effectiveness of the particular operation and develop additional investigative plans, as needed.

C. The Investigations Lieutenant will record and report expenditures used during the course of an investigation and shall advise the FSD Captain of any special funding, equipment or staffing needs that may be required for the particular investigation.

D. Inter- or intra-agency task forces may be implemented on any investigation on the basis of frequency, scope and jurisdictional boundary. Authorization to develop and implement a task force will be the decision of the Chief of Police.

5.2.12 Constitutional Rights (Revised: 1/31/11)

In any criminal investigation, it is important to ensure individuals’ Constitutional rights are preserved and any statements or confessions given by a suspect are legally obtained and permissible in a criminal proceeding.

A. Officers shall advise a suspect of his/her Miranda rights prior to any custodial interrogation. Miranda rights used by the Police Department are in accordance with the Department-issued Miranda Advisement card.

B. Officers may question persons during general, on-the-scene investigations of the facts surrounding a crime. Persons questioned at this time need not be advised of their Miranda rights, unless they are taken into custody or are otherwise deprived of or may reasonably believe that they have been deprived of their freedom.

C. Information volunteered or spontaneous statements made by suspects in custody are admissible as evidence and need not be preceded by warnings; however, any follow-up questioning initiated by an officer shall be preceded by a Miranda warning.

D. Officers must comply with the California Penal Code (PC) and case laws when a suspect is interviewed utilizing a video or audio recording device.
E. After a suspect has been advised of his/her rights and exercises their Fifth and/or Sixth Amendment rights, no further questioning shall take place. Statements made after a suspect invokes his/her rights are not admissible in court, unless the suspect initiates the conversation, has been re-advised of his/her Miranda rights. Officers shall have the suspect sign the written waiver or acknowledge the waiver verbally on a video or audio recording.

F. Suspects shall not be coerced into giving involuntary statements or confessions.

5.2.13 Field Interview/Interrogation (Revised: 1/31/11)

A. Properly conducted and documented field interviews may provide information needed by other officers and detectives, or provide information beneficial to future investigations.

B. Field interviews should be used only when an officer can articulate a reasonable suspicion that an individual has been or is currently involved in criminal conduct. Officers should be aware of any current state or federal case law that further defines the use of the field interview.

C. Interviews of victims and/or witnesses may be audio or video recorded with approval of the victim and/or witness.

D. The approval for audio or video recording of an arrestee interrogation is not necessary. If in custody, the individual should receive the Miranda admonishment. The advisement of rights or admonishments shall be documented in the body of the follow-up report.
   1. The interview shall be conducted using the cognitive interview technique.
   2. Questions that are asked during the interview should be based on the case(s) being investigated.
   3. The interview/interrogation should take place in a setting without outside interference.
   4. The interview or interrogation will be conducted with no more than two persons present.

5.2.14 Background Investigations

A. Criminal investigations frequently include background investigations of person(s) as related to their involvement in white collar crime, organized crime and vice activities.
   1. The UCSF Police Department will conduct background investigations of person(s) only in correlation with an ongoing criminal investigation.
2. Such investigations must be conducted discreetly and within the provisions of the California Law Enforcement Telecommunications System (CLETS) and all applicable local, state and federal guidelines.

3. This section does not apply to background investigations of Police Department employee candidates.

4. Police Department staff shall not use the CLETS, National Crime Information Center (NCIC), Records Management System (RMS) or any other available law enforcement data system or information for personal reasons.

B. Various sources of information are available in conducting a background investigation. Some potential sources include:
   1. Business associates
   2. Financial institutions
   3. Former employers
   4. Utility companies
   5. Public records
   6. Intelligence reports, i.e., WSIN, Lexis Nexus, Infotrac, etc.
   7. Criminal Information Index (CII)
   8. Other law enforcement agencies.

C. All information obtained in a background investigation will be incorporated into the criminal case file.
   1. Criminal Information Index printouts will only be made part of the record if the investigation is prosecutable, being prosecuted or part of court adjudication.
   2. Criminal Information Index, CLETS, DMV or RMS printouts originating from the UCSF Police Department shall not be given to non-criminal justice personnel.
   3. Records Management System printouts may be released by ECC staff in accordance with release of public information laws.

5.2.15 Habitual/Serious Offenders (Revised: 8/1/14)

A. Efforts shall be made to identify and assist in the apprehension and prosecution of habitual/serious offenders.

B. Career Criminal Profile Criteria
   1. Career Criminal Profile Criteria applies to any:
      a. Defendant with two or more prior felony convictions, excluding Driving While Suspended or Driving While Revoked
b. High Impact Offender – an offender who generates numerous crimes and/or victims but few, if any, prior convictions

2. Any case the FSD Captain identifies as involving a suspect(s) who meets Career Criminal Profile Criteria should prompt the investigator to contact the prosecutor’s office for assistance in case preparation.

5.2.16 Sexual Predator/Sex Registrant

A. The UCSF Police Department will make great efforts to protect the campus community from registered high-risk and serious sex offenders through adherence to specifications provided in Megan’s Law (PC §§ 290; 290.4).

B. California Penal Code § 290.01, governing sex offender registration on campus, was enacted effective October 28, 2002. (Stats. 2001, c. 544 (A.B. 4), § 2.) The federal Jacob Wetterling Act (42 U.S. Code § 14071), as amended by the Campus Sex Crimes Prevention Act [the “CSCPA,” Pub. L. 106-386, div. B, Sec. 1601, 114 Stat. 1464, 1537 (2000)], require the states to mandate sex offender registration and notification at institutions of higher learning. In accordance with federal law, California law requires certain sex offenders to register on campuses of universities, colleges, community colleges, or other institutions of higher learning. The following guidelines are intended to assist campus police departments and local law enforcement agencies with jurisdiction over campuses which do not have campus police departments, as defined below. These guidelines address the law governing registering sex offenders on campus and explain the law regarding notification to the campus community.

C. Persons Who Must Register on Campus

1. Persons have a duty to register in the jurisdiction where they reside (pursuant to PC § 290) and, if transient, have a duty to also register with a campus police department (under PC § 290.01) if:
   a. The registrant lives at a residence on campus
   b. The registrant is enrolled at the campus, either full-time or part-time
   c. The registrant is employed by the campus, either full-time or part-time (with or without pay)
   d. The registrant is carrying on a vocation on the campus
      (1) “Carrying on a vocation” on the campus, means that the person works on the campus, even if he is not employed by the campus itself. For example, persons who are employed by an independent contractor that runs a printing press or cafeteria/other food services on the campus are persons
who are “carrying on a vocation” on the campus. Similarly, persons working on a construction crew on campus or in a campus bookstore are carrying on a vocation on the campus.

e. The registrant is a volunteer on the campus

f. The registrant is a transient sex offender who is physically present on, living on, enrolled at, employed as volunteer at or carrying on a vocation on the campus. If his enrollment, employment or vocational status requires it, a transient sex offender must register with the campus police department in addition to the local jurisdiction where he registers every 30 days. If the campus is a place a transient registrant occasionally frequents but is not living at and he does not have the status of being enrolled, employed, a volunteer or carrying on a vocation on campus, the transient need only list the campus as a place he frequents on his registration with the local jurisdiction in which he registers every 30 days. Examples of places a transient may “frequent” on a campus are the physical education facilities, the library or an eating establishment.

2. Registration of Out-of-state Residents Attending School in California under PC § 290(a)(1)(G)

a. Registered sex offenders who reside in states other than California, but who come into California to attend an institution of higher learning must register with the local police or sheriff’s department having jurisdiction over the campus. Such students must register whether enrolled full-time or part-time. (PC § 290 (a)(1)(G).) The registrant must provide his or her out-of-state residence address on the registration form. Local agencies should send a copy of the registration form to the campus police department as a courtesy.

3. Registration of Persons Living on Campus under PC § 290(a)(1)(A) or § 290(a)(1)(C)

a. If the campus is a place the registrant lives (has a residence address or is physically present as a transient), PC § 290, subdivision (a)(1)(A) or (C) requires the registrant to register with the campus police department in addition to the jurisdiction where he/she resides or is physically present as a transient.

4. Duty to Register Both in Local Jurisdiction and with Campus Police Department

a. Campus registration is intended to ensure that the campus knows about all sex offender registrants connected with the campus. The registrant’s primary registration duty is to register with the police or sheriff’s department of the jurisdiction where he/she resides, or to register as a transient every 30 days. Thus, a registrant who
additionally must register on campus has a duty to register in two places: campus and jurisdiction of residence (or where physically present as a transient). A registrant who has a duty to register on campus must register with the campus police department, or with the local jurisdiction (sheriff’s department or police department) having jurisdiction over the campus if the college or institution of higher learning does not have its own police department, as defined by these guidelines. If a campus police department does not have CLETS update capability, it can mail the registration form (DOJ SS 8102) to DOJ, and DOJ will input the registration into VCIN.

5. Limited registration duties at college police department are based on changes in the registrant’s enrollment or employment status.
   a. Campus registration is a secondary duty, meaning that the registrant who is required to register on campus need fulfill only limited requirements. A registrant on campus must register with the campus police department within five working days of beginning his or her status requiring campus registration (i.e., enrollment, employment) and notify the campus police department within five working days when that status no longer exists. The registrant on campus has no duty to do the annual update, transient update or sexually violent predator update at the campus police department. These should be done at the local police or sheriff’s department having jurisdiction over the offender’s place of residence. The registrant’s primary duty at the campus police department is to notify it when his enrollment or employment, etc., status on campus begins and ends.

6. Change of address, registration updates are done at the primary registering agency.
   a. Changes of address and registration updates should be done with the police or sheriff’s department having jurisdiction over the area where the registrant lives or is a transient. Thus, the annual, transient or sexually violent predator updates are done at the primary registering agency, not the campus police department. If a registrant changes his residence address, the registrant must notify the police department or sheriff’s department having jurisdiction over the residence address and need not notify the campus police department. In other words, the registrant must notify the last registering agency that he is moving, and must register in the new jurisdiction, if any, within five working days, but he need not notify the campus police department of the address change. This is true even if the registrant lives or is a transient on the campus. His
primary registering agency is the local law enforcement agency having jurisdiction over the area in which the campus is located. Campus police will be able to see the registrant’s address change and updates by checking VCIN, the Megan’s Law Web Application or, in 2005, on the Megan’s Law Internet Web site if the registrant is in the category of offenders who have addresses displayed on the Internet. Additionally, local agencies doing address changes on registrants who are also registered at a campus police department should send a copy of the registration form showing the new address to the campus police department as a courtesy.

7. Enrollment during a Regular School Year Session
   a. A student is “enrolled,” for purposes of the registration law, on the day the first quarter or semester of enrollment begins, and he/she must register within five working days of that date. Thereafter, if the student remains enrolled for the next regular semester or quarter, he does not need to notify the campus police department of any status change. The summer session does not count as a regular semester or quarter, and if a registrant is present spring semester/quarter and will return fall semester/quarter, the registrant does not have to come in at the end of the spring term to notify the Department he/she is leaving for the summer, nor does the registrant have to re-register with campus police at the beginning of the next regularly-scheduled term. However, if the registrant does not re-enroll for the next regular session during the school year (fall, winter, spring), he/she must notify the campus police department within five working days of the last day of the semester/quarter that he/she was enrolled that he will be absent the following semester or quarter
   b. Enrollment during or Beginning in Summer Session
      (1) A student may enroll just for a summer session or may begin enrollment during the summer session. If so, he/she has a duty to register within five working days of the beginning of that summer session. If the registrant continues without a break into the next regular session (fall quarter or semester), he/she need not re-register on campus.
   c. Breaks in Enrollment
      (1) When the registrant re-enrolls after a break in attendance (not just a vacation break over a holiday or spring break), he/she must re-register with the campus police department within five working days of the first day of that new semester or quarter.
(2) A student is enrolled at the campus even if he takes a class on-line and the class meets at a location off campus. He has a duty to register due to his enrollment status. If a campus offers on-line classes, which never meet in person, the statute still requires students who have enrolled to register as sex offenders with the campus police department.

5.2.17 Telephone Traps (Revised: 8/1/14)

The UCSF Police Department often investigates crimes that involve the use of telephones. Telephone service providers assist law enforcement agencies investigate these crimes. The service involves "telephone trapping" and "tracing live calls." Telephone Service providers will provide this service to law enforcement agencies free of charge under the following conditions:

A. Cases that Involve an Eminent Threat To Life (not a standard threatening call) – This normally involves placing a live trace on the line. A trace is when a telephone service provider identifies a caller's location/telephone number. The caller must be on the line with another party during the time the trace is conducted.

B. Annoying Telephone Calls as Defined in PC § 653(m) – These normally involves placing a trap on a telephone line. A trap is when a telephone service provider monitors a telephone line over a period of time and compares a victim's log of telephone calls with telephone records to identify an annoying caller. Unlike a trace, the caller does not have to be on the line.

C. Watch Commanders may contact telephone service providers and request assistance for tracing a live call when there is reasonable cause to believe that there is an eminent threat to life. Such cases may include life threatening situations, threats of suicide, injured persons who cannot communicate effectively and kidnapping or hostage situations. A person must be on the telephone continuously in order to conduct a trace. Traces can take anywhere from five minutes to two hours. The Watch Commander shall notify the Chief of Police and Investigations Unit of the live trace as soon as practical.

D. Telephone traps shall only be coordinated by the Investigations Unit. Telephone service providers will provide telephone traps on hang-up, harassing, obscene or threatening calls with an unknown suspect:
   1. Generally, there must be a pattern of calls over the course of several days or weeks. Several calls in one day may not be appropriate for a trap.
2. An annoying/harassing telephone call, PC § 653(m), report must be made and the victim must be willing to prosecute.

E. The victim will be asked by telephone service providers to log calls for approximately 14 days. This waiting period may be waived for life threatening calls. In order for telephone service providers to successfully obtain the identification of the caller, three calls must be made from the same telephone number.

F. Officers investigating PC § 653(m) incidents should not automatically suggest to victims that a telephone trap may be obtained. Each officer should assess the specific facts reported in each incident. Normally, telephone service providers will not place phone traps without there being a threat to life when citizens call them directly, and, even then, a fee will be assessed.

G. If the officer conducting the initial investigation of PC § 653(m) determines that a phone trap may be appropriate, the officer will:
   1. Inquire with the requesting person if they wish to have a phone trap installed.
   2. If the answer is yes, issue the requesting person a copy of three forms: the phone trap authorization, the phone log sheet and the instruction sheet.
   3. If no trap is requested, and then advise the requesting person a phone trap may be considered in the future.
   4. Instruct the requesting person to have the Department head or other authorized employee of the receiving Department sign the authorization form.

H. Advise the requesting person that the phone trap authorization form will be sent to the UCSF Investigations Unit who will contact telephone service providers.

I. Advise the requesting person that they will be contacted by the Investigations Section when the phone trap has been installed by telephone service providers.

J. Once the phone trap is installed, the requesting person will need to record all "suspicious" calls on the phone log, as well as call telephone service providers immediately after each suspicious call.

K. The officer conducting the investigation will telephone the Investigations Unit during normal business hours and advise them of the phone trap request. The investigating officer will fax a copy of the signed authorization form to the administrative fax for processing. The original authorization form should be attached to the original report.
L. If the request for the trap occurs during weekends and/or holidays, the investigating officer will deliver a copy of the completed report, along with the signed authorization form, to the Investigations Unit, which will process the request on the next business day. The officer will also leave a voice mail message for the Investigations Lieutenant or send an e-mail advising him of the request.

M. Once a phone trap has been installed, any further follow up with the reporting party shall be conducted through the Investigations Unit. Officers may indicate this on their follow up forms.

5.2.18 Interview Room (Revised: 6/7/17)

The UCSF PD has two interview rooms at the Mission Center Building, Room 145, which are commonly used in the investigative process. In order to ensure the protection of Police personnel, the safety of the arrestee, witness or victim, established guidelines for the use of the interview rooms are necessary. The intent of this policy is to ensure that the interview rooms are utilized in the safest and most professional manner possible. Uniformed and non-uniformed personnel will use the designated interview rooms for all interrogations and for any interviews that might likely turn into an interrogation.

One interview room is equipped with handcuff restraints for securing arrestees. The handcuff restraints are connected to the interview table and a stainless steel bench, which are bolted to the floor. Arrestees restrained in this interview room will not be left unattended while restrained.

A. The interview rooms shall be located in a secured area.

B. If utilized by an outside police agency, a sworn member must be present and in close proximity.

C. The responsibility for the safety and security of persons brought into the interview room remains with the original officer, unless a detective or supervisor relieves the officer.

D. To provide proper security, all arrestees/prisoners, shall be searched prior to being brought into the interview room.

E. The officer/detective shall notify the ECC that they will be conducting an interview with their specific location.

E. Only one arrestee/prisoner at a time will be in the interview room.
F. All arrestees/prisoners will be handcuffed prior to entry of the interview room. Handcuffs may be removed at the discretion of the officer/detective conducting the interview. Officers/detective shall adhere to Section I prior to removing the handcuffs.

G. While an officer is conducting an interview or interrogation, a second officer shall be present either in the room or in close proximity to assist. If the interviewing officer/detective needs assistance, he/she shall verbally and/or physically summon the officer. Other means of requesting for assistance can also be utilized (e.g., portable radio or cellular telephone).

H. The interview room is not a holding cell. If an arrestee or prisoner (adult or juvenile) is left alone in an interview room, there must be constant visual monitoring of him/her at all times by a sworn officer. An officer must also be in close proximity to the room and be readily available to provide assistance, should he/she be summoned.

I. Except in interviews conducted at the San Francisco County Jail or another law enforcement facility, it will be the sole discretion of the officer/detective and, in certain cases, a Division Manager or supervisor, to determine whether or not the officer/detective maintains his/her authorized weapon on his/her person while in the interview room with a victim and/or witness. In instances where interviews are conducted with an arrestee/prisoner whose handcuffs will be removed (i.e., signing written documentation, etc.), an officer/detective shall secure their firearm prior to removing the handcuffs from the arrestee/prisoner. Should the officer/detective elect to remove his/her weapon, it shall be properly secured in a locked storage container (i.e., gun locker, locked desk drawer, officer’s locker, armory room, etc.).

J. Items in the interview rooms should be limited to a table and enough chairs to accommodate the individuals in the room. Any other items brought into the room shall be at the discretion of the officer/detective conducting the interview.

K. The number of people present while conducting an interview/interrogation should be kept to a minimum. Typically, this should be no more than two officers/detectives and the person being interviewed. Special circumstances may require a parent, a guardian or legal representative to be present. Ultimately, it will be up to the primary officer/detective, on a case-by-case basis, to make the decision as to who may be present.
L. All individuals are afforded an opportunity to address their personal needs during an interview. Breaks will be conducted at reasonable time intervals. All individuals being interviewed who wish to utilize the facilities (restrooms, water, etc.) shall be escorted by an officer/detective at all times within any secured areas of the Police Department and/or building.

M. Prior to usage of the interview room, officers/detectives shall search the room for weapons and/or contraband that may pose a threat not only to police personnel but also to the suspect.

N. Once the interview has been completed, the officer/detective will again search the room prior to exiting.

O. Any individual secured by restraints in the holding cell to a fixed object shall not be left unattended.

5.3 LEGAL PROCESS: CRIMINAL PROCESS

5.3.1 Restraining/Court Order (Revised: 1/31/11)

A. Definition
   1. Emergency Protective Order: A temporary order obtained by a peace officer from a Superior Court instructing one party to stay away from another. Emergency protective orders provide immediate protection for victims of domestic violence and their family.
   2. Temporary Restraining Order: Court order obtained for a limited period of time, not to exceed 15 days, to prevent harassment by a named person or persons.
   3. Permanent Restraining Order: Court order ordering a person or persons to stay away or cease a course of conduct for a specified period of time.

B. Procedures
   Emergency Protective Order Request Procedure
   1. The officer shall contact the judge, commissioner or referee designated to be on-call to issue emergency protective orders by telephone or otherwise and assert his/her grounds for the belief that the order is appropriate.
   2. Upon oral issuance of the order by the on-call judge, the officer requesting the order shall put it in writing, using the Judicial Council form provided, and sign the order.
   3. When the order is issued, the officer shall serve a copy of the emergency order on the restrained party if the party can be reasonably located. If the party cannot be located, the order shall be filed in the ECC.
a. The officer shall give a copy of the emergency order to the protected party.

b. The officer who requested the emergency order shall, while on duty, keep in his possession a copy of the order.

c. A copy of the emergency order shall be filed with the court as soon as practical after issuance.

d. An emergency protective order is valid for five court days after the day of issuance, but never longer than seven calendar days following the day of issuance.

4. A law enforcement officer who acts in good faith to enforce an emergency protective order is not civilly or criminally liable (Family Code § 6272(b)).

C. Temporary Restraining Order or Permanent Restraining Order
With subject present, officers shall attempt to verify "proof of service" of a temporary or permanent restraining order. A records check shall be made to verify if the Police Department was provided with a copy of the restraining order and determine if the order was served to the subject. If it can be determined that the subject violated the restraining order, he should be arrested or cited for the violation.

1. If the violation occurred out of an officer's presence, the complainant may make a citizen's arrest.

2. If the restraining order exists but the officer cannot verify "proof of service," the officer should:
   a. Inform the subject of the existence and terms of the restraining order (i.e., advise the subject that he is now on notice regarding the restraining order and that continued violation may result in his arrest) and
   b. Inform the complainant of the necessity of recording the restraining order along with proof of service with the Police Department.

The officer should then write an informational report indicating that the subject was advised of the restraining order, obtain a copy of the restraining order from the complainant and attach it to the informational report.

4. When the subject has left the area, the officer shall verify if a restraining order exists, and if it has been served, write a crime report and attach a copy of the crime report to the restraining order. All reports shall then be submitted to the District Attorney's Office for issuance of a warrant.

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D. Restraining/Protective Orders Information
The Police Department's ECC, in compliance with PC § 13710, maintains a record of all protective orders with respect to domestic violence incidents, restraining/protective orders and proofs of service in effect. The ECC shall inform officers responding to domestic violence calls of the existence, terms and effective dates of protective orders in effect.

1. Verification of Restraining/Protective Orders
Whenever a complainant advises an officer of the existence of a restraining/protective order, the officer should ascertain:
   a. Whether a restraining/protective order is on file with the Department or whether the complainant has a copy of the restraining/protective order in his/her possession
   b. Whether a restraining/protective order is still valid as to duration/time
   c. Whether the proof of service or prior notice exists or that the subject was in court when the order was made
   d. The terms of the restraining/protective order.

If there is no expiration date on the order, the order is valid three years from the date of issuance, with the exception of permanent orders issued pursuant to a divorce.

E. Arrest Criteria and Enforcement Procedures
1. A violation of a restraining/protective order is a misdemeanor under PC §§ 166 and 273.6(a) and may be a felony, under PC §§ 273.6(d), 646.9 and 136. Officers should make an arrest as prescribed by law when there is reasonable cause to believe the subject of the restraining/protective order has violated the order and any of the following conditions is met:
   a. The existence of the order and proof of service on the subject has been verified
   b. The complainant produces a valid copy of the order bearing a file stamp of a court and proof of service on the subject
   c. The existence of the order has been verified. (No proof of service is required if the order reflects that the suspect was personally present in court when the order was made.)
   d. The existence of the order has been verified, and there is proof that the suspect has previously been admonished or served a copy of the order.

2. When the officer verifies that a restraining/protective order exists but cannot verify proof of service or prior knowledge by the subject, the officer should:
   a. Inform the subject of the terms of the order.
b. Admonish the subject of the order; i.e., inform the subject that he/she is now on notice and that the violation of the order will result in arrest. If the subject continues to violate the order after being advised of the terms, an arrest should be made.

c. If the subject complies after admonishment of the terms, the officer shall make a report pursuant to PC § 13730(c) showing:

(1) The subject was admonished/advised of the terms of the order
(2) The specific terms of the order the subject was advised about
(3) The name of the admonishing officer
(4) The time and date.

d. The Department's copy of the restraining/protective order will be updated to reflect the admonishment information listed above.

e. At the request of the protected party, the officer shall comply with all of the above.

3. In the event the subject has left the scene of the incident, an investigation should be made to determine if a crime has been committed. PC §§ 13730(c) and 13701(i) require that a report be made and the complainant advised of the follow-up criminal procedure and case number of the report.

F. Order Not Verifiable

When the complainant is not in possession of the restraining/protective order, and/or in case of computer error, officers may not be able to confirm the order's validity.

1. PC § 13730(c) requires the officer to write a police report, provide the report number to the complainant and direct the complainant to contact the Department.

2. When an order is not verifiable through the verification procedures, officers shall advise the complainant of the right to make a private person's arrest for the violation of the restraining/protective order.

G. Verification of Stay-Away Orders

A stay-away order is issued in a criminal case where the probability of "victim intimidation" exists. The violation of such is a misdemeanor under PC § 166. In domestic violence incidents in which a person advises an officer that a criminal stay-away order has been issued, the officer should attempt to ascertain the terms and validity of the order. The officer shall:

1. Request the complainant produce a copy of the order and verify, through the Department, that the subject is under the court's jurisdiction or
2. Verify, through the Department, that a criminal stay-away order has been issued against the subject.

H. Arrest Criteria and Enforcement Procedures
1. When the order has been verified, officers shall effect an arrest if the subject has violated any terms of the order. The report should note the specific violations of the order. The complainant shall be given the police report number for reference pursuant to PC § 13701(i).
2. A violation of the order is a violation of PC § 166. This violation can be added to other charges, such as assault or battery.
3. An act of "victim intimidation" relating to the court proceedings is a violation of PC § 136 et seq. Examples of intimidation include:
   a. Attempting to prevent or dissuade a victim/complainant from attending or giving testimony at any proceeding – a misdemeanor
   b. Attempting to prevent or dissuade a victim/complainant from attending or giving testimony by using force or by expressing or implying threat of force or violence related to the court proceeding – a felony.

I. Order Not Verifiable
The officer may not be able to confirm the order's validity when the complainant is not in possession of the criminal stay-away order and/or in cases when there is a computer error.
1. In such cases, officers in compliance with PC § 13730(c) shall write a report and give the complainant the police report number.
2. When an order is not verifiable through the verification procedures, officers should advise the complainant of the right to make a private person's arrest for the violation of the restraining/protective order.

5.3.2 Legal Process Service (Revised: 8/1/14)
A. UCSF Police Department obtains criminal warrants through the county court system. Original copies are filed in the San Francisco Central Warrants Bureau (SFCWB). Copies of warrants and processes may be obtained but do not act as original documents. In the event any original warrants or civil process documents are received, a copy shall be attached to the original crime report and the service of process noted on the log. A written report will be written in the RMS by the investigating officer/detective and will include:
   1. Date and time received
   2. Type of legal process, civil or criminal
   3. Nature of document
   4. Source of document
5. Name of plaintiff/complainant or name of defendant/respondent
6. Officer assigned for service (all cases will be assigned to Investigations Unit)
7. Date of assignment (date assigned/forwarded to Investigations)
8. Court docket number
9. Date of service due or required by.

B. Subpoenas/Citations
1. Subpoenas/citations that have been served will be returned to the Investigations Unit by the on-duty Patrol Lieutenant/Watch Commander. The officer serving the subpoena will fill out the “Subpoena/Citation Service Form” and shall include the following:
   a. Date and time served
   b. Name of server
   c. Name of person served
   d. Method of service
   e. Location of service.
2. Subpoenas/citations returned to the Investigations Unit after service or attempted service will be logged out of the subpoena/citation log book, indicating the return date to the Municipal Court/City Attorney and the reason for return (e.g., served, moved).
3. The subpoena/citation log book shall be retained by the Investigations Unit for three years.

C. Warrants
1. The officer serving the warrant will sign and date the warrant as being served and return the original warrant to San Francisco Municipal Court.
2. San Francisco Municipal Court will remove the warrant information from the wanted person/warrant system.
3. Related documentation on served or recalled warrants is retained by San Francisco Municipal Court.

5.3.3 Warrant Service in Foreign Jurisdictions

Arrests expected to occur outside the City and County of San Francisco shall require notification of and coordination with the local law enforcement agency. Officers shall comply with PC §§ 821, “Felony Offense Arrest Procedure” and 822, “Arrest for Misdemeanor Offense,” as it relates to booking prisoners outside the county. Generally, the UCPD Investigation Section will be the only personnel serving and/or organizing warrant service in out-of-jurisdiction areas.
5.3.4 Attempted Legal Process Service

A. Subpoenas
   1. Officers who have subpoenas/citations to serve will complete the “Attempted Subpoena/Citation Service Form,” which the Investigations Unit attaches to every subpoena/citation. The form will be completed after each separate service attempt and shall include:
      a. Address of attempted service
      b. Date and time
      c. Name of officer
      d. Reason for non-service (e.g., not at home).
   2. After a diligent attempt, unserved subpoenas/citations will be returned to appropriate agency by Investigation Unit with the record of attempted subpoena/citation service attached.

B. Warrants
   1. Prioritizing Warrant Service
      It is the policy of the Police Department to attempt to serve all outstanding arrest warrants without delay. Quick action on the part of law enforcement agencies in serving outstanding warrants can significantly increase the likelihood of apprehension. The priority of warrant service is as follows:
      a. Felony Warrants: Because of the serious nature of the offense, all felony warrants should be served as expeditiously as possible.
      b. Misdemeanor Warrants: In the absence of any serviceable felony warrants, misdemeanor warrants should be served beginning with the most serious misdemeanors.
      c. Consideration should be given to Failure to Appear and Failure to Comply warrants, as there is a greater likelihood that those who willfully fail to appear will not remain in the area for long.

5.3.5 Execution of Warrants (Revised: 1/31/11)

UCSF Police Department officers have jurisdiction anywhere in the State of California. PC § 836 states that arrests may be made in obedience to a valid arrest warrant, with probable cause on the part of the officer that an offense has been committed justifying an arrest, or as is reasonably necessary to prevent loss of life or serious injury.

A. Arrest procedures for criminal warrants in San Francisco shall:
   1. Only be executed by sworn law enforcement personnel
   2. Be confirmed by the SFCWB prior to arrest.
B. Arrest procedures for criminal warrants executed outside of San Francisco shall adhere to procedures as set forth in General Order 5.3.3, “Warrant Service in Foreign Jurisdiction.”

C. Criminal Warrants may be served:
   1. Any time the arrestee/detainee is found in any public place
   2. At any time for felony arrest warrants
   3. Between 0600 and 2200 hours, for misdemeanor warrants. Exception can be made by the issuing judge directing the warrant to be served anytime (i.e., “night service”).

D. Notification
   1. Officers are generally made aware of the existence of warrants of arrest by teletype, radio or through information received from ECC dispatchers.
   2. UCPD Investigations Unit will also petition for a criminal arrest through the San Francisco District Attorney’s Office.

E. Verification
   1. Prior to service of an arrest warrant, the SFCWB will be contacted to verify the validity of the warrant and that it is serviceable at the time of day and location where contact is made with the person named in the warrant.
   2. Verification that the warrant is on file may be confirmation with the respective court of record. Immediate verification may be accomplished by telephone on the condition that teletype verification will follow from the originating jurisdiction.
   3. Situations that require extradition verification shall be communicated through the SFCWB.
   4. Officers notified of valid arrest warrant(s) utilizing the previously mentioned methods have the same authority to arrest as if they would if they were in possession of the original warrant.
   5. When an officer has probable cause to believe a warrant for arrest exists for a given person, that person may be detained while verification of the warrant is sought. In the event that the verification is not received within a reasonable period of time, the person shall be released from custody and information on the contact will be furnished to the originating agency. The ECC will document the contact in the CAD system.
   6. Officers will verify the identity of the person named in the arrest warrant. If there is any doubt regarding positive identification, the officer will obtain adequate information to relocate the person, as necessary, following which he/she will be released.
F. Service of Arrest Warrants
   1. Persons arrested on warrants are usually booked at the San Francisco County Jail, unless other extenuating circumstances limit their intake (i.e., medical clearance, etc.).
   2. Officers shall not issue a citation in lieu of warrant arrest. The San Francisco County Jail may issue summons/citations after the arrestee is booked.
   3. Officers will use discretion in executing an arrest warrant for a minor misdemeanor offense, where custody of the subject would cause undue hardship to the person or their dependent family. Officers should consider the following criteria in making their decision:
      a. The seriousness of the charge
      b. Probability of court appearance by the person
      c. The “failure to appear” history of the arrested person, as evidenced by police record, outstanding warrants and past pre-trial release experience
      d. A law enforcement requirement to take them into custody or to remove them from a volatile situation
      e. The limitations of the warrant (i.e., night service, etc.).
   4. Diplomatic Immunity
      Officers shall comply with federal guidelines and statutory provisions regarding arrests on individuals claiming diplomatic immunity. A copy of these guidelines shall be retained in the ECC. (See General Order 4.6.18, “Arrest or Detention of Foreign Nationals.”)

G. Cancellation and Arrest Warrant Returns
   1. After an arrest warrant is served, the SFCWB will be notified so that the arrest warrant information can be removed from the CLETS and/or NCIC computer files.
   2. In cases where an UCSF Police Department officer serves an arrest warrant for an agency outside of San Francisco County, the SFCWB will send a teletype notification of the service to the originating agency.

H. Bail
   Bail on court warrants will be accepted only at the San Francisco Sheriff’s Office.

5.3.6 Defining Who Executes Warrants

Pursuant to PC § 836(a), peace officers may arrest a person in obedience to a warrant or pursuant to the authority granted to him/her by Chapter 4.5 (commencing with § 830) of Title 3 of Part 2.
5.3.7 Arrest without a Warrant (Revised: 1/31/11)

A. Pursuant to PC § 836, UCSF police officers may arrest a person for an offense at any hour of any day or night or as otherwise prescribed by law.

B. A peace officer may arrest a person for an offense, pursuant to PC § 836, whether or not such offense was committed within the geographical area of such peace officer’s employment, and the peace officer may make such arrest within the state, regardless of the status of the offense.
   1. Off-duty enforcement is discouraged. If an officer takes enforcement action off-duty they will immediately notify the Watch Commander of the incident and their involvement. In addition, the officer shall adhere to all UCSF Police Regulations governing off-duty conduct.
   2. The officer shall inform the person to be arrested of the officer’s authority and reason for the arrest.

C. In order to conduct a warrantless search to affect an arrest absent a Ramey warrant, a peace officer with “exigent circumstances” or in “hot pursuit” may conduct the search when:
   1. There is probable cause to arrest
   2. There is probable cause to believe the suspect is in the particular premises
   3. There is an urgent need for immediate police action because delay would increase the risk of harm or escape or the destruction of evidence.

E. An officer making a “hot pursuit” exigent circumstances arrest must establish the above noted criteria and the arrest must be a felony or misdemeanor offense. Officers conducting a warrant-less arrest will only use the minimum amount of force reasonably necessary, as described in General Order 4.3, “Use of Force.”

F. A peace officer shall arrest and take into custody a person without a warrant when the peace officer has probable cause to believe that:
   1. There exists an order issued pursuant to PC § 836(c)(1)
   2. A true copy of the order and proof of service on the person has been filed as required in Family Code § 6380 and
   3. The person to be arrested has violated the terms of that order.

5.3.8 Private Person Arrest (Revised: 2/16/17)

California Penal Code § 837 allows a private person or citizen to place another person under arrest: (1) for a public offense committed or attempted in his/her presence, (2) when the person arrested has in fact committed a felony, although not in the private person’s
presence and (3) when a felony has in fact been committed, and the private person has reasonable cause for believing the person arrested to have committed it. However, notwithstanding this provision of state law, officers must also be aware that, under federal interpretations of the Fourth Amendment to the United States Constitution, any action by an officer in which a person is taken into custody – i.e., deprived of their liberty – must be supported by a probable cause to believe that a public offense has occurred and that the person being taken into custody committed that offense. Officers who are requested by a private person or citizen to receive the arrest of an alleged perpetrator must first investigate to determine if there is probable cause to believe that the accused perpetrator has committed a crime. Officers should ensure there are specific facts to lead the officer to believe the person arrested has committed the crime.

With these provisions of the law in mind, officers presented with a situation in which a private person expresses the desire to place another person under arrest pursuant to the private person arrest authority of PC § 837 shall:

A. Prior to accepting custody of the private person arrestee, diligently investigate the factual circumstances in order to make a determination whether probable cause exists to believe that the person arrested has committed a crime. This includes interviewing the complaining witness, the alleged perpetrator and any other witnesses who may have information regarding the incident.

B. Where, from the objective circumstances and evidence, there is probable cause to believe a criminal offense occurred and the person to be arrested is the one who committed that offense, the officer shall:
   1. Have the private person provide a written or digitally recorded statement (if possible)
   2. Have the private person who is making the complaint sign the completed Citizen’s Arrest Form (UCPD 5/86)
   3. Process the arrestee with the following options:
      a. Cite and release or
      b. Book at the County Jail.

C. Where, from the objective circumstances and evidence, it appear there are insufficient grounds (lack of probable cause) to believe a criminal offense has occurred and/or the arrestee is the one who committed the offense, the officer shall:
   1. Carefully explain to the person wishing to make the private person arrest the legal requirement that acceptance of custody by the officer requires the presence of probable cause to arrest and then describe the facts and circumstances that indicate to the officer there is an absence of probable
cause; and/or

2. Seek the consent and cooperation of the person wishing to make the arrest to have the matter handled by submission of a crime report for further investigation and/or evaluation of criminal charges by the District Attorney; or

3. If the person insists on making the arrest, refuse to accept custody of the arrestee; and

4. Complete a report detailing all of the allegations, facts, circumstances and evidence bearing on the officer’s determination to release custody.

D. An officer shall seek advice from a supervisor or the Watch Commander when there is any question his/her mind about how to proceed with a private person arrest.

5.3.9 Search and Seizure (Revised: 1/31/11)

It is the UCSF Police Department policy that searches conducted by officers will be consistent with the PC, applicable case law, conducted no more than is reasonably necessary, with the proper regard for the dignity of the individual, the personal safety of the searching officer and the preservation of evidence.

A. No person shall be subjected to any stop, detention or search by members of this agency when such a stop, detention or search is based solely and impermissibly on the person’s race, color, gender, national origin or sexual orientation, or upon the member’s perception of any person’s race, color, gender, national origin or sexual orientation.

B. As a general rule, searches require a search warrant. Exceptions supported by valid probable cause include Plain View, Incident to Arrest, Consent, “Terry Frisk,” Movable Vehicle Exception, Automobile Inventory Provisions and Exigent Circumstances.

1. Warrant Searches
   a. Unless exigent circumstances exist, officers must obtain a warrant before entering or searching a house, building or secured vehicle. Exceptions include:
      (1) Search by voluntary consent
      (2) Search incident to a lawful arrest
      (3) Search in an emergency where probable cause exists and there is not time to obtain a warrant
      (4) Investigative stop and frisk
      (5) Inventories of vehicles being impounded.
b. The on-call Assistant District Attorney will provide assistance when applying to the court for a search warrant.

c. In the execution of search warrants, the following shall be utilized:
   (1) **Control:** Full responsibility will be retained by a supervisor. The supervisor will make decisions on unusual circumstances and provide overall direction for the entry and search.
   (2) **Planning:** A diagram of the premises to be searched and the immediate surrounding area will be made prior to the execution of the warrant.
   (3) **Coordination:** All officers assigned to the search should be briefed on their specific assignment, the purpose of the search, possible suspects and to whom to report by the supervisor.
   (4) **Uniformed Officers:** The initial contact may be made by non-uniformed officers; however, uniformed officers should move in as soon as possible, thereby effecting the presence of authority.

d. Officers must knock and announce police authority and purpose before entering any building to arrest or search.

e. Officers shall secure the premise by conducting a preliminary search for persons and then assembling them in one area. The search warrant must be read at this time, prior to any search beyond that required for officer safety.

f. Officers shall advise those present of the nature of the warrant and secure the premise, not allowing anyone to enter or leave the area being searched unless officer safety or safe search procedures requires it.

g. Seizure and recording of evidence during the search shall be done by two officers. A copy of the warrant and receipt for all property seized must be left at the premises searched. The original search warrant, along with a list of items seized, will be returned to the issuing court judge or designee.

2. **Plain View**

   a. If officers are in a place where they have legal right to be and observe contraband, instruments or evidence of a crime, they may seize those items as evidence. The item seized must be immediately apparent as contraband or evidence of the crime.

   b. Except in cases involving exigent circumstances or motor vehicles, a plain view observation of contraband or evidence does not justify a warrantless entry into a constitutionally protected area to seize
the item. This may establish probable cause and a search warrant should be utilized.

3. Consent Searches
Understanding that the State has the burden of proving a voluntary consent to search, officers will make sure that the consent is, in fact, voluntary and that the defendant/subject has the authority to allow or disallow the search. Coercion will not be used. Factors to be considered regarding consent searches may include:

a. Search must be based on proper consent that is freely given, not coerced, or given under duress, either expressed or implied.

b. The person giving the consent must have the authority to do so. A valid consent to a search can only be given by an individual who has the right to do so, and a person can only transfer property rights that he/she actually has.

c. When two or more people have equal right of access to property/premises, a consent search may be given by any such person, and the search and any evidence seized will usually be valid against all occupants.

d. Consent must be clear, explicit and in writing or digitally recorded, whenever possible.

e. When consent is revoked prior to completion of a search, evidence recovered prior to the revocation may be used to establish probable cause for a search warrant or for an arrest and subsequent search that is incident to arrest.

4. Stop and Frisk
a. The U.S. Supreme Court decided in Terry v. Ohio U.S. 1, (1968) that a police officer may briefly detain a person to determine proper identity and conduct an investigation based on the officer’s reasonable suspicion the person(s) may be involved in criminal activity. The person(s) may be searched using the “stop and frisk” principle when the officer can articulate suspicion that the person(s) are armed. The officer may conduct a pat down of the person(s)’s outer clothing for weapons.

b. Pat down searches are authorized in the following situations:
(1) When the officer has observed suspicious activity on the part of the suspect that gives the officer cause to believe the suspect is armed
(2) Only as a search for weapons
(3) When the officer has received a warning that a suspect might be armed from a reliable informant known to the officer.
5. Probation searches are made pursuant to a consent given by the probationer, as a condition of his grant of probation.
   a. Not all probationers have a "search condition" to their probation grant.
   b. Not all search conditions are the same.
   c. The officer will confirm the existing probation conditions prior to making the search.
   d. The officer must conduct the search for a legitimate purpose and not for the purpose of harassment (People v. Bravo).
   e. When property belonging to the probationer is to be searched, it is not necessary for the probationer to be present at the time or place of the probation search (People v. Llienthal).

6. Parole searches are made in accordance with the parole conditions set forth by the provisions of Title 15 of the California Code of Regulations, § 2511.
   a. All parolees have the same search conditions.
   b. Unlike probation searches, parole searches require reasonable suspicion of violation of the law or of his or her conditions of parole. It is recommended that the officer make some attempts to contact the parole agent prior to conducting the search.

7. Searches Incident to Arrest
   a. A search subsequent to custodial arrest is permitted for the following reasons:
      1. To preserve the safety of the arresting officer
      2. To prevent escape
      3. To collect and preserve evidence
      4. To prevent weapons and contraband from entering a custodial facility.
   b. The arrest must be valid and the search must be conducted as soon as reasonable following the arrest.
   c. The search should not go beyond the person and the immediate area where that person could reasonably obtain a weapon or dispose of evidence.

8. Person Searches – Unclothed (Strip) and Body Cavity
   A search of a person’s unclothed body or body cavity is highly invasive and is reasonable only where there is probable cause to believe that the search is necessary for the preservation of evidence or the safety of the individual or the officer. Unless there are exigent circumstances, strip search will be conducted by the County Jail. They are to be conducted only when any of the following conditions apply:
   a. The arrestee is charged with a crime involving drugs, weapons or violence.
b. The arrestee has a criminal history involving drugs, weapons or violence.

c. No strip search may be conducted without the prior written authorization of the supervising officer on-duty, pursuant to PC § 4030.

(1) This request may be made by the arresting, transporting or booking officer when he/she has a reasonable suspicion based on specific facts that the officer can articulate concerning the arrestee’s concealment of a weapon or contraband.

(2) Records of approved searches shall be attached to police reports in the agency’s records and made available on request to the person searched or his/her authorized representative.

d. A same sex officer will conduct arrestee strip searches unless exigent circumstances are a factor and no same sex officer is available.

e. The search will be conducted in a professional manner in an area allowing a reasonable degree of privacy for the arrestee.

(1) Strip searches are conducted by the Sheriff’s Department.

9. Searches at the Scene of a Crime

a. Incidental to an arrest, the suspect and the areas in the suspect’s immediate control may be searched. The purpose of these searches is to protect the officer (by locating weapons) and to prevent the destruction of evidence or contraband.

b. The U.S. Supreme Court decided in Mincey v. Arizona, 437 U.S. 385 (1978) that, in the absence of exigent circumstances or consent, police officers are required by the fourth amendment to obtain a search warrant before a thorough search of any crime scene can be conducted, unless the scene is a public place or another exception to requiring a search warrant exists.

c. A police officer can, without a search warrant, secure a crime scene, search the area for victims or perpetrators and seize any evidence that, if not seized, may be lost, destroyed or removed, or that is within plain view.

10. Exigent Circumstances (Emergency Searches)

a. An officer may enter an area where there is an expectation of privacy for the purpose of protecting life, health or property. The necessity to enter must involve a substantial and immediate threat to life, health or property or in the fresh pursuit of a criminal suspect.
b. Once the emergency abates, a warrant is required.
c. An officer cannot create the exigent circumstances.

11. Search of a Vehicle
   a. The courts have distinguished between warrant-less searches of motor vehicles and buildings.
      (1) The distinction comes from the ease in moving or hiding a motor vehicle or trailer before a police officer can obtain a search warrant.
      (2) Lesser privacy interests are vested in motor vehicles.
   b. Warrant-less searches of motor vehicles based on probable cause that the vehicle contains contraband or evidence of a crime have been upheld by the courts.
      (1) Any or part of the motor vehicle capable of holding an item may be searched.
      (2) When the probable cause is based on what is inside a closed container and not to the motor vehicle in general, the container should be seized and a search warrant obtained for the container.

12. Automobile Inventory Searches
   a. Inventory searches have been allowed by the Supreme Courts for a threefold purpose:
      (1) To protect the defendant’s property
      (2) To safeguard the police from claims of lost property
      (3) To protect police from potentially dangerous items located inside vehicles such as: explosives, dangerous chemicals, and/or weapons.
   b. All impounded vehicles will be inventoried.
   c. Property located in the vehicle that does not have evidentiary value or an obvious high dollar value requiring additional security should be left in the vehicle. Items of evidence will be processed in the Department’s evidence system and items of high dollar value will be taken for safekeeping and placed into the Department’s property system.
   d. When sworn personnel are faced with a situation where discretion can be exercised, they shall carefully evaluate the circumstances and consider the following areas:
      (1) Federal, state and local statues
      (2) Case law
      (3) Department policies and procedures
      (4) Training
      (5) Consultation with a supervisor if further clarification is needed.
13. Receipts for evidence collected must be prepared for all evidence seized during a search. PC § 1535 states that when an officer takes property, he/she must give a receipt for the property taken (specified in detail) to the person from whom it was taken or in whose possession it was found, or, in the absence of any person, leave it in the place where the property was found.

5.4 DOMESTIC VIOLENCE INVESTIGATIONS

5.4.1 Domestic Violence Policy

It is the policy of the UCSF Police Department to utilize thorough investigative techniques to increase the likelihood of successfully prosecuting domestic violence cases, to take appropriate enforcement action if a violation of law has occurred and to ensure all parties involved are fully informed as to their rights and responsibilities in domestic violence situations.

5.4.2 Initial Response and Investigation (Revised: 2/4/09)

A. Two officers will be dispatched to all domestic disturbance calls. Upon receipt of a domestic disturbance complaint, officers shall respond without delay.

B. Upon arrival, officers will summon medical attention if needed for any injuries.

C. Upon securing the scene, officers must determine whether or not a violation of the law has occurred.

D. If a law violation is determined to have occurred and is followed by an arrest, a comprehensive investigative report must be made.
   1. In addition to other pertinent information, officers shall describe the victim’s emotional state at the time of her/his statement in the reports.
   2. If the victim is still upset, officers will attempt to audiotape the statement of the victim. The recording will not only capture the victim’s emotional state but will record precisely what the victim actually said. If taping is impractical, the officer will make a detailed written report of the statement as opposed to an “in-substance” summary.
   3. Officers will inquire of previous incidents of domestic violence between the involved parties and document such information in their report.
   4. If the victim called 9-1-1 to report the domestic violence, the reporting officer will make a written request to the ECC Supervisor to make a copy of the call. The ECC Supervisor shall label the recording with the
suspect’s name and the case number and then direct it to the investigating officer, who will place the tape in Evidence as soon as possible.

5. If the incident involves physical assault, photographs will be taken of any injuries to the victim.
   a. The officer will follow up at a later date to photograph and document bruises or other injuries that were not visible on the date of the initial investigation.

6. Investigating officers will establish if a child was present during the incident and if the child is a potential witness. The identity of any child witness will be included in the investigative report. The child will be interviewed about what he/she heard or saw.

7. All investigative reports of domestic violence situations that result in an arrest will be completed prior to the end of shift. The report will be forwarded to the District Attorney’s office on the next business day.

E. If a law violation is determined, all victims and witnesses shall be given a “Marsy’s Rights” card along with additional assistance and resources referenced in General Order 4.6.17, “Victim/Witness Assistance.”

5.4.3 The Domestic Violence Report (Revised: 8/1/14)

A. Complete reports and other evidence shall be made available to the District Attorney.

B. Photographs and written descriptions of the victim’s injuries and the crime scene will be taken, when practical.

C. The extent of injury shall determine the type of offense (felony or misdemeanor).
   1. Officers shall elicit detail from the victim describing the degree of pain and/or extent of any injury.
   2. The investigating officer/detective will obtain a copy of a physician’s or hospital report to be included with the investigative report, when applicable.
      a. This will be done by requesting a subpoena through the District Attorney’s Office during normal business hours.
      b. The investigating officer/detective will be responsible for serving the subpoena.
      c. A supplemental report will be prepared with the physician’s or hospital report and submitted to Records.
5.4.4 Referrals

The reporting officer shall provide the victim with a phone number and information about services provided by the Victims of Violent Crime Referral and Domestic Violence pamphlet. This should occur regardless of the gender of the victim.

5.5 SEXUAL ASSAULT INVESTIGATIONS

5.5.1 Sexual Assault Policy

All reports of sexual assault shall be fully investigated and documented. It is sufficient that a victim alleges a sexual assault and in no case shall a victim be discouraged from making a report.

5.5.2 Initial Response and Investigation (Revised: 2/16/17)

The investigating officer, pursuant to PC § 293, shall inform the victim of a sex offense that his/her name and address will become matters of public record unless he/she requests otherwise. The investigating officer shall make a notation that the victim was properly informed and include a statement "in quotes" of the victim's decision; i.e., “the victim wants or does not want his/her name or address disclosed pursuant to § 6254 of the Government Code.”

A. An officer who receives information pertaining to a complaint of sexual harassment shall document the receipt of the report or complaint in an Incident Report and shall include the method by which, date and time that notification was made.

B. Sexual assault reports made to the Police Department will be investigated thoroughly, in compliance with UCSF Police Department and accepted law enforcement practices.
   1. Victim's requests for confidentiality of identifying information shall be honored to the extent required by law (PC § 293).
   2. Notifications per General Order 4.6.14, “Notification of Next of Kin of Deceased, Seriously Injured or Seriously Ill Persons” and/or 4.6.15, “Notification of Proper Authority in Specific and/or Emergency Situations” shall be made as soon as possible if the victim and/or suspect are related to UCSF.
C. Communications Center Section Procedure
   1. Initiate a CAD incident.
   2. Identify the reporting party by name, telephone number, address and present location.
   3. Attempt to determine if the reporting party is the victim. If not, identify victim by name, present location, telephone number and address and request to speak with the victim if possible.
   4. Determine:
      a. If an ambulance is needed
      b. When the crime occurred
      c. Where the crime occurred
      d. Information on suspect(s):
         (1) Name, address, if known, and current location
         (2) Description of suspect(s)
         (3) Description of weapon(s) used
         (4) Description of vehicle used
         (5) Direction of travel and mode of travel.
   5. Broadcast suspect information as appropriate.
   6. Advise victim not to wash, drink, eat, remove clothing, douche, go to the bathroom or touch any items at the crime scene.
   7. Maintain telephone contact with reporting party in emergency situations and advise that officers are responding.
   8. If the victim requests an officer of the same gender, notification shall be made to the Watch Commander. Note: While it is preferable to talk directly with the victim, third party information will be accepted.

D. Patrol Section Procedure
   Police officer(s) investigate all reports of sexual assault received by the Police Department. Unless the victim is unwilling to meet with officers, officers should respond to the victim's location to contact the victim in person. If the victim is unwilling, as much information as possible will be obtained by telephone.
   1. Secure the safety of the victim and determine the immediate need for medical treatment.
   2. Determine what crime has been committed.
   3. Obtain as much initial information as is available for a crime report, crime scene security, and suspect information.
   4. Secure the crime scene and separate all involved parties.
   5. Notify the on-duty Commander.
   6. When appropriate, initiate a thorough search for suspect(s).
   7. If it is necessary to keep the victim at the scene for a lengthy investigation, describe the function of the UCSF Rape Prevention Education Program. Allow the victim to decide if an advocate is wanted.
8. If the assault has occurred within 72 hours, transport the victim to San Francisco General Hospital (SFGH), Mission Emergency as soon as possible.
   a. If the victim is injured to the extent that it is necessary for paramedics to transport the victim, paramedics shall be advised to transport the victim to SFGH.
   b. The victim’s injuries should be photographed. Officers shall arrange for a trained sexual assault medical examiner to photograph any injuries to intimate areas of the victim (breasts, genitals, etc.). If these areas are to be photographed, the photographs will be taken with the permission of the victim.
   c. Secure a complete change of clothes if possible, unless the victim has changed prior to reporting.
   d. Secure, as evidence, all items of clothing worn at the time of the assault.

9. Upon arrival at SFGH, Mission Emergency:
   a. Sign the form authorizing the medical-legal examination (provided by the hospital).
   b. Communicate special evidence collection or information needs to the nurse examiner.
   c. Participate in the history-taking portion of the examination, and then wait outside the examination room while the physical evidence is collected by the examiner.
   d. Upon completion of the examination, the officer will receive the evidence from the examiner, and both will sign for the evidence in order to maintain the chain of custody.

10. If victim support information has not already been provided, officers will provide the victim, as soon as practical, with the necessary information, which includes the name and telephone number of the UCSF Rape Prevention Education Program Coordinator (during business hours) and the telephone number of the Rape Crisis Center (24 hours a day).

11. The victim should be advised of the steps that may be encountered in the preliminary investigation, including in-depth interviews and follow-up investigations by detectives.

12. The victim shall be informed that his/her name will become a matter of public record unless he/she requests that it not become a matter of public record. (PC § 293(a))
   a. Officers shall document in their report that the victim was properly informed of the above and also place the victim's response in quotes in the report. (PC § 293(b))
E. Suspect in Custody

1. Always separate and isolate multiple suspects. Note all spontaneous statements.
   a. Investigations Section detectives should conduct all suspect interviews.
   b. Miranda Admonishment
      (1) Juveniles must be advised immediately upon detention.
      (2) Advise and request a waiver of an adult suspect only if you will be conducting a complete interview or you are requested to do so by a detective.

2. Evidence Collection from Suspects
   a. Obtain blood, hair and saliva samples using the DOJ Sexual Assault Suspect Kit. This kit is maintained at SFGH, and medical personnel at SFGH will collect biological evidence.
   b. Seize, mark and package clothing and all other evidence, consistent with Department policy.
   c. Photograph the suspect, obtaining the following:
      (1) Full face mug shot and side view
      (2) Shots of any visible injury
      (3) Overall photo of the suspect, prior to collecting clothing.
   d. Process all juveniles prior to booking at the Hall of Justice.
   e. Note all visible symptoms of suspect, under the influence (alcohol/drugs), physical condition, injuries, etc.

5.5.3 Sexual Assault Report

Unless otherwise directed by a police supervisor, the police report shall be completed prior to the reporting officer going off duty.

A. The officer's report at minimum shall include:
   1. Who, what, where, when and how
   2. Observations, however insignificant they seem
   3. Physical evidence noted and secured
   4. Actions taken by investigators and others
   5. Victim's response to privacy notification
   6. Statements made by persons involved.
5.6 CUSTODIAL INTERFERENCE INVESTIGATIONS

5.6.1 Custodial Interference Policy

It is the policy of the UCSF Police Department to ensure the welfare and rights of all children involved in custodial interference investigations, while also protecting the rights of parents, relatives and/or any other persons who may be involved and to apply thorough investigative techniques that will increase the likelihood of successful prosecution of these cases.

5.6.2 Initial Response and Investigation

A. Upon arrival at the scene, the detective/officer’s primary concern will be for the safety and welfare of the child/children involved.

B. Custodial interference cases will be thoroughly investigated in a timely manner to determine the appropriate custody and/or visitation rights of the person(s) involved, as well as to identify, apprehend and prosecute any person(s) responsible for criminal activity relating to these issues.

C. Many custodial interference cases will involve instructions in the form of court orders. The investigating officer/detective will need to determine the validity of all related court orders. Questions of a child’s custody and/or parents’ visitation rights will be determined primarily by referring to valid court documents.

5.6.3 Custodial Interference Arrests

Violations of court orders are misdemeanor offenses. Custodial interference cases should be handled accordingly.

5.6.4 Community Resources/Referrals

The investigating officer/detective may find it helpful to refer the involved person(s) to outside agencies that will be able to assist in resolving any remaining problems or disagreements. Some available resources are the UCSF Gender & Equity Center and the San Francisco District Attorney’s Office Victim Assistance Program.

5.6.5 Protective Custody Procedures for Emergency Medical Treatment of Minors (Revised: 1/31/11)

It is the policy of this Department to respond to and investigate a request for a "Police Hold" from any person. Typically, the request will come from a University of California
attending physician or their designee or a member of the University of California, Department of Social Services.

A. The following procedure shall apply to an officer receiving a Police Hold request:
   1. The responding field officer shall meet with the requesting party and determine if a written medical statement signed by the attending physician indicates that the nature of the juvenile's medical condition is "life threatening" and includes the efforts the hospital staff has made to obtain the minor parent(s)'s consent for the required medical treatment. The parents will be asked by hospital staff to sign the medical refusal form, which, if signed, the officer will retain a copy for the judge to review.
   2. If the information above is confirmed by the officer, he/she shall advise the attending physician that the minor is being placed on a Police Hold, pursuant to the relevant W&I sections. The officer should complete the juvenile booking form and get a juvenile number.

B. The UCSF police officer should contact a Superior Court judge via telephone. The officer shall explain the circumstances of the emergency Police Hold and request verbal authorization from the magistrate for UCSF hospital staff to perform the necessary medical treatment. Typically, the request involves parents refusing to allow a blood transfusion for their child because of religious beliefs, which places the minor in a life-threatening situation.
   1. To contact a Superior Court magistrate during normal business hours, 0800-1700 hours, Monday through Friday, the officer needs to call the San Francisco Youth Guidance Center. The officer should ask for the on-duty probation officer and relay the need to speak with a magistrate regarding obtaining verbal authorization for emergency medical treatment for a minor with a life-threatening condition. The magistrate should be advised that the San Francisco Children's Emergency Services will be contacted to prepare a "minute order."
   2. To contact a Superior court magistrate during non-business hours, 1700-0800 hours, weekends and holidays, the officer shall call the SFPD Bails Department. The officer shall request to contact a Superior Court judge to obtain verbal authorization for emergency medical care for a minor. Officers shall provide a current location phone number for the on-call judge to call to provide authorization.

C. After obtaining verbal authorization from the magistrate and obtaining his/her name for the report, the officer shall advise the attending physician or designee of the authorization to proceed.
D. The officer shall immediately thereafter telephone the Child Protective Services (CPS) Department at their 24-hours a day number, 800-856-5553 or 415-558-2650.
   1. During normal business hours, a CPS officer will generate the "minute order" and request the police officers’ copies of the medical statement, the parent’s refusal form and the Juvenile Admissions Form. Unless other arrangements are made, officers shall proceed to 1625 Van Ness Avenue, where they will meet the Protective Services Officer (PSO) and show him/her the paperwork. Usually, the officers and the PSO will proceed to the location of the magistrate (Youth Guidance Center) to obtain his/her signature on the "minute order."
   2. If calling during off hours, 1700-0800 hours, weekends and holidays, the officer will call the same number to be connected to the on-call PSO. The police officer shall explain the situation and advise the PSO that verbal authorization from the named magistrate has already been received. The PSO will advise where to meet, usually at the Children's Shelter, located at San Francisco General Hospital, Building 80, 995 Potrero Avenue. He/she will prepare the "minute order" and accompany the officers to the magistrate’s residence to obtain a signature.

E. The UCSF Police officer shall then proceed to the University and provide the attending physician, or their designee, with a copy of the signed court order. The officer shall ensure a copy of the signed court order and all copies of the juvenile booking form, except the officer's copy, be placed in the minor’s (patient’s) medical chart.

F. The UCSF officer shall complete a written narrative report, using a crime face sheet and narratives, including copies of the court order, medical statement and juvenile booking form, as attachments. The officer will need to obtain an outside agency case (OAC) number through UCPD Dispatch, in addition to the UCPD case number.

5.7 CHILD ABUSE INVESTIGATIONS: MULTI-DISCIPLINARY PROTOCOL

5.7.1 Multi-disciplinary Protocol

A. The multi-disciplinary protocol for child abuse investigations is based upon the premise that agencies responsible for the investigation of child abuse complaints shall work together to ensure the investigations are as thorough as possible and allow as little trauma to the abuse victim as possible.
B. In general, CPS will be responsible for assessing family dynamics and social issues, as well as for the protection and treatment of the victim and family. Law enforcement will be responsible for criminal issues related to criminal prosecution, for evidence collection and for suspect interviews. The principle of the protocol is for the agencies to complement each other, so they work in partnership in the best interests of the victim and the community.

5.7.2 Operational Procedures (Revised: 8/1/14)

A. Definitions

1. Imminent Abuse Case
   a. Sex abuse has occurred and the alleged perpetrator is in the home or has ready access to the victim, with questionable protection by the non-offending caretaker.
   b. Physical trauma has occurred to the child as a result of sexual abuse and/or physical abuse. It is understood that there is an increased level of risk to children six years old and younger, and questionable protection by the non-offending caretaker.
   c. Extreme neglect has occurred (as defined by Failure to Thrive diagnosis) of a child three years of age and younger. There may be other cases of extreme neglect causing severe emotional trauma which also fall under this category.
   d. An infant is born drug-affected and the hospital is planning to release the child to the parent.
   e. There is a child fatality.

2. Trained Officer
   a. Training refers to the training in investigation of child abuse.

B. When a juvenile is a victim of neglect or mistreatment, or in need of protective custody, he/she may be detained under W&I Code 300. This detention is not to be in a secure facility. All juveniles detained for emergency or temporary shelter are to be taken to CPS, SFGH, Building 80, 995 Potrero Avenue for medical screening and placement.

1. If a juvenile is currently under medical care at UCSF, a University-licensed clinical social worker usually contacts CPS to receive authorization to place a W&I Code 300 hold on the child.
   a. After normal business hours, if there is no social worker available, the officer must meet with the primary physician to obtain the facts of the case.
   b. The officer shall then contact the CPS worker on-call to obtain authorization for the W&I Code 300 hold.
2. In all W&I Code 300 cases, a juvenile admissions/booking form must be completed.
   a. If the juvenile is in the hospital, the officer keeps the orange (police liaison) copy of the completed form to attach to the report. The other forms shall be left with the medical staff to place in the child’s medical record.

3. If a county other than San Francisco is involved, a fax number shall be obtained to send a copy of the report. The officer’s completed report shall be approved by the Watch Commander and then faxed to the appropriate CPS agency.

C. Imminent Abuse Cases

Imminent abuse cases shall be investigated by the CPS caseworker, with the assistance of a detective if requested. Once an imminent abuse case is identified, the following procedure should be followed:

1. Determine a need for immediate protection and the procedure for removing the child from the home.
2. Notify CPS within 24 working hours by telephone.
3. Notify Investigations Unit Lieutenant of need for immediate follow-up of the case.
4. Untrained officers/detectives shall not interview the victim of child sexual abuse.
5. A CPS caseworker, with an officer/detective present, if possible, should take statements from the individuals to whom the victim has already disclosed information to determine if this is an “imminent” case and gather facts as part of the investigation.

D. Non-imminent Abuse Cases

1. In the event of non-imminent abuse cases, a trained detective may take the initial report; however, a CPS caseworker would be best candidate to take the report with a detective present.
2. Within seven calendar days of the initial report, either a CPS caseworker or a law enforcement officer/detective shall make contact with the victim.
3. The Investigations Unit Lieutenant shall review these cases to determine appropriate follow-up investigation.
   a. Only cases that require social services follow-up shall be referred to CPS.
   b. Cases requiring prosecution or additional work to accurately make a determination shall be assigned to a detective.
4. In every case the report shall be completed during the shift and submitted to the Investigations Unit Lieutenant.
5. Preliminary reports shall include, in the narrative, the fact that the reporting officer made the mandatory notification to CPS within 24 hours of the report.

5.8 DECEASED PERSONS

5.8.1 Deaths Reportable to the Medical Examiner (Revised: 8/1/14)

A. The following various types of death are reportable to the San Francisco Medical Examiner:
   1. Homicide or suicide
   2. Accident or injury
   3. Suspicion of criminal act of another
   4. No physician in attendance within the last 20 days
   5. Physicians unable to state cause of death
   6. Poisoning
   7. Occupational deaths
   8. Operating room deaths
   9. Solitary deaths
   10. All comatose patients
   11. Death of unidentified persons
   12. Sudden Infant Death Syndrome

B. Procedure for Possible Death
   1. Officers are not authorized pronounce death.
   2. Immediately upon notification of a person presumed dead, the officer should notify the Medical Examiner’s Office of a “probable death.”
   3. In any death due to violence or contributed violence, the UCSF Investigations Unit will be notified. The Watch Commander will also be advised and a determination made on the need for any outside law enforcement mutual aid requests.
      a. When the officer arrives at the scene of a violent death, he/she will notify the Watch Commander of the circumstances and remain at the scene until the arrival of the Medical Examiner’s Office investigator.
   4. If the officer arrives at a scene of a non-violent death, the officer will remain at the scene until the Medical Examiner investigator arrives, unless there is a responsible next-of-kin who will and can remain at the scene.
C. It is unlawful for anyone to move a dead body from the position of death without the permission of either the physician last in attendance or the Medical Examiner’s Office.
   1. No matter where the body lies, the officer may not remove or disturb the body. However, the paramedics may move the body to ascertain whether medical aid would be of avail.
   2. Beyond this, the Medical Examiner investigators are the only persons who may move a body or take possession of property at the scene of a known Medical Examiner’s case.
   3. Under no circumstances should the officer disturb evidence surrounding the scene of a death.

D. California Government Code § 27491.3 states, "In any death into which the Coroner is to inquire . . . it shall be unlawful for any person to search for or remove any papers, moneys, valuable property, or weapons . . . from the person of the deceased or from the premises prior to arrival of the Coroner or without his permission . . ."
   1. However, subsection (d) states, "A peace officer may search the person or property . . . whose death is due to a traffic accident, for a driver's license or identification card to determine if an anatomical donor card is attached . . . shall immediately furnish such information to the coroner . . ."

E. The officer shall prepare the crime report or incident report in all cases.

F. The Investigations Lieutenant shall copy the case for the San Francisco County Medical Examiner in all cases described in Sections B and C.

G. All receipts shall be attached to the master case.

H. In all Medical Examiner’s cases, all notes, letters or other documents apparently written by the deceased shall be given to the Deputy Medical Examiner with the body and a receipt obtained. The Medical Examiner will provide this Department with facsimile copies of such documents, which include those:
   1. Tending to indicate an intention by the writer to take his/her life
   2. Containing directions for the disposition of his/her property or the disposal of his/her remains.

I. Any notes, letters or other documents discovered subsequent to the removal of the body shall be given to the Investigations Lieutenant, who will forward them to the Medical Examiner and obtain a receipt.
J. The Coroner is responsible for notifying relatives or friends of the deceased, but the Department shall assist as requested. (Refer to General Order 4.5.14, “Notification of Next of Kin of Deceased, Seriously Injured or Seriously Ill Persons.”)

5.9 IDENTITY THEFT INVESTIGATION

5.9.1 Identity Theft Data Clearinghouse (Revised: 2/22/08)

A. ID thieves steal personal information, such as credit card account, Social Security and driver's license numbers. They are then able to open accounts and run up charges in a consumer's name. Or, they may use the personal information to charge goods and services to a consumer's existing accounts. In other cases, they may seek employment or even be arrested while using the victim's name. The harm to a consumer's credit and daily life can be devastating. Victims of ID theft often have trouble getting new credit cards or loans because of the damage to their credit ratings. According to the ID Theft Data Clearinghouse, the most common types of identity theft are:

1. Fraudulently using or opening a credit card account
2. Fraudulently opening telecommunications or utility accounts
3. Passing bad checks or opening a new bank account
4. Getting loans in another person's name
5. Working in another person's name.

B. The Identity Theft Data Clearinghouse is an essential tool for law enforcement. As the nation's repository for identity theft complaints, the Clearinghouse offers law enforcement officers:

1. Access to the nation's only centralized database of identity theft complaints
2. Information on trends in identity theft
3. An opportunity to work with other law enforcement agencies and appropriate private organizations from their own desktop computer.

C. The Identity Theft Data Clearinghouse is part of Consumer Sentinel, an online cybertool and fraud complaint database used by hundreds of civil and criminal law enforcement agencies in the U.S. and abroad. To access the Clearinghouse, contact the Consumer Sentinel project team at 1-877-701-9595. The Federal Trade Commission manages and maintains the Clearinghouse and Consumer Sentinel.
5.9.2 Investigating Identity Theft (Revised: 8/1/14)

A. It shall be the policy of the UCSF Police Department to investigate all reported identity thefts. Identity theft is a growing problem that incorporates numerous related crimes in multiple jurisdictions. It has been reported that the average time spent by the victim of an identity theft is 400 hours of their own time to clear their name, in addition to the number of hours and resources spent by law enforcement and/or credit and business organizations. As a result, PC § 530.5(a) was enacted on January 1, 1998. Prior to enactment of this legislation, only the creditor was the victim. Now the person whose information is used is also a victim.

B. The responding officer will initiate a report and supply the victim of the identity theft with a copy of that report. The purpose of the report is so the victim can begin to repair his/her credit, to facilitate appropriate prosecution, and to inform the victim of prevention and resources to minimize the future damage that can occur from this crime.

1. Initiate a report listing Identity Theft in the “Occurred Incident Type” section.
2. A PC § 530.5(a) report should contain all known incidents of fraudulent activity (e.g., Visa Card account number 1234 5678 9012 3456 applied for in the victim’s name).
3. If the victim has made reports to other agencies (e.g., U.S. Secret Service, U.S. Post Office, DMV, other law enforcement agencies), those reports should be referenced in the initial crime report, with case numbers if known.
4. If a reporting officer believes the victim of an identity theft might be unaware of the incident, the officer should attempt to contact and inform that victim. The officer should document if contact was made.
5. The officer should refer the victim of the Government Web site www.ftc.gov/idtheft for the booklet on “Take Charge: Fighting Back against Identity Theft” and give them an Identity Pamphlet with their case number.
6. Identity theft prevention presentations will be provided to the campus community by department personnel.

C. If the victim is a member of UCSF and discovers that someone has used his or her personal identifying information to apply for a credit card and that credit card was then subsequently mailed to and/or used at UCSF or any other jurisdiction, the following would apply:

1. UCSF Police Department will take a PC § 530.5(a) report for the theft of personal identification information.
2. The other police agency would be responsible for investigating the illegal use of that credit card and take a report for violation of PC § 484(g) (“Using Access Card Obtained without Consent of Cardholder or Issuer”) or any other applicable section.

D. If the victim resides in San Francisco, but the victim’s personal identifying information was used illegally to obtain and use a credit card at UCSF, SFPD will take the PC § 530.5(a) report, and UCSF Police will take the PC § 484(g) report.

E. In the event that an identity theft is reported and a fraud committed over the Internet or telephone, with jurisdiction uncertain, the initiating officer should:
   1. Initiate an identity theft report (as detailed above)
   2. Obtain as much information as possible regarding the associated fraud(s)
   3. Document the information
   4. Forward the report to Investigations for follow-up.

F. Investigative Responsibilities
   1. Upon receipt of an identity theft (or identity theft-related) report, the Detective Lieutenant shall evaluate the Agency’s responsibilities for the case.
   2. The assigned investigator shall investigate all practical leads that fall within the Department’s jurisdiction.
   3. The investigator shall assess the potential to successfully resolve the case. If applicable, the investigator should contact other involved agencies and forward reports when appropriate or when the successful prosecution is dependent upon the other agency’s investigation of an associated offense.
   4. The investigator will have the responsibility for the disposition of the case.

5.9.3 ID Theft Consumer Reporting (Revised: 2/22/08)

A. The ID Theft Affidavit makes it easier for consumers to dispute debts resulting from identity theft. The ID Theft Affidavit is accepted by the three major credit bureaus, participating credit issuers and other financial institutions. Whenever possible, officers should advise the victim of the resources available to them through the internet at www.consumer.gov/idtheft or by calling 1-877-ID-THEFT (1-877-438-4338) for a copy of the ID Theft Affidavit.

B. The Federal Trade Commission (FTC), the nation's consumer protection champion:
   1. Enforces federal laws that protect consumers
   2. Provides free information to help consumers spot and avoid fraud and deception in the marketplace.
C. The FTC works for the consumer to prevent fraudulent, deceptive and unfair business practices in the marketplace and to provide information to help consumers spot, stop and avoid those practices. To file a complaint or to get free information on consumer issues, persons should call toll-free 1-877-FTC-HELP (1-877-382-4357) or use the online complaint form. The FTC enters Internet, telemarketing, identity theft and other fraud-related complaints into Consumer Sentinel, a secure, online database available to hundreds of civil and criminal law enforcement agencies in the U.S. and abroad.

D. Victims should contact the fraud departments of each of the three major credit bureaus listed below, report the theft, request that a "fraud alert" be placed on their file and ask that no new credit be granted without their approval.
   1. Equifax: 1-800-525-6285
   2. Experian: 1-888-397-3742

E. For any accounts that have been fraudulently accessed or opened, victims should contact the security departments of the appropriate creditors or financial institutions, close these accounts and put passwords (not mother's maiden name or Social Security number) on any new accounts they open.

F. Victims should file a report with the police department with jurisdiction over where the identity theft took place and get the report number or a copy of the report in case a bank, credit card company or other entity needs proof of the crime.

G. Victims should call the ID Theft Clearinghouse toll-free at 1-877-ID-THEFT (1-877-438-4338) to report the theft. Counselors will take their complaint and advise them on ways to manage the credit-related problems that could result from ID theft. The Identity Theft Hotline and the ID Theft Website (www.consumer.gov/idtheft) give consumers a place to report the theft to the federal government and receive helpful information.

5.10 TRAFFIC CRASH INVESTIGATION: CRASH REPORTING AND INVESTIGATION

5.10.1 Crash Scene Response, Reporting and Investigation

A. Officers shall respond to and investigate, on a prioritized basis, all motor vehicle crashes within the UCSF Police Department jurisdiction that occur on a public highway or premises open to the public, including crashes involving:
1. Death or injury
2. Damage to public vehicles or property
3. Hit and run
4. Impairment due to alcohol or drugs or suspected involvement of alcohol or controlled substances
5. Hazardous materials
6. Damage to vehicle(s) to the extent towing is required
7. Crash scene presenting a danger to the public or a significant disruption of orderly traffic patterns
8. Disturbances involving parties at the crash scene
9. A suspected cause of the crash that involves a criminal or serious traffic offense.

B. Officers/detectives shall respond to and investigate crashes that occur on UCSF property as any other reported incident requiring police investigation, when there is:
   1. Damage in excess of $500.00 (CHP 555/555-03 form)
   2. Death or Injury (CHP.555 form)
   3. Failure to Notify (CHP.555/555-03 form)
   4. Involvement of hazardous materials (CHP.555 form)
   5. Impairment due to alcohol or drugs (CHP.555 form)
   6. A request from any of the parties involved. If damage is less than $500.00, the investigating officer shall complete a Property Damage Only form in triplicate. (One copy may be issued to both parties, if applicable, at the scene of a collision.)

C. The Chief of Police or, in the Chief’s absence, the FSD Manager may suspend the investigation of property damage crashes during emergency conditions.

D. Non-mandatory investigations of property damage crashes will be governed by current workload, availability of other officers and assessment of causal factors (e.g., no crime involved).

E. Requests for investigation by drivers or passengers involved in and still at the scene of the incident shall be assessed using the above criteria.

F. Parties involved in minor property-damage-only crashes may report these incidents for informational purposes either in person or via telephone.
5.10.2 Crash Scene Responsibilities

The first officer(s) arriving at a traffic crash scene shall have the following responsibilities:

A. Administer emergency first aid and CPR
B. Determine the need for and summon additional resources or personnel
C. Protect and secure the crash scene
D. Establish a safe traffic pattern around the scene
E. Identify and preserve evidence
F. Locate, identify and interview drivers, passengers and witnesses
G. Record crash information
H. Expedite the removal from the roadway of vehicles, persons and debris.

5.10.3 Officers in Charge at Crash Scenes

A. The primary officer to responding to a crash scene will be considered “in charge” and will be responsible for the conduct of the investigation until completed or until relieved by supervisory personnel.

B. In the event the death of a person, the Medical Examiner will be contacted by Dispatch to conduct the investigation.
   1. If a victim is fatally or critically injured and is transported to SFGH, the San Francisco Medical Examiner will be so advised.
   2. In addition, the Watch Commander shall respond to the scene and oversee the investigation as needed.

5.10.4 Procedures for Information and Evidence Collection

In the course of investigating a crash, officers will collect, record and preserve information and evidence in support of any potential enforcement action or traffic management planning, including the following:

A. Identify and take statements from drivers, passengers and witnesses
B. Examine and make record of damage to vehicles, roadways, fixtures and/or environment
C. Photograph and/or videotape vehicles involved in and the scene of fatal or serious injury crashes or other crash investigations in which such information is deemed appropriate by the investigating officer (See General Order 9.2.9, “Crime Scene Photography” regarding photographing and videotaping scenes.)
   1. Take measurements for a diagram of the incident
   2. Locate, identify, preserve and note relationship of evidence at the scene.
D. Officers should assist the parties involved in the crash in the exchange of information, as required in the California Vehicle Code (CVC).
1. If one or more of the parties has been transported from the area, the investigating officer shall ensure that exchange information is provided to each party.

5.10.5 Follow-up Investigations

The investigating officer shall conduct a follow-up investigation as necessary for the completion of a crash investigation. This follow-up investigation may include, but is not limited to:

A. Obtaining and recording formal statements from witnesses
B. Collecting off-scene data and evidence
C. Processing evidence or sending evidence to SFPD Crime Laboratory or other appropriate facility for processing
D. Reconstructing the crash, if appropriate or requested
E. Preparing all reports necessary to record the investigation, evidence and parties involved and to support any prosecution arising from the crash
F. Issuing citations or making arrests.

5.10.6 Use of Expert and Technical Assistance

Investigating officers may request the use of special equipment or technical personnel from outside the Police Department in the course of the on-scene or follow-up investigations. Such requests shall be made through the Watch Commander and shall include the nature of the special equipment or personnel needed and an explanation of the necessary use of the resource(s).

5.10.7 Equipment and Supplies in Patrol Vehicles


5.10.8 Guidelines for Enforcement Actions in Crash Investigations (Revised: 2/22/08)

Investigating officers shall take the enforcement action appropriate to that officer’s assessment of the circumstances surrounding the causes of the crash. Any action taken
must be supported by sufficient evidence to establish the elements of an offense. Officers concluding that reasonable grounds exist that an offense has been committed will take enforcement action for the appropriate offense, provided the officer has completed a POST-certified traffic collision investigation course as outlined in CVC 40600(a), “Reasonable Cause for Issuance.” These actions will include citation or arrest, as appropriate.

A. Warnings are appropriate:
   1. When insufficient evidence exists to establish the elements of an offense
   2. For offenses that did not contribute to the crash
   3. When the investigating officer has not completed the POST-certified traffic investigation course [CVC 40600(a)].

B. In cases in which a UCSF Police Department supervisor investigates a crash involving on-duty personnel and/or vehicles, enforcement action should not be taken prior to Police Department review of the incident, unless such enforcement action is necessary to preserve evidence.

5.10.9 Investigating and Reporting Crashes on Private Property

Motor vehicle crashes that occur on private property shall be investigated in the same way as any other reported incident requiring a police investigation, particularly in cases involving:

A. A crime
B. An on-duty, UCSF Police Department personnel or UCSF employee or
C. UCSF property.

5.10.10 UCSF Employee-Involved Vehicle Crashes

UCSF Police Department will promptly investigate any vehicle crash involving damage to University property or an at-work University employee.

A. Crashes involving Police vehicles and/or personnel shall be reported immediately to the employee’s on-duty supervisor and/or Watch Commander. The employee’s on-duty supervisor will immediately respond to the scene. In the event it is the supervisor who is involved, a higher ranking supervisor shall respond to the scene.

B. The SFPD or CHP shall be requested to investigate most injury crashes involving on-duty personnel. Crashes involving only a complaint of pain may be investigated by the on-duty supervisor, at the Watch Commander’s discretion.
C. All non-injury crashes that are deemed minor by the on-duty supervisor shall be investigated by an uninvolved UCSF Police Department Watch Commander.

D. If serious injury or death occurs as a result of the crash, the Division Manager and Chief of Police shall be immediately notified by the Watch Commander.

E. Police Department vehicles involved in crashes normally shall not be moved prior to the arrival of a supervisor. However, should extreme traffic congestion or danger to the public exist, an officer/personnel may move a Police Department vehicle prior to the arrival of a supervisor.

F. On-duty Police personnel involved in a motor vehicle crash outside the City and County of San Francisco are required to report the crash as soon as is practicable and are to request a prompt investigation by the appropriate law enforcement agency of that jurisdiction.

G. If a CHP crash report is required by law, the involved personnel shall be responsible for completing the report and submitting it to the Records Unit to forward to CHP.

H. The Department report will be on a CHP form and will include:
   1. A comprehensive diagram detailing the direction of travel before the collision, the point of impact and where the vehicles came to rest
   2. Photographs of the scene, vehicles and any property damage
   3. Operator and witness statements.

I. The report will be completed prior to the end of the officer’s shift. Copies of the completed report shall be forwarded to the following:
   1. Office of the Chief
   2. UCSF Risk Management
   3. FSD Manager.

5.10.11 Police Department Employee Crash Reviews (Revised: 2/22/08)

A. Crash Review Board
   To ensure a thorough review of all Police Department on-duty personnel-involved vehicle crashes a review board will be convened both to establish facts and to prevent future crashes. Except in police vehicle versus bicycle, skater or pedestrian crashes, the Chief of Police may waive the review board if there was contact only and the contact resulted in no damage (no scuff marks, scrapes, marks, etc.) to any vehicle or property and there were no injuries to any party. The
completed police investigation, review board report (if any) and any related forms and reports shall be forwarded to the Chief of Police through their respective Division Manager for review.

1. Procedures

   a. The Division Manager, upon learning of an on-duty, employee-involved vehicle crash will empanel a review board consisting of members of equivalent or higher rank than the involved member, in accordance with the provisions of this order.

   b. The board shall have access to all materials available on the crash.

      (1) These materials shall be furnished by the respective Division Manager to the chair.

      (2) If the board, after reviewing all available materials, needs additional information, such requests for additional information shall be directed to the respective Division Manager through the chair of the review board.

   c. Members involved in crashes under review may choose to appear at the review board meeting for the purpose of addressing the board, if they so desire. Board discussions and deliberations shall be in private.

   d. Review board meetings will generally be held within five working days of the crash subject to review.

      (1) Members involved in collisions subject to review will be notified of the date, time and place of the review board’s meeting to review their collision.

   e. After the board has reviewed the matter, they shall submit their decision in writing including one of the following findings:

      (1) Not Preventable – driver was not responsible for this crash

      (2) Preventable – Crash was the result of the driver’s negligence or inattentiveness and was it preventable or avoidable.

   f. The chair of the review board shall prepare a typed summary of the board’s findings including the vote of each board member. Simple majority (two votes) shall prevail in crash review findings.

   g. Dissenting votes shall be contained in the findings, along with the dissenter’s name and any reasons given by the dissenter. Any review board member dissenting may also attach a timely, separate dissention statement if he/she chooses to do so.

   h. Review board findings shall be finalized in writing within 24 hours after the review board reaches its decision and forwarded to the respective Division Manager. The Division Manager will review the member’s personnel file for previous history of traffic collisions and make the necessary recommendations to the Chief of
Police, via a memorandum, with his/her findings of whether or not the accident was preventable. Upon the Chief’s concurrence, the involved member and member’s supervisor will be notified of the board’s findings. Notification to involved employees shall be without unnecessary delay.

i. Review board findings are not binding, but advisory in nature. A Division Manager and/or ultimately the Chief of Police may choose to disregard the findings of the review board.

j. The Chief of Police will review all findings and:
   (1) If discipline greater than a written reprimand is to be issued, review these findings prior to the imposition of any disciplinary action
   (2) Initiate an Internal Affairs investigation when other policy violation(s) may exist.

5.11 TRAFFIC COLLISION INVESTIGATION: COLLISION REPORTS AND RECORDS

5.11.1 Collision Report Forms (Revised: 2/16/17)

A. Traffic collision investigations, as specified in General Order 5.10.1 “Traffic Collision Investigation: Collision Reporting and Investigation,” will generally contain the following:
   1. Statements from drivers, passengers and witnesses
   2. Photographs of serious injury or fatal crashes, or other crashes when the investigating officer feels photographs are necessary to the investigation
   3. A diagram of the scene, including street characteristics, placement of vehicles at points of rest, location of evidence, tire marks and approximate point of impact
   4. Officer’s statement regarding the evidence recovered, actions taken, actions to be taken, observations of the scene, what occurred and conclusions regarding primary collision factors.

B. Required Forms
   1. Officers shall complete the Traffic Collision Report Form (CHP 555) and any “Supplement Report Forms,” as needed to document crashes requiring investigation (General Order 5.11.1, “Collision Report Forms”).
   2. Witness statements shall be completed and included with the completed crash report on separate forms.
   3. Tow request forms shall be completed and included with the completed collision report if applicable.
4. Evidence sheets, photographs and requests for evidence processing or follow-up shall be attached to the investigative report when applicable.

5. Report forms are located in New World Systems.

C. In cases in which criminal charges are being pursued attendant to the crash (e.g., DUI, assault, recklessly endangering and major traffic crimes), officers shall document the conduct of these investigations on the crash report form as well as any form appropriate for the additional crimes (e.g., DUI report).

D. Completed collision and incident reports are to be processed through regular report submission procedures to the ECC.

E. A copy of all reports on collisions involving police personnel as a driver or victim shall be forwarded by the approving supervisor to the appropriate Division Manager, as well as to the Professional Standards and Support Service Division (PSD) Captain for risk management reporting.

5.11.2 Crash Classification System

The UCSF Police Department complies with statewide collision classification in reporting vehicle collisions. Copies of accident reports shall be forwarded to the CHP as required.

5.12 CRIMINAL INTELLIGENCE: ADMINISTRATION

5.12.1 Intelligence Function (Revised: 6/5/17)

The intelligence gathering function is an activity principally concerned with collection, processing, documentation and dissemination of information relating to specific problem areas, suspicious incidents and/or criminal intelligence relating to criminal and homeland security activities for all personnel. If and when criminal intelligence is received by any UCSF Police Department employee, the information will be routed, in writing, to the Investigations Division Lieutenant for safeguarding, securement and storage. The dissemination of criminal intelligence to Department personnel and other local, state and federal law enforcement agencies is the responsibility of the Investigations Division Lieutenant or their designee. The Investigations Division Lieutenant will be responsible for purging out of date or incorrect information.

Threats of terrorism, organized crime, criminal street gangs, narcotics operations, white collar crime investigations and theft of research material are examples of types of criminal activity related to the collection of criminal intelligence.
All agency personnel must ensure information collected is limited to criminal conduct or relates to activities that present a potential threat to the organization.

The Investigations Division Lieutenant is responsible for the annual review of the procedures and processes related to criminal intelligence.

The sensitive nature of criminal intelligence files requires that they be maintained separately from other agency records to prevent compromise and protect the integrity of the filing system. Ensuring this separation of files is the responsibility of the Investigations Division Lieutenant.

If the intelligence function is performed by an individual with other responsibilities (e.g., CEO, deputy chief) or by a larger function (e.g., criminal investigations), the separation and security intentions of this standard still apply.

The Investigations Division Lieutenant will utilize file procedures (i.e., Law Enforcement Intelligence Unit [lieu] Criminal Intelligence File Guidelines) as a check and balance against inappropriate activities. The collection/submission, access, storage and dissemination of criminal intelligence information must respect the privacy and constitutional rights of individuals, groups, and organizations.

The Investigations Division Lieutenant will ensure Department personnel are trained annually on the criminal intelligence function. Training shall emphasize that all personnel, regardless of their job, have a role in criminal intelligence and the sharing of information. Training can range from roll-call to more advanced training.

The National Criminal Intelligence Sharing Plan (NCISP) identifies a wide array of suggested accountability mechanisms, such as a periodic review by management on decision making throughout the criminal intelligence function, audit trails within criminal intelligence processes and computer systems, staff surveys and questionnaires, effective training on department policies, procedures and professional criminal intelligence practices and periodic audits of criminal intelligence operations and files.

Sharing outlets such as INTERPOL, the Homeland Security Information Network (HSIN), the Regional Information Sharing Systems (RISS) and Law Enforcement Online (LEO) and reference materials such as the “Fusion Center Guidelines: Law Enforcement Intelligence,” “Public Safety, and the Private Sector, LEIU Criminal Intelligence File Guidelines,” “Justice Information Privacy Guideline” document and “National Criminal Intelligence Sharing Plan” are available as resources to Department personnel.
5.12.2 Intelligence Legality and Integrity (Revised: 8/1/14)

A. In order to ensure that informants are secure in their anonymity, the Investigations Unit will maintain all files on confidential informants as outlined in General Order 5.16.5, “Confidential Informant File.” These files shall be kept separate and secure at all times. Informant files will consist of a binder with only the Confidential Informant Number visible on the front portion of the binder. The informant files will contain:
   1. Informant documentation checklist
   2. Informant identification record
   3. Special consent form documentation checklist
   4. Informant confidential questionnaire
   5. Informant fingerprint card and photograph
   6. Notation of Western States Information Network (WSIN) check to confirm reliability of the informant
   7. Informant evaluation (the Investigations Lieutenant will periodically evaluate the informant for usefulness).

B. Intelligence information collected will be limited to criminal conduct and activities that present a threat to the community. These areas are as follows:
   1. Organized crime activity
   2. Terrorist activity
   3. Vice activity
   4. Civil disobedience
   5. Narcotics
   6. White collar crime.

C. Use of Intelligence personnel and equipment will be restricted to collection of raw data, strategic intelligence, tactical intelligence and support for undercover officers and operations, maintenance of undercover operations and assistance in providing specialized surveillance equipment.
   1. Raw Data – information from various sources that, by itself, may not infer criminal activity but when combined with other information may lead to an inference of criminal activity
   2. Strategic Intelligence – information collected on a situation for which the problem is known and an attempt is being made to determine who is responsible
   3. Tactical Intelligence – answering requests for information from patrol or the Investigations Unit on a specific subject and/or location.
D. Intelligence files shall exclude the following information or documentation:
1. Information suggesting a subject’s political or religious preferences, associations or opinions, unless such information directly relates to an investigation of criminal activities and there are reasonable grounds to suspect the subject of the information is, or may be, involved in criminal conduct
2. The nature of a subject’s sexual preferences, except as it pertains to the modus operandi.

E. In general, intelligence information shall be purged per the Universitywide protocol. The Intelligence files will be purged on the following schedule:
1. Permanent Files – files that name a particular person by name, address or date of birth or a particular organization where identification can be specifically made
2. Temporary Files – files where a subject or organization can only be described but not specifically named. These are to be purged at the end of one year if, during that time, a positive identification cannot be made of the subject or organization. If a positive identification is made within a year, then the file is reclassified as a permanent file.
3. Working Files – a file established when information is forwarded to the Investigations Unit Lieutenant about a subject or organization, but the Lieutenant has not yet verified the accuracy of the file. If the information is verified, then the working file will be reclassified as either permanent or temporary.
4. All purged intelligence files will be destroyed under the direct personal supervision of the Investigations Lieutenant, according to Departmental destruction procedures. Destruction records will be maintained by the Investigations Unit Lieutenant listing all files destroyed. The destruction records will then become permanent records maintained by the Investigations Unit.
5. When the UCSF Police Department Records Unit receives a court order expunging a person’s record, a copy will be forwarded to the Investigations Unit Lieutenant for purging of files. Any reference to the person’s name will be expunged from records.
6. Media files that list newspaper articles of an intelligence nature will be maintained separately from intelligence files. These files will be purged within the same time limit as permanent files.
5.12.3 Function Responsibility (Revised: 8/1/14)

A. The Intelligence function will be staffed by the Investigations Unit Lieutenant who will coordinate and handle the primary responsibilities. Additional staffing will be determined by administrative needs.

B. The Intelligence function will be under the direct supervision of the FSD Manager, operate out of a location designated by him/her and shall remain locked when he/she is not present.

5.12.4 Emergency Investigative Funds

The Police Department does not maintain a budget for organized crime, vice or narcotic enforcement; however, should specific funds be needed, such as buy-money, travel, etc., a special request shall be made to the Assistant Vice Chancellor, Campus Controller by the Chief of Police. University financial policies and procedures shall be followed to obtain or secure funding. If it is necessary to expedite the process, the Chief of Police will request special assistance from the Senior Vice Chancellor of Finance and Administration.

A. Receipts for all expenses shall be submitted to the Chief of Police within three days of the conclusion of the operation. A full accounting of funds shall be documented in a memorandum to the Chief of Police.

B. Each employee who has been given special funds/advances is individually responsible for the full accounting of funds.

C. Improper use of funds may result in disciplinary action.

5.12.5 Intelligence Information Dissemination (Revised: 8/1/14)

A. Due to the sensitive nature of intelligence information, the Investigations Unit Lieutenant will maintain a separate, secure records system in his/her office. Access to these records shall be limited to the Chief of Police.

B. Any information provided by the Investigations Unit Lieutenant must be:
   1. Necessary to an active criminal investigation conducted by the requesting person or agency
   2. Reviewed to determine if a “need to know” basis has been established
   3. Reviewed by the FSD Captain prior to release
   4. Approved for release by the FSD Captain (if the requested information is classified).
C. Intelligence information must be gathered and analyzed in a secure environment.

D. Intelligence information shall not be kept on a computer hard drive. Information may be stored on computer storage devices. However, when the storage devices are not in use, they are to be kept locked in the intelligence file. Before the computer is turned off, any information on the screen or in computer memory must be erased. No raw intelligence data is to be kept on a hard disc or in internal memory.

5.13 CRIMINAL INTELLIGENCE: OPERATIONS

5.13.1 Communication, Coordination and Cooperation with Other Agencies

The control and enforcement of organized crime and criminal activities can be best accomplished with a concerted and coordinated effort between divisions within the Police Department and with other law enforcement agencies. This will be achieved by:

A. Investigations Unit bulletins
B. Intelligence memorandums
C. Informal exchange of information between officers
D. Structured exchanges and liaison with federal, state and local criminal justice agencies for the purpose of facilitating an exchange of intelligence information.

5.14 CRIMINAL INTELLIGENCE: FACILITIES AND EQUIPMENT

5.14.1 Investigations Unit Equipment (Revised: 8/1/14)

A. Specific intelligence gathering operations are conducted by Investigations Unit personnel. These detectives shall have access to any Department-owned equipment required to complete their assignments. This includes: unmarked vehicles, surveillance vehicle cameras and recording equipment. When equipment is needed by another Division or agency, it will only be made available with the approval of the Investigations Unit Lieutenant.

B. Investigations Unit detectives have access to the following:
   1. Fingerprint equipment
   2. Audio/videotapes, film and batteries
   3. 100 ft. measuring tape
   4. Sticky powder kit
   5. Evidence packaging equipment
   6. Evidence tags
   7. Knife packaging (cardboard)
8. Evidence labels
9. Evidence bags (various sizes)
10. Crime scene tape
11. Rubber gloves

5.14.2 Intelligence Files Security (Revised: 8/1/14)

Because of the sensitive nature of intelligence information, intelligence files will be maintained in the Investigations Unit Lieutenant’s office in a locked file cabinet. Access to these records shall be limited to those persons designated by the Chief of Police.

5.15 ORGANIZED CRIME AND VICE CONTROL: ORGANIZATION AND ADMINISTRATION

5.15.1 Organized Crime, Vice and Narcotics Philosophy

The UCSF Police Department is committed to the investigation, identification and suppression of known or suspected vice, narcotics and organized crime activities. Although it is the responsibility of each member of the Police Department to identify and prevent these activities, the Investigations Unit has the specific responsibility for identifying, controlling, reducing and preventing vice, narcotics and organized crime activities.

5.15.2 Vice Control Function (Revised: 8/1/14)

The FSD Captain, Investigations Lieutenant and detectives, are directly responsible for the investigation and prevention of vice-related activities on UCSF property. The Investigations Lieutenant is responsible for the supervision, evaluation and determination of resources used for vice suppression. Vice enforcement is accomplished through the use of Police Department personnel and/or in conjunction with multi-agency task forces as warranted.

5.15.3 Vice and Narcotics Functions and Coordination (Revised: 8/1/14)

The FSD Captain is responsible to the Chief of Police to ensure a thorough investigation of all vice and narcotics complaints brought to the Police Department’s attention. The Investigations Unit Lieutenant is responsible to address suppression of:

A. The illegal sale and distribution of liquor and controlled substances
B. Illegal gambling operations
C. Illegal prostitution and pornography.
5.15.4 Organized Crime Authority (Revised: 8/1/14)

The Investigations Unit is responsible for collecting, evaluating, analyzing, disseminating and filing any and all information on persons and/or groups or organizations that engage in activities defined as criminal or potentially criminal by UC Policy, city ordinance or state and federal statutes. The Investigations Lieutenant is responsible for the supervision, evaluation and determination of resources used for organized crime suppression.

5.15.5 Organized Crime Control Function and Responsibility (Revised: 8/1/14)

The FSD Captain is responsible for coordinating and overseeing organized crime enforcement and the control the following activities:

A. Loan sharking
B. Labor racketeering
C. Corruption
D. Extortion or bribery
E. Theft/fencing operations (only when these activities may be defined as organized)
F. Economic crimes
G. Conspiracy
H. Infiltration of legitimate businesses.

5.16 ORGANIZED CRIME AND VICE: OPERATIONS

5.16.1 Receiving and Processing Vice, Narcotics and Organized Crime Complaints (Revised: 8/1/14)

A. Information regarding vice, narcotics and organized crime is received from various sources including, but not limited to, concerned citizens, informants, investigations, other law enforcement agencies and anonymous callers.

B. When an employee of the UCSF Police Department receives information of vice, narcotics or organized crime activity, he/she will document the information and, when appropriate, write an incident report.

1. Telephone calls should be forwarded to the appropriate division of responsibility. If an individual officer requested is not available, then a written memo or Incident Report should be prepared and forwarded.

2. Under no circumstances will employees be responsible for telephone reception release of information regarding vice, narcotic or organized crime officers, including verification of identity, location or hours of operation.
C. Upon receipt of documentation or an Incident Report regarding vice, narcotics or organized crime activities, the Investigations Unit Lieutenant will determine if the case is to be assigned for investigation or processed as an informational case.

D. Information received through informants or anonymous calls not related to drugs or narcotics but of investigative interest may also be worked by the UCSF Police Department or referred to an outside agency, if appropriate. All information will be treated as confidential, for law enforcement use only.

5.16.2 Vice, Narcotics and Organized Crime Records (Revised: 8/1/14)

Vice, narcotics and organized crime complaints received and under active investigation will be maintained in a separate intelligence file within the Investigations Unit. The file shall be kept in the Investigations Lieutenant’s office. Completed Incident Reports will be forwarded to the ECC for filing at the conclusion of the investigation, with the exception of those containing highly sensitive information, which will remain in the intelligence file within the Investigations Unit. The FSD Captain shall determine the sensitive nature of information and shall instruct the Investigations Lieutenant how each completed investigation shall be filed.

5.16.3 Preliminary and Follow-up Investigations (Revised: 8/1/14)

A. Once a vice, narcotics or organized crime complaint is assigned for investigation, the following procedure will be used:

   1. Reliable information should be developed by reviewing the original complaint and taking the necessary steps to verify the information. This may entail making neighborhood contacts, contacting other agencies that might be familiar with the person(s) or situations(s) and interviewing parties who might be privileged to information.

   2. Any evidence collected and submitted will be in accordance with the General Orders.

   3. When it is deemed appropriate, surveillance techniques may be employed to gather information.

B. During the preliminary investigation, the following criteria will be considered and used to prioritize the investigation:

   1. The validity and/or reliability of the original information
   2. The type of criminal activity
   3. The extent or magnitude of the activity
   4. The investigative resources required to conduct an investigation including:
      a. Other sufficient Departmental resources
b. Possible operational problems existing
c. The existing workload of the Investigations Unit and available detectives.

C. Follow-up Investigations
   1. Follow-up investigations should be conducted utilizing the procedures established for preliminary investigations. By its very nature, follow-up investigation implies information has already been developed. Nevertheless, detectives must continue to verify and develop information until the investigation is determined to be successfully completed or returned to file as pending or discontinued.
   2. Detectives will report the progress and status of the investigation to the Investigations Unit Lieutenant on a regular basis. Depending upon the nature of the investigations, the Investigations Lieutenant may be involved in the investigation.
   3. All information developed during the investigation will be recorded and submitted to the Investigations Lieutenant for review and approval. Special cases will also be reviewed by the FSD Captain.

5.16.4 Maintaining Security of Investigations (Revised: 8/1/14)

A. All reports and related documents of undercover investigations shall be kept in a locking file cabinet in the Investigations Lieutenant’s office. When the Investigations Lieutenant is not present in his/her office, the file cabinet shall remain locked.

B. When an inquiry pertaining to any of the suspects listed in the report is received, it shall be handled by the officer assigned to the investigation. In the event the assigned officer is not present, the Investigations Lieutenant shall review the request on a “need to know” basis before disseminating the information.

5.16.5 Confidential Informant Files (Revised: 8/1/14)

A. Detectives will make every effort to protect the identity of a confidential informant.

B. To prevent the disclosure of an informant’s identity, a confidential informant file will be maintained in a locking file cabinet in the Investigations Lieutenant’s office. When the Investigations Unit Lieutenant is not present in his/her office, the file cabinet shall remain locked. A confidential file on each informant will include at a minimum:
   1. Biographical and background information
2. Criminal history record, if any
3. Information received from informant
4. Informant’s involvement in operations
5. Secured, restricted and controlled access.

C. Procedures outlining the use of informants in General Order 5.1.8, “Use of Informants” shall be used in every case where an informant is involved.

**5.16.6 Intelligence from other Law Enforcement Agencies (Revised: 8/1/14)**

A. When members of the Investigations Unit receive a request for information from an outside agency, the information will normally be released on a need-to-know basis only.

B. When Investigations personnel enter into a joint investigation with another agency, the Investigations Lieutenant may authorize a flow of information between the investigative units without his/her express approval for each request related to the investigation.

C. Investigations personnel will develop contacts with various law enforcement agencies and obtain names of persons to contact for sensitive investigations. The Investigations Lieutenant will develop and maintain a file of contacts in other agencies to enhance a flow of information to and from other agencies.

D. The FSD Captain will maintain a file of appropriate information conveyed to and from other agencies in relation to vice, narcotics and organized crime.

**5.16.7 Investigatory Equipment (Revised: 8/1/14)**

A. Due to the expense and sophistication of electronic equipment, it is imperative that all investigatory equipment be accounted for. Lieutenants in the respective Divisions are responsible for the authorization, distribution, use and maintenance of all investigatory tools within their Division.

B. If investigatory equipment is borrowed from or loaned to another law enforcement agency, the respective Lieutenant will be responsible for tracking these items, including the equipment’s operability and giving or receiving appropriate training on the equipment’s use. The Lieutenant will document who the item was loaned to/borrowed from, at what agency, the date and time of the transfer, the date and time the equipment is expected to be returned and the actual return date. The Lieutenant will inspect returned loaned equipment for operability.
5.16.8 Intradepartmental Coordination (Revised: 8/1/14)

A. The control and enforcement of vice, narcotics, organized crime and criminal activities can be best accomplished with a concerted and coordinated effort between divisions within the Police Department and other law enforcement agencies. This mission may be achieved by using the following:
   1. Crime bulletins
   2. Patrol information
   3. Intelligence memorandums
   4. Informal exchange of information between individual officers
   5. Structured exchanges between officers and respective agencies by letter or at meetings.

B. When the Investigations Unit Lieutenant compiles active information indicating criminal trends of long range duration, the investigator will prepare and forward information to team lieutenants for dissemination, as appropriate.

C. The Investigations Lieutenant will also forward the information to the Chief of Police, via chain of command.

5.16.9 Interdepartmental Coordination

A. The UCSF Police Department coordinates efforts with local, state and federal law enforcement agencies in the investigation and prosecution of persons involved in organized crime activity on a case-by-case basis.

B. The importance of cooperative, collaborative efforts in deterring organized crime through the effective use of a multi-agency task force is also recognized. Successful enforcement often requires the coordination of multiple investigation and prosecution units to combat this type of criminal activity.

5.16.10 Evaluating Complaints

Investigations into vice, narcotics and organized crime offenses can involve tremendous expenditures of time, money and effort. In order to evaluate the accuracy and credibility of the initial information, determine the scope and relative importance of the problem and establish a solid investigation, the following information should be considered in determining which offenses will be investigated:

A. Validity of the original intelligence information
B. Criminal nature of the problem
C. Importance of the problem
D. Lead information available
E. Investigative techniques that may be used
F. Agency resources available
G. Possible operational problems that may exist.

5.16.11 Capability to Conduct Covert Operations

Investigations personnel have limited capacity to conduct covert operations involving vice, narcotics and organized crime. Other members of the Department may be used to assist in a covert operation when the operation cannot be adequately handled by Investigations personnel. Such operations would include decoy, undercover and surveillance operations.

5.16.12 Vice, Narcotics and Organized Crime – Surveillance, Undercover, Decoy and Raid Operations (Revised: 8/1/14)

A. Surveillance, undercover, decoy and raid operations are extremely important investigative techniques and useful methods of obtaining factual information during an investigation. All surveillance, undercover, decoy and raid operations will be conducted in such a manner that no infringement occurs upon the statutory or Constitutional rights of any individual.

B. The Investigations Lieutenant will be responsible for coordinating and planning organized crime and vice control surveillance, undercover, decoy and raid operations.

C. These operations should be well planned prior to implementation. Guidelines for planning operations include:
1. Analyzing crimes, victims and suspects
2. Determining legal ramifications
3. Familiarizing officers with the objective and details of the operations and the neighborhood or target area
4. Determining operational procedures for observation, arrests, surveillance and high-risk entries
5. Supplying officers with expense funds
6. Establishing means of routine and emergency communication
7. Selecting equipment or vehicles
8. Providing relief, backup security and perimeter protection for officers
9. Supplying officers with false identity, disguises and necessary credentials
10. Maintaining overall confidentiality and cover
11. Obtaining authorization for raids and use of force
12. Designating a single person as supervisor and coordinator
13. Providing close supervision  
14. Making contact with suspects  
15. Searching for and seizing evidence and/or contraband  
16. Requesting medical assistance  
17. Obtaining coordination and assistance from others, both inside and outside the agency.

D. Surveillance, undercover and decoy operations may be effected, singularly or simultaneously, during the investigation of vice, narcotics, organized crime or other criminal offenses. The Investigations Lieutenant or designee shall notify Dispatch and the Patrol Watch Commander of the nature and location of the operation prior to implementation, as circumstances dictate.

5.16.13 Conducting Organized Raids (Revised: 1/31/11)

A. Vice, narcotics and organized crime raids will be conducted in accordance with the guidelines established in this section. Organized raids may originate in the Investigations or Patrol Divisions.

B. These guidelines for organized raids are as follows:
   1. When an organized raid involves a substantial commitment of staff, funds or time, supervisors are required to submit written operational plans for approval to their Division Captain or the Chief of Police, prior to the start of the operation. In cases of emergency situations that do not allow time to prepare a written operational plan, the strategy may be verbally presented to and approved by the Chief of Police or designee. Authorization and coordination for the raid will be the responsibility of the supervisor.
   
   2. It will be the responsibility of the supervisor to ensure that all necessary equipment is made available to personnel involved in the raid (e.g., radios, raid jackets, necessary paperwork, ballistic vests).
   
   3. It will be the responsibility of the reporting officer to prepare a detailed diagram of the intended location. Prior to the execution of any raid or search warrant, a briefing of all involved personnel will be held. During this briefing, assignments will be made by the supervisor designating intended methods of approach, entry, securing and leaving the location.
   
   4. The reporting officer will be responsible for searching and seizing all evidence. Another member of the team shall be designated to act as evidence recorder.
   
   5. The supervisor and reporting officer will ensure all support units, including medical personnel, have been briefed and all necessary equipment, including communication equipment, has been distributed to each member of the team.
6. All arrests will be the responsibility of an arrest team. Suspects will be arrested by using only that force minimally necessary to affect the arrest and preserve the safety of the officers and the suspects.

5.16.14 Reporting of Vice, Narcotics and Organized Crime Activities (Revised: 8/1/14)

A. Significant Events
Vice, drug or organized crime activity that is of such a significant nature as to be a community safety issue shall immediately be made known to the Chief of Police, via the chain of command.

B. The FSD Captain will provide a summary of vice, drug and organized crime activities during the weekly Direct Reports Meetings.

5.16.15 California Medical Marijuana Program (MMP)

A. Purpose
The purpose of this order is to establish law enforcement guidelines pertaining to the California Medical Marijuana Program (MMP).

B. Background
1. In 1996, Proposition 215 was passed by California voters legalizing the personal possession of marijuana for medical purposes if prescribed by a medical doctor. The Senate Bill 420 was filed into legislation in Chapter 875 on October 12, 2003.

2. Medical use of marijuana means the production, possession, delivery or administration of marijuana or the paraphernalia used to administer marijuana, as necessary for the exclusive benefit of a person to mitigate the symptoms or effects of his or her debilitating medical condition.

3. A “designated primary caregiver” is defined as an individual eighteen years of age or older who has significant responsibility for managing the well-being of a person who has been diagnosed with a debilitating medical condition and who is designated as such on that person’s application for a registry identification card or in other written notification to the California Department of Health Services. “Designated primary caregiver” does not include the person’s attending physician.

4. A registry identification card is a document issued by the California Department of Health Services that identifies a person authorized to engage in the medical use of marijuana and the person’s designated primary caregiver, if any.
5. Persons who have in their possession a valid MMP card may possess less than one ounce of usable marijuana, three mature plants and four immature plants. Usable marijuana is defined as dried leaves and flowers of the plant Cannabis family Moraceae and any mixture or preparation thereof that is appropriate for medical use as allowed in the MMP.

6. Usable marijuana does not include seeds, stalks and roots of the plant. A marijuana plant shall be considered mature when male or female flower buds are readily observed on the plant by unaided visual examination. Until this sexual differentiation has taken place, a marijuana plant will be considered immature.

7. No person authorized to possess, deliver or produce marijuana for medical use pursuant to MMP shall be exempted from the criminal laws of the State of California or shall be deemed to have established an affirmative defense to criminal charges of which possession, delivery or production of marijuana is an element if the person, in connection with the facts giving rise to such charges:
   a. Drives under the influence of marijuana, as provided in CVC 23152 (a)
   b. Engages in the medical use of marijuana in a public place, in public view or in a correctional facility or youth correction facility
   c. Delivers marijuana to any individual whom the person knows is not in possession of a registry identification card
   d. Delivers marijuana for consideration to any individual, even if the individual is in possession of a registry identification card
   e. Manufactures or produces marijuana at a place other than one address for property under the control of the patient and one address for property under the control of the primary caregiver of the patient that have been provided to the Health Division
   f. Manufactures or produces marijuana at more than one address.

8. A person who has applied for a registry identification card pursuant to MMP, but whose application has not yet been approved or denied and who is contacted by any law enforcement officer in connection with his or her administration, possession, delivery or production of marijuana for medical use may provide a copy of the written documentation submitted to the Health Division pursuant to MMP application procedures and proof of the date of mailing or other transmission of the documentation to the Health Division to the law enforcement officer. This documentation shall have the same legal effect as a registry identification card until such time as the person receives notification that the application has been approved or denied.
5.16.16 Vice, Narcotics and Organized Crime Investigative Funds (Issued: 2/22/08)

The UCSF Police Department does not maintain a special investigative fund for the purpose of payment of investigative expenses incurred in paying informant, active vice, narcotic and organized crime investigations. However, if the need should arise to obtain emergency supplies and/or funds, General Order 2.6.15, “Supplemental and Emergency Fund Requests” can be followed.

5.16.17 Informal Inquiries (Issued: 2/9/18)

A. An informal inquiry is intended to document minor issues that are resolved at the supervisory level to the satisfaction of the citizen initiating the inquiry. Informal inquiries may serve as an early warning indicator, which allows supervisors to address potential problems before they become serious.

Examples of matters that may be considered the subject of an informal inquiry are:
1. Matters of public concern that do not allege misconduct or neglect of duty by an employee of the police department
2. Misunderstandings
3. Minor issues of discourtesy or other conduct unbecoming an officer
4. Misinformation of Department policies and procedures.

Examples of matters that may NOT be considered the subject of an informal inquiry are allegations of:
1. Use of force
2. Violation of Constitutional rights
3. Neglect of duty
4. Dishonesty
5. Sexual harassment or discrimination
6. Racial or ethnic harassment or discrimination
7. Violation of gifts policy
8. Insubordination.

B. All informal inquiries should be documented. Supervisors shall initiate corrective action, as appropriate, and note the corrective action taken on all informal inquiries.

C. A member of the public filing an informal inquiry must be informed that the matter will not proceed as a formal complaint. The PSD Lieutenant will review all Informal Inquiry Report (IIR) forms submitted and ensure that the information is entered into the Early Warning System. Final authority to determine if an informal inquiry should be investigated as a formal
complaint shall rest with the Chief of Police. All IIRs will be purged after two years, pursuant to California Government Code § 34090.

A matter will not be handled as an informal inquiry and a formal complaint investigation will be opened when a member of the public alleges misconduct or neglect of duty that may result in discipline and expresses a desire for an investigation to be conducted.

D. Any supervisor who receives an informal inquiry shall document it on an IIR form. The supervisor will include a synopsis of the issue or concern and any resolution, including any corrective action taken.

E. An informal inquiry should be resolved within 30 days of the date the inquiry was received. If an inquiry is not resolved during the shift during which it was received, the IIR will be forwarded to the appropriate supervisor, who will be responsible for ensuring that the inquiry is completed and resolved.

F. Once an IIR is completed and the matter resolved, the PSD Lieutenant will notify the employee of the conclusion. The investigator shall route the IIR through the chain of command for approval. The PSD Lieutenant will keep a copy of the report for a period of two calendar years from the date of the inquiry. All IIRs will be assigned an investigation number and the information entered into the Early Warning System.

G. Once an inquiry is resolved, the contents and resolution of the inquiry will not be used for disciplinary action or to determine progressive discipline in subsequent sustained complaints or administrative investigations. Inquiries will not be referred to in annual appraisals, unless the behavior is chronic and/or there is independent corroboration of the incident.

H. The utilization of this process does not imply that the subject employee has committed the transgression described by the person making the inquiry. An employee shall have the option of requesting a formal investigation of the incident if he/she desires.

BY ORDER OF: Mike Denson
Chief of Police

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Informal Inquiry Report (IIR)

Involved Employee(s):

Date & Time Received: 

Form Completed By:

Manner Received:

- Counter Report
- Phone
- Email

Fax:

Other

Complainant Information

Name:

Address:

Home Phone #: 

Work Phone #: 

Type of Violation:

- Policy/Procedure
- Personnel
- Other

Nature of Inquiry:

Action Taken:

Complainant Notified: By: Date:

Note: This form must be sent to the Professional Standards Lieutenant.

Addendum 5A – Informal Inquiry Report (IIR) Form
Chapter Six: Crime Prevention

6.1 CRIME PREVENTION: ORGANIZATION AND ADMINISTRATION

6.1.1 Commitment to Crime Prevention

The Department’s commitment to crime prevention encompasses a wide range of proactive programs. The continuing success of these programs is dependent upon community participation and a strong belief that crime is reduced through a proactive partnership with the community. All Police Department members, including non-sworn personnel and volunteers, are responsible for crime prevention efforts. A variety of training and support services is provided to all Department personnel and the community through the Crime Prevention Unit.

6.1.2 “If I Were a Thief” Card (Revised: 2/16/17)

Patrol officers shall complete and leave an “If I Were a Thief” card in any office or laboratory on UCSF property which is found to be unoccupied, unsecured and containing any item of value.

A. Procedures
   When an officer conducting foot patrol finds an office or laboratory unoccupied and unsecured, he/she shall immediately notify the Emergency Communication Center (ECC) and state the exact location of the area.

B. The ECC shall record this information in the Computer Aided Dispatch System, generating an incident number.

C. The officer shall conduct a thorough search of the premise, and if no person who is authorized to be in the area is located, an “If I Were a Thief” card shall be completed. The officer shall obtain the Incident Number from the ECC and write it on the upper left portion of the card. The card shall be placed in the unsecured area, in a conspicuous location within the office or laboratory.

D. When exiting the premise, the officer shall secure the area and advise the ECC of the action taken and that an “If I Were a Thief” card was placed in the premise. If the premise cannot be secured, the officer shall advise the ECC to make the appropriate notification to secure the premise. The ECC shall record all information in the Computer Aided Dispatch System.
E. The remaining copies of the “If I Were a Thief” card shall be forwarded to the patrol sergeant or Watch Commander, who shall then forward it to the Crime Analyst.

F. The total number of “If I Were a Thief” cards issued shall be included in the Crime Prevention Section’s Monthly Performance Measure Report.

6.1.3 Organizational Interaction (Revised: 2/16/17)

All crime prevention activities are coordinated and implemented through the Crime Prevention Unit. There is a close relationship with other Department divisions, which enables the exchange of information, thereby providing each Division the ability to support the Department as a whole. All inquiries in relation to community involvement and feedback from the public shall be directed to the Field Services Division (FSD) Captain via the chain of command.

6.1.4 The Crime Prevention (Revised: 8/1/14)

The Crime Prevention Unit is a part of the FSD and operates under the supervision of the Investigations Lieutenant. The Crime Prevention Unit is staffed by a detective, who is responsible for planning, coordinating, implementing and evaluating crime prevention activities.

6.1.5 Foreign Language Specialists

To ensure successful communications with the community at large, the Crime Prevention Unit has 24-hour access to foreign language specialists (translators) through the ECC, which maintains a list of foreign language specialists (translators) and has 24-hour access to the AT&T Language Line translation service.

6.2 CRIME PREVENTION UNIT: OPERATIONS

6.2.1 Priority of Programs (Revised: 8/1/14)

Crime prevention program and services are strategically focused on UCSF crime problems and public safety concerns. Factors considered in setting priorities include: Crime Analyst’s statistical analysis of criminal activity, feedback solicited through surveys and personal contacts from the public and open and continuous communications with community groups, businesses, individuals and regulatory agencies. The feedback from all of these sources, along with statistical information, is a guide in determining the priority of services. Programs are evaluated and reviewed annually by the Crime
Prevention Unit, Investigations Lieutenant and FSD Captain, who make specific recommendations to the Chief regarding the program.

6.2.2 Crime Prevention Programs (Revised: 9/30/10)

The Crime Prevention Unit will provide information and assistance to the members of the community. The successful Community-oriented Policing and Problem Solving Program (COPPS) enables the Police Department to reach a large and diverse number of UCSF Community groups.

A. COPPS Program – With the help and guidance of officers, local groups organize, develop and sustain their own leadership through COPPS. To ensure their continued success, the Crime Prevention Section monitors and assists the groups. The Crime Prevention Section provides training and instruction to the members of the groups on topics such as safety and security. A variety of presentations regarding fraud, travel safety, home and personal security are offered to diverse campus community groups by the designated COPPS officer. In addition, informational statistics regarding shoplifting, robbery, building security, internal loss control and forgery are available to businesses in the community. This information may be accessible to any group or individual, as necessary. Officers and other Department members may be utilized to facilitate or act as a resource for informational presentations and community meetings. As a result of the support and information from the Department, members of the community are encouraged to take an active role in crime prevention and thereby improve the quality of life, work and the community of UCSF.

6.2.3 Liaison with Community Groups

The Crime Prevention Unit maintains a public telephone number to make it accessible to community members. Additionally, the Unit makes crime prevention presentations are made at fairs, festivals and other public events. Open communication with local community organizations is encouraged by regular visits and presentations by the Crime Prevention Unit. Likewise, open communication is maintained with local, state and national crime prevention organizations.

6.2.4 New Construction Design (Revised: 2/16/17)

The Crime Analyst provides information, as necessary, to individuals who regulate, plan, zone and otherwise take an interest in new construction projects. The Crime Analyst is also responsible for reviewing new construction design plans and making appropriate recommendations for security features and requirements. The information includes, but is not limited to, statistical data that can be provided to public and private parties promoting
the principles of crime prevention and security through environmental design. The Crime Prevention Detective works collaboratively with the Crime Analyst, UCSF Fire Marshal and the UCSF Planning Department Facilities Management and Capital Projects staff.

6.3 CRIME PREVENTION: CRIME ANALYSIS

6.3.1 Organization and Administration (Revised: 2/16/17)

The Crime Analyst is part of the Field Services Division (FSD), supervised by the Investigations Lieutenant and FSD Captain.

6.3.2 Crime Analyst Function (Revised: 2/16/17)

A. The functions of the Crime Analyst include to:
   1. Collect all intra-/inter-agency crime data from any recognized, authoritative source, including, but not limited to, the Computer Aided Dispatch System, National Weather Service, FBI, etc.
   2. Assemble data into a logical system of information
   3. Analyze data for commonality of incidents, suspects, methods, etc., appliability to past criminal activity and relevance to future trends
   4. Identify potential officer/public safety hazards
   5. Circulate information in a format that is most effective in reaching the targeted audience, i.e., using print and/or visual aids
   6. Some crime information can be disseminated to the public via “Crime Alerts” or “Safety Bulletins” to facilitate problem-solving and assist in the reduction of crime in the community; hence all information to be shared with the public must be reviewed by the Investigations Lieutenant and approved by the Captain, so as to not disclose investigative leads, create unnecessary fear or violate privacy laws. No classified information will be released to the public without approval from the Chief of Police.
      a. All documentation approved for release shall include a “Notice of Non-Distribution without Originator’s Permission” statement, along with a statement or agreement of disposition (i.e., directives as to the disposal of by shredding).
   7. Obtain feedback from users, as necessary, review and evaluate proposals, thereby incorporating applicable recommendations into existing and/or future analytical processes and/or methods of communication
   8. Keep the Chief of Police apprised of any crime trends and patterns
   9. Provide annual staff training in diverse crime analysis functions
   10. Educate the public by making presentations and distributing informational materials
11. Provide accurate statistical information for Department reports and budget preparation.
12. Provide accurate statistical information used in the development of organizational benchmarks and performance measures
13. Coordinate with the Clery Act Compliance Officer (aka the Chief of Police) to ensure the proper submission of data is properly submitted and the meeting of operational and reporting requirements stipulated by the U.S. Department of Education.

B. Some of the documents and resources used in the crime analysis include, but are not limited to:
   1. Incident reports
   2. Arrest reports
   3. Arrest logs
   4. Field investigation reports
   5. Stolen property reports
   6. Information bulletins from other agencies
   7. Critical Reach
   8. Intelligence information.

C. Verbal communication from personnel within the Department and outside agencies involved can provide additional specifics about incidents and suspects. Selected information shall be documented for reference and for comparative purposes, e.g., stolen property checked against pawned or found property.

D. The Crime Analyst prepares reports to ensure the Chief of Police is apprised of prevailing crime trends and patterns within the UCSF community. The Crime Analyst will generate crime trend bulletins, as applicable. Requests for information in addition to regularly scheduled reports must be approved by the FSD Captain. The Crime Analyst prepares written reports at the frequency noted:
   1. Monthly: Part I and Part II summaries for the current month and year-to-date
   2. As Necessary: officer-requested informational bulletins and/or additional special reports
   3. Annually: analysis of calls for service for district/sector alignment review
   4. Every five years: Part I trends by crime
   5. Every twenty years: Part I trends by crime.

E. Crime analysis information shall be disseminated to:
   1. The Chief of Police and Division Captains
2. UCSF Police Staff, as necessary
3. Outside law enforcement agencies, at the discretion of the FSD Captain
4. The Public – all dissemination of crime analysis information to the public shall be approved by the Chief of Police or designee, including information regarding environmental impact statements and other such joint public/private programs or activities.

F. The Crime Analyst will annually evaluate and report on the impact of crime analysis data and information on total reported crime, geographic-specific incidents, cyclical crime patterns, patrol patterns and allocation of resources through the UC Police Department Annual Report, Clery Annual Security Report and Uniform Crime Reporting.

6.3.3 Analysis of Criminal Activity (Revised: 8/1/14)
The Crime Analyst shall analyze criminal activity on the basis of the following factors:

A. The frequency and type of crime

B. Temporal or geographic factors, as monitored by the grid summary and a weekly criminal activity report by specific selected incidents and locations

C. Chronological factors, as monitored by incident reports filed by date and type

D. Victim and target descriptions provided by incident reports

E. Suspect descriptions provided by incident reports

F. Suspect vehicle descriptions, as monitored by incident reports

G. Modus operandi descriptions provided by incident reports

H. Physical evidence information provided by incident reports and computerized listings of all evidence by case number, incident type, category, description and disposition

I. Longitudinal changes in crime patterns

J. Community policing strategies provided by partnership agreements, directed patrol requests, the Police Department strategic plan, community policing forum and tactical action plans.
6.3.4 UCSF Police-Alert Listserv Addresses (Revised: 2/16/17)

The University of California, San Francisco Police Department publishes and/or releases information to students and employees via bulletins, newspapers, electronic e-mail, etc. pertaining to specific crimes that are considered to be a threat that have occurred on or in close proximity to the University or any of its satellite facilities. The Police Department, as part of its mission, has the responsibility to inform the UCSF community of all major incidents that threaten the safety and security of faculty, staff, students and visitors. Specific methods (e.g., Listservs) were developed to assist in the dissemination of information to faculty, staff and students. A “Listserv” is the name used for a group of electronic mail recipients identified to receive the same message at the same time by a single user. It enables the Police Department to create a message and instantly send it to campus administrators and other persons within the campus community. All sergeants and watch commanders have access to send UCSF Police-Alert Update e-mail information to the UCSF Listservs, day or night, with approval from the on-call commander.

A. Procedures

1. Police Department Staff must receive Command Staff approval prior to any posting to the UCSF Police-Alert Listserv.

2. This Listserv shall only be used for critical crime prevention/safety police bulletins where it is necessary to blanket the entire UCSF community with notification.

3. This Listserv is comprised of the following members [refer to General Order 6.3.5 (B)(8) for sending instructions]:
   a. ucsfstaff@listserv.ucsf.edu
   b. ucsfstaff-mc@listserv.ucsf.edu
   c. allacad@listserv.ucsf.edu
   d. ucsfaffiliates@listserv.ucsf.edu
   e. ucsfstudents@listsrv.ucsf.edu
   f. Gladstone Vice President of Administration
   g. Gladstone Operations Officer.

6.3.5 Timely Warnings (Revised: 2/16/17)

The UCSF Police Department provides timely and relevant information about campus crimes to students, faculty and employees. Such reports shall be provided to the UCSF community in a manner that is timely and may aid in the prevention of similar occurrences. It shall be the policy of the UCSF Police Department to comply with the cited federal laws (Clery) and maintain documents pertaining to the disclosure of UCSF data and the availability of related reports. This order establishes and describes procedures to be used when preparing a “Crime Alert” bulletin.
A. The Higher Education Act 20 United States Code § 1092 (f)(3) states:

Each institution participating in any program under this subchapter and part C of subchapter and title 42 United States Code section 34(1)(C) shall make timely reports (via Crime Alerts) to the campus community on crimes considered to be a serious or continuing threat to the students and employees described in paragraph (1)(F) that are reported to the campus security or local law police agencies. Such reports shall be provided to students and employees in a manner that is timely and that may aid in the prevention of similar occurrences.

B. The University of California San Francisco publishes timely warning Crime Alerts on all reported crimes considered to pose a serious or continuing threat to the UCSF community. These warnings/crime alerts are disseminated through the Listservs system and UCSF Police Department website. They may also be distributed via campus-wide electronic bulletins and UCSF Today, depending on the nature of the crime. All such alerts can be reviewed at the UCSF Police Department and accessed on the UCSF Police website, at www.police.ucsf.edu, under the “Crime Alerts” link. Examples of the incident types that would trigger a timely warning/crime alert include:

1. Murder/non-negligent manslaughter
2. Sex offenses, forcible or non-forcible
3. Robbery
4. Aggravated assault
5. Major incidents of arson.

If there is a pattern of crime in the categories of burglary or motor vehicle theft, a crime alert would typically be distributed. All other crime categories will be considered on a case-by-case basis.

C. When a member of the UCSF Police Department becomes aware that one of the above listed offenses may have been committed at a UCSF-owned or -controlled facility and there is cause to believe there is a threat to UCSF students and/or employees, he/she shall notify the Watch Commander or Sergeant of the incident. The Watch Commander or Sergeant shall advise the FSD Captain or command officer of the incident to obtain approval to prepare and distribute a crime alert bulletin. The Watch Commander or Sergeant will complete the UCSF PD Timely Warning Publication Determination Form and review the circumstances of the incident and the information of the form with FSD Captain or on call command officer and request their approval for the timely warning notification. If the decision is not to issue a timely notification warning, the reason in support of the
decision must be articulated on the form by the completing Watch Commander or Sergeant and approved by the FSD Captain or on call commander.

Once the Timely Warning Publication Determination Form is signed, the original will be uploaded to the New World Systems database with the associated case file for Clery reporting and auditing purposes.

This policy applies to all facilities owned, leased, occupied or controlled by UCSF. If a crime occurs near a UCSF facility, the Watch Commander shall be notified, and a Crime Alert may be distributed if it is determined that the off-campus crime poses a serious or continuing threat the UCSF community.

D. The Investigations Lieutenant shall also be responsible for reading and analyzing all completed police and incident reports. Upon determining a crime presents a serious or continuing threat to UCSF security or individual safety, the Investigations Lieutenant shall notify the FSD Captain or command officer of the incident and seek approval to prepare and distribute a Crime Alert. Upon approval, the Crime Analyst shall be contacted to generate a Crime Alert.

E. The Crime Analyst is backed up by the Investigations Lieutenant, FSD Captain or Watch Commander (when the Investigations Lieutenant and FSD Captain are absent). The Investigations Lieutenant, FSD Captain or Watch Commander shall withhold certain information if there is the potential that the release of the information could compromise law enforcement efforts, such as an on-going investigation.

F. If the decision is made to notify the Campus community of an incident through a Crime Alert, the Crime Analyst or Watch Commander (in the absence of the Timely Warning Coordinator) shall follow the procedure described in General Order 6.3.4, “All University Administrative Listserv” or use any of the other communication systems deemed appropriate for crime alert distribution (e.g., the UCSF Police Department website, a campus-wide electronic bulletin or UCSF Today). This procedure insures prompt distribution of electronic mail documents to the Campus community.

G. The Timely Warning Coordinator or Watch Commander shall prepare a Crime Alert containing the following items:
1. Succinct description of the incident, including location, time and date
2. Physical description of the suspect (when deemed appropriate)
3. Photograph if available or composite if information is specific
4. Apparent connection to previous incident, if applicable
5. Information that will promote safety and potentially aid in the prevention of similar crimes (e.g., crime prevention or safety tips)
6. UCSF agency contact information
7. Other information as deemed appropriate by the FSD Captain, Command Officer or his/her designee.

H. Bulletins for distribution at San Francisco General Hospital (SFGH) will be delivered to the SFGH Sheriff’s Department by the Watch Commander or his/her designee as soon as possible.

I. Bulletins for UCSF Medical Center Security will be delivered to the UCSF Security Dispatch Office by the Watch Commander or his/her designee as soon as possible.

J. All bulletins to be released must be reviewed and approved by the TSD Captain or Duty Command Officer.

K. All forms and copies of the bulletins shall be maintained in the Crime Analyst files.

6.4 PUBLIC INFORMATION AND COMMUNITY RELATIONS: COMMUNITY RELATIONS

6.4.1 Policy

In the interest of open communication and timely distribution of police-related information to the community, the Department will utilize media, newsletters, bulletins, annual and periodic reports and other means to disseminate information to the public. The Department strives to establish binding ties with the community and to keep the lines of communication open.

6.4.2 Function

Community relations functions are shared by all personnel of the Department. All personnel of the Department are responsible for promoting excellent community relations to meet the goals of the University and the Department while meeting the needs of the community.

6.4.3 Community Relations Objectives (Revised: 2/16/17)

A. While effective community relations are the responsibility of all personnel in the Department, the objective of effective community relations is to establish direct
contact with the community, thereby gaining support and understanding of police activities.

B. The Chief of Police, COPPS officers and command personnel work closely with community organizations to establish effective partnerships and promote a greater understanding of police activities. For instance:

1. The Department publicizes police services, goals, crime prevention programs, safety tips and crime trends in the business e-mail system, in the UCSF Police Department Annual Security Report, on the Department Web page, in Clery reporting and on the “UCSF Today” website.

2. Information, including neighborhood concerns and traffic issues from community organizations, is circulated to personnel in daily briefings, weekly staff meetings and monthly manager/supervisor meetings.

3. The COPPS forum reviews and analyzes input from the community to make recommendations for improvements in police practices and services, including additional training requirements. Additionally, the results of citizen complaint investigations and the annual customer survey are utilized in reviewing, analyzing and making necessary adjustments to Department practices, policies and training.

4. The Chief of Police sets annual Crime Prevention performance measures, including the establishment of crime prevention groups in areas of the community where no such groups exist (e.g., high density student housing complexes, areas of new residential construction and residential areas).

5. The Department utilizes a variety of outreach methods to encourage community feedback and participation through the “UCSF Today” website, the UCSF Police Department Annual Security Report, the Department Web page, college job fairs, local newspapers, annual Clery reporting, and position-specific flyers.

6.4.4 Community Relations Coordination (Revised: 8/1/14)

The FSD Captain is generally responsible for planning and implementation of all community relations programs and reports directly to the Chief of Police.

6.4.5 Sharing of Departmental Objectives

A. All Department personnel share in the responsibility for developing and maintaining good community relations. By coordinating outreach efforts and community participation, a positive police-community partnership can be achieved.
B. One of the major functions of community relations is to present programs to diverse groups in the community. Numerous program outlines are available on topics ranging from crime prevention and emergency preparedness to law enforcement career presentations. The majority of requests for programs or speakers is directed towards the Crime Prevention Unit and is normally handled by that division.

C. All officers are encouraged to be involved in community relations activities and can expect to be requested to present programs to citizen groups. Officers desiring to give a presentation will advise their supervisors via the chain of command of the presentation and receive approval prior to the date of the presentation.

6.4.6 Community Relations Reports (Revised: 8/1/14)

The FSD Captain or designee will submit a quarterly community relations report to the Chief of Police that shall include the following:

A. The present concerns of the community

B. Current and potential problems that affect or could affect the Department and community

C. Proposed solutions and recommended actions to address the concerns of community described above

D. Progress report on issues addressed previously and solutions that were outlined to meet these community concerns.

6.4.7 Evaluation of Community Relations Programs (Revised: 8/1/14)

A. The FSD Captain or designee will annually review and evaluate all community relations programs, presentations and materials used by the Crime Prevention Unit to determine if the information disseminated is useful, current and helpful to the community.

B. The FSD Captain or designee will conduct a triennial review of community relations program evaluations completed by each sponsor to determine if the program was effective and if changes or improvements are needed.
6.4.8 Mitigation of Community Concerns (Revised: 9/30/10)

A. Department personnel will deliver fair, impartial and thorough services without regard to race, gender, ethnicity, economic status, sexual orientation or disability.

B. The Internal Affairs function will work to ensure that public confidence and agency integrity are maintained through impartial investigation and review of citizen complaints.

C. The Department, though training, policy and discipline, will strive to correct any actions, practices or attitudes within the Department that may have a detrimental effect on the community.

6.4.9 Customer Satisfaction Survey (Revised: 8/1/14)

The Crime Analyst shall complete an annual customer satisfaction survey regarding Police Department service. A written summary shall be provided to the Chief of Police. This survey will include at a minimum:

A. Overall agency performance
B. Overall competence, attitude and behavior of officers toward citizens
C. Concern for safety and security within the community
D. Suggestions and recommendations for improving service to the community.

6.4.10 Community Input in Police Departmental Policies

All Departmental policies and procedures that reflect the needs of the community will be created with community input. This input will be in the form of suggestions or opinions obtained from the general community through a variety of methods including:

A. A Customer Service Survey conducted every year by the Finance and Administrative Services (FAS) group.

B. Quarterly customer service surveys completed by the Police Department

C. Feedback from COPPS presentation attendees

D. Direct and indirect feedback from citizen complaints, community meetings and other community contacts.
6.4.11 Police Community Advisory Board (Issued: 5/31/17)

A. Purpose and Scope
   This order describes the organization, duties and function of the Police Community Advisory Board (PCAB).

B. Policy
   1. The PCAB is intended to facilitate and enhance communication between the UCSF community and UCSF Police Department. It allows non-law enforcement and broader community views to influence local law enforcement service decisions on a regular basis.
   2. The PCAB will review and make recommendations to the Chief of Police on police matters, significant community issues, budgeting, program review and community outreach assistance.

C. Appointment of Board Members
   1. The PCAB comprises a diverse group of individuals of a manageable size, representing stakeholders in the community.
   2. Board members should be UCSF students or employees, community residents or other employees affiliated with UCSF.
   3. At a minimum, the PCAB will include representatives of the following UCSF entities:
      a. Schools of medicine, pharmacology and dentistry
      b. Housing
      c. Information technology
      d. Faculty/staff advisory committee
      e. Campus Life Services
      f. Academic Senate
      g. Physical plant
      h. Audit/advisory
      i. Advocacy
      j. Community relations
      k. Legal
      l. Risk assessment
      m. Finance.
   4. Board members should be individuals of influence in their organization.
   5. Board members serve at the discretion of the Chief of Police and may be replaced, without notice, by the Chief of Police.
   6. Board members may be subject to a background check by Police Department staff, dependent on specific needs that may arise.
D. Selection Process
1. Each year in October, a request for representatives will be sent to the community groups comprising the PCAB.
2. Each community group may nominate up to two representatives, in its area of influence, to serve on the PCAB during the upcoming academic year.
3. The Chief of Police or his/her designee may review the nominations and/or conduct interviews before a nomination is approved.
4. Once a nomination is approved, information will be sent to the nominee welcoming him/her to participate.

E. Term of Board Members
1. The term of each PCAB member shall be at the discretion of the Chief of Police or his/her designee.
2. If a PCAB member discontinues his/her affiliation with the organization he/she represents, his/her membership on the Board will automatically expire.
3. If a PCAB member is removed during the academic year, the leadership of the organization may be contacted to appoint another representative.

F. Duties of Board Members
1. The PCAB will review issues of community significance and recommend potential resolutions to the Chief of Police.
2. Depending on circumstances, the PCAB may assist with the budget process through review, program evaluation and priority recommendations.
3. The PCAB may assist in outreach efforts.
4. The PCAB exists by the authority of the Chief of Police and performs in an advisory role only. Recommendations made by the PCAB are not binding on the Chief of Police.

G. Organization
1. The PCAB is a branch of the Office of the Chief of Police.
2. Staffing and clerical support for the PCAB will be assigned by the Chief of Police or his/her designee.

H. Meetings
1. The PCAB will meet at a time and place specified by the Chief of Police or his/her designee. This is to allow flexibility and ease when meeting with the community, as well as for organizational needs.
2. Board meetings will generally not be open to the public, unless authorized by the Chief of Police.

3. Two (2) or more absences by a member of the PCAB, unexcused by the Chief of Police, during any six (6) month period, will result in the removal of the member from the board.

I. Board Chairperson
   1. The Chief of Police or his/her designee serves as the chairperson of the PCAB.
   2. The Chief of Police may determine that a member of the PCAB will serve as the chairperson instead, upon which the PCAB will elect a chairperson.
      a. The chairperson will serve at the discretion of the Chief of Police.
      b. If a vacancy occurs, the Chief of Police may select the successor.

J. Compensation of Board Members
   Members of the public selected serve on the PCAB will serve without compensation from the UCSF Police Department.

K. Confidentiality
   1. Depending on circumstances, members of the PCAB may be asked to sign a confidentiality agreement. The agreement will state that the PCAB member will maintain confidentiality and not engage in the unauthorized, intentional release of any information, materials, data, forms or reports that have been deemed confidential by the Chief of Police.
   2. Matters relating to personnel issues are governed by various laws of the State of California, University policy and various labor contracts. Personnel matters are confidential. No member of the PCAB may divulge any information that comes to his/her attention regarding personnel matters that have been deemed confidential by the Chief of Police.
   3. Any PCAB member who participates in or is privy to information regarding a personnel matter must sign a confidentiality agreement, unless such an agreement is already on file.
   4. Only the Chief of Police has the authority to determine what information related to a personnel matter may be made public.

L. Policy Modifications
   Nothing in this policy shall preclude the Chief of Police from modifying or the PCAB from recommending modification of any portion of this order.
6.5 CAMPUS SECURITY SYSTEMS

6.5.1 Security Camera System (Issued: 1/30/12)

A. Overview
Over 300 hundred security cameras are installed in targeted high-risk, high-traffic or isolated areas at UCSF as a means of identifying criminals and deterring crime.

B. Monitoring and Response
1. During major pre-scheduled events, such as Regents Meetings or protests, ECC dispatchers shall actively monitor designated cameras at the venue.
2. At other times, ECC dispatchers will passively monitor (i.e., check periodically) ten security cameras located in high-traffic or sensitive areas of UCSF.
3. If an ECC dispatcher spots a potentially dangerous or threatening situation, he/she will immediately deploy an officer or security guard to the scene.

C. Video Recordings
1. Video footage from each security camera is captured on a digital video recorder (DVR) located in the building in which the camera resides. Facilities Maintenance will maintain the DVRs and store a copy of all surveillance footage on the DVRs for at least one month.
2. Accessing Video Footage
   a. UCSF Police Department detectives shall have access to all saved camera footage, including that from cameras paid for and installed by individual departments.
   b. Authorized persons from departments that paid for and installed their own camera(s) shall also have access to the video recordings from those camera(s).
3. Requests for Copies of Footage
   a. Members of the public and outside law agencies can obtain copies of security camera footage by contacting a detective in Investigations and submitting a records request.

D. Testing and Maintenance
1. The ECC Manager and/or dispatchers will check footage from each security camera monthly to verify that it is operating properly and video footage is being captured.
2. The ECC shall report any cameras in need of repair or service to Facilities Maintenance.
2. Facilities Maintenance will perform any necessary repairs or maintenance requested by the ECC.

E. Annual Evaluation
1. Each year, the Crime Analyst shall generate a report of crimes and other incidents captured on security camera footage that summarizes the:
   a. Number of incidents at any given location
   b. Type of location (e.g., ATM, stairwell, shuttle stop)
   c. Type of incident
   d. Geographic location of incidents (e.g., Parnassus, Mt. Zion, Mission Bay).
2. Overall statistics will be generated and compared to previous years’ data to identify trends and possible areas of concern.
3. The FSD Captain will review the report with the Security Risk Analyst to identify areas in which additional cameras should be installed or relocated to improve safety and security.
   a. Any installation or relocation of cameras will be handled through coordination with Facilities Maintenance.

F. Training
1. ECC personal shall receive training on monitoring the security camera system as part of the Communications training program, with supplemental training whenever system changes are implemented.

6.5.2 Alarm and Emergency Call Button Systems (Issued: 2/16/17)

A. Overview
1. Alarm systems protect many areas of the UCSF campus from intruders. These systems send alerts directly to the ECC when triggered.
   a. Security systems in public spaces are installed by and maintained by Facilities Management.
      (1) Emergency call buttons and intercoms are located on each floor of the Parnassus and Mission Bay garages and in the Kirkham parking lot.
   b. Other systems are requested and installed by individual departments and research facilities (clients). Such systems may be monitored by the client, as well as by the ECC.
      (1) In order for an alarm system to be monitored by the ECC, the installation must be performed by or reviewed and approved by the Alarm Team (i.e., the ECC Lead
dispatcher, the UCSF Police Department Physical Security Analyst and a Facilities Maintenance Lock Shop agent).

(2) UCSF Police Department will bill clients monthly for security monitoring services.

B. Location and Purpose of Alarms
   1. **Emergency Call Button (“Panic Button”)/Intercom Alarms**: installed throughout the Campus in locations where a life-threatening situation or need for medical aid or immediate police response may likely be encountered. Some examples are cashiering points, money handling areas and research laboratories.
   2. **Intrusion Alarms**: installed in various sensitive areas of the University and utilize motion detectors and door/window contacts to detect unauthorized entry into the alarmed area. These alarms may be used in conjunction with an emergency call button system to provide 24-hour coverage in critical areas.
   3. **Special Service Alarms**: used in areas requiring consistent environmental conditions. Some examples are carbon monoxide and freezer temperature alarms.

C. Alarm Response
   When an ECC dispatcher is alerted to an alarm signal, he/she will initiate the following response:
   1. **Emergency Call Button (“Panic Button”)/Intercom Alarms**
      a. Immediately dispatch a minimum of two police officers to the alarm location regardless of whether or not the dispatcher can confirm there is an emergency. The only exception is if the Watch Commander determines and directs that only one officer is necessary.
         (1) Detectives or sworn management personnel may be dispatched if no uniformed officers are within reasonable distance of the alarm.
         (2) The responding officers or other sworn personnel will handle the call as outlined in General Orders 4.6, “Patrol Operations.”
   2. **Intrusion Alarms**
      a. The ECC dispatcher will dispatch a police officer(s) to the alarm location regardless of whether or not the dispatcher is able to confirm there is an emergency.
      b. Upon arrival, the officer(s) will investigate to determine if the activation is crime-related, accidental or caused by a system malfunction. If necessary or if requested by the client, the
emergency contact(s) for an alarm in a non-public area will be notified and briefed on the situation.

c. If requested by the UCSF Police Department Watch Commander, the client’s emergency contact may be required to respond to the alarm location.

d. If the alarm activation is not crime-related, an incident number will be created, and the officers will secure the area and clear the scene.

e. If the alarm activation is crime-related, the crime scene will be processed and a crime report written and forwarded to the UCSF Police Department Investigations Unit for follow up.

f. If the alarm was caused by a malfunction, the officers shall leave a business card with the incident number and the phone number to call to access further information. The client will then be responsible for initiating alarm repairs in a timely manner by contacting the Facilities Maintenance service desk.

3. Special Service Alarms

a. When a special service alarm is triggered, the ECC dispatcher responding will attempt to contact the primary authorized account contact, the secondary authorized contact, the third and so on, until contact is made or the list is exhausted. The dispatcher will leave a message for each individual he/she calls.

b. If contact is made, the client representative will be apprised of the situation and he/she will thereafter be responsible for directing the response to the alarm situation.

c. If unsuccessful in contacting a client representative, the ECC dispatcher will, after 20 minutes have elapsed since the last contact attempt, send Facilities Maintenance to the alarm location to make any necessary repairs.

(1) In this situation, the client will be billed by Facilities Maintenance for a minimum of three hours of labor at the overtime rate.

D. Testing and Maintenance

1. Public Areas: All alarm systems and emergency call buttons/intercoms in public areas shall be tested annually and maintained in working order by Facilities Maintenance.

2. Restricted Access Areas (e.g., in departments and laboratories): Alarm systems in restricted access areas are recommended by UCSF Police Department to be tested annually, but each individual department or facility is responsible for the testing of alarm units in its system.
a. The testing may be conducted by the department or facility or, if requested on a work order, by Facilities Maintenance.

3. Clients should contact the Facilities Maintenance Service Desk to request alarm system maintenance.

4. Except in the case of an emergency, it is the client’s responsibility to request necessary alarm repairs from the Facilities Maintenance Lock Shop.
   a. The Lock Shop will respond within one business day to a standard request and within four hours to a high priority request.
   b. While the alarm is under repair, the Police Department shall disregard all activation signals.

5. When the Police Department is notified of an alarm in need of repair, the ECC dispatcher will attempt to call a person on the department or facility’s Emergency Contact List to advise him/her of the situation.
   a. The department or facility will be responsible for arranging any necessary repairs.

A detailed description of alarm system installation, testing, maintenance and repair procedures is found in the UCSF Police Department’s Campus Alarm Policy.

E. Installation of New Emergency Intercoms/Call Buttons/Alarms

1. Public Areas: Once every three years, the TSD Crime Analyst will conduct a security survey to determine in what locations there is a need for additional emergency intercoms, call buttons or alarms. The TSD Captain will review the survey results, along with crime statistics, to determine where any additional intercoms/call button/alarms should be installed.
   a. Facilities Maintenance shall be responsible for the installation, monitoring and maintenance of any new devices determined to be necessary.

2. Restricted Access Areas: New alarms and emergency call buttons in restricted access areas will be installed upon the request of individual departments and research units, following the procedure outlined in the Campus Alarm Policy.

F. Campus Community Awareness

The purpose, availability and use of the emergency intercom and call button system shall be presented during new employee and student orientations and campus safety presentations. The system is also described in the UCSF Police Department’s Campus Security & Personal Safety brochure, which is updated annually and available in electronic form, online, or as a printed copy, upon request.
Training and orientation on intrusion and special service alarms shall be provided by individual departments and laboratories to their staff, researchers and others on an “as needed” basis.

BY ORDER OF: 

Mike Denson
Chief of Police
Chapter Seven: Homeland Security

7.1 UNUSUAL OCCURRENCES: ADMINISTRATION

7.1.1 Planning Responsibilities (Revised: 2/16/17)

The Homeland Security and Emergency Management (HSEM) Director is responsible for maintaining the UCSF Emergency Response Management Operations Plan (ERMOP), Police Department business mission continuity plan and coordination of all emergency action plans (EAPs) for the UCSF enterprise. The Field Services Division (FSD) Captain is responsible for monitoring the Civil Disobedience Plan and operations. Orders will be developed by the assigned Division Captain for pre-planned unusual occurrences.

7.1.2 Natural and Human-caused Disaster Plans (Revised: 2/16/17)

A. The UCSF Police Department has written protocols for responding to natural and human-caused disasters.

B. The written protocols, ERMOP, Unusual Occurrence Incidents Plan, Business Mission Continuity Plan and Emergency Action Plan, and information on the Police Department website address the following:
   1. Personnel roster
   2. Inventory of emergency supplies
   3. Evacuation plan and exits/routes
   4. Special staff assignments/needs list
   5. Location of emergency assembly area
   6. Plan for salvaging important data and research
   7. Assigned Department emergency coordinator/committee
   8. Emergency communication and after-hours notification plan
   9. Equipment requirements
   10. De-escalation procedures
   11. Rumor control
   12. Availability for command (order of precedence)
   13. Post-occurrence (aftermath) duties
   14. After-action plans
   15. Transportation.
7.1.3 Civil Disturbance Plans

The UCSF Police Department has a written plan for responding to civil disturbances (General Order 10.2, “Multiple Arrest Procedures”), which includes provisions for the following:

A. Communications
B. Field command posts
C. Casualty information
D. Court and prosecutorial liaison
E. Community relations/public information (media briefings)
F. General liaison (with other agencies)
G. Legal considerations
H. Other law enforcement agency support
I. Military support (martial law)
J. Public facility security
K. Traffic control
L. Juvenile offenders
M. Equipment requirements
N. De-escalation procedures
O. Rumor control
P. Availability for command (order of precedence)
Q. Post-occurrence (aftermath) duties
R. After-action plans
S. Transportation
T. Arrest/confine ment procedures.

7.1.4 Annual Review and Updating of Plans

The Chief of Police or designee will review the plans annually and update as necessary, with considerations for new developments, new equipment, shifts, increases in population and contact procedures.

7.1.5 Emergency Mobilization (Revised: 2/16/17)

In the event of an unusual occurrence, the response of the UCSF Police Department includes the following provisions for emergency mobilization:

A. Call-Up Plan
   Upon direction of the Incident Commander, a designated employee (i.e., Records, Dispatch, Parking Enforcement, etc.) will place calls to off-duty
personnel. The Incident Commander will determine which personnel will be called and designate their assignment.

B. Communications
It will be the duty of each officer to report immediately, through the chain of command, all events or situations that have or may evolve into conditions beyond the capability of a normal patrol team to effectively control.

1. Standard radio procedures are to be utilized in emergency situations, except that radio traffic on certain channels may be restricted or moved to other channels as needed.

2. The Command Vehicle will be equipped with a copy of the Emergency Operations Plan, flat maps, grease boards, markers and a cellular telephone, which are maintained by the Equipment Officer. The Command Vehicle will serve as a mobile command and communications center in the event of an emergency mobilization.

C. Alert Stages
The highest ranking officer available is responsible to place members of the Police Department on standby alert in cases of pending need or to activate all members, as the situation requires.

1. Upon notification of an “alert” condition, employees will place themselves in operational readiness and maintain this condition until otherwise notified. They will ensure that transportation is available in case of recall, and at no time place themselves in a position wherein they are not able to be contacted by telephone or other means, as conditions dictate, and respond immediately.

D. Key Personnel Designations
The command staff are key personnel in the event of an emergency mobilization. The Division Commanders and Chief of Police will be contacted by the Watch Commander and placed on standby or called out for duty, as required.

E. Primary and Alternate Assembly Areas
Unless otherwise specified, all members will report to the EOC room of the Police Department for assignment and will be dressed in the uniform of the day.

F. Equipment Distribution
The Watch Commander will immediately assess the equipment needs of the situation and see that any equipment needed in addition to that issued to every officer is distributed. If specialized equipment is necessary, the Incident Commander will make assignments and see that the equipment is distributed.
G. Request for Civil Emergency Response Team
The Watch Commander or designee will assess the need for assistance from the San Francisco Police Department and will activate those teams when necessary, in accordance with the mutual aid agreement, General Order 1.8.1, “Mutual Aid Agreements.”

H. Transportation Requirements
The Watch Commander will immediately assess the transportation needs of the situation and take whatever action is necessary to secure the required transportation. All departmental vehicles shall be available for transportation of officers and equipment to the scene and for prisoner transport from the scene. If additional transportation is required, UCSF Parking and Transportation shall be contacted for additional vehicles.

I. Management Control Measures
Depending on the nature of the mobilization and duration of personnel commitment, personnel in all sections and units may be temporarily reassigned.

J. The Watch Commander may restrict the type of calls that will be responded to by the UCSF Police Department in an emergency situation. The dispatch center is responsible to keep the Watch Commander aware of call load status. The Watch Commander is responsible to decide when calls will be held and when normal operations will resume.

K. The Watch Commander will attempt to permit adequate and timely relief to personnel assigned to mobilization.

L. Rehearsals
Unusual occurrence drills will be conducted as needed and as determined by the Chief of Police and the Division Commanders.

7.1.6 Liaison with the San Francisco Office of Emergency Services (Revised: 2/16/17)

As part of the annual review of the unusual occurrence plans, (General Order 7.1.4, “Annual Review and Updating of Plans”), the HSEM Director will contact the San Francisco Office of Emergency Services to review local disaster plans. This will permit coordination with local, state and federal disaster agencies.
7.1.7 Legislation Addressing Emergency Situations *(Revised: 8/31/10)*

In the event of an unusual occurrence, the Incident Commander shall coordinate all law enforcement actions related to this section. In dealing with emergency situations, all officers should be aware of state and local laws which give additional powers to law enforcement officials for dealing with these circumstances:

A. California Penal Code (PC) § 148(a)(1), “Resist or Delay Peace Officers in Discharge of their Duties”
B. PC § 409.5, “Power to Close Area in Emergency; Unauthorized Entry”
C. PC § 404, “Riot”
D. PC § 415, “Disturbing the Peace”
E. California Government Code § 8625, “Proclamation by Governor” – enables the Governor to declare a state of emergency at the request of a county governing body or after determining that an emergency has occurred or is imminent.
F. PC § 830.4, “National Guard” – states that members of the California National Guard have the powers of peace officers when they are ordered into active service by the Governor.

7.1.8 Special Equipment Inspection

The Equipment Officer will be responsible to ensure an inspection of the mobile command vehicle is completed at least quarterly for operational readiness. Equipment designed for use in unusual occurrence situations will also be inspected.


A. The Department’s electronic ERMOP Manual, which addresses natural and human-caused disasters, will be distributed as follows:
   1. One copy for the Chief of Police
   2. One copy for the Professional Standards Division (PSD) Captain (accreditation reference)
   3. One copy for each Division Commander
   4. One copy in the Command Vehicle
   5. One copy in the Patrol Lieutenant’s office
   6. One copy in the Emergency Communications Center (ECC)
   7. One copy in the Emergency Operations Center (EOC)

B. The HSEM Director is responsible to see that the manual is reviewed annually and updated as needed. 7.1.10 Providing Aid to Other Jurisdictions
If another jurisdiction has an unusual occurrence and requests mutual aid, the Watch Commander will contact the Duty Commander or the next highest ranking manager or officer available. If the order to provide mutual aid is given, the recall procedure described in General Order 7.1.5, “Emergency Mobilization” will be followed to provide the necessary number of personnel required to the requesting agency.

7.1.11 Homeland Security Involvement and Activities (Revised: 2/16/17)

The UCSF Police Department participates in multi-jurisdictional information sharing as part of Homeland Security efforts to prevent acts of terrorism. The purpose of this order is to provide guidelines for cooperation and information sharing with other organizations and to preempt terrorist acts or events.

A. The UCSF Police Department is committed to participation in federal, state, regional and local programs for information sharing between agencies, as part of national homeland security, through:
   1. Liaison and Information Sharing – The Investigations Lieutenant or designee is assigned as the designated Terrorism Liaison Officer, who communicates directly with the Northern California Regional Information Center (NCRIC). Additionally, all HSEM staff are trained as Terrorism Liaison Officers and can serve as support when needed.
   2. The designated Terrorism Liaison Officer is the agency representative to the NCRIC and has the following responsibilities:
      a. Attending regular NCRIC meetings
      b. Collecting, reporting, retrieving and sharing of terrorism intelligence and materials related to terrorism. Such materials might include:
         (1) Training bulletins
         (2) Information on schools and cases
         (3) Books, journals, periodicals and videotapes
         (4) Lists of official contacts
      c. Identifying and communicating with community stakeholders
         (1) The Terrorism Liaison Officer shall review, filter and forward relevant intelligence information to other agencies, UCSF departments, NCRIC and individuals, when and where appropriate.
         (2) The Police Department shall conduct an annual meeting with stakeholders to review plans.
      d. Conducting, coordinating and/or facilitating Departmental training with regard to terrorism and terrorist related subjects
      e. Serving as the designated agency public information officer and/or spokesperson for terrorism-related information.
B. If during the course of an investigation, Department investigators receive information that may potentially be terrorism-related, they may contact the FBI representative of the Joint Terrorism Task Force and relay the information directly.

C. All police officers will attend a “Law Enforcement Response to Terrorism Incidents” course. The course shall be California POST-certified and designed for first responders.
   1. The course should, at a minimum, provide training and awareness level guidelines for response to CBRN (Chemical, Biological, Radiation and Nuclear) and hazardous material incidents. The course content will include the following:
      a. History of Terrorism
      b. Weapons of Mass Destruction
      c. Incident Command System (ICS) Basics
      d. First Responder Tasks and Duties
      e. Force Protection Operations
      f. Use of Protective Equipment (e.g., Level C bio-suits, APRs and dosimeters)
      g. Mass Casualty/decontamination Operations.

D. All police officers below the rank of Chief of Police will be issued Level C bio-suits and air-purifying respirators upon completion of CBRN and Hazardous Material training.

E. The equipment will meet the minimum standards established by the Department of Homeland Security’s science and technology division.

7.1.12 All Hazard Plan (Revised: 2/16/17)

It shall be the policy of this Department to respond to planned and unplanned disasters or emergencies that occur on this campus or in our sphere of influence in a professional and informed manner, utilizing the Incident Command System (ICS) as incorporated in both California’s Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

The ICS should be used when the handling of critical incidents, natural and human-caused disasters and civil disturbances is required. This policy will help provide guidance to Department staff in regard to response considerations when the ICS is utilized to respond to critical incidents in the field. Also, this General Order augments and provides supplemental considerations regarding response to natural and human-caused disasters
and civil disturbance; this is in addition to the University’s ERMOP. It also addresses other critical incidents that are not discussed elsewhere in other Department orders, policies or procedures.

A. Definitions

1. **Emergency Situation**: an actual or potential condition that poses an immediate threat to life or property.

2. **Critical Incidents**: situations, generally of an emergency nature, that are the result of disasters, both natural and human-caused, including civil disturbances, earthquakes, floods, pandemics, explosions, riots, disorder and violence from dissident gatherings and marches, rock concerts, political conventions, labor disputes and terrorist activities.

3. **Exercise**: gathering of individuals, inclusive of government and private sector persons, to develop plans, practice simulated implementation and to discuss each agency’s role in handling critical incidents. This could include table top, functional and/or full field scale exercises.

4. **Incident Commander (IC)**: the individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

5. **Incident Command System (ICS)**: a system for command, control and coordination of a response, which provides a means to coordinate the efforts of individual persons and agencies as they work toward the common goal of stabilizing an incident while protecting life, property and environment. There are five major components or sections: Command, Operations, Planning & Intelligence, Resources & Logistics and Finance.

6. **National Incident Management System (NIMS)**: a comprehensive, national approach to incident management, which is applicable at all jurisdictional levels and across all functional disciplines.

7. **Standardized Emergency Management System (SEMS)**: an organizational framework and guidance for emergency operations at each level of the State's emergency management system. Provides the umbrella under which all response agencies may function in an integrated fashion. SEMS is required by the State of California to manage response to multi-agency and multi-jurisdiction emergencies.

8. **Unified Command**: an application of the ICS that is used when there is more than one agency with incident jurisdiction over an incident or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command, often the senior person from each agency and/or discipline participating in the Unified Command.
to establish a common set of objectives and strategies and a single Incident Action Plan.

9. **Campus**: For the purposes of this General Order, “Campus” shall be defined as the UCSF enterprise’s academic, research, administrative and other facilities across the San Francisco peninsula.

**B. Administration**

1. The HSEM Director and the FSD Captain are principal planners and advisors on critical incidents to the Chief of Police. The Chief of Police also serves as the EOC Director.

2. The UCSF ERMOP shall serve as the primary guide for planning the campus response to critical incidents. It will be reviewed annually and updated if indicated.

3. Copies of the complete ERMOP and the Police Department’s General Orders Manual are available in the Chief’s Office, PSD Captain’s office, ECC, Mobile Command Post, EOC and on the UCSF Police Department’s website.

4. Copies of the operational orders contained within the ERMOP and the Department’s General Orders Manual, are to be kept in a binder in the Mobile Command Post vehicle.

5. The HSEM Director will complete a documented inspection of all equipment designated for use in critical incidents situations and of Department civil disaster equipment quarterly to ensure operational readiness.

**C. Command Section**

1. The Chief of Police is the EOC Director. The recommendation to activate the EOC and take action in the best interest of the University will be made by the Chief of Police or his/her alternate, as follows:
   a. Chief of Police (EOC Director)
   b. Chief of Police designee
   c. On-call Police Commander
   d. EOC Director alternate.

2. Command Staff, whether utilizing a single incident commander or functioning as part of a unified command team, is responsible for the overall management of the emergency, the development and implementation of strategic goals and objectives and for approving the ordering and release of University or mutual aid resources during an emergency.
3. Command Staff, under the direction of the EOC Director, has the responsibility for operating and coordinating all emergency operations within the campus’ jurisdiction utilizing SEMS, NIMS or ICS by:
   a. Requesting mutual aid assistance with the approval of the EOC Director
   b. Providing a liaison with nearby jurisdictions and appropriate state and federal agencies
   c. Ensuring effective operation and coordination of the EOC.

4. A determination to activate the EOC and the level of activation (full or partial) will be made by the Chief of Police or, in her/his absence, the Chief of Police designee, on-call Police Commander or EOC Director alternates. The Chancellor will be notified of the action taken. Depending on the character, scope and magnitude of an emergency incident, a variety of EOC participants may be mobilized. Upon declaration of a Level 2 or Level 3 emergency, the Chief of Police shall determine which EOC support sections to activate. Directions will be given to the ECC to notify specific EOC staff or units, as the emergency situation warrants. EOC staff will receive an emergency message through “WarnMe” or be notified individually, depending on the scope of the emergency. HSEM Division staff will serve as back-up to the ECC staff to send notification or activation messages. Activated EOC staff are to respond to the WarnMe system response prompts to indicate their estimated time of arrival. If they are unable to utilize the WarnMe response prompts, EOC staff will call the EOC Voice Mail Box number, 415-476-9999, leave their estimated time of arrival and notify designated alternate staff as needed. HSEM Division staff will monitor WarnMe reports and the EOC Voice-mail, and provide reports on the status of activated personnel. The Chief of Police or his/her alternate will coordinate the emergency response from the EOC. All available staff members who receive notification will be instructed to respond to the designated EOC or staging area for briefing, equipment issue and assignment.

5. The ICS, pursuant to SEMS and NIMS regulations, shall be implemented whenever an incident command post is established or during incidents that require multi-agency or multi-jurisdictional involvement, whether they are single discipline (e.g., all fire services or all law enforcement) or multi-discipline.

6. Establishment of an EOC is indicated whenever a Campus emergency requires two or more departments to respond to an incident that is expected to last more than two hours, a departmental EOC is activated (including the Medical Center’s Hospital Command Center or HCC) or an
incident involves more than one response agency. However, identified members of the UCSF Police Department may implement an EOC when deemed necessary by the Chief of Police or designee.

7. The criteria for EOC activation are as follow:
   a. Any unusual or emergency occurrence or incident that requires a multi-agency response to the University.
   b. Major on-campus incidents, when directed by the Chief of Police or designee, such as: large planned events; commencement activities, concerts, etc.; terrorist events; unplanned events that cause or have the potential to cause a major disturbance on campus and other incidents that raise safety concerns for the campus community or in our sphere of influence. Some additional examples of these incidents include, but are not limited to, the following:
      (1) Unplanned events
          (a) Officer involved shooting
          (b) Civil disorder
          (c) Active shooter
          (d) Hostage situation
          (e) Aircraft accident
          (f) Hazardous material spills
          (g) Fires and explosions
          (h) Power failures
      (2) Planned events
          (a) Dignitary visits
          (b) Large sporting/concert events
          (c) Parades or marches
          (d) Commencements
          (e) Regents meetings
      (3) Disasters and major emergencies
          (a) Earthquake
          (b) Flood
          (c) Pandemic.

8. When the EOC is activated, a Safety Officer position will be activated and will be responsible for maintaining the safety of all affected personnel, for developing and recommending measures to ensure personnel safety and for assessing and/or anticipating hazardous and unsafe operational conditions or situations.
   a. One Safety Officer will be assigned for each incident. Associated public health and radiological personnel may be assigned by the
Safety Officer, as needed. Assistant Safety Officers may represent assisting agencies or jurisdictions.

b. When the EOC is activated, the Safety Officer will report to the EOC to provide overall safety oversight.

c. In the event of a hazardous materials incident, the Environmental Health and Safety (EHS) Officer will be designated as an Assistant Safety Officer reporting to the Safety Officer.

9. The EOC Director will begin the incident action planning of the event by making immediate and necessary staff assignments/missions.

a. The ERMOP will serve as the primary guide to planning responses to critical incidents, natural and manmade disasters and civil disturbances.

b. The EOC Director assigned to a critical incident shall utilize the “EOC Director Checklist” or Job Action Sheet as a reference to document notifications and actions taken during any unusual occurrence.

10. As time permits, the EOC Director will begin implementing the EOC Emergency Support Functions (ESF) organization specific to the incident. Not all incidents require all the sections listed below; however, in a full EOC incident, these sections will be required to be activated at some point:

a. Command (Incident Commander) Section
b. Operations Section
c. Planning & Intelligence Section
d. Resource & Logistics Section
e. Finance Section.

11. Supervisors or patrol officers may find that they may be required, due to staff shortages or assignments, to personally perform all duties listed above until such a time as sufficient personnel have arrived.

a. All sworn personnel will be issued copies of all forms needed to begin basic planning of an emergency or critical incident response until relieved. Copies of all EOC documents are located in the ERMOP.

b. Each EOC section chief and their unit leaders will be responsible for completing all applicable EOC forms for their respective functions.

c. An ERMOP binder will be placed in the following locations:
   (1) Office of the Chief
   (2) ECC
   (3) EOC
   (4) Mobile Command Post.
d. When available, electronic copies of EOC forms will be available in:
   (1) The Mobile Command Post computer on UCSF Police Department designated thumb drives
   (2) UCSF Police Department website.

12. At the time personnel are notified to respond for deployment, they will be advised of the staging area location to which they are to report.
   a. The UCSF Police Department will be utilized as the primary assembly area unless designated otherwise. Alternate assembly areas can include a field command post or the EOC.
   b. It is imperative that an accurate accounting of all personnel and their assignments is made. This serves two basic necessities: first, it allows the EOC Director to know where all staff and equipment are assigned, and, second, it allows for tracking for billing purposes later.

13. In incidents where an EOC has been set up, a field command post with an ICS chain of command will be established. A field Unified Command with all participating agencies having equal input may be established; however, the final authority rests with the UCSF EOC Director for actions within UCSF Police Department jurisdiction.
   a. Depending upon the size, scope and duration of the event, incident command may occur at the Mobile Command Vehicle, the EOC or a command post established in a location closer to the reported incident.
   b. All available communications equipment, radio frequencies, unit designators, etc. will be identified and employed as needed (including joint-use equipment).
   c. Available situational maps for the incident location will be obtained as soon as practical. In those instances where no maps are available, the EOC Director will direct that a map be prepared by the person most knowledgeable of the area and/or situation.

14. The Chief of Police or designee is responsible for coordinating operations with any on-site emergency management personnel.
   a. The Chief of Police or designee will normally be delegated the responsibility for liaison with emergency management personnel.
   b. The Campus EOC Incident Management Team (personnel trained in EOC functions such as ICS, SEMS and NIMS) will be activated by the Chief of Police or designee when required and directed to report to the EOC.
   c. The Chief of Police or designee will supervise the Incident Management Team and make assignments.
15. In the field, mutual aid support and agency liaison will be coordinated through the assigned Liaison Officer.
   a. When utilizing resources from other agencies, the Liaison Officer will have the ultimate responsibility to identify and report the names of personnel and the type of equipment used by the other agencies to the Finance and Planning & Intelligence Sections.
   b. When practical, individual agency personnel from mutual aid resources will be maintained. This is normally accomplished by providing specific unit assignments to other agency personnel. The Chief of Police or designee will approve demobilization of mutual aid.

16. The request for any Federal law enforcement or National Guard assistance, or any form of military support, will be made by the Chief of Police in consultation with the Chancellor and will adhere to California State Government Code §§ 8555-8561.
   a. Assistance from federal sources shall be a last resort and only requested after regional resources are determined to be incapable or unavailable.
   b. Requests for martial law will be made by the Chief of Police or designee in consultation with the Chancellor and University President. The Governor of the State of California will make the final determination of if martial law will be declared.

17. The designated Section Chief of each section assigned a task will, upon conclusion of the incident, complete an after-action report, which will be forwarded to the Planning & Intelligence Section for inclusion into the overall incident after-action report. The overall after-action report will be completed by a responsible person identified by the Chief of Police or designee.

18. There shall only be one central point for information released on an incident. The responsibility falls upon the EOC Director, who shall conduct all briefings or delegate that authority to a single responsible person.
   a. When activated, a Public Information Officer (PIO) will be identified and will perform those duties in accordance with General Order 2.7.3, “News Media Relations.”
   b. The PIO will be kept informed in an effort to control rumors, and facilitate community relations through periodic media releases as appropriate.
   c. The use of the University internet web site and social media, local television and radio, or newspaper can also be used to accomplish rumor control.
d. Press conferences will be conducted by the PIO in an area established by the EOC Director.

19. When dealing with casualties or the potential for casualties, immediate consideration must be given to the safe evacuation of casualties, as well as the removal of any deceased persons.
   a. Coordination must be maintained with emergency medical personnel and any Coroner’s representative on-scene.
   b. A location for triage as well as a temporary morgue needs to be identified as soon as practical after the incident occurs.
   c. An accounting of all casualty information will be maintained and relinquished to the San Francisco Medical Examiner’s office, unless otherwise directed by that office.

D. Operations Section

1. The Operations Section, which includes on-scene field response personnel, assists in formulating and interpreting strategy established by the EOC Director and implements it tactically according to the Emergency Operations Plan and the provisions within this document.

2. The Operations Section Chief activates and supervises organizational elements in accordance with the Incident Action Plan, and is responsible for coordination of all UCSF response elements for the duration of the incident, as well as for its execution and requests for additional resources, as needed. The Operations Section Chief also directs the preparation of unit operational plans and requests for releases of resources, makes expedient changes to the Incident Action Plan, as necessary, and reports such changes to the EOC Director and the Planning & Intelligence Section Chief.

3. Access Controls and Evacuations
   When an area is considered unsafe or is to be evacuated, a perimeter will be set up and access controls established.
   a. Access controls may be established prior to an evacuation in order to limit the number of persons in a hazardous area or to facilitate an evacuation.
   b. Control points will be established to ensure that only authorized personnel are permitted to enter, pass through or remain within controlled areas.
   c. Various personnel and devices will be required to control access, such as the following:
      (1) Personnel to direct traffic and staff control points
      (2) Patrol officers within and outside the secured areas
Evacuations

(1) UCSF Police will have primary responsibility for the safe and orderly evacuation of the University. The Operations Section Chief may assist in constituting and briefing the evacuation teams, which may include police officers, community service officers, parking officers, EHS staff and the Campus fire marshal.

(2) The Operations Section Chief will, upon receiving notification of an impending critical incident, immediately begin constituting the evacuation teams, as identified above, and establishing a staging site near the EOC for personnel deployment and information. The Operations Section Chief will:

(a) Determine which team members can initiate evacuation procedures from their work area
(b) Establish evacuation teams and assign them to specific evacuation zones
(c) Assign team leaders and confirm radio call signs
(d) Ensure that all team leaders know who is assigned to their team
(e) Ensure that all personnel are briefed thoroughly on their areas of responsibility
(f) Know what posture will be used to gain compliance from individuals to be evacuated
(g) Ensure that a communications plan is put into effect for the teams and that Dispatch is briefed on the evacuation procedures to be used.

(3) Floor wardens, once selected and trained, will:

(a) Marshal their individual teams and ensure all members understand their responsibilities and what areas they are to cover
(b) Assign team members to evacuation assignments in specific buildings or on floors within their area of responsibility
(c) Ensure that all team members have a working flashlight and adequate communications capability.
(d) Confirm the method to be used to transport teams to their area of responsibility.

(4) Evacuation team members will respond to the UCSF Police Station or stay at their workstation, as determined by the Operations Section Chief. After receiving a briefing from the evacuation team leader on the current situation and the exact evacuation procedures to be used, team members will ensure they have an operational flashlight, know what team they are assigned to and who their Team Leader is and ask questions if they need clarification.

4. UCSF Police will be responsible for public facility security at the University, unless otherwise directed by the Chief of Police or designee.
   a. Since UCSF Police personnel are familiar with the buildings on campus, once a building, sector or other location is secured, other agencies may be used to maintain security of the location until relieved.
   b. UCSF security guards will be utilized for low-risk duties, such as security control of the EOC.
   c. Medical Center security will also be under the direction of the UCSF Police Department in an emergency-related protocol and deployed as needed.

5. Traffic control will be the primary responsibility of the UCSF Parking & Transportation Department and/or San Francisco Municipal Transportation Agency (SFMTA).
   a. UCSF Parking and Transportation officers and SFMTA personnel will be utilized for low-risk traffic control duties.
   b. In dangerous situations, sworn UCSF or other agency staff will be used.
   c. Traffic control plans will be identified and adhered to in an effort to ensure vehicles are not allowed into incident areas.

6. The EOC Director must understand that transportation of staff to or from incident locations may be limited by terrain, building collapses, etc.
   a. Whenever possible, staff will be transported in Department vehicles, marked or otherwise, to or from the incident location.
   b. Due to the limited number of Department vehicles, vehicles will be occupied to the maximum safe capacity, based on incident requirements.
   c. The number and types of vehicles/staff will be governed by the incident size, terrain, distance from the incident location to where
staff is based and the type and number of staff required to contain the incident.

d. Alternate modes of transportation, such as other agency vehicles, shuttle buses, privately-owned automobiles or other vehicles assigned to UCSF, may be used as authorized the Chief of Police or designee.

7. All prisoners will be transported in authorized police vehicles unless otherwise directed by the EOC Director or Operations Section Chief. General Order 4.19, “Prisoner Transportation” provides additional details on the transport of prisoners; General Order 4.6.4, “Adult Custody Procedures” and General Order 10.2, “Multiple Arrest Procedures” address processing and confinement information.
   a. Plans must consider the use of a court and prosecutorial liaison if required.
   b. When available, a Deputy District Attorney of the San Francisco District Attorney’s Office should be contacted and/or requested to respond to the command post.
   c. The EOC Director will identify those responsible for approving and processing all reports.

8. The EOC Director must ensure that all staff understand their legal authority in emergency or critical incidents. PC § 409.5 defines the authority given to peace officers to exclude the public from police command post areas and prevent unauthorized entry into disaster areas.

9. Post-incident investigation duties will be assigned by supervisors within the chain of command and at the direction of the Operations Section Chief. These duties will be identified based on the type of incident being handled.

E. Planning & Intelligence Section

1. The Planning & Intelligence Section is responsible for collection, evaluation, dissemination and use of information about the development of the incident and the status of resources.

2. The Planning & Intelligence Section Chief is also responsible for:
   a. Assembling information on alternative strategies
   b. Providing periodic predictions on incident potential
   c. Reporting significant changes in incident status
   d. Compiling and displaying incident status information
   e. Overseeing the preparation of the incident demobilization plan.

3. Under SEMS guidelines, the intelligence function is performed by this Section.

4. Information is needed to:
a. Understand the current situation
b. Predict probable course of incident events
c. Prepare alternative strategies and control operations for the incident.

5. The Planning & Intelligence Section Chief conducts the planning meeting and is responsible for producing a written Incident Action Plan if so directed by the EOC Director. The Planning & Intelligence Section Chief activates and supervises units within the Planning & Intelligence Section.

6. The Incident Action Plan is prepared by the Planning & Intelligence Section, with input from the appropriate sections, units and branches of the EOC and Command Post. It should be written at the outset and revised continually throughout the response.

a. Incidents vary in their kind, complexity, size and requirements for detailed and written plans. A written plan may not be necessary for initial response for an incident that is readily controlled.

b. Larger, more complex incidents will require an Incident Action Plan to coordinate activities.

c. The level of detail required in an Incident Action Plan will vary according to the size and complexity of the response.

d. The EOC Director may direct that a written Incident Action Plan be developed for any incident.

e. An Incident Action Plan must be accurate and completely transmit the information gathered during the planning process.

f. The plan must be prepared and distributed prior to the Operations Section briefing.

g. An Incident Action Plan should be prepared for each operational period.

h. A planning process has been developed as part of the ICS to facilitate the development of an Incident Action Plan in an orderly and systematic manner.

7. The Planning & Intelligence Section Chief will coordinate a situation analysis to gather, organize and disseminate information and intelligence regarding incident status. This function is also responsible for the evaluation, analysis and display of the information for use by the EOC staff.

8. The Planning & Intelligence Section establishes a protocol that will allow for the immediate de-escalation (demobilization) of the reported incident. De-escalation procedures shall include:

a. Post-occurrence duties (i.e., determination of equipment used, injuries reported and cost factors)

b. Continued contact with the courts and prosecutor’s office
c. After-action report and review

d. Psychological first-aid or appropriate stress management services.

9. During prolonged emergency operations (i.e., incidents expected to last 24 hours or longer), a demobilization plan needs to be developed by the Planning & Intelligence Section. Demobilization procedures shall include:

   a. Planning Section development of an incident demobilization plan that addresses all personnel and resources that will require demobilization.

   b. This unit should begin its work early in the incident by creating rosters of personnel and resources.

   c. Identification, by the Planning & Intelligence, Operations and Resource & Logistics Section Chiefs, of criteria for pulling back personnel and resources and beginning the demobilization process.

   d. Planning for, communicating and coordinating demobilization of mutual aid, state, EMAC or federal resources to ensure resources are not prematurely demobilized nor retained longer than necessary. The demobilization plan becomes part of the Incident Action Plan.

F. Resource & Logistics Section

1. The Resource & Logistics Section is responsible for providing facilities, services and materials in support of emergency incident response.

   a. The Resource & Logistics Section Chief ensures that logistics functions that support a response are carried out. These include telecommunications, transportation, supplies, facilities, personnel, food and ground support.

   b. The Resource & Logistics Section Chief reports to the EOC Director on all matters pertaining to Resource & Logistics activities.

2. The Resource & Logistics Section provides logistical support to all other sections within the EOC. This section also activates and supervises the service and support branches and units within the Resources & Logistics Section and participates in development and implementation of the Incident Action Plan.

3. UCSF Police Department and UCSF as a whole have a limited amount of equipment available in the event of an emergency or critical incident.

   a. Resource & Logistics staff will communicate in-field needs to the appropriate personnel to ensure equipment needs are met.

4. To assist with communications for critical incidents, additional dispatchers from the ECC will be called in to assist with communications coordination as necessary.
a. All responding personnel will either be issued radios on the Department frequency or will provide the ECC with a radio for monitoring of their radio traffic.

b. The EOC Director will designate which radio frequencies will be utilized by the various assisting components.

5. The Resource & Logistics Section will procure transportation for staff to and from incident locations, which may be limited by terrain, building collapses, etc.

a. Whenever possible, staff will be transported in Department vehicles, marked or otherwise, to or from the incident location.

b. Due to the limited number of Department vehicles, vehicles will be occupied to the maximum safe capacity, based on incident requirements.

c. The number and types of vehicles/staff will be governed by the incident size, terrain, distance from incident location to where staff is based and the type and number of staff needed to contain the incident.

d. Alternate modes of transportation, such as shuttle buses, other agency vehicles, privately-owned automobiles or other vehicles assigned to UCSF, may be used as required.

6. Medical support will be provided by responding paramedics, contracted EMS service members or UCSF medical staff members.

a. A medical plan will be put in place to directly support the needs of EOC staff and field responders.

b. Individuals tasked with this role will first obtain information on any injuries that occurred during initial response operations, identify and coordinate planning with the Safety Officer and determine the:

(1) Level of emergency medical activities performed prior to activation of the Resource & Logistics Unit

(2) Number and location of aid stations

(3) Number and location of stand-by ambulances and medical personnel that can be assigned to the incident

(4) Potential for special medical problems (e.g., hypothermia, dehydration, heat stroke, exposure to hazardous materials)

(5) Additional medical supplies needed.

7. Supplies

a. The UCSF Police Department, as well as UCSF as a whole, has a limited amount of equipment available in the event of an emergency or critical incident.
b. The Resource & Logistics Section must communicate field needs to the appropriate on-campus department, EOC (once established) or off-campus personnel to ensure equipment needs are met.

8. Specialized teams participating in the critical incident response will be responsible for providing and maintaining any specialized equipment needed for the response. Specialized teams include, but are not limited to:
   a. San Francisco Police Department (SFPD) Bomb Squad
   b. SFPD Tactical Team (SWAT)
   c. San Francisco Fire Department (SFFD)
   d. UCSF EHS Hazmat Incident Response Team
   e. SFFD rescue teams
   f. K-9 units

G. Finance Section
   1. The Finance Section is responsible for all financial and cost analysis aspects of the incident. This includes maintaining an audit trail, billing, invoice payment and documentation of labor, materials and services used during incident activities.
      a. The Finance Section Chief also has major responsibility for preparing documentation for cost reimbursement in the event of a Federally-declared disaster.
      b. The Finance Section Chief activates and supervises units within the Finance Section.
   2. The Accounting Unit is responsible for personnel time recording and will be activated when required. This function will:
      a. Ensure that an audit trail is maintained covering the billing, invoice payment and documentation of labor and services used during emergency incident activities.
      b. Track and record personnel time, ensuring that all obligation documents initiated at the emergency incident are properly reported, prepared and completed.
   3. Additional resources will be provided through the Purchasing branch, which is responsible for developing a procurement plan to ensure that goods and services are procured to meet the needs of the emergency incident.
      a. The Purchasing Unit, working closely with the Resource & Logistics Section, will implement the procurement plan and perform all incident ordering.
      b. The Purchasing Unit also manages the emergency incident petty cash funds.
c. Due to the requirement for legal input, this Unit’s function will, if possible, be coordinated with UCSF Legal Counsel and Information Technology Services.

4. Expenses will be recorded in order to maintain an audit trail covering the billing, invoice payment and documentation of services used during emergency incident activities, ensuring that all obligation documents initiated at the emergency incident are properly reported, prepared and completed.

5. Injuries and liability issues arising from injuries, property damage or deaths occurring during an emergency incident will be handled by the Insurance Unit, which is responsible for administering financial matters.

6. The FEMA Unit is responsible for gathering evidence and preparing claims documentation for any event involving damage to public or private properties that could result in a claim against UCSF.

H. Training
1. In order to enhance emergency response to hazards described in the ERMOP, the Department will conduct tabletop exercises, mock training sessions and participate in regional drills annually. Exercises will be documented through the use of planning documents and an after-action report evaluation.

2. All sworn personnel will receive annual training on the All Hazard Plan and critical incident response. A documented annual training exercise will also be conducted.
   a. Training will be documented through the use of training rosters and in the individual employee’s training record.
   b. An after-action report will be completed for all training where an exercise is conducted.

7.2 FIRE EVACUATION POLICY: LAW ENFORCEMENT BUILDING

7.2.1 General

The safety and general welfare of all employees and visitors to the law enforcement facilities are the responsibility of all employees. Every employee shall make every effort to ensure that all employees and visitors are not exposed to any unnecessary safety or fire hazards.

7.2.2 Fire Safety (Revised: 2/16/17)

A. The UCSF Police Department will request fire prevention and protection services from the UCSF Campus Fire Marshall. These services will include:
1. Annual inspection of law enforcement building
2. A review of fire plan and evacuation procedures
3. Testing of all firefighting and detection equipment at least bi-annually
4. Technical advice in establishing procedures for ensuring fire department assistance in the event of a fire.

B. Firefighting equipment, including extinguishers, will be readily available throughout the law enforcement buildings. All exits will be distinctly marked, illuminated and free of obstacles.

C. A minimum of one fire drill annually will be conducted to ensure that all personnel are capable of carrying out fire plans and procedures in a minimum amount of time. These fire drills will be documented and evaluated by the UCSF Campus Fire Marshall.

D. Upon conclusion of the annual fire drill, the UCSF Campus Fire Marshall prepares a memorandum noting that a fire drill was conducted and noting any problems incurred during the drill. (Every attempt must be made to correct any problems that were identified in the evacuation.)

7.2.3 Evacuation Plan, Law Enforcement-occupied Buildings (Revised: 6/30/12)

A. In the event of a fire, all UCSF Police Department personnel will immediately go to the nearest available exit. As employees leave offices and work areas, the last person in the area is required to shut the door and both visually and verbally ensure that no other employees or visitors are in that area.

B. The designated floor wardens will, if possible, go throughout the law enforcement facilities to ensure that everyone has left. All employees are required to leave the building through the nearest exit.

C. Employees exiting the building shall gather at the following locations:
   1. Mission Center Building: the Southeast corner of the parking lot at 15th and Harrison Streets
   2. Millberry Union (Parnassus): the 3rd Avenue sidewalk between Irving Street and Parnassus Avenue
   3. Mission Bay: the Southeast corner of the Koret Quad area (in front of Byers Hall)
   4. 654 Minnesota Street: the Northeast corner of the park (Esprit Park) across the street from the building.
D. The designated floor warden, after visually and verbally clearing the building, will go to the designated areas for a roll call of on-duty personnel.

E. Arresting officers are responsible to evacuate any prisoners in their custody and control in the law enforcement building.

F. ECC employees will utilize their evacuation/activation procedures to maintain communications.

G. A diagram of the evacuation routes is conspicuously posted at all police department locations. It is the responsibility of all employees to study the evacuation routes and be aware of the nearest available exit from their work area.

### 7.2.4 Business Continuity Plan (Issued: 6/25/07)

The UCSF Police Department HSEM Division coordinates campus efforts to recover quickly following any major disruption (i.e., earthquakes, fires, hazardous material contaminations, etc.) by assisting campus departments in preparing Business Continuity Plans. The goal of these plans is to facilitate resumption of teaching and research, as well as those campus activities that support these functions, within thirty days after a major disaster. These plans will identify action items that can be done in advance to lessen the impact and disruption of a disaster. Plans will also identify the information and strategies that will be needed immediately following the event to enable a rapid recovery. The HSEM division will:

A. Provide critical UCSF business units a template to utilize in creating a plan.

B. Evaluate the initial plans submitted by critical business units and provide appropriate feedback.

C. Conduct an annual reassessment of existing and needed plans.

### 7.3 EMERGENCY AND ELECTRONIC ACCESS CLOSURES (Issued: 8/31/10)

#### 7.3.1 Campus Closure: Emergency Declaration (Revised: 2/16/17)

This General Order establishes the procedures and decision-making process used by the Chancellor (or Chancellor’s designated alternate) to formally close the campus or portion of the campus should it be necessary in a declared emergency or other event. Sections of this procedure are also described in the ERMOP.
A. “Campus”
For the purposes of this General Order, “Campus” shall be defined as the UCSF enterprise’s academic, research, administrative and other facilities across the San Francisco Peninsula. Critical infrastructure, such as medical centers, central utilities plant operations, etc., may be exempt from emergency closures as determined by the Chancellor.

B. The UCSF will make every effort to remain open at all scheduled times. However, to ensure employees’ health and safety, there are unusual occurrences that may necessitate modified operating schedules or cancellation of academic, research, administrative, service or clinical programs. Some examples are:
1. Extended power outage and/or disruption to Campus water or sanitary service
2. Significant property damage to the Campus
3. Impassable, crucial roadways/bridges to and from the Campus
4. A campus emergency event that would pose a danger to the Campus population, such as a fire, earthquake or hazardous materials incident.

C. The authority to declare a Campus “State-of-Emergency” and close the Campus rests with the Chancellor or designated alternate and the EOC Policy Group. Designated alternates to the Chancellor, in order, are:
1. Executive Vice Chancellor and Provost
2. Senior Vice Chancellor Financial and Administrative Services
3. CEO Medical Center
4. Dean of the School of Medicine
5. Dean of the School of Pharmacy
6. Dean of the School of Nursing
7. Dean of the School of Dentistry
8. Vice Chancellor, Development and Alumni Relations
9. Vice Chancellor, Strategic Communications & University Relations
10. Chief Campus Counsel.

D. The Chancellor or designee may declare a campus state of emergency when an unusual occurrence requires curtailment of operating schedules. Depending upon the nature or immediacy of the threat/emergency, the Police Department or EOC Director (Chief of Police) may activate the Campus Mass Notification System (WarnMe) and other emergency procedures before a formal declaration of emergency can be issued by the Chancellor.

The EOC will forward a copy of the Proclamation of a Campus State of Emergency to:
1. Department of Emergency Management, City and County of San Francisco, Duty Officer, 1-866-298-4515 – pager voice-mail. Leave a message and phone number for call back.

2. University of California Office of The President (UCOP), as per the Campus Emergency UCOP Notification Protocol (refer to Emergency Response Management Plan Appendix UCOP or http://www.ucop.edu/ucophome/coordrev/policy/4-13-01.html).

E. During a declared state of emergency or formal campus closure, the Office of Public Affairs or the public information/media representative in the EOC will coordinate the release of any information pertaining to the status of Campus operations to the Campus community, the news media and general public (e.g., restricting access to or requesting people to leave the campus, canceling classes or events, evacuating and closing buildings) consistent with the ERMOP and the Crisis Communications Plan.

Emergency communications to the campus may include use of the Mass Notification System (ERMOP, Appendix MNS), emergency hotlines (ERMOP, Appendix HL) and other appropriate methods, such as the UCSF Homepage and/or social media, Listserv and designated public radio stations.

Alerts posted on the Mass Notification System and hotlines should be coordinated with the Office of Public Affairs or the public information/media representative in advance of the release. If warranted, the Chief of Police or designee may authorize alerts to be issued without waiting for the Office of Public Affairs or the public information/media representative’s input if expediency is necessary to protect life or safety.

7.3.2. Temporary Partial Site/Building Closure: Public Safety Emergencies (Revised: 2/16/17)

A. In situations posing a threat to life or safety, such as active shooter, barricaded suspect, fire or hazardous chemical spill or when necessary to protect evidence at a crime scene, emergency responders may need to temporarily close specific areas of the Campus.

B. To close the area, the ranking police officer on the scene must request a temporary partial closure from the Chief of Police or the Chief of Police designee. The authority to declare a “Police Emergency” and close portions of the Campus rests with the Chief of Police or designee. Designated alternates to the Chief of Police are, in order:
   1. On-call Police Commander
2. Watch Commander.

C. A temporary partial closure may include use of the WarnMe mass communications system (see Emergency Response Management Operations Plan, Appendix Mass Notification System) or an Electronic Access Closure (see General Order 7.3.3, “Electronic Access Closure”).

D. If a closure is due to flooding, fire, a hazardous materials spill/release or other event that may pose a residual risk to health or safety, EHS shall be notified to coordinate clearance for re-occupancy after the situation has been resolved.

7.3.3. Electronic Access Closures (Revised: 8/1/14)

A. The term “Electronic Access Closure” is used to describe the closure of locks that are controlled by an electronic access control system. Typically, UCSF buildings have only certain doors that are controlled electronically. The number of electronically controlled doors in a building varies from site to site (e.g., most of the buildings at Mission Bay have all exterior doors governed by an electronic access control system, whereas many Parnassus buildings do not.)

B. Electronic Access Closure capacity is available in two forms:
   1. Locking of electronic access-controlled doors on the perimeter only or
   2. Locking of all electronic access-controlled doors to include perimeter and interior doors.

C. During an Electronic Access Closure, the electronically controlled doors will only open for sworn police personnel. Implementing this closure prevents unauthorized people from entering a building when a life-threatening situation exists. Additionally, such a closure may limit a suspect’s movement within a given location. An Electronic Access Closure does not restrict people from exiting through electronic access-controlled doors.

D. Only a Watch Commander or higher has the authority to order an Electronic Access Closure. Prior to ordering an Electronic Access Closure, consideration needs to be given to the tactical implications of the order and safety considerations for persons occupying the affected area. The order to initiate the closure is given via the radio (or by phone) to the ECC and must include a specific description of the area to be locked. This order should also define “all doors” or “perimeter only.” In ordering an Electronic Access Closure, staff must consider coverage limitation of the system, as described in 7.3.3(A) above. With this in mind, other physical security measures may be needed to establish a
perimeter or close a given area (e.g., barricades, key locks, police tape, posted security officer).

7.3.4 Electronic Access Closure – System Testing, Process and Reports (Revised: 8/1/14)

A. The effectiveness of the Electronic Access Closure system depends on ECC personnel being able to quickly implement a closure. For this reason, the ECC Manager must verify that all ECC staff members have the capacity to carry out this function on a quarterly basis. A quarterly report summarizing these results shall be forwarded to the Technical Services Division (TSD) Captain.

B. Each quarter, the TSD Captain will ensure a test of the Electronic Access Closure system is completed. The test shall include a confirmation of the system’s viability at one building at each of the following locations: Parnassus, Mission Bay, Laurel Heights and Mission Center Building. The completed test will be reflected on a report and forwarded to the Chief of Police. A copy of the report will also be forwarded to the PSD Captain for CALEA purposes.

C. Any issues revealed during the above tests that indicate a need for additional groups or sub-groups on the lock down lists or at a new building should be communicated to the Security Services Analyst II, so a further review of the additions can be implemented.

7.4.1 “WarnMe” (Revised: 6/7/17)

A. Purpose
1. To warn the UCSF community of imminent threats to life or safety
2. To update the UCSF community on details of the current emergency
3. To notify, alert and activate UCSF EOC and emergency responders

B. Definitions
1. Mass Notification System: an integrated communications system capable of delivering emergency warnings to the entire University community or specific groups or locations simultaneously, via multiple communications platforms including, but not limited to, desk and cell phones, e-mail, text messaging, pager, public address systems and electronic display boards
2. Emergency: an event, expected or unexpected, that threatens life or safety and requires immediate action
3. Urgent Situation: an incident or condition that does not pose an immediate threat to life or safety, but that is of a nature where timely receipt of
information or instructions may directly affect the well-being of the recipient.

4. **Important Information**: information about an emergency or urgent situation that does not present a threat but, regarding which, the campus community may have safety or security concerns or need of information on where to receive assistance during an emergency.

5. May be used to issue all-clear messages to cell and smart phones after building evacuations.

C. **Policy**
   1. The University maintains an emergency management program to protect lives (human and animal) and property and to continue necessary critical functions.
   2. The University shall notify affected members of the campus community of an emergency or urgent situation as rapidly as possible.
   3. The University shall provide timely information or instruction to members of the campus community on matters related to emergency or urgent situations.

D. **Testing**
The Mass Notification System shall be tested:
   1. Bi-Annually: enterprise-wide and in the Emergency Operations Center (EOC)
   2. Weekly: between administrators and notifiers.

E. **Administrative Issues**
Decisions on administrative issues, including testing and/or IT functionality, shall be made by the Mass Notification Program manager and reported, in writing, to the Command Staff monthly.

7.4.2 **Authority to Initiate (Issued: 2/18/11)**

The following personnel are authorized to order a notification or activation via the Mass Notification System:

A. Chief of Police (EOC Director)
B. Chief of Police designee
C. EOC Director alternates.

In the event none of the above is available, the UCSF Police Department Watch Commander will assume authority for the activation
7.4.3 Procedures (Issued: 2/18/11)

A. The Mass Notification System may be used for emergency, urgent and informational warnings and updates concerning events that may pose a risk to life, safety or property.

1. Confirming Emergencies
   Before an emergency notification is to be sent via the Mass Notification System, the authorized individual will take prudent measures to confirm the threat of or existence of the emergency condition or event. Depending upon the nature of the event he/she will contact the appropriate agency or department (UCSF or the City and County of San Francisco) to:
   a. Verify the threat/event is credible
   b. Identify the potential or actual location(s) of the threat/event and scope and impact upon life, safety and or property
   c. Determine the imminence of the threat/event.

   Appropriate agencies or departments to contact will depend on the type of threat/event, but may include:
   a. UCSF Police Department or SFPD (for animal extremist, terrorism or civil disturbances)
   b. The Office of Environmental Health and Safety (for HazMat incidents)
   c. Facilities Management (for, for instance, natural gas leaks)
   d. Medical Center technical advisors (for public health or biosecurity emergencies).

2. Timeliness of Emergency Notifications
   Emergency notifications shall be sent without delay, unless in the professional judgment of the authorized campus official(s) sending a mass notification warning may compromise efforts to protect life, safety or property.

   If the process of contacting sources to confirm a threat or emergency is causing a delay, an emergency notification may be issued immediately when – based upon the available information, its source, the imminence of the threat to life, safety or property and the professional judgment of the authorized individual – that is in the best interest of public safety.

B. The Mass Notification System shall be activated for emergency or urgent communications or important related information.
1. **Emergency Situations**
Possible, emergency situations that would activate the Mass Notification System include, but are not limited to, the following:
   a. Natural disasters (e.g., earthquake, fire, flood) that put the campus in immediate danger
   b. Chemical spills or accidents that require evacuation of the campus
   c. Hostage or violent situations requiring evacuation, lockdown or Campus closure (e.g., active shooter situation).

The Chief of Police or authorized individual shall direct the activation of the Mass Notification System and designate the appropriate entity (public safety dispatch personnel, HSEM personnel or authorized police staff) to deliver the message.

Reasonable follow-up communications shall be sent regularly for the duration of the emergency to inform the general population of significant updates.

Follow-up communications shall be sent to emergency personnel and EOC staff for the duration of the emergency to inform them of any important changes of emergency status or other information deemed necessary for emergency operations.

An informational communication shall be sent when the emergency situation has ended.

2. **Urgent Situations**
Possible, urgent situations that would activate the Mass Notification System include, but are not limited to, the following:
   a. Natural disasters that do not constitute an immediate danger, but may pose a danger to the campus in the future
   b. Local emergencies or events that could eventually lead to an evacuation, lockdown, closure or major disruption, on- or off-campus, and impede normal operations
   c. Threats against UCSF staff, faculty, students, affiliates, facilities, residences or property (e.g., animal researchers).

Appropriate campus officials shall be consulted as needed to determine the urgency, timing and nature of the communication to be distributed.

The content of the urgent communication shall be developed by the Chief of Police or other authorized personnel. Whenever possible,
communications should be reviewed by the University’s PIO prior to being delivered.

The Chief of Police or authorized personnel shall direct the activation of the Mass Notification System and designate the appropriate entity (public safety dispatch personnel, HSEM personnel or authorized Police staff) to deliver said message.

Reasonable follow-up communications shall be sent regularly for the duration of the emergency to inform the general population of significant updates, as follows:

a. Follow-up communications may be sent to emergency personnel and EOC staff for the duration of the emergency to inform them of any important changes of emergency status or other information deemed necessary for emergency operations.

b. Informational communications may be sent when the situation requiring the alert has ended.

3. Informational Communications
   Informational communications that might be sent via the Mass Notification System include, but are not limited to, the following:
   
a. Facts about local emergencies or events that have ended and do not affect normal operations, but that will likely be visible to the community and external audiences via the news media

b. Information related to an ongoing or concluded event that does not pose a likely threat to safety or security

c. Locations of disaster aid or assistance (e.g., first aid, shelters, transportation).

Appropriate campus officials shall be consulted, as needed, to determine the urgency, timing and nature of the communication to be distributed. The content of the communication shall be developed by members of the EOC, as determined by the nature of the event. Whenever possible, communications should be reviewed by the University’s PIO prior to being delivered.

The Chief of Police or authorized personnel shall direct the activation of the Mass Notification System and designate the appropriate entity (public safety dispatch personnel, HSEM personnel or authorized Police staff) to deliver said message.
An informational communication may be sent when a situation requiring an alert has ended.

7.4.4 Message Content (Issued: 2/18/11)

Pre-scripted, approved messages for the most likely emergencies, based upon the University’s Hazard Vulnerability Assessment, are to be used whenever possible.

If pre-scripted messages do not meet the emergency situation, message content is to be determined by the Chief of Police/EOC Director or other authorized individuals. Whenever possible, University Public Affairs or the PIO should be consulted on message content. If a delay in reaching Public Affairs may jeopardize life or safety, the Chief of Police/EOC Director or other authorized individuals may determine the message content to expedite delivery of an emergency warning.

Emergency communications need to be delivered in a text message-compatible format in order to assure the most expedient delivery, including telecommunications. Text messages are to be formatted not to exceed 160 characters.

A. Emergency and Urgent Communications

Emergency and urgent communications shall minimally contain the following:
1. Subject line with the first word indicating the type of communication (i.e., "EMERGENCY" or "URGENT")
2. Type of incident
3. Location of incident
4. What immediate action is required
5. Additional detail necessary to preserve safety and security
6. Web site or contact information for additional information regarding incident.

B. Informational Communications

Information communications, including follow-up communications, shall minimally contain the following:
1. Subject line with the first word stating, "IMPORTANT"
2. Date and time of update
3. Current status of the situation
4. Continued action required, if any
5. Web site or contact information for additional information regarding incident.
C. Informational Communications Sent at the Conclusion of an Event
Informational communications sent at the conclusion of an event shall minimally contain the following:
1. Date and time of all-clear notice (if applicable)
2. Actions required to resume normal campus operations
3. Explanation of the resolution/conclusion of incident
4. Where to get disaster aid
5. Website or contact information for additional information regarding incident.

7.4.5 Emergency Notification System Registration (Issued: 8/31/10)

A. UCSF Police Department maintains an emergency mass notification system called “WarnMe.” This system is used for:
1. Sending emergency messages to the UCSF population to warn of life/safety threatening emergencies
2. To alert or activate UCSF Emergency Responders to report for emergency duties, including Police Department sworn, security and civilian personnel
3. To activate EOC staff.

The mass notification system is pre-loaded with the names of all active UCSF ID card holders, along with their UCSF phone numbers and e-mail addresses, if issued. Individuals have the ability to self-register personal home and portable devices such as e-mail, cell, phone, text messaging, smart phone, pagers, etc. via the WarnMe registration website (http://warnme.ucsf.edu/).

B. To ensure identity protection, all personal contact information will be maintained in a secure system. WarnMe data will not be used in campus directories. The secure self-registration website is maintained by UCSF Information Technology Systems and follows the information security protocols maintained by the University. Database information is also stored in a secure remote server maintained by the Police Department’s mass notification system vendor.

C. During emergencies, redundant contact information for Police Department staff is essential. Some phone systems may fail while others may continue to function. Text messaging and e-mail may function on phones after the device’s voice capabilities fail. UCSF Police Department staff often work away from their desks, therefore may only be reached by mobile devices in an emergency.

D. UCSF sworn and civilian personnel are required to register with WarnMe at http://warnme.ucsf.edu and provide applicable information in the provided fields:
1. UCSF Phone and E-mail
All employees’ UCSF e-mail addresses and/or UCSF phone numbers are pre-populated in the system. Employees are to notify the Department’s Professional Standards Analyst if the information is incorrect.

2. Home Phone
At a minimum, UCSF Police Department staff members are required to register a home phone number or cell phone number if a home phone line is not available. Any Police Department staff member issued a cell phone or pager must, in addition, register the mobile device, including text messaging and e-mail address if they are enabled on the issued device.

3. Mobile Devices
UCSF Police Department staff members are encouraged to register personal cell phones, smart phones and pagers, including text messaging and e-mail address if they are enabled on the device.

E. Police Department staff members are responsible for updating their personal profile at the WarnMe self-registration website whenever there is a change in contact information. Every January, staff shall check their profiles on the WarnMe self-registration website. Emergency Management staff will send a reminder e-mail to all Police Department staff to help ensure the system’s data remains accurate.
Chapter Eight: Records and Communications

8.1 COMMUNICATIONS: ADMINISTRATION

8.1.1 Administration (Revised: 8/1/14)

The UCSF Police Department’s Emergency Communications Center (ECC) (9-1-1) is part of the Professional Standards Division (PSD). The unit is staffed by public safety dispatchers and an ECC Manager, who are supervised by the PSD Lieutenant.

The Department employs computer systems including a Computer Aided Dispatch (CAD) system and Records Management System (RMS). Currently, the Department employs New World Systems for both the CAD system and RMS.

8.1.2 Communications Functions (Revised: 11/15/10)

ECC personnel are responsible for:

A. Answering, evaluating and coordinating public safety response to emergency and non-emergency calls for service for UCSF and its affiliates.

B. Monitoring, coordinating and responding to radio traffic generated by public safety personnel.

C. Access to the California Law Enforcement Telecommunications System (CLETs), National Law Enforcement Telecommunications System (NLETS) and National Crime Information Center (NCIC), all of which provide vital communications links with state and national law enforcement agencies, along with the ability to access automated files, which is a necessity for criminal justice operations.

D. Monitoring panic alarms, fire alarms, freezer alarms and building and office perimeter alarms.

E. Making accurate and timely entries into the Department’s CAD system in order to record all relevant information on calls for service or officer-initiated activity.

8.1.3 Authority and Responsibilities (Revised: 11/15/10)

Duties of public safety dispatchers include the following:
A. Answering incoming phone calls, evaluating the situation, obtaining pertinent information and determining appropriate public safety response.

B. Providing citizens with alternative solutions or resources for situations not requiring a police response.

C. Responding to requests from divisions within the Police Department and other departments of the University to access computer files, page personnel, make necessary phone calls or dispatch additional personnel.

D. Dispatchers may use any available police officer, regardless of beat assignment, to meet the fundamental objective of expedient and professional service. Established procedures for dispatching personnel outside of their assigned beat shall be followed. Patrol supervisors shall work with dispatchers and keep them informed of any response changes (e.g., officers who are not to be dispatched to call due to report overload). Patrol supervisors may override a dispatcher’s decision when appropriate and necessary.

E. Any concerns or objections to a particular dispatch call shall be forwarded in writing by the Watch Commander or shift supervisor to the ECC Manager.

8.1.4 Federal Communications Commission Requirements

All Police Department radio communications will be transmitted in accordance with Federal Communications Commission (FCC) regulations.

8.1.5 Access to Communications (Revised: 11/15/10)

A. Only authorized personnel will be allowed in the ECC. Authorized personnel are:
   1. Communications Unit personnel
   2. Any command officer or duty Watch Commander for supervisory purposes or to conduct official business
   3. Equipment repair persons in order to perform their duties
   4. Any Police Department employee on official business that must be conducted in the 9-1-1 Center
   5. Law enforcement trainees – as prearranged with the ECC Manager.

B. Persons who have entered the ECC shall leave promptly upon completion of their business. It is desirable to have only one additional person conducting business in the ECC at a time. Dispatchers may request other persons to leave the room.
C. Tours of the ECC are permitted in order to encourage and promote public relations. The following provisions should be adhered to:
   1. The ECC Manager and the dispatchers on duty at the time of tour have been notified in advance.
   2. The tour is accompanied by a Police Department employee.
   3. The tour is advised to be as quiet as possible while inside the ECC.

8.1.6 Recording Equipment (Revised: 8/1/14)

Radio and emergency telephone transmissions are an indispensable resource for criminal and internal investigations and for training purposes. Audio records of radio and telephone conversations are maintained. They are retained by the ECC Manager for a minimum of one year.

8.1.7 Reviewing Recorded Conversations (Revised: 8/1/14)

A. Information contained on the DVDs can be reviewed by using the Mirra software located in the ECC, the ECC Manager’s office or the PSD Lieutenant’s office.

B. A non-urgent request to review recorded information should be made in writing and directed to the ECC Manager.

C. Urgent information may be played back immediately or copied, but only upon request by a Watch Commander, Lieutenant, Captain or the Chief.

D. Information may be released to the public for a fee. All such requests shall be in writing and are subject to review and approval by the ECC Manager.

E. The DVDs will not be removed from the ECC. Evidence DVDs (homicides, officer-involved shootings, etc.) may be set aside and secured at the direction of the Watch Commander until they can be duplicated and authorized for release by the ECC Manager or the PSD Lieutenant. Generally, information should be copied on a CD for removal from the ECC.

8.2 COMMUNICATIONS: OPERATIONS

8.2.1 24-hour Operation (Revised: 8/1/14)

A. The UCSF Police Department’s ECC will operate 24 hours a day to provide continuous radio communications with public safety personnel. If a failure of the
primary transmitter or receiver occurs, the dispatcher will switch to alternate frequencies or back-up equipment to ensure continual service.

B. 24-hour telephone service to the ECC is available to the public. If the 9-1-1 telephone switching system is interrupted, the San Francisco Department of Emergency Management (SFDEM) may be contacted by a dispatcher so incoming calls can be re-directed and received by the SFDEM. The ECC also has the capability to receive calls for service from the hearing impaired.

8.2.2 Radio and Telephone Policies (Revised: 6/5/17)

A. Radio Policy
Members of the Police Department will use the police radio system for the sole purpose of communicating police-related messages, in compliance with FCC regulations. The following channels are used in communications at UCSF Police Department: Channel One – main communication channel, Channel Two – tactical/talk around channel and Channel Three – Campus security channel.
1. Members will strive to keep all radio transmissions professional, clear, concise and complete.
2. Members shall not misuse or disrupt the radio system by transmitting lengthy, personal or unauthorized messages.
3. Members shall not transmit Social Security numbers via the radio system.
4. Criminal Offender Record Information (CORI) shall not be transmitted by radio, except in cases where circumstances reasonably indicate that the immediate safety of the officer or the public are at significant risk. Nothing in this procedure is intended to prohibit broadcasting warrant information concerning wanted persons.

B. Radio Communications
1. Dispatchers shall dispatch radio calls in the following manner:
   a. Non-Emergency Calls
      Dispatch will call the unit number to alert officers of the forthcoming dispatch, and then wait for a response. Units will answer by stating their unit number. Once the unit replies, the dispatcher will state the location and nature of the call.
   b. Officer-Initiated Activity
      Field personnel will alert the dispatcher of the forthcoming radio traffic by using radio call number and radio code, wait for a response and then give the nature of activity and their location. If the activity is a vehicle stop, personnel will provide the license plate number of the vehicle being stopped.
2. When field units are called by the dispatcher over the radio, they shall promptly reply to him/her using established procedure. If an officer does not respond after several attempts, the Watch Commander is to be notified. Proper radio procedure and communication with Dispatch is essential for officer safety.
   a. On-duty field officers will be responsible for maintaining contact with the dispatcher at all times. Dispatchers are responsible for knowing locations and status of field officers.
   b. Patrol officers are required to carry a portable radio with them at all times while on duty and maintain communications with the dispatcher while away from the patrol car, unless otherwise approved by a Watch Commander.
   c. Vehicle Registration Requests: Officers will inform the dispatcher of the registration request, wait for the dispatcher to respond, and then give the license number using the phonetic alphabet.
   d. Records Management System Checks: Officers will alert the dispatcher of the needed file check, wait for the dispatcher to reply, then advise the dispatcher of the appropriate information needed to complete the check.
   e. Wants and Warrant Checks (10-29): Officers will alert the dispatcher of the wants or warrants check and the means by which the check will be made (driver’s license number, name and date of birth), wait for the dispatcher to reply and then relay the information. If the officer has not done so, he/she should give his/her location. Social Security numbers shall not be broadcast.
   f. Driver’s License Checks: Officers will inform the dispatcher of the driver’s license check and give the means by which the check will be made (driver’s license number, name), wait for a response and then relay the information.

C. Radio Codes, Holding Calls and Tactical Channel
   1. Radio Codes
      Radio codes shall be used by members of the Police Department when conveying messages over the radio. A list of all radio codes shall be provided to all staff upon hire.
   2. Holding Calls
      a. Emergency calls will be dispatched immediately. If an officer(s) is not available to handle the call, the patrol supervisor shall be notified immediately.
      b. Non-emergency calls necessitating a direct response will be dispatched immediately using the current call assignment
procedure. If the dispatcher cannot locate a unit to handle the call immediately, the Watch Commander shall be notified.

c. Non-emergency calls not requiring a direct response will be dispatched when a unit is available. Code 1 calls can be held for the next available unit depending on the type of call, as outlined in General Order 4.6.11, “Response to Calls for Service.”

d. If a delay in police arrival is anticipated when the call is received, the complainant shall be given an estimated time of arrival. If the call cannot be handled in that time frame, the complainant will be re-contacted by the dispatcher and informed of the additional delay. The following order of response shall be used by dispatchers when determining call assignment:

(1) Beat officer
(2) Any available beat officer
(3) Shift Sergeant and/or Watch Commander
(4) Detective (on-duty)
(5) Patrol Lieutenant (on-duty)

** The Watch Commander shall be notified when there are multiple calls holding or there is a need for mutual aid. **

3. Public safety dispatchers will assign service calls to the shift currently in service until one hour prior to the end of the shift, at which time the on-coming shift will be given calls-for-service responsibility (exclusive of “hot” calls), per General Order 4.5.4 “24-Hour Law Enforcement Response and Coverage.” A Watch Commander may choose to have a particular officer, irrespective of shift, handle a call for service and shall ultimately be responsible to ensure that calls for service are handled in a timely fashion. If two Watch Commanders on separate shifts disagree about who should handle a call for service, the senior ranking Watch Commander shall have final say and shall be held responsible for the decision.

4. Late or Near End of Shift Calls

a. Any call requiring an emergency or direct response should be dispatched immediately, regardless of shift time remaining. Officer(s) responding to late or near end of shift calls should advise the patrol supervisor if assistance from the on-coming shift is needed or if the call will result in overtime.

b. Non-emergency calls should be dispatched if it appears an officer can complete it without overtime being incurred. If not, the caller will be advised of the anticipated delay and the Watch Commander notified of pending calls. Beginning on the hour of each
overlapping shift, the oncoming shift shall be responsible for handling calls for service as follows:

(1) First Watch will be responsible for calls at 2300 hours.
(2) Second Watch will be responsible for calls at 0700 hours.
(3) Third Watch will be responsible for calls at 1500 hours.

5. Out-of-City Calls
UCSF Police Department normally does not send patrol officers outside San Francisco to handle non-emergency or critical incidents that have occurred on the UCSF Campus; however this is subject to the discretion of the Watch Commander. In addition, calls for service outside of San Francisco occurring on UCSF properties (i.e., South San Francisco, Daly City, etc.), may require an officer to respond for service. In any other non-emergency situation(s), the following should be followed:

a. Callers should make a telephone report.

b. If the complainant who wants to report an incident that occurred on UCSF campus is within San Francisco, South San Francisco or Daly City limits, the Watch Commander must give approval to send an officer.

c. The Watch Commander must be notified prior to sending an officer outside the City in any case.

6. Tactical Channel (Channel Two) Calls

a. The ECC, all police vehicles and all portable radios are equipped with the Police Department’s tactical frequency.

b. All law enforcement radio traffic that requires extended air time for NON-EMERGENCIES shall be transferred to Channel Two for duration of the event. This includes extended radio transmissions for traffic enforcement, parties, planned demonstrations, Regent’s meetings, etc.

c. It is the responsibility of the ECC Manager/Watch Commander to ensure all non-emergency, extended radio traffic switches to Channel Two and is monitored by Dispatch.

d. The 9-1-1 dispatcher has the authority to request units switch to Channel 2 if he/she feels the radio traffic would be better served on that channel.

e. In the event of simultaneous emergencies, the 1st channel will handle the most critical emergency and the 2nd channel will handle the concurrent emergency. In addition, all other radio traffic shall switch to Channel Two if constant radio transmissions are required.
f. These frequencies will be used in compliance with standard radio procedures and FCC regulations outlined in this order.

7. Animal Calls for Service
   a. San Francisco Animal Control shall be contacted to respond to and investigate all emergency animal calls for service. A patrol officer may also be dispatched to assist in investigating the emergency.

8. Medical Aid over Telephone
   UCSF Police Department public safety dispatchers are not trained or authorized to provide first-aid instruction over the telephone. All emergency medical calls are to be immediately transferred to the San Francisco Fire Department Communications Center.

8.2.3 San Francisco Radio Channels (Revised: 8/1/14)

UCSF Police Department marked and unmarked police vehicles, portable radios and ECC Dispatch consoles are programmed to communicate with UC Berkeley Police, San Francisco Police Department (SFPD), San Francisco Fire Department (SFFD), Office of Emergency Services and local mutual aid. These channels are designated to communicate with interacting agencies. The following guidelines shall be used for incidents requiring mutual aid and/or tactical situations that require the use of these channels.

A. The use of San Francisco radio channels is limited to the following situations:
   1. A joint operation with the interacting agency(s) and UCPD
   2. The immediate need for police backup when no other UCPD officers are available

B. When using SFPD-assigned radio channels, all members shall follow SFPD radio operations guidelines. When calling SFDEM, employees will:
   1. Notify UCPD Dispatch that they are switching over to a different channel
   2. Identify themselves with their assigned SFPD call sign
   3. Use SFPD radio codes
   4. Revert to the appropriate SFPD District channel when reporting an emergency situation outside of their patrol jurisdiction.

C. SFDEM requires that UCPD officers identify themselves with their pre-designated SFPD call sign. In cases when a SFPD identifier has not been assigned, the UCPD officer shall identify himself/herself as an UCPD officer with their badge number and the SFPD channel they are on. This will help the SFDEM identify the agency and unit calling.
D. In situations where UPCD officers have switched over to SFDEM, the UCPD dispatcher will also switch to the same channel to monitor and relay the incident to other UCPD officers as needed. The incident should also be documented in the CAD system.

E. All routine communications between UCPD patrol officers and SFPD will be conducted through the UCPD ECC.

F. The ECC Manager shall coordinate the issuance and updating of the SFPD call signs with the SFDEM as UCPD sworn employees are hired or leave employment with the UCPD. The UCPD and SFPD call sign list is disseminated to sworn personnel as the list is updated. A copy of the list shall also be posted in the ECC.

8.2.4 California Law Enforcement Telecommunications System and National Crime Information Center Operations (Revised: 8/1/14)

The Communications area is equipped with computers that give access to the CLETS and NCIC. Access into these systems provides records information from local law enforcement agencies, along with state and national information, such as wanted persons, stolen vehicles and property and criminal history. Access to these systems will be in compliance with provisions outlined in the CLETS Policies, Practices, Procedures and NCIC manuals.

A. Use of Law Enforcement Data System
   The ECC is equipped with computers that provide access to the CLETS, the Criminal Justice Information System (CJIS), NCIC and local system files including the CAD system and RMS.
   1. The following information is currently available through the CLETS:
      a. Stolen and registration checks on vehicles by license plate or vehicle identification number
      b. Wants and warrants on persons by California driver’s license number, name, date of birth or Social Security number
      c. Criminal Offender Record Information (CORI).
   2. The CJIS is a computerized file containing records that are of interest to the criminal justice community. The CJIS is maintained by the California Department of Justice (DOJ) and is available to authorized local, state and federal criminal justice agencies via the CLETS.
   3. NCIC Files
      The FBI maintains NCIC, which is the federal counterpart of the CJIS. The NCIC is available for inquiries and updates from CLETS terminals.
Many of the NCIS files are corollaries of the CJIS and are, in fact, accessed after passing through the CJIS.

B. Persons Authorized to Use the CLETS
1. Only CLETS-certified personnel shall use the CLETS.
2. Each authorized employee must complete a CLETS/NCIC workbook at a level consistent with the employee’s duties. The workbook must be completed by public safety dispatchers within thirty days of their beginning to use the system and within sixty days of workbook issue date.
3. Personnel using the CLETS shall be responsible for adhering to CLETS administrative rules, including those that govern information access and dissemination and administrative messages.
   a. Information obtained from the CLETS shall only be disseminated to authorized recipients who have both a right to know and a need to know. All law enforcement personnel with proper identification are authorized recipients, but only if they have an official law enforcement purpose justifying the need to obtain the information. The California DOJ maintains a list of agencies authorized to receive criminal history information. Persons not included in the DOJ list are not authorized recipients.
   b. Information may not be disseminated to private individual, private security or other University employees.
4. Verifications
   a. If a record is found on a warrant or other file check, the information will be verified with the originating agency before any arrest is made.
   b. Verifications should be made by phone through the San Francisco Central Warrant’s Bureau.
   c. The Central Warrant’s Bureau operator handling the record confirmation is responsible for updating records and sending a disposition teletype to the originating agency.
5. Entries
   a. Officers needing to enter information into the system or send administrative messages shall direct requests to the ECC Manager during business hours.
   b. All after-hour requests shall be handled by ECC personnel.
   c. Teletype requests and data entry updates should be initialed by the employee handling the request and attached to the incident report.
6. Warrant Entries
   a. Active warrants issued to the UCSF Police Department shall be submitted to the ECC Manager.
b. The ECC will maintain an active warrant file.
c. Complete warrant backgrounds and entry are processed by the Superior Court, County of San Francisco and are entered into the CLETS.
d. Warrant verification is completed by ECC staff.

C. Security, Review, and Audit Trail Requirements of CORI
All criminal offender record information, whether computerized or hard copy, will be stored in a secure area. Access to this file will be restricted to personnel authorized to release CORI.

1. The computer terminal equipment for accessing CORI is located in the ECC and Patrol briefing room. All hard copy criminal history records are housed in a locked cabinet in the ECC. The department has 24-hour personnel coverage to prevent unauthorized access to these areas.

2. Inquiries for the criminal history information of an individual are restricted to authorized, full-access, DOJ-trained operators, in accordance with the methods outlined in the CLETS policies, practices and procedures. Dispatchers will not release CORI or Department of Motor Vehicle (DMV) records until this entry has been sanctioned by the ECC Manager.

3. A “Release of Criminal History Information” log will be maintained on every release of CORI and DMV records. The ECC shall retain Release of Criminal History log entries for a period of not less than three years.

4. Local CORI shall be reproduced or photocopied only within the physical facility of the Department, by persons authorized to perform such reproduction.

5. All copies of criminal records will be red stamped with “Police Report Do Not Copy” and the Department Release stamp, which includes the date, the agency or individual to whom the copy was released and the signature of the person releasing the information.

6. California DOJ rap sheets shall be reviewed in accordance with California Penal Code (PC) §§ 11120-11127.

7. The review of local records shall be in accordance with PC §§ 13320-13325.

8. When there is no longer a need for criminal offender record information, Records personnel will be responsible for destroying the documents by shredding or burning to the point that any reconstruction of the record is impossible.

9. The ECC Manager shall comply with any reasonable request made by a representative of the DOJ relative to any security and privacy audit of this Department.
EXCEPTION: The court may make reproductions relating to the needs of the District Attorney or the court, provided that a log is maintained indicating the reason why the reproductions were made.

8.2.5 Duty and Personnel Rosters (Revised: 8/1/14)

The ECC will have available at all times:

A. The Daily Shift Roster showing the Watch Commander, officers on duty, patrol/beat assignments and assigned patrol vehicle numbers.

B. The Personnel Roster, which includes the names, home addresses and home telephone numbers of all Police Department personnel.

C. The Monthly Assignment Schedule, which includes assignment and work schedule for Patrol and Dispatch.

D. The daily stolen vehicle list.

8.2.6 Emergency Contacts

A. The ECC has contact information and phone numbers for outside agencies and organizations commonly contacted in the event of an emergency or urgent situation. ECC dispatchers have access to these services, either by telephone or pager.

B. Some of these agencies, followed by the situation for which they may be called, include, but are not limited to:
   1. San Francisco Fire Department
      a. All types of fires
      b. Hazardous materials – incidents or possible situations
      c. Mutual-aid
      d. Alarms
   2. American Medical Response (AMR) and SFFD Rescue
      a. Emergency and non-emergency patient transport
      b. Medical calls
      c. Mutual aid
   3. Towing Services
      a. Tow of Police Department vehicles and vehicles seized as evidence (conducted by a specified agency)
      b. Tows at the request of owners of disabled vehicles
4. Pacific Gas & Electric Company
   a. Wires down or on fire
   b. Poles down or damaged

5. Telephone Systems Company
   a. Wires down
   b. Poles damaged or knocked down
   c. 9-1-1 line trace information
   d. Directory assistance
   e. Language interpreter assistance (AT&T)

6. Community Assessment and Referral Center
   a. Juvenile crisis intervention
   b. Service integration and referral of arrested juveniles

7. Family Service Agency, San Francisco
   a. Children, juveniles and families
   b. Adult Services Division
   c. Senior Services Division
   d. Family Developmental Center

8. San Francisco Department of Public Works
   a. Traffic signal malfunction, missing or damaged
   b. Emergency street repairs
   c. Adverse roadway conditions blocked roads (e.g., debris, high water)
   d. After hour water problems (e.g., turn off/on, floods, broken water mains)

9. City and County of San Francisco-designated Radio Shop
   a. Radio problems in the ECC
   b. Repeater sites
   c. General radio maintenance, handheld radios, mobile radios

10. Additional Service Providers including, But Not Limited to:
   a. Faculty Staff & Assistance Program
   b. San Francisco Medical Examiner
   c. CalTrans.

C. Emergency contact lists for Campus facilities are maintained in the ECC and are used for notification of problems to the principal investigator or proprietor.

8.2.7 Misdirected Emergency Calls

In the event the ECC receives a call for service for a different jurisdiction, the dispatcher shall determine if the call is an emergency.
A. If the call is not an emergency, the caller will be given the correct jurisdiction’s phone number.

B. If the call is an emergency, the call will be promptly relayed (patched) to the appropriate jurisdiction or agency.

8.2.8 Calls for Service (Revised: 6/5/17)

A. The dispatcher taking the initial call will obtain as much information as possible to assess if an emergency or non-emergency response is required. Then, based on training, experience, and the following considerations, the dispatcher shall determine whether an immediate police response is warranted:
   1. Immediate threat(s) present
   2. Demeanor of the victim or reporting person
   3. Request from the victim or reporting person for immediate assistance
   4. Previous contact, if any, with the victim or reporting person
   5. Information known by the dispatcher about the individuals involved or the offense.

B. The amount and type of information collected by Dispatch will depend on the nature of the call. Calls for service and incidents will be entered into the CAD system. Once a call for service is entered into the CAD system, a “Call for Service” number is automatically generated. If an officer is dispatched to the call, then an “Incident” (control) number is generated. Dispatch will inform the caller of the agency’s response to the incident. Every incident report, when an officer is dispatched, shall include the following:
   1. Date and time of the request
   2. Caller’s name and address and contact number, if possible
      a. If the caller refuses to provide their name or contact information, the refusal shall be indicated.
   3. Location of the incident (nearest physical address)
   4. Type of incident
   5. Assigned primary and backup officers
   6. Time officer(s) dispatched
   7. Time officer(s) arrived
   8. Time officer(s) cleared and returned to service

C. In-progress crimes or crimes that have just occurred should include additional information such as:
   1. Suspect information (e.g., physical and clothing descriptions, unique characteristics, method and direction of travel)
2. Weapon or possible weapons type
3. Impairment (e.g., drug, alcohol, mental)
4. Victim condition (e.g., medical aid, dead body).

D. When reporting self-initiated activity, field personnel should include information such as:
1. Date and time of the self-initiated activity
2. Officer’s name and unit identifier
3. Location of the incident (nearest physical address)
4. Type of incident (e.g., walking stop, traffic stop, bicycle stop)
5. Assigned backup officers, if any
6. Time officer(s) arrived
7. Time officer(s) cleared and returned to service

E. If a complainant reports an incident to the dispatcher which would not normally require an officer, but the complainant demands an officer, the dispatcher will complete a call for service/incident entry and either dispatch an officer or notify the Watch Commander of the situation.

8.2.9 Incident Number

An incident number is assigned to all calls for service when an officer is dispatched.

8.2.10 Administrative Non-commitment Officer Time

When officers conduct activity that is not a call for service (i.e., meals, report writing) the activity will be entered into the CAD system. The nature, location, times and disposition will be included on the CAD entry.

8.2.11 Officer Assists

A. When an officer is dispatched to assist a primary officer on a call, the information shall be entered into the CAD system.

B. When an officer is dispatched to assist an outside agency, an outside assist call type shall be entered into the CAD system.

8.2.12 Emergency Telephone Numbers  (Revised: 11/15/10)

A. The ECC maintains a single emergency telephone number to facilitate easy and quick contact for citizens within its jurisdiction.
B. 9-1-1 rings into the ECC on a “trunked” system, so that, if the first circuit is busy, the call will automatically ring over to other available lines.

C. 9-1-1 maintains a 24-hour, toll-free, voice and Telecommunications Device for the Deaf (TDD) line accessible from any University or public phone.

D. The Department maintains a 24-hour translation service.

8.2.13 Instant Play-Back Recorders (Revised: 8/1/14)

A. The ECC maintains three instant playback systems that record telephone and radio conversations and allow for immediate playback.

B. Radio and telephone dispatch transmissions are recorded on a 24-hour recording system located in the locked ECC server room, accessible to the ECC Manager, PSD Captain and ECC staff.

C. All radio and telephone system recordings are retained for a minimum of ten years.

D. All historical DVD records are secured in a locked storage unit in the ECC Manager’s office and on the Verint recording system.

E. These playback devices provide dispatchers with immediate access to replays of phone conversations or radio transmissions that may have been missed or misunderstood.

F. Although the playback devices are generally for immediate access, recording can be reviewed at a later date for evidentiary purposes or investigation by the investigating officer, District Attorney or other individuals, with the authorization of the ECC Manager. Request for playback recordings shall be as follows:

1. All sworn personnel must make a written request through their supervisor.
2. Investigations personnel will submit a written request to the ECC Manager.
3. Any outside agencies needing a copy of a recording must submit a request to the ECC Manager, in writing, detailing the need and right to obtain the recording. If approved, the ECC Manager will provide a duplicate copy of the recording to the requesting party. If the request is denied, the ECC Manager will notify the requesting party in writing.
8.2.14 Incomplete 9-1-1 Calls (Revised: 11/15/10)

A. An incomplete 9-1-1 call occurs when telephone contact has been made between a citizen caller and the ECC but is cut short; i.e., the caller hangs up before speaking or is unable to speak, the call has been disrupted by another individual or act of nature (power outage), etc.

B. In the event the caller hangs up, the Automatic Number Identification (ANI) and the Automatic Location Identification (ALI) should display the phone number and physical address of the call on the screen.

C. The dispatcher will then attempt to call back the number; if the dispatcher is unable to make contact or in the event contact is made and at the discretion of the dispatcher, an officer will be dispatched as a Code 2 call for service.

1. If no officer is available, Dispatch will notify the Watch Commander or ECC Manager of the pending call.

D. User Agency Responsibility

1. When an agency is notified of an incomplete 9-1-1 call, the decision to respond or not is at the discretion of the Watch Commander. The ECC dispatcher will provide as much detailed information as possible, per General Order 8.2.8, “Calls for Service.”

8.2.15 Alarms (Revised: 12/13/12)

A. The ECC monitors the following alarms throughout UCSF and affiliated facilities:

1. Special service alarms
2. Intrusion alarms
3. Emergency panic/hold-up alarms
4. Irradiator alarms.

B. All other alarms are reported via private alarm companies or answering services and will be dispatched in accordance with the procedures outlined throughout this order.

C. Special Service Alarms

These alarms are for areas requiring monitoring of environmental conditions. Examples are carbon monoxide alarms, freezer temperature sensors, etc.

D. Burglary and Hold-up Alarms
Upon receipt of a burglary or hold-up alarm call, dispatchers will dispatch two units to the location.

1. Officers responding should advise Dispatch if they have an unsecured premises and ask for “Code 33” (air to be cleared).
2. Dispatchers will wait for officers on scene to provide the status or give further instructions.

E. False Alarms

Once units have been dispatch to a burglary alarm, officers will continue to respond regardless of information received by the alarm companies, unless otherwise directed by Watch Commander.

F. Actual Burglaries

Dispatchers should wait for further instructions from officers on scene before calling investigators. In addition, dispatchers should make sure the Watch Commander has been notified and anticipate the need for additional agencies and/or for detectives, if applicable.

G. Hold-up Alarms at Financial Institutions

These should be handled the same way as burglary alarms, with the following additional procedures:

1. The dispatcher will call the financial institution and ask to speak to the person listed first on the emergency call list (usually a supervisor). The dispatcher should not disclose that he/she is calling from the Police Department.
2. Once a supervisor is on the phone, the dispatcher will ask if there is any problem. If the dispatcher ascertains there is no great urgency, he/she will identify himself/herself as a UCSF Police dispatcher and then obtain the name and description of the person who will be meeting the officers on-scene. Dispatch will tell the supervisor to meet the officers at a given location outside the financial institution.
   a. Dispatch will relay this information to the officers on scene.
   b. Dispatch will provide the supervisor the name of the officer who will be meeting them.

H. Confirmed Hold-up Alarm

If an actual robbery has occurred or is in progress, Dispatch will obtain as much information as possible from the person who had contact with the suspect(s) and broadcast the information.
1. An All Points Bulletin (APB) shall be sent containing: suspect and vehicle descriptions, time and location of robbery, if weapons were involved and what kinds of weapons.

2. Upon confirmation a robbery has occurred at a financial institution, Dispatch will immediately notify the FBI.

I. Panic Alarms
   If a direct panic alarm is received by the ECC, a minimum of two officers shall be dispatched unless the Watch Commander determines and directs that only one officer is necessary.
   1. Detectives or sworn management personnel may be dispatched to in-house panic alarms if no uniformed officers are in close proximity.
   2. Alarms called in as “Panic or Duress” alarms by alarm companies shall be handled in the same way as burglary or robbery alarms.
   3. Dispatchers shall attempt to obtain detailed information from the alarm company about the alarm (i.e., possibility of intruders, areas covered, occupants still on premises, etc.)

J. Campus Fire Alarms
   Upon notification of the activation of a fire alarm, a dispatcher shall contact the fire department immediately. If the alarm is verified, the dispatcher shall be advised of the exact location, nature and size of fire, and the status of the evacuation. The Campus Fire Marshall and the Central Utilities Plant will be contacted.

K. Irradiator Alarms
   Upon activation of an irradiator alarm, a minimum of two officers and the Watch Commander shall be immediately dispatched unless the Watch Commander determines and directs an alternative response.
   1. Once activated, dispatchers shall continue to monitor alarm signals and notify responding officers of any continued activations or other information.
   2. The dispatcher shall contact the Environmental Health & Safety (EHS) Radiation officer, who will stay on the phone with the dispatcher until the situation is resolved.

8.2.16 Tactical Dispatching Plans (Revised: 8/1/14)

A. The ECC will maintain a copy of the UCSF Emergency Response Management Plan. Tactical dispatch plans available to dispatchers include, but are not limited to:
1. UCSF Police Communications Training Manual
3. UCSF Major Incidents binder

B. In the event the ECC needs to be evacuated:
   1. 9-1-1 calls can be transferred to the SFDEM by calling the SFDEM supervisor and requesting that the “alternate switch” be activated.
   2. Radio communications can be handled by back-up radio system.
   3. Cellular phones can be used to maintain communication with Command Staff.

C. Emergency Radio Procedures
   1. Standard radio procedures are to be utilized in emergency situations. Radio traffic on Channel One may be restricted or moved to Channel Two if needed.
   2. The Watch Commander may restrict types of calls handled by the Police Department in an emergency situation.
   3. Dispatch is responsible for keeping the Watch Commander abreast of pending calls.
   4. The Watch Commander is responsible for deciding when to resume normal operations and shall notify Dispatch accordingly.

D. Emergency Alert and Recall
   1. The Watch Commander may initiate an emergency alert and recall of personnel to provide additional staffing for a disaster, civil disturbance, etc. This shall be done consistent with General Order 1.8.7 “Providing Available Aid,” and 7.1.5 “Emergency Mobilization.”

8.2.17 Accepting and Delivering Emergency Messages

A. Calls for emergency notification from citizens or outside agencies will be handled as calls for service.

B. All calls will be prioritized and dispatched per General Order criteria.
C. All death notifications will be made in person by an officer, with a follow-up call made to the agency/individual requesting the notification confirming the notification.

8.2.18 Stolen Vehicle Information

A. Upon receipt of a stolen vehicle call, and once the information has been verified, Dispatch will broadcast a description of the vehicle. If the vehicle has just been stolen, the information shall be broadcast immediately.

B. Dispatch will enter the information into the CLETS and NCIC and send an APB, as appropriate.

C. Stolen vehicle information from the City and County of San Francisco will be printed out by public safety dispatchers on a “Hot Sheet,” which will be provided to officers.

8.2.19 ECC Victim/Witness Procedures (Revised: 11/15/10)

A. ECC personnel should always inquire whether an incident is in progress or if it is a past incident. If it is occurring at the moment, the dispatcher must ascertain what type of police response is required. ECC personnel shall:
   1. Exercise judgment in receiving and handling all incoming calls for emergency (e.g., 911, police, fire, medical) and routine services from the public.
   2. Provide information to the public.
   3. Provide telephone reception service for the University after regular business hours.
   4. Provide victims/witnesses or general callers with appropriate information on planned agency responses, which include:
      a. Dispatching an officer to the scene
      b. Connecting the caller with someone who can take a report or provide assistance over the phone
      c. Referring the caller to another agency.

B. If a victim or witness calls and requests information about the status of a case, he/she should be referred to the Investigations Unit or the originating officer.

C. If the caller wishes to report additional information about a case, an officer should be dispatched to either respond to the person’s location or take a telephone report. ECC personnel shall be responsible for ensuring that the information needed for re-contact is accurate and complete.
8.2.20 CAL-Photo Access (Revised: 8/1/14)

A. CAL-Photo is a computer query-based program that allows members of participating public law enforcement agencies to view the latest images of mug-shot booking photos, registered sex offender photos and DMV driver’s license and identification photos of subjects through the California DOJ intranet network. Information regarding the subject’s personal descriptors, signatures and thumbprints can also be requested through CAL-Photo.

B. CAL-Photo, which includes mug shots and DMV Images, is considered CORI and falls under CORI rules and statutes. Access to the CAL-Photo database shall be limited to law enforcement personnel only and is for law enforcement purposes use based on a “right to know, need to know basis.” All transactions are programmatically logged and subject to audit by the respective participating agencies, DOJ and DMV. Members shall not sign on for another employee nor let anyone else use their password. Members not adhering to the following guidelines may have their access deactivated and will be ordered to prepare a memorandum explaining their action. Use of CAL-Photo for other than law enforcement purposes may result in administrative discipline, up to and including termination and/or criminal prosecution.

D. Members shall properly indicate their reason for access for each CAL-Photo inquiry. Members shall properly complete the “Reason for Access” field on all CAL-Photo inquiries. A list of inquiry reasons is stated on the CAL-Photo website.

8.2.21 Criminal Justice Information Media Protection (Issued: 12/14/17)

A. Purpose

The purpose of this policy is to provide guidelines for the handling, transmission, storage and disposal of media related to confidential and sensitive Criminal Justice Information (CJI) and Personal Identifiable Information (PII).

All information classified as confidential, personal and/or protected information must be properly stored, transmitted, transported and disposed of in a timely manner to protect it from unauthorized access or disclosure, alteration or misuse. Regardless of its form or method of dissemination (i.e., hard copy, fax, etc.), CJI requires protection throughout its life.
B. Policy

1. Media Storage and Access
   a. Printed material, electronic media or containers with CJI and/or PII may only be stored at approved locations, with a locking mechanism in place, staffed by persons who have been fingerprinted and background checked.
   b. All operators having direct access to CLETS system CJI must log off and lock CLETS terminals when they are away from the area.
   c. Storage of CJI and/or PII on desktop computers, portable computing devices or personal telecommunication devices and hard disks is prohibited.

2. Transportation
   a. Printed material, electronic media or containers with CJI may only be handled or transported by approved persons who have been fingerprinted and background checked.
   b. Office Move/Media Transport
      When it is necessary for an office to move to another location, protection of CJI and/or PII information shall be ensured. All CJI and/or PII must be securely moved. The media must be handled in such a manner that it does not become misplaced or available to unauthorized personnel.

      The term media, as used here, is inclusive of paper documents and electronic formats, such as removable tapes, disk drives, flash drives and entire computers if hard drives are not removed.

      While in relocation status, the following procedures apply:

      (1) The media must remain in the custody of authorized personnel to ensure media does not become misplaced or lost during the move.

      (2) The media must be in locked cabinets or sealed packaging cartons while in transition.

      (3) In the event the media must be hand-carried by an authorized employee in connection with a trip or in the course of daily activities, it must be kept with that employee and protected from unauthorized disclosures.

      (4) Backup media, such as removable tapes and optical discs, and portable electronic devices must be encrypted prior to movement.
c. E-mail Transport
   (1) CJI and/or PII information should not be transmitted by e-mail. If, however, CJI and/or PII must be transmitted by e-mail, the e-mail shall be encrypted.
   (2) If an e-mail that is not encrypted and contains CJI and/or PII is received or sent by any authorized personnel, they must report it to the Agency CLETS Coordinator.

d. CLETS Equipment
   Multi-function printers must be securely configured, and anti-virus software must be installed on CLETS equipment (transport precaution).

C. Digital Media Sanitization and Disposal – Electronic Media
   Electronic media records on decommissioned servers or other storage devices are to be securely erased using Department of Defense (DOD)-approved methods or the physical media destroyed. Electronic media may be re-used; however, the media should be securely erased and sanitized first where practical.

   Media Disposal Methods
   1. CD/DVD Media
      a. Break/destroy media prior to disposal.
   2. Hard Drives
      a. Erase the drive using DOD approved methods.
      b. Use vendor provided utility for built-in “secure erase” function.
      c. Break/destroy the drive.
   3. Flash Drives
      a. Break/destroy the device.

D. Disposal of Physical Media – Printed Material
   Printed material may be placed in locked confidential shredder bins and subsequently destroyed by a contracted vendor. Cross-cut or confetti shredders may be used. “Strip cut” shredders are not to be used for CJI and/or PII confidential data.

E. Notification – Mishandling of Confidential CJI and/or PII
   Any mishandling of confidential CJI and/or PII while stored, transmitted or disposed of that results in suspected or actual unauthorized access, disclosure and/or modification must be reported to the Agency CLETS Coordinator.
F. Definitions

1. **Criminal Justice Information (CJI):** CJI is the term used to describe all the FBI CJIS-provided data necessary for law enforcement and civil agencies to perform their missions, including, but not limited to, biometric, identity history, biographic, property and incident history data.

2. **Criminal History Record Information (CHRI):** CHRI, sometimes informally referred to as “restricted data,” is a subset of CJI. Due to its comparatively sensitive nature, additional controls are required for the access, use and dissemination of CHRI.

3. **Personal Identifiable Information (PII):** PII is information that can be used to distinguish or trace an individual’s identity, such as a name, social security number or biometric records, alone or when combined with other personal or identifying information that is linkable to a specific individual, such as a date, place of birth or mother’s maiden name. Any FBI CJIS-provided data maintained by an agency, including, but not limited to, education, financial transactions, medical history and criminal or employment data may include PII. A criminal history record, for example, inherently contains PII, as would a Law Enforcement National Data Exchange (N-DEx) case file.

8.3 COMMUNICATIONS: FACILITIES AND EQUIPMENT

8.3.1 **ECC Security (Revised: 8/1/14)**

A. Security of the UCSF Police Department’s ECC will be maintained by limiting the access into the center to only authorized Department personnel.

B. Only dispatchers or maintenance technicians shall operate and/or repair ECC-related equipment unless specifically authorized by the ECC Manager.

C. The ECC Manager is responsible for ensuring the security and condition of the transmission lines, antennas and alternate power source. The following precautions will be taken to ensure the security of 9-1-1 equipment:

1. **Antennas:** access to the roof shall be limited by the building maintenance manager to those who are specifically authorized for antenna maintenance and repair.

2. **Alternative Power:** access to the 9-1-1 emergency power generator is limited by the building maintenance manager to those who are specifically authorized to provide generator maintenance and repair.
3. Transmission Lines/Communications Sources: access is limited to communications or maintenance technicians, unless specifically authorized by the ECC Manager, the PSD Captain or designee.

8.3.2 Emergency Service Agency Telephone Numbers

A list of local and regional emergency services telephone numbers, such as those pertaining to police, fire, rescue, ambulance and animal control, is available in the ECC.

8.3.3 Emergency Power Generator (Revised: 8/1/14)

The emergency power generator is an alternate source of electrical power sufficient to ensure continued operation of emergency communications equipment in the event of the failure of the primary power source. The ECC Manager shall maintain a documented observation of the monthly testing and inspection of the emergency power generator conducted by Maintenance personnel. In addition, the ECC Manager shall ensure that the emergency generator is tested or operated under full load at least once a year.

8.3.4 Dispatch Service Area Maps

Enlarged maps detailing the City and County of San Francisco are posted in the ECC. These maps are designed to assist dispatchers in finding map locations to dispatch units as quickly as possible. In addition, NWS maintains an electronic map of the service area that plots all locations of active incidents.

8.3.5 Officer Status Indicators

Officer status will be monitored by dispatchers via the CAD system.

8.3.6 Separation of Emergency and Non-emergency Calls (Revised: 11/15/10)

The ECC has three 9-1-1 trunk lines to accommodate incoming emergency telephone calls to significantly reduce the possibility of a busy signal on any 9-1-1 emergency line. Three non-emergency telephone lines are designated for outgoing calls only and three telephone lines are dedicated for non-emergency incoming calls.

8.3.7 Continuous Radio Communication

The radio system provides for 24-hour, continuous, two-way radio communication between public safety personnel and Communications.
8.3.8 Radio System Engineering

The current 800 MHz trunked system was designed for eight channel citywide coverage with 95% in-building coverage.

8.3.9 Multi-channel Radios

The frequencies of the radio system provide for an uninterrupted flow of information among law enforcement and public service organizations, including other police agencies, fire departments, ambulance service and public utilities. This capability provides for the proper coordination and deployment of resources in emergencies such as riots, fires, and natural disasters.

8.4 RECORDS: ADMINISTRATION

8.4.1 Records Component (Revised: 2/16/17)

The Records unit is a component of Field Services Division (FSD). The Records unit is supervised by the ECC Manager.

8.4.2 Emergency Communications Center Function (Revised: 2/16/17)

The functional responsibilities of the ECC include, but are not limited to: public reception, data entry, report entry and records retrieval.

A. Records Retrieval
Public safety dispatchers assigned to First Watch file all police reports. Filing and retrieval of reports will be by the report incident number. The police report files remain locked 24/7. Only public safety dispatchers have access to these files. Public safety dispatchers may sign out a copy of a report to authorized personnel, when requested.

B. Data Entry
Public safety dispatchers will enter citation data into the records management system.

8.4.3 Documentation of Police Action (Revised: 2/22/08)

A. It is the policy of UCSF Police Department to prepare documentation for the following categories of incidents reported to have occurred in UCSF Police Department jurisdiction:
   1. Citizen reports of crime
2. Citizen complaints
3. Citizen requests for services of the Police Department in cases where an officer is dispatched, an officer is assigned to investigate or an officer is assigned to take action at a later date
4. Criminal and non-criminal cases initiated by Police Department personnel
5. Incidents involving arrests, citations or summons.

B. This documentation may be in the form of one or more of the following documents or other report forms approved by the UCSF Police Department:
1. Computerized entry into RMS – case and incident entry
2. Documentation in CAD – calls for service
3. Traffic crash report (DMV Form)
4. Cite protest
5. Abandoned/impounded vehicle report

8.4.4 Specific Information for Documenting Police Action (Issued: 6/25/07)

A. All reports and records maintained to document police activity will contain, at a minimum, the following information, if accessible:
1. Date and time of the initial reporting
2. Name, if available, of the citizen requesting the service or the victim’s or complainant’s name
3. Nature of the incident
4. Nature, date and time of action taken by law enforcement personnel
5. Name of school or laboratory involved
6. Location.

B. In situations where a request for service is made through 9-1-1 Dispatch and the caller refuses to be identified, the complaint record will indicate “refused” under the complainant’s name.

C. Reports should be completed prior to the end of the current work shift. Reports may be completed the next shift only with prior authorization from the Watch Commander. All reports shall be completed prior to the end of the designated work week.
A. The police record system depends on the accurate and complete work product of those writing reports. Police Department members will use the appropriate report forms as indicated by the nature of the incident being reported.

1. All substantiated complaints of a criminal nature received by the Department that occurred within UCSF Police Department jurisdiction will be recorded in a police report in RMS. Reports will be made on criminal acts that are brought to the attention of the Police Department even though the complainant does not wish to file charges or have a report made.

2. A police report will be made when a person is arrested for any criminal act occurring within the jurisdiction of UCSF Police Department.

3. A police report may also be used to record information on an incident of a non-criminal nature.

4. Follow-up reports will be clearly identified as such.

5. “Outside Assists” or “Turned Over To” reports are also taken.

B. Computer Aided Dispatch (CAD) System

The CAD System may be used for documenting incidents only if the incident meets one of the following criteria:

1. Non-criminal matters where the circumstances for the incident cannot be located or verified. This includes circumstances where clearance comments would include unable to locate, gone on arrival, etc.

2. Non-criminal matters where there exists no need to document the incident as there is no contact with any party and the issue is not expected to involve further Department action or continue to raise community concern once the matter giving rise to the incident is resolved. This includes matters such as debris in the roadway, malfunctioning traffic signals, valid alarm cancellations etc.

3. Criminal matters where there is no contact with any person related to the incident being reported, outside of the reporting person, and there is no information developed from a diligent investigation, beyond the reporting persons assertion, to indicate the event being reported ever occurred. This includes matters such as amplified sound where no activity is located and no persons are contacted, etc.

4. The CAD System may also be used to document the following incidents:
   a. False alarms
   b. Security/welfare checks
   c. Public assistance
d. Miscellaneous service reports.

5. All calls for service documented in the CAD system require brief clearance comments by the assigned officer, sufficient to give a clear picture of the outcome of the incident.

C. Records Management System
   1. Computerized Entry into the RMS
      The officer receiving the report shall complete documentation in RMS per General Orders 8.4.3, “Documentation of Police Action” and 8.4.4, “Specific Information for Documenting Police Action.”

D. Reporting Responsibility
   1. Officers are responsible for including the necessary required information in RMS. This includes but is not necessarily restricted to:
      a. All known information for which specific fields are required on the report
      b. The names, sex, race, addresses, phone numbers and date of birth of the complainant, victim(s) and person(s) contacted and business involved
      c. A descriptive, itemized list of all stolen, found, lost or damaged property including any identifying marks or numbers and the property value
      d. A complete investigative narrative of the incident
      e. The name and radio call number of the person writing the report
      f. Occurred dates, times and premise type
      g. The license plate, make, model and color of any vehicles involved
      h. All required crime analysis data.

E. RMS Report Flow, Review and Approval
   Every report submitted by an officer will be reviewed for completeness and accuracy, thoroughness, neatness, etc., to ensure police department standards are maintained. Reports shall not be approved until properly completed in accordance with policy.
   1. Upon completion, officers will forward reports to the on-duty Sergeant/Watch Commander for approval.
   2. Sergeants are responsible for reviewing and approving all reports. Sergeants will indicate their approval by completing the approval box or electronically approving the report.
   3. All Reports will be forwarded to the ECC for processing, distribution and filing.
8.4.6 Distribution of Reports (Revised: 2/16/17)

All approved reports will be forwarded to the ECC for processing and retention. All items of evidence, such as fingerprints, photos, undeveloped film, checks etc., shall be processed and handled as evidence, pursuant to General Order 9.2.2, “Evidence Processing and Submitting Procedures.” These items shall not be submitted to the Records Unit.

A. All reports shall be completed and submitted prior to the end of watch unless a supervisor or the Watch Commander authorizes an extension.

B. The officer shall electronically submit their report for a supervisor’s review in the NWS.

C. Prior to the end of a watch, Patrol Sergeants shall review all reports, paying attention to applicable legal codes, spelling errors, sentence construction and legibility. If the sergeant is not available, the next on-duty Patrol Sergeant shall review the reports. During the review, the sergeant shall either approve or reject the report electronically in RMS. The report will then be placed either in the “Supervisor Approved” or “Supervisor Rejected” to address any discrepancies the sergeant has noted.

D. After the officer corrects the rejected report, he/she shall resubmit the report in the “Officer Ready” electronically in RMS for review.

E. Upon completion of the report review process, the reviewing sergeant shall place his/her signature and star number in the review box on the report form and update the NWS to reflect “Supervisor Approved” review status.

F. Random report reviews by the captains and lieutenants will also be conducted. Captains and lieutenants will also approve or reject reports as necessary. Rejected reports by captains and/or lieutenants will require the approving sergeant to reassign the case for further follow up and/or corrections.

G. After the officer corrects the rejected report from the captain and/or lieutenant, he/she shall place the report in the “Officer Ready” tray and electronically resubmit for review in NWS. The reviewing sergeant will follow the procedures as outlined in Section “E” in the above.

H. The Reporting Officer should make the necessary notifications to the Records Manager when appropriate. The Records Manager serves as the Police
The Department’s records custodian and is responsible for control and distribution of police reports and other documents as provided by law and policy. 

1. A copy of each police arrest report will be distributed to the Investigations Unit and other authorized agencies (SF District Attorney, SFPD).

2. Reports that have been designated for other entities, i.e., EHS, Housing, Risk Management, Central Utility Plant, Legal Affairs or other agencies, will be forwarded to the Records Manager for review.

3. PC § 11107 identifies the reports local agencies are required to send to the DOJ. California Highway Patrol Vehicle Code § 20008 identifies the traffic accident reports that must be sent to the California Highway Patrol.

4. Other Federal and State Distribution
   a. All incidents involving explosive devices or acts of terrorism and all bank robbery investigations shall be forwarded to the FBI by the investigations unit.
   b. All incidents of counterfeiting shall be forwarded to the Treasury Department/Secret Service by the Reporting Officer.
   c. Certain alcohol-related incidents shall be forwarded to the Department of Motor Vehicles/Alcohol Beverage Control by the ECC.

I. Officers may request that an incident report be distributed to a specific division/unit within the department or to an agency outside of the department, for further follow-up and investigation, provided such distribution falls within the appropriate records release of information requirement. The following distribution list is to serve as an example only:

2. Crime Reports – Investigations
3. Arrest Reports – Investigations
4. Oleoresin Capsicum – California DOJ – Office of the Chief
5. Verbal Notice by Peace Officer – DMV – ECC
6. Traffic Collision Reports – CHP (once per month) – Records Manager
7. State Vehicle Accident – UCSF Risk Management – Reporting Officer/Records Manager

J. If an arrest report needs to be delivered to the SFPD Records Room and a Patrol Sergeant is unavailable, the Watch Commander shall review the report, make corrections, sign his/her name and star number on the report as the reviewer and have the reports delivered to the SFPD Southern Station, 1251 3rd Street, San Francisco.
Francisco, CA 94158 within 24 hours of the time of arrest. Copies of the arrest report shall be routed as follows:

1. **Adults**
   a. **Misdemeanors**
      (1) One copy to the Own Recognizance Program (OR) (faxed to 415-553-9875 or dropped off)
      (2) One copy to UCPD Investigations Unit
      (3) One copy to Court Liaison
      (4) Two copies per suspect to the SFPD Southern Station, 1251 3rd Street, San Francisco, CA 94158
   b. **Cite and Release**
      (1) One copy to UCPD Investigations Unit
      (2) Two copies per suspect to the District Attorney’s Office
   c. **Felonies**
      (1) One copy to OR (faxed or dropped off)
      (2) Three copies per suspect to UCPD Investigations Unit (complete copy of defendant’s criminal history must be attached)
      (3) Two copies per suspect to the District Attorney’s Office (one copy to O/R Bail 415-553-9876. O/R Bail does not need criminal history attached).

2. **Juveniles**
   a. **Misdemeanors**
      (1) One copy to Youth Guidance Center (faxed or dropped off)
      (2) One copy to UCPD Investigations Unit
      (3) Two copies per suspect to the SFPD Southern Station, 1251 3rd Street, San Francisco, CA 94158. (Citation must be attached to one of these reports.)
   b. **Cite and Release**
      (1) One copy to Youth Guidance Center (faxed or dropped off)
      (2) One copy to UCPD Investigations Unit
      (3) Two copies per suspect to the District Attorney’s Office
   c. **Felonies**
      (1) One copy to Youth Guidance Center (faxed or dropped off, no criminal history attached)
      (2) Three copies per suspect to UCPD Investigations Unit
      (3) Two copies per suspect to the District Attorney’s Office

**K.** In addition to the report, the officer shall complete and sign a declaration attesting to the facts of the incident as stated in the report. (This declaration will be used by the District Attorney for the defendant’s probable cause hearing.)
L. All felony re-bookings must be presented in person within 24 hours or the next business day following the time of arrest. Cases should be presented to the Felony Rebooking Assistant District Attorney at the San Francisco District Attorney’s Office, 850 Bryant Street, Room 300, prior to 1600. The Investigations Unit shall re-book all felony arrest cases. If the Investigations Unit is not available, the on-duty Watch Commander shall ensure all cases are re-booked within the 24-hour time frame.

M. The ECC manager shall be notified of all casualty reports occurring on University property and a copy should be sent to campus Risk Management.

8.4.7 Status of Reports

Upon review of a police report, cases can be assigned by any detective, sergeant, lieutenant, or captain for further investigation. Once determined, the Investigations Lieutenant will record the assignment in the RMS. Police reports assigned for further investigation will have a status review by the sergeant the first work day of each new work week. Mandatory follow-up reports are required within four days. No past due dates on follow-up assignments will be tolerated.

8.4.8 Annual Audit and Evaluation (Revised: 8/1/14)

A. The ECC Manager will perform an annual inspection of the police report documenting and field reporting process. The inspection will consist of a review of all phases of the report system and will include any recommended changes. Employees are encouraged at all times to make constructive suggestions for improvements of the reporting system.

B. The Information Technology Services (ITS) Customer Support team maintains the University-wide network and network security.
   1. ITS is responsible for police department electronic records and database security and will conduct monthly audits of the system for user authentication and passwords.
   2. The ECC Manager is responsible for developing back-up and storage policies and procedures for all Police electronic files and databases.

8.4.9 Records Security and Privacy (Revised: 2/16/17)

A. Access to Records is controlled by the ECC Manager and records are to be accessed only by authorized recipients who have both a right to know and a need to know. When Records is closed, access to documents in Records will be limited
to on-duty ECC personnel. No other personnel shall have access to these files. A sign in/sign out log is kept in the ECC. Officers or Department personnel needing to access or review a report after hours will request ECC personnel to sign the report out to them. The log is located in the cabinet behind dispatch console. The files are locked during business and non-business hours.

B. Information contained in written reports stored in the Records Unit and computerized RMS/CLETS/NCIC records will be released outside the agency only in accordance with the guidelines established by applicable statutes and in accordance with CLETS Policies, Practice and Procedures.
   1. All releases of reports/records will be documented on a Police Incident Report Copy Release form. The completed request form will be filed with the report/record requested. The release is also documented on the sign-off sheet for police reports requested. Request forms are to be completed only by the Records Manager.
   2. The fee for copies of reports/records is $5.00, except for copies of reports/records provided to Government agencies and the media, which are free of charge.
   3. There are no fees for reports involving University-owned property.

C. The Public Records Act [Gov. Code § 6254(f)] defines information that must be made available to the public. The following information pertaining to adult subjects must be made public, upon request, unless disclosure would endanger the safety of a witness or other person involved in the investigation or would endanger the successful completion of the investigation or a related investigation:
   1. Calls for Service
      a. Time and nature of response
      b. Date, time and location of occurrence
      c. Date and time of report
      d. Victim's name, age, and current address per California Government Code § 6254(f)(3)
         (1) This information shall not be released for any persons as described in General Order 8.4.9 section E.
      e. Factual circumstances surrounding a crime or incident
      f. A general description of any injuries, property or weapons involved
      g. Information on the arrestee
         (1) Full name, current address and occupation
         (2) Date of birth, and physical description: sex, height, weight, hair and eye color
         (3) Date, time and location of arrest
(4) Factual circumstances surrounding arrest
(5) Date, time and location of booking and incarceration
(6) All charges, including warrants and parole or probation hold information
(7) Amount of bail
(8) Time and manner of release

2. Police Reports
a. Names and addresses of victims, arrestees and witnesses, except confidential informants, juveniles or where disclosure would fall under General Order 8.4.9 Section E and per California Government Code § 6254(f)
b. Description of any property involved
c. Date, time and location of incident
d. Statements of parties involved
e. Statements of all witnesses, except confidential informants

3. Traffic Accident Reports shall be released to any person who may have a proper interest therein. The entire report shall be disclosed, including but not limited to:
a. Names and addresses of persons involved in the accident
b. Names of witnesses to the accident
c. Registration numbers and descriptions of vehicles involved in the accident
d. Date, time and locations of the accident
e. All diagrams and statements of the witnesses and drivers.

D. Conditional Release of Information
1. Death Releases: In cases involving a death, the victim's name shall not be released until the next of kin has been notified and clearance has been obtained from the Coroner's Office.
2. Serious Injury Releases: In cases involving serious injury, the victim's name shall not be released until the next of kin has been notified.
3. Suicide Notes: Contents of suicide notes shall not be released, but the existence of a suicide note may be acknowledged.
4. Inquiries regarding multi-jurisdiction investigations and outside assists shall be referred to the agency with primary jurisdiction.

E. The following information is deemed confidential and shall not be released publicly:
1. The name, address and identifying information of:
a. Juvenile or minor arrestees, detainees or suspects (persons under 18 years of age)
b. Victims of any crime defined by PC §§ 261, 261.5, 264, 264.1, 273a, 273d, 286, 288, 288a, or 289

c. Confidential Informants

d. Persons taken into custody under W&I Code 5150

e. Persons detained but not arrested (PC § 849.5)

f. Persons listed as suspects, but not yet charged or arrested.

2. Crime report information shall not be released if:

a. Release may endanger the safety of any person, including law enforcement personnel, or jeopardize an investigation, related investigation or law enforcement proceeding

b. The information reflects the analysis, recommendation or conclusion of the investigating officer

c. Release may disclose investigative techniques and/or procedures.

d. It is confidential information provided only by a confidential source

e. It may constitute an unwarranted invasion of privacy

f. It contains any personnel record, medical record, or similar type records.

F. Social Security numbers

1. If a report contains a Social Security number for any person, that number shall be redacted prior to release.

G. Government Code §6255 provides that an agency may withhold any record by demonstrating that "on the facts of the particular case the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record."

1. Issues to be considered when determining whether to release information:

   a. Relevance of case
   b. Timeliness of case
   c. Sensitivity of case
   d. Other privacy considerations.

H. Exceptions may be made to the withholding of confidential information, unless prohibited by law. On a case by case basis, the Chief of Police may authorize the release of information when the release of this information will:

1. Aid in an investigation
2. Assist in the arrest of a suspect
3. Warn the public of danger.
I. Requests for reports such as cases with no known suspect or arrest and traffic accidents, which require only minor sanitizing, if any, may be processed and released by the ECC Manager.

   1. A report is “sanitized” when a copy of an original report is edited for release using a heavy dark pen to block out confidential information. A copy is then made of the sanitized report. This copy is released. The original sanitized report is attached to the original un-sanitized report.

J. If the report is an arrest report, has suspects listed or is deemed sensitive or significant by the ECC Manager, the ECC Manager will coordinate with the Investigations Lieutenant for release approval.

K. After information has been released, the PIRCR shall be attached to the original report.

L. Juvenile records/reports are those records pertaining to an individual under the age of eighteen. The Juvenile Court has jurisdiction over the disclosure of all information regarding juveniles to third parties by law enforcement officials. T.N.G. vs. Superior Court San Francisco (1971) 4c.3d 767, describes two methods for the release of juvenile records information:

   1. Refer the third party to the juvenile court or probation department
   2. Direct release of information pursuant to a local superior court T.N.G. order.

8.4.10 Records Retention Schedule (Revised: 2/16/17)

A. The Records Manager shall maintain police records in accordance with California Criminal Records Security Statutes and Regulations and the University of California Records Disposition Schedule (UCRDS). No records are to be transferred, destroyed or otherwise disposed of in violation of the provisions of this schedule. Refer to UCRDS records §§ 0007A1* through 0007B2*.

B. The ECC Manager is the Police Department’s police records retention and destruction coordinator. Any questions regarding the retention, destruction or storage of Police records should be directed to him/her.

8.4.11 New Form Development (Revised: 8/1/14)

A. The PSD Captain or designee is responsible for the development and modification of all forms used by the Department, as outlined in General Order 2.3.3, “Agency Forms Control.” Input from staff using the form will be obtained prior to any modifications.
B. The PSD Captain or designee will review existing forms annually to ensure:
   1. There is no duplication of information
   2. The format is consistent with UCSF Police Department protocol of Records maintenance or data processing requirements.

C. Final approval of all new forms will be made by the Chief of Police.

8.4.12 Handling Funds (Revised: 2/16/17)

A. The ECC Manager and Records Manager are responsible for the maintenance of a cash drop safe located in ECC for the acceptance of fees (e.g., police report copy costs, tow fees, checks for deposit).

B. The procedures for handling fees are outlined in General Order 2.6.6, “Cash Handling Procedures.” These procedures address the following areas:
   1. Designation of persons permitted to receive and access money
   2. Receipt procedures
   3. Accountability
   4. Security
   5. Audits.

8.4.13 Computer Systems (Revised: 2/16/17)

A. ITS is responsible for the maintenance of the Police Department computer systems. Working with ITS, the Police Department ECC Manager will ensure that all software programs are properly licensed and being used for their intended application. The Police Department ECC Manager is responsible for backing up the Police Department CAD and RMS file servers bi-weekly. Backup media is stored off site in a secure location.

B. Department personnel using computer systems are responsible to ensure that:
   1. No virus is knowingly introduced into the department’s computers
   2. No CDs/flash drives/data of unknown origin are loaded
   3. No program shall be loaded without prior approval of the ECC Manager
   4. Incoming CD/flash drives/data shall be scanned for viruses before they are read
   5. If the employee suspects that his/her workstation has been infected by a virus, he/she shall immediately power off the workstation and call the ITS Helpdesk and open a remedy ticket.
8.4.14 Report Numbering (Issued: 11/15/10)

The incident numbering system used by the Police Department requires assigning an incident number to all Incident Reports and Field Reports, whether the incident is reported by a citizen or is initiated by a Police Department employee. Incidents that are non-criminal in nature will be documented in the CAD system and may not receive an incident number; however, this occurrence will be documented as a “Call for Service” number when no officer is dispatched or assigned. In situations when an officer is dispatched or assigned to the “Call for Service,” an Incident Number will be generated. Subsequently, when a case report is taken by an officer, a Case Report Number will be generated referencing the same number as the Incident Number. Under this procedure, no Incident Number will be duplicated or omitted.

A. Each Incident Number generated will have a specific number indicating:
   1. Calendar year
   2. Chronological number

B. Each Case Report Number documenting a police report will have the same Incident Number corresponding to the event.

8.5 RECORDS: OPERATIONS

8.5.1 Accessibility of Records (Revised: 2/16/17)

The ECC Manager and Records Manager will control the accessibility of all reports, records and other information.

8.5.2 Records Operation

A. The ECC maintains a repository of records which includes:
   1. Incident reports
   2. Arrest reports
   3. Traffic crash reports
   4. Warrants
   5. Juvenile felony custody file (includes photos and prints)
   6. Traffic citation files

B. Reports are numbered and filed sequentially by case number.
8.5.3 Alphabetical Master Name Index

The Records section maintains an automated master name index file (Global Subject Search) which includes the names of persons identified in Incident Reports, Arrest Reports, Traffic Crash Reports, Traffic Citations and Field Interviews. This serves as a cross-reference to all documents in which a person has been named.

8.5.4 Names to be Included in the Master Index (Revised: 11/15/10)

A. The ECC maintains an automated master name index file which consists of the names of the following individuals:
   1. Victims
   2. Complainants
   3. Suspects
   4. Persons arrested
   5. Witnesses
   6. Other Involved persons

B. Computer entry of this information is generated when employees enter reports into RMS.

8.5.5 Index of Incidents by Location (Revised: 11/15/10)

The ECC also maintains an automated index of incidents by location. This information can be accessed via RMS.

8.5.6 Index of Incidents by Type (Revised: 11/15/10)

The ECC maintains an automated Records Management System (RMS). This information can be accessed by type in both RMS and CAD.

8.5.7 Index of Stolen, Found, Recovered and Evidentiary Property

The ECC maintains an automated index of all stolen property, including bicycles, that are found and recovered. All stolen property that lists a serial number or any other distinctive identifying number will be entered into the CLETS and NCIC stolen property file. All property received by the evidence/property officer is recorded in the RMS property room module maintained by the evidence/property officer. The property is then filed by month. Any property that bears a serial number is checked for stolen by the evidence/property officer before it is released.
8.5.8 Arrest Files (Revised: 2/16/17)

A. An arrest record is made of all persons physically arrested when booked into the San Francisco Hall of Justice County Jail. The files for all those processed in the SFPD Southern Station, 1251 3rd Street, San Francisco, CA 94158 are kept by the ECC.

B. Juveniles who are photographed and printed will have a separate file maintained in the ECC. The file is locked at all times. A note is placed in the main records files, explaining the record were filed in the juvenile file.

C. For minor offenses with no physical custody and for physical custody, cite and release, the record will consist of an arrest report and citation. The record will be filed in the case file by case number.

8.5.9 Warrant and Wanted Persons File (Revised: 2/16/17)

A. Warrant files are maintained by the San Francisco County Central Warrants Bureau (SFCWB).
   1. All UCSF Police Department warrant entries are processed, entered, maintained and removed by the SFCWB.
   2. When an investigating UCPD officer seeks a misdemeanor or felony complaint/arrest warrant on a suspect who is not in-custody, he/she shall present the case to the San Francisco District Attorney’s office. If the complaint is issued, the investigating officer shall “walk-thru” the warrant to the SF Superior Court duty judge, SF County Courts Records room, and SFCWB to obtain the warrant.
   3. When the San Francisco Court issues a misdemeanor or felony warrant, the CWB will enter the warrant into the San Francisco County Automated Warrant System (AWS) and/or the National Crime Information Center (NCIC) for felony warrants. The CWB is responsible for adhering to the criteria for entering notices in the regional, state, and federal information systems.
   4. When field contact reveals an outstanding warrant for an individual, Dispatch personnel shall follow the San Francisco County hit confirmation procedures to confirm that the warrant is still current.
      a. Receipt of warrant information may be via CLETS databases, by telephone or police agency contact.
      b. Upon the receipt of a hit in CLETS, the dispatcher shall verify the information by calling the SFCWB. The subject must have a valid government issued photo ID or confirmed Cal photo from dispatch.
c. Upon confirmation of the hit, the dispatcher shall relay that information to the appropriate officer(s) with the name and star number of the CWB Operator.

5 Information may be received from other jurisdictions addressing warrants and wanted persons by telephone or CLETS. As a general policy, CWB shall be contacted to verify the warrant and/or wanted status from another jurisdiction.

6. After a warrant is served, CWB will be notified by the arresting officer so the warrant can be removed from the CLETS system and cleared from the file.

7. A printout of all CLETS transactions shall be made and included with the report, to assist with recording information in agency files.

B. All UCPD wanted persons files will be maintained by the Investigations Unit. The Investigation Unit personnel will prepare and distribute applicable Wanted Person bulletins to the Watch Commander to be included during shift briefings.

8.5.10 Traffic Citation Records (Revised: 2/16/17)

The issuance of traffic citations by officers will be performed in accordance with General Order 4.15.3, “Service of a Traffic Citation.” ECC personnel are responsible for issuing citation books to officers and UCSF Parking and Transportation personnel.

A. Citation books are issued and tracked in RMS. ECC personnel shall assign a citation book and the range of citations within the book to a specific member and log this information into RMS.

B. Completed citations are turned into the ECC after each shift. Once the citations are issued the ECC personnel enters each citation into the RMS.

1. If an officer incorrectly completes, or a citation must be re-written, “void” is written across the citation, an entry made in RMS documenting the voided citation, and the citation is submitted to ECC Manager to destroy.

2. If a citation or a complete citation book is destroyed and unusable, the officer will notify his/her supervisor, and then submit the citation book to the ECC Manager for disposal. The officer will be assigned another citation book by ECC personnel.

3. If a citation book is lost or stolen, the officer will notify the Watch Commander, noting the disposition of the citation book in CAD. At the discretion of the Watch Commander a police report will be completed.

4. Unused citation books are stored in an access card secured area.

5. Once entered in RMS, completed citations are filed in a secure cabinet.
6. Major traffic crimes will be forwarded to the District Attorney’s Office for review.
7. If a traffic citation is a part of an arrest, it will be filed along with the Incident Report in Records.

8.5.11 Recording Arrest Information

In accordance with General Order 4.6.4, “Adult Custody Procedures,” an arrest report shall be completed for every arrest, including physical arrests on traffic offenses. The report shall contain the facts supporting the probable cause to arrest, surrounding the arrest, and the processing of the suspect. The report will be as complete as possible. Fingerprints and booking photographs will be taken on all suspects that are booked by UCSF Police Department.

8.5.12 Arrest Identification Numbers (Revised: 2/16/17)

Personal arrest numbers will be generated by the case number assigned to the arrest. Booking numbers will be assigned by San Francisco County Sheriff personnel for all persons booked at their facilities.

8.5.13 Records Maintained Outside of the Records Unit (Revised: 2/16/17)

A. The ECC maintains Police Incident Reports for the current reporting year plus three years in the ECC.

B. Certain reports and records may be maintained by the various components within the Police Department, in accordance with applicable State of California statutes and regulations and the UCRDS.

8.5.14 Separation of Juvenile and Adult Arrest Records (Revised: 11/15/10)

A. The ECC maintains a separate file for juvenile arrest records. Computerized juvenile records in the RMS are maintained in a separate module.

B. Upon reaching adult age, an individual may petition to have his or her juvenile record sealed. A request may be sent directly to the Police Department for consideration to be reviewed by the Chief of Police. If the agency denies the request to seal the record the individual may pursue a court order to seal the record.

C. Upon receipt of a court order to seal a juvenile’s record the ECC Manager shall:
1. Comply with the court order and forward a copy of such order to all agencies that participated in the arrest
2. Immediately provide a copy of the court order to the California DOJ
3. Seal the court order and case materials in an envelope
4. Document the date of destruction to be clearly indicated on the envelope
5. Shred the juvenile record upon destruction date.

8.5.15 Uniform Crime Reporting Procedures (Revised: 8/1/14)

All offense reports received by the ECC are assigned a Uniform Crime Reporting (UCR) code automatically through the RMS System. At the end of each month, the Crime Analyst will forward the UCR information to the California DOJ.

8.5.16 Vehicle Files

The ECC maintains an automated index of vehicle files which consists of license number, make, model, type and color of vehicle. This information is automatically generated when the officer inputs his/her report into RMS.

8.5.17 Public Crime Log (Clery Crime Log) (Issued: 2/16/17)

In conformance with the Higher Education Act 20 United States Code §1092 (f)(3) (otherwise known as the Clery Act), the ECC will make available to the public a daily, online log of criminal activity taking place on or in the vicinity of the UCSF Campus.

A. The log will cover all crimes reported to the UCSF Police Department and will document the following:
   1. Nature of the crime
   2. Date and time of the incident
   3. Date and time reported
   4. General location of the crime
   5. Disposition of the complaint, if known.

B. The log shall be posted daily on the UCSF Police Department website by the Crime Analyst.

C. The log shall be retained for seven years.
8.6 REGIONAL SERVICES

8.6.1 Statewide Fingerprint Records System (Revised: 11/15/10)

California Statutes requires the submission of fingerprints to the California State Police Bureau of Identification whenever a person, other than a juvenile, is arrested for a crime.

A. Whenever an officer arrests a person and the arrestee is booked into San Francisco County Jail, Sheriff’s Office staff will fingerprint and photograph the arrestee as per their policy and procedure.

B. Fingerprint cards, mug shots and the booking sheet received from officers who booked the arrestee at San Francisco County Jail shall be retained by ECC.

8.6.2 Statewide Criminal Information System (Revised: 11/15/10)

A. The UCSF Police Department participates in the CLETS, which provides access to automated criminal justice information and communications between criminal justice agencies throughout the United States.

B. The UCSF Police Department complies with CLETS Administrative Rules regarding the Law Enforcement Data System.

C. Current signed copies of the Subscribers Agreement and Agency Coordinator Form will be maintained by the ECC Manager.

8.6.3 Statewide Crime Reporting System (Revised: 11/15/10)

The UCSF Police Department submits data on a monthly basis to the California DOJ, which produces California Uniform Crime Reports.

8.7 LEGAL PROCESS: RECORDS

8.7.1 Maintenance of Warrants (Revised: 11/15/10)

A. Criminal and Traffic Warrants
   The San Francisco Court System, Central Warrants Bureau is responsible for processing and maintaining all warrants from the Municipal Court that have been issued for criminal or traffic offenses.

B. Original warrants will be filed and available for verification 24 hours a day, 7 days a week through the Central Warrants Bureau.
8.8 TRAFFIC ADMINISTRATION: RECORDS

8.8.1 Traffic Records (Revised: 11/15/10)

A. The UCSF Police Department traffic records are maintained by the ECC. Traffic records are filed in the ECC.

B. The traffic records system contains the following records or data:
   1. Traffic crash data (reports/investigations) and traffic enforcement data (citations/arrests) are filed in the ECC.
   2. Roadway hazard reports are reported by officers directly to the 9-1-1 Dispatch center who, in turn, notify the appropriate Public Works Department or CalTrans as necessary.
   3. Traffic enforcement activities performed by uniformed officers are entered into the CAD.

8.8.2 Records Retention and Release

Traffic records are maintained in the ECC. The record keeping system utilized by the ECC for traffic records follows the same guidelines established for all other Police Department records maintained in the ECC.

A. Processing, maintenance and distribution of records are established in this General Order by:
   1. The case numbering system used by the ECC is CAD-assigned incident number. Under this procedure, no case number will be duplicated or omitted.

B. Record retention requirements are retained and released in accordance with applicable State of California Statutes and Regulations and/or the UCRDS.

BY ORDER OF: 

Mike Denson
Chief of Police
Chapter Nine: Evidence and Property

9.1 LEGAL PROCESS: PROPERTY

9.1.1 Legal Process: Records (Revised: 2/16/17)

The Property Analyst and Records Analyst is the Property Officer. He/she shall be known as the Property Officer and be responsible for the safe, secure and orderly operation of the Property Unit, complying with all laws relating to the care and disposition of property. Functions designated to be performed by the Property Officer may also be performed by the ECC Manager or designee of their choosing in the absence of the Property Officer. The ECC Manager and the Property Officer are both responsible for the integrity of the Property Room.

The Property Officer shall maintain a complete record of all property seized by, or forfeited to, the Police Department. These records shall include a description of the property, identification numbers (where applicable), case number and name of the person or entity from whom the property was received. These records, retained in the Records Management System (RMS), shall be maintained for both real and personal property.

9.1.2 Property Disposal: Authority (Revised: 2/16/17)

All property acquired through the legal process function is disposed of by the Department as outlined in General Order 9.6.2, “Disposition of Property and Evidence,” or as directed by the UCSF Chief Campus Counsel, Field Services Division (FSD) Captain or San Francisco County District Attorney.

9.1.3 Property Disposal: Methods (Revised: 2/16/17)

The methods used in the disposal of property acquired through the legal process function are outlined in General Order 9.6.2, “Disposition of Property and Evidence.” Legal seizures of property for Department usage will be coordinated by the UCSF Detective Sergeant with the San Francisco County District Attorney, and approved by the Chief of Police. Requests for acquisition for Department or other public use of unclaimed property held by this Department shall be documented by memorandum and forwarded to the Chief of Police. All requests shall include complete justification for acquiring the property and copies of all relevant agency documents describing how the requested property came into possession of the Department. The approval should be completed
within the same 90 day time frame allowed to the rightful owner. Any property not claimed by the police department can be disposed of by the Property Officer.

A. After a request has been approved by the Chief of Police, additional documents shall be obtained, as described below, when the property to be acquired for Department use is a firearm:
   1. A Certificate of Weapon Retention obtained from and signed by a judge or District Attorney
   2. A letter describing the make, model, caliber and serial number of the firearm, prepared for the signature of the Chief of Police, to the California Department of Justice (DOJ)

   All other unclaimed firearms must be destroyed.

B. All property found that is under the value of $50.00 (with the exception of firearms) can be returned to the finder if he/she makes claim to the property during the last 30 days of the 90 days period. Property found that is over $50.00 in value must be posted in a newspaper under public notices for a week. Then, if no owner appears and proves ownership of the property within 90 days, the finder may take title to the property if he/she requests it within 30 days of the expiration of the 90-day period and presents a valid picture identification upon receipt of the property.

C. Unclaimed property with a value of over $5,000.00 that has been acquired by the Department shall be included on the Department inventory. A list of property that has been acquired for agency use shall be maintained by the Property Officer, and a copy of the list shall be forwarded to the TSD Captain.

D. Notwithstanding an order from the court to the contrary, money that is in the possession of the Department and cannot be lawfully returned to its owner (after consultation with the San Francisco District Attorney’s Office) shall be deposited in the Regents account.

E. No property so acquired shall be used for personal or non-governmental purposes.
9.2 COLLECTION AND PRESERVATION OF EVIDENCE

9.2.1 Procedures for Processing Evidence at the Scene (Revised: 6/5/17)

A. To reduce the possibility of damage, loss or movement of evidence, the first officer at the scene of a crime shall secure the scene from all nonessential personnel, including officers not collecting evidence. The officer securing the scene will document the name and reason for and time of visit of all persons who enter the crime scene. Personnel at the scene shall not disturb, touch or handle physical evidence unless a danger exists that the evidence will be lost or destroyed prior to processing by the officer given that responsibility. Should such a situation arise, it becomes the responsibility of that officer to package, mark, and seal the property to preserve the evidence, as outlined in General Order 9.2.2, “Evidence Processing and Submitting Procedures.”

Physical evidence, collected in the field by one officer and subsequently transferred to another officer, detective, SFPD crime scene technician or other authorized personnel will be properly documented in the official record in order to maintain an unimpeachable record of the chain of evidence.

B. A SFPD Crime Scene Investigator will be requested, per the Memorandum of Understanding with SFPD, to evaluate, photograph and process the scene for physical evidence on the following incidents:

1. Homicide
2. Suicide
3. Rape
4. Arson
5. Robbery
6. Major assaults
7. Serious injury or fatal traffic crashes
8. Kidnapped/abducted children

This list does not preclude requesting a Crime Scene Investigator on other offenses not listed when evidence requires processing.

C. The Crime Scene Investigator acts only in support of the investigating officer and, as such, may act as an advisor but only at the request of the investigating officer.
D. Crime Scene Investigator responding to a crime scene and/or additional officers assigned to process the scene shall be responsible for photographing, collecting, preserving, documenting, transporting and submitting all evidence to the UCSF Evidence Room.

E. All evidence submitted to the Evidence Room shall be accompanied by a completed UCSF Police Department Property Label. In addition, the following forms must be completed and attached to the evidence contingent upon investigation, comparison and/or analysis required by the SFPD Crime Laboratory when the evidence is submitted to the Evidence Room:
   a. SFPD Analyzed Evidence form
   b. SFPD Crime Scene Investigations Latent Fingerprint Request form
   c. Any additional required SFPD Crime Laboratory forms.

F. SFPD crime scene investigators shall be called to assist in the collection of evidence in instances where such collection is of a complex nature or due to the seriousness of the crime. The FSD Captain shall authorize all such requests for assistance.

9.2.2 Evidence Processing and Submitting Procedures (Revised: 6/5/17)

All evidence and property coming into the custody of Department personnel during the course of their duties shall be secured in the designated storage area prior to the end of duty. The temporary storage of any item of evidence in desks, lockers or other Departmental facilities not specifically authorized for that purpose, is prohibited, except in special circumstances. With the permission of the Watch Commander, evidence can be stored in temporary storage for a reasonable period until the officer can bring the evidence into the designated storage area. The officer shall contact the Property Officer as soon as possible to make arrangements for the transfer of the temporary stored item.

Officers are required to document, in the police investigation report, how physical evidence or property came into their possession (e.g., collected at the scene by the officer, given to the officer by a witness or victim, received in the mail).

The collection and transfer of all physical evidence or property from the field to an appropriate evidentiary repository shall be documented. The documentation will include a description of the evidence item, collection location, who collected the evidence and where it was stored.
A. General

1. Physical evidence and other property collected by officers shall be packaged and marked immediately. Every effort will be made to mark evidence in a location and manner that will not mutilate or destroy the value of the item. Information describing the importance of the evidence and why it was collected will be documented in the police investigation report.

2. If evidence is too large or unwieldy to package in a container, a property tag will be securely attached to the item and the label on the tag properly filled out. Oversized item(s) shall be placed in the Property Intake Room cage and secured by padlock.

3. Items removed from within a larger container will be labeled with the container’s item number and a detailed list of contents located within.

4. Whenever submitted evidence requires additional or specific processing, the officer will make an appropriate notation on the Evidence label and attach the completed additional forms to the evidence.

5. All evidence seized will be submitted to the Property Room by the end of the officer’s shift and will include the UCSF Police Department Property Label. All evidence to be submitted to the SFPD Crime Laboratory shall include the Analyzed Evidence Request form or any other required SFPD Crime Laboratory documents, in addition to the UCSF Police Department Property label. Latent prints that are to be submitted to SFPD Crime Laboratory for comparison/analysis shall include the SFPD Crime Scene Investigations Latent Fingerprint Request form.

6. A UCSF Police Department incident report and Property Record Label shall accompany all properties submitted and will contain the following information:

   a. Date the property is submitted by the officer
   b. Location property was recovered
   c. Agency and case number
   d. Number of items and officer’s name
   e. Owner/victim/finder/suspect’s name, address and telephone number
   f. Type of property (evidence, found, or safekeeping) and whether property is to be destroyed
   g. Description of evidence, including make, model and serial number if applicable
   h. Recovering officer’s signature and badge number
When a receipt for seized or surrendered evidence is issued, the signature of the person who the evidence was taken from should be obtained.

7. All property placed in the evidence locker shall be logged in the RMS property module.

8. Officers or detectives forwarding evidence to either the SFPD Crime Laboratory or California DOJ Crime Laboratory for processing will check out the evidence item from the UCSF Evidence Property Room, complete the appropriate evidence tracking documentation and transport the item to the appropriate laboratory in person. The officers or detectives are required to have the receiving laboratory technician sign the appropriate documentation to maintain a record of the chain of evidence. The chain of evidence documentation will be attached to the official record.

B. Seizure/Collection of Blood/Body Fluids from Persons

1. In any arrest or investigation where it is necessary to obtain a sample of blood or other body fluid from a person, the sample will be collected by SFGH as authorized by California statutes and following procedures established by California POST.
   a. All officers must obtain approval from the Watch Commander prior to obtaining a forced blood sample from a DUI or felony suspect.

2. All samples submitted as evidence, with the exception of rape kits and DUI blood work, will be placed in the designated Property Intake Room refrigerator. The Property Officer shall place the evidence in the Evidence Room refrigerator. Storage temperature should be maintained between 30 and 38 degrees Fahrenheit.
   a. Drivers suspected of DUI who consent to a blood test shall be tested for one of the following:
      (1) DUI – Alcohol
      (2) DUI – Drugs.
   b. Tests for DUI – Drugs will not be ordered unless the officer requesting the test has listed the specific suspected drug(s) for which the blood will be tested. Officers shall write the names of the suspected drugs on the evidence envelope. Samples without the suspected substances listed will not be approved for testing by the Watch Commander. All DUI drug screening requests must be approved by a Watch Commander.
C. Collection of Blood/Body Fluids at Major Crime Scenes
   1. Blood and other body fluids will be collected at a crime scene when the fluids are found by the officer. Because all body fluids are bio-hazards, strict adherence to collection procedures and laws regarding hazardous materials and the handling of potential blood borne pathogens shall be followed.
   2. All specimens collected in liquid form will be maintained by the Property Officer in the Evidence Room refrigerator to await transport to the SFPD Crime Laboratory.
   3. To ensure identification and preservation for analysis, all specimens shall be collected in accordance with the packaging criteria of SFPD Crime Laboratory.
   4. All body fluids are bio-hazardous and strict adherence to the handling of blood borne pathogens procedures (UCPD General Order 4.4, “Blood Borne Pathogen Rule/Exposure Control Plan”) will be followed.

D. Latent Prints
   1. The investigating officer is responsible for collecting latent fingerprint evidence unless alternate arrangements are made through the on-duty supervisor. The following general guidelines will be followed when processing a crime scene for latent prints:
      a. Latent impressions developed with fingerprint powder should be photographed on the original object. After being photographed, the print should be lifted.
      b. The lifted print is to be placed on a Latent Fingerprint card and the following information listed:
         (1) Location of incident
         (2) Complainant/victim’s name
         (3) Complainant’s address
         (4) Type offense and date of offense
         (5) Date and time latent lifted
         (6) Printed name and initials of the officer lifting the print
         (7) Specific location where the print was lifted
         (8) Case number.
      c. A sketch of the object/item dusted for prints and the location of the lift(s) should be placed on the card.
d. If the latent evidence is to be sent to the SFPD Crime Laboratory for comparison, the SFPD Crime Laboratory Latent Fingerprint Request Form shall be completed by the officer and submitted to the Property Officer. The latent cards and copy of the incident report will be transported by UCSF Detectives to the SFPD Crime Laboratory. Latent fingerprints collected for laboratory processing will be packaged in paper bags or boxes to prevent contamination. Note: Plastic should be avoided to wrap or cover items that need to be fingerprinted.

e. Processed latent fingerprints are to be secured in a sealed envelope and submitted as evidence with the officer’s initials. A property record label shall be completed and kept separate from any other evidence. The initial case or supplemental report will identify the area(s) where the latent prints were located.

2. When requesting a comparison of latent prints with fingerprints of a known suspect, the requesting officer will give inked fingerprint cards and the SFPD form, to the Property Officer. The Property Officer will notify an investigator of evidence needing immediate processing.

E. DNA Evidence

1. DNA is the fundamental building block for an individual’s entire genetic make-up. DNA collected from a crime scene can either link a suspect to the evidence or eliminate a suspect.

2. DNA evidence can be collected virtually anywhere. The following chart is a guideline as to where officers/detectives might find DNA evidence at a crime scene:

<table>
<thead>
<tr>
<th>Evidence</th>
<th>Possible Locations</th>
<th>Possible DNA Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball bat or similar weapon</td>
<td>Handle, end</td>
<td>Sweat, skin, blood, tissue</td>
</tr>
<tr>
<td>Hat, bandana or mask</td>
<td>Inside surface</td>
<td>Sweat, hair, dandruff</td>
</tr>
<tr>
<td>Eyeglasses</td>
<td>Nose or ear pieces, lens</td>
<td>Sweat, skin</td>
</tr>
<tr>
<td>Facial tissue, cotton swabs</td>
<td>Surface area</td>
<td>Mucus, blood, sweat, semen, earwax</td>
</tr>
<tr>
<td>Dirty laundry</td>
<td>Surface area</td>
<td>Blood, sweat, semen</td>
</tr>
<tr>
<td>Toothpick</td>
<td>Tips</td>
<td>Saliva</td>
</tr>
</tbody>
</table>
### First Responder Responsibilities and Precautions

3. Contaminated gloves will be changed prior to handling other evidence to avoid cross-contamination.

4. Use disposable instruments or clean them thoroughly before and after handling each sample.

5. Avoid touching the area where you believe DNA may exist.

6. Avoid talking, sneezing or coughing over evidence.

7. Avoid touching your face, nose and mouth when collecting and packaging DNA evidence.


9. Put evidence into “new” paper bags or envelopes, not plastic. Do not use staples.

### DNA Procedures for Collection

4. Collect entire item.

5. Cover stain on non-absorbent surfaces with glassine paper to prevent loss during transit.

6. Non-Absorbent Surfaces – Scraping

   (1) Scrape each stain with a new blade.

   (2) Scrape into a clean piece of paper.

   (3) Collect a control when necessary.

7. Non-Absorbent Surfaces – Swabbing
(1) Moisten swab material with a minimal amount of distilled water.
(2) Dry, then package in weighing paper.
(3) Collect a control.

e. Dry, Absorbent Surfaces (such as clothing) – Collect the entire item.

f. Other Surfaces – Use the cutting technique.

5. Transportation and Storage
a. When transporting and storing evidence that may contain DNA, it is important to keep the evidence dry and at room temperature.
b. Once the evidence has been secured in paper bags or envelopes, it should be sealed, labeled and transported in a way that ensures proper identification of where it was found and proper chain of custody.
c. Never place evidence that may contain DNA in plastic bags because plastic bags will retain damaging moisture.
d. Direct sunlight and warmer conditions also may be harmful to DNA, so avoid placing evidence in locations that may get hot, such as a room or police car without air-conditioning.
e. The investigative officer will forward evidence to the SFPD Crime Laboratory as soon as possible.
f. If necessary, place dry DNA evidence in the refrigerator in the UCSF Police intake area for temporary storage.

6. DNA Evidence Collection Training Requirement
a. All persons collecting DNA evidence should have completed field training in evidence collection methods and, at the earliest opportunity, attend a POST-certified course covering field evidence collection, including DNA evidence collection.
b. The POST-certified Crime Scene Investigator course and Basic Detective Core course, as well as certain field evidence courses, meet this requirement.

7. DNA Evidence will be sent to the California Department of Justice, Bureau of Forensic Services, which is accredited by American Society of Crime Lab Directors Laboratory Accreditation Board (ASCLD/LAB-International).

8. All lab results will be submitted, in writing, and attached to the official record.
Other Items Collected as Evidence

All other items collected as evidence shall be collected following procedures established by POST and the SFPD Crime Laboratory. All evidence considered a hazardous material shall be handled according to applicable laws and policies. All evidence is to be submitted to the Evidence Room in accordance with UCSF Police Department’s policy. If necessary, the Property Officer will immediately notify the submitting officer that correction and/or completion of the documentation is needed; if the submitting officer cannot be reached, the Property Officer will contact the officer’s supervisor.

1. Refrigerated Evidence
   A refrigerator is located in the Evidence and Intake rooms for the temporary storage of evidentiary value that requires refrigeration or freezing, such as urine and blood samples and sexual assault kits. In general, refrigerated evidence will be collected, appropriately packaged at SFGH, submitted and checked in by UCSF Police Department Property Officer, subsequently checked out by an investigator and delivered to the Hall of Justice, Property and Evidence Room.
   a. Sexual assault kits will be collected by medical personnel at SFGH and then placed into chain of custody envelopes by the officer. He/she will write “FREEZER” in large letters across the envelopes. The envelopes will be held at SFGH until picked up by the UCPD officer or detective.
   b. Sexual assault kits should be dropped off at the Hall of Justice Property and Evidence Room. The kit should NOT Come to the UCSF Property and Evidence Room.
   c. Blood samples for DUI cases will be collected by the designated phlebotomist at SFGH, processed and checked in by the Property Officer and transported to the refrigerator at Company K, SFPD Southern Station at 850 Bryant Street, San Francisco.

2. Wet Clothing/Cloth-type Evidence
   All wet evidence, such as clothing, leather or documents, will degrade when not properly dried (hung up to dry) before being packaged and processed into evidence. The officer will notify the Property Officer of the condition of the items at the time of submission. Evidence is not to be placed in an evidence locker unless the items are completely dry prior to submission. Items that require extensive drying time shall be forwarded to the SFPD Crime Laboratory. The Property Officer shall be notified of the condition of the items when the items were placed in the secure area and
not completely dried. Once dried, the items will be packaged, marked and sealed in a paper container by the officer or Property Officer.

3. All firearms must be submitted in a secure and safe manner including the use of trigger security ties. All firearms submitted to the Evidence Room are to be unloaded and the ammunition packaged separately. Every firearm submitted will be verified in NCIC for stolen status by the submitting officer or dispatcher. The NCIC should be attached in the RMS.

4. All dangerous drugs including, but not limited to, narcotics, hallucinogens, and narcotic paraphernalia and implements should be photographed and handled according to the following procedures:
   a. The SFPD Crime Laboratory or narcotics drop box will be used to book any item of narcotic or drug evidence during normal business hours. If the Crime Lab is closed, and the item of evidence is too large to fit in the narcotics drop box, the SFPD Operations Office shall be contacted. They will make arrangements to have the Crime Lab opened for drop-off of large items of evidence.
   b. Found narcotics should be taken to the SFPD property room for disposal. The Crime Lab will not analyze any narcotics not related to a criminal investigation.
   c. Pills and capsules will be counted and the count noted on the Property Label and on the package.
   d. All dangerous drugs will be sealed with evidence tape and the seal initialed and dated.
   e. The Property Officer will not open the sealed package to verify the weight or count, only note that it has been properly sealed, weighed or counted.
   f. Dangerous drugs will be stored in a locked safe in the Evidence Room.
   g. Exceptions to weighing narcotic and dangerous drugs are permissible when auditing evidence that is officially sealed in tamper-proof protective packages.
   h. Drug evidence should be taken by the officer to the SFPD Crime Lab.
   i. All empty/unused hypodermic syringes considered evidence will be photographed and disposed of in the sharps container in Evidence Intake Area, and the disposal information will be
documented in the incident report and recorded in the RMS property section by the submitting officer.

j. All hypodermic syringes with residue must have the syringe secured to be processed. The reporting officer will then transport the evidence to the SFPD Crime Laboratory. Officers are to handle hypodermic syringes with due care and caution with the consideration of possible infection.

k. All non-evidentiary needles and syringes shall be photographed and disposed of by the officer in the sharps container in the Evidence Intake Area and the information documented in the incident report.

5. All currency submitted to the Evidence Room will be packaged separately from any other items submitted in reference to the same incident. The incident number, currency denominations and total amount shall be noted on the package, the package sealed with evidence tape and dated and initialed by the submitting officer on the seal. All money must be counted by the submitting officer and a supervisor, with both signing the property label to verify the stated total amount counted.

6. All currency seized as property/evidence tainted by bodily fluids must be handled with due care; e.g., latex gloves will be hung or set out to dry on top of a disposable covering. After being appropriately dried, the currency should be counted and verified by the submitting officer and supervisor, packaged in a biohazard bag and subsequently packaged in an property envelope, sealed with evidence tape and initialed by the submitting officer, with the condition of the currency (e.g., tainted by body fluid) noted on the outside of the envelope. The release of this currency is at the discretion of the Chief of Police for the reason that evidence/property tainted by bodily fluids is not generally released to the public.

7. Unstable/volatile fluids (i.e., gasoline, lighter fluid, etc.) are not to be submitted in an evidence locker at the Evidence Intake Area. Upon initial discovery of such fluids, the on-scene officer shall contact the Watch Commander to notify EHS. Volatile/unstable fluids of evidentiary value shall be transported to and stored at the San Francisco Fire Department (SFFD). Explosive materials shall be moved, stored and destroyed only under the direct supervision of the Property Officer, FSD Captain or Watch Commander and in the presence of the SFFD, SFPD Explosive Ordinance Detail or other specialized unit. Excess volatile fluid, hazardous chemicals or nuclear waste will be disposed of in accordance with UCSF
EHS and SFFD procedures for hazardous materials. Pressurized tanks of evidentiary value are to be transported to EHS or SFFD for storage.

8. No explosives or ammunition greater than .50 caliber will be submitted to the Evidence Room. All such items will be photographed whenever possible, by the officer, before disposal by the handling agency. The chain of custody of explosive materials will be transferred to the SFPD Bomb Unit as soon as reasonable, in accordance with General Order 11.1.5, “Bomb Disposal Unit.” The submitting officer/Watch Commander will contact the SFPD Bomb Unit to secure explosives or provide them with the location of the explosive device when dealing with “live or non-inert” explosives, such as a pipe bomb, grenade or ammunition greater than .50 caliber.

9. Fireworks seized as contraband that have no evidentiary value will not be submitted to the Property Intake Room, but photographed and taken to SFFD for disposal by the recovering officer.

10. It is not necessary to preserve alcoholic beverages or their containers (cups, bottles or other) as evidence for Minor In Possession, Open Container, Consuming Alcohol in Public or other alcohol-related violations and infractions. However, alcohol in the possession of a juvenile must be photographed. For cases tried in San Francisco County Municipal Court, the observation of the officer, properly documented in the police report is sufficient. In all other cases, a photograph of the item may be submitted in lieu of the actual item. When citations and/or arrests for the above listed charges are made and photographs taken of the evidence, the container shall be marked in some manner to indicate the level of contents. The contents shall then be poured out and the empty container disposed of by the officer. Digital photographs shall be uploaded into the RMS report. Other photographs and videotaped evidence shall be submitted to the Property Intake Room, if taken.

G. All items collected shall be brought into the Property Intake Room in the assigned storage locations (i.e., lockers, refrigerator, mailbox, cage, etc.) at the Mission Center Building. All items shall be documented in the RMS Property Module by the submitting officer.
9.2.3 Crime Scene Reporting *(Revised: 11/10/10)*

A. An accurate record of events that transpire at the scene of a crime in connection with the investigation is required for prosecution and at the time of trial. It is the responsibility of the officer or investigator who processes the crime scene to submit comprehensive reports recounting the sequence of events associated with a crime scene investigation, as related to the assembly of evidence. The report shall contain the following:

1. Date and time of arrival at the crime scene
2. Time of day, lighting of the crime scene and weather conditions
3. Location of the crime and thorough description of the crime scene, (e.g., classroom on 5th floor, Southwest side of the building, contents of classroom i.e. desks, how many, lab stations, couch)
4. Name, address, telephone number and date of birth of the victims (if known)
5. Name, address, telephone number and date of birth of the suspect (if known)
6. Witnesses, if any, contact information, statement, any physical description and/or limitations (e.g., glasses, hearing aid)
7. Actions taken at the scene, including number of photographs taken, if measurements were taken, inventory of the physical evidence recovered, etc.
8. Incident number of the investigation
9. Date and time of request for and arrival of investigator/specialist services
10. Disposition of evidence collected or processed by investigators/Crime Scene Processor, including measurements and photographs.

B. All additional reports from specialists and/or outside agencies at the scene shall be submitted as a supplemental document in the RMS, and the original document will be included in the case file.

9.2.4 Evidence Processing Equipment Availability *(Revised: 11/10/10)*

A. The UCSF Police Department maintains all marked police vehicles with equipment for processing crime scenes in an effective and timely manner. The equipment maintained in each vehicle is to be utilized for the following purposes:

1. Recovery of latent fingerprints
2. Photography
3. Crime scene sketches
4. Collection and preservation of physical evidence.

B. Equipment such as ladders, lights and generators are available from SFFD.

C. Additional specialized evidence processing equipment is available, as needed, from the Investigations Unit.

9.2.5 Crime Scene Documentation

A. All officers shall be aware of what necessary evidence and documentation is required to meet the prerequisites of the offense being investigated.

B. If an officer deems no evidence can be collected or no photographs can be taken at a scene, the officer will document the circumstances that prohibited the collection of evidence and inability to photograph the scene.

9.2.6 Submission of Evidence to the Crime Laboratory (Revised: 11/10/10)

A. All evidence to be submitted to the SFPD Crime Laboratory shall be accompanied by a SFPD Analyzed Evidence Form and additional required documentation when necessary. Narcotics are to be taken to the narcotics drop-box at the SFPD Crime Laboratory located on the basement floor of 850 Bryant Street.

B. Processed evidence is placed in the Property Intake Room where it is then secured. It is then moved to the Evidence Room, until it is checked out and transported to the SFPD Crime Laboratory by a Detective. Generally, evidence will be transferred to the Crime Lab on a weekly or “as needed” basis.

C. In the event evidence is delayed in submission to the SFPD Crime Laboratory for any reason, it will be documented in the RMS by the person responsible for the delay.

D. All evidence is to be marked and submitted with the appropriate documentation to the SFPD Crime Laboratory.

9.2.7 Collection of Known Standards for Comparison (Revised: 6/5/17)

A. When the following types of physical evidence/trace evidence are collected from a crime scene, a known standard sample, if applicable, must be collected for
comparison by a sworn UCSF police officer or SFPD crime scene evidence technician. The known standard comparison sample will be packaged in accordance with best practices guidelines for the type of evidence being collected. Officers shall adhere to the packaging criteria specific to biological evidence. Inquiries related to proper evidence collection and packaging of known standards should be referred to the either the SFPD Crime Laboratory or the California DOJ Laboratory. Types of known standards for comparison include, but are not limited to:

1. Blood
2. Hair
3. Fibers
4. Paint
5. Glass
6. Wood
7. Metal
8. Soil
9. Tool marks
10. Footwear.

B. The location from which the samples are taken is critical and shall be documented on the officer’s and lab’s reports; in addition, the results from the testing shall be included in the physical case file.

C. All standards for comparison will be collected by officers in accordance with procedures established by the SFPD Crime Laboratory.

9.2.8 Crime Scene Sketches (Revised: 11/10/10)

A. When crime scene sketches are drawn pursuant to the collection and preservation of evidence, they will contain the following information:
1. Dimensions
2. Relation of the crime scene to other buildings, geographical features, or roads
3. Address, floor or room number, as applicable
4. Location of significant features of the scene, including the victim
5. Date and time of preparation
6. Name(s) of person(s) preparing the sketch
7. Direction north
8. Location of items of physical evidence recovered.

B. Generally the processor of the scene will make rough sketches and measurements, including sufficient additional information to enable a final, scale drawing to be made at a later time. These rough sketches are evidence and should be submitted to the Property Intake Room.

9.2.9 Crime Scene Photography (Revised: 2/16/17)

A. Photography of crime scenes, traffic crashes and other incidents is the responsibility of the reporting officer. All relevant objects and the surrounding area/scene of the incident shall be photographed using a digital camera or other photography equipment supplied by the Department. Unless an exigency exists that necessitates immediate collection of photographic evidence and delay would result in loss of such evidence, personal photographic equipment, including cameras in cell phones, shall not be used.

1. The officer will maintain a record of photographic data including:
   a. Date and time photographs were taken
   b. Name and identification number of the photographer
   c. Address physical and/or specific location where photographs were taken
   d. Incident number of the investigation.

2. The description of the photographic data shall be included in the original incident report. Digital photographs and video and audio media shall be uploaded into the RMS report writing system. Physical copies, other photographs and videotapes will be submitted to the Property Intake Room.

3. The following situations may require the use of photography if photographs will have evidentiary value:
   a. Homicide (SFPD Crime Laboratory may be called to assist in the collection of evidence)
   b. Rape or kidnapping
   c. Injuries to a police officer or citizen during arrest
   d. Crashes, damage or injury involving city property
   e. Fatal or serious injury traffic crash
   f. Burglaries
   g. Arson or suspected arson
   h. Investigation of discharge of firearms by a police officer
i. Aggravated or felonious assaults
j. Any injury to a Police Department employee sustained on duty
k. Any crime scene upon request of the reporting or investigating officer
l. Domestic violence
m. Child or elder abuse

4. All photographs, digital images, video or audio recordings taken at crime scenes or during investigations by employees shall be considered evidence. Unless otherwise permitted by policy or procedure, no photographs, images or recordings collected as evidence or submitted as part of a case file shall be duplicated, shared, stored electronically, reproduced or printed. Procedures for copying, viewing and distributing case files are described in General Order Section 8.4, "Records: Administration."

B. Video recordings may be used in conjunction with or as a supplement to photographs.

C. When the exact size of an item being photographed is required, a unit of measurement will be placed next to the item to add dimension and aid in the development of “life-size” prints. A second photograph of the item will be taken without the unit of measurement, using the same camera settings, position and lighting, in the event the court desires photographs of evidence in which nothing has been introduced into the field of view.

D. If the evidence to be photographed is a fixed object, the dimensions of that object should be taken to provide a scale of reference.

E. Upon completion of photography and scene processing, digital photos shall be uploaded into the RMS report writing system. Video media and photographs shall be submitted to the Property Intake Room. A notation that photographs were taken at the scene shall be made in the incident report narrative.

F. Requests from complainants, legal firms, insurance companies or outside agencies for copies of photographs taken and submitted as evidence shall be directed to appropriate personnel.
9.2.10 Requesting Laboratory Examinations *(Revised: 2/22/08)*

A. The submitting officer or follow-up investigator is responsible for requesting laboratory examinations.

B. The Property Officer maintains a record of all evidence submitted to the SFPD Crime Laboratory for examination. The Investigations Unit detective will transport and safeguard all evidence taken to the SFPD Crime Laboratory for examination. At the completion of SFPD Crime Lab testing, the detective will pick up and return the evidence to the Property Officer to process back into the Department’s custody. SFPD Crime Laboratory may provide preliminary results verbally to an investigator; however, SFPD Crime Laboratory will also send official laboratory results of the examination in writing to the UCSF Police Department Investigations unit.

C. It is the responsibility of the investigator to review lab reports on cases they have submitted. If additional lab services are necessary or if new or additional evidence becomes available, the investigator must submit a new SFPD Crime Laboratory Analyzed Evidence Form.

9.2.11 Procedures for Processing Stolen Vehicles *(Revised: 11/10/10)*

A. Vehicles that are reported stolen to UCSF Police Department will be processed for evidence upon recovery. This examination may be conducted by the jurisdiction where the vehicle is recovered if it is outside the San Francisco city limits. The UCSF Police Department may provide assistance in processing another jurisdiction’s stolen vehicle if requested.

B. The recovered vehicle should be processed for evidence at the recovery scene. If processing the vehicle at the recovery scene is impractical, the recovered vehicle shall be towed or moved to a designated processing location or impounded in a designated secure storage area. Recovered vehicles shall be processed as soon as possible. In instances where immediate processing is impractical, the officer shall take the necessary steps to maintain the chain of custody and secure the vehicle. If special processing is necessary, such as serial number restoration etc., the ECC Manager shall be notified.

C. Any evidence collected from the recovered vehicle will be submitted to the Property Intake Room.
D. The officer will complete a recovered vehicle supplemental report if a UCSF Police Department reported stolen vehicle is concerned or initiate a new case if recovery of another jurisdiction’s reported stolen vehicle is involved.

E. It is the officer’s responsibility to request an ECC dispatcher send a teletype to the originating jurisdiction with the following information:
   1. Time and date of recovery
   2. Name and badge number of the recovering officer
   3. Vehicle location and condition
   4. Name and telephone number of towing company
   5. Time and date owner was notified or notification was attempted.

F. The officer will make every attempt to process the stolen vehicle to limit the number of days the vehicle is in storage, thus reducing the financial impact to the Police Department.

G. Once the vehicle has been processed and is of no other evidentiary value, it may be released to the owner. If the vehicle is from another jurisdiction, that jurisdiction shall determine the disposition of the vehicle.

9.2.12 Seizure of Computer Equipment (Revised: 11/10/10)

A. General
   1. Computer equipment can be severely damaged or data lost due to improper handling. Systems can be programmed to delete all data if certain start-up or shut-down protocols are not followed, resulting in the unintentional destruction of evidence by seizing officers. Because of this, it is critical to use every precaution in handling computer equipment seizures and using available resources.

B. Seizure
   1. In each criminal case, the role of the computer differs. It may be an instrumentality of the offense, an electronic filing cabinet or both. In any case, its importance can be critical and its admissibility must not be jeopardized by improper handling.
   2. Most searches of computer systems should be pursuant to a warrant, but recognized exceptions to the warrant requirement (i.e., plain view, exigent
circumstance, consent) apply to the search and seizure of computers and peripheral equipment.

3. Once the computer’s role is understood and legal requirements are fulfilled:
   a. Secure the scene.
      (1) Emphasize that officer safety is paramount.
      (2) Preserve area for potential fingerprints.
      (3) Immediately restrict access to computer(s).
      (4) If possible, isolate the computer(s) from phone lines because data on the computer can be accessed remotely.
   b. Secure the computer as evidence.
      (1) If computer is “off,” do not turn “on.”
      (2) If computer is “on” and is a stand-alone (non-networked) computer, consult a computer specialist.
      (3) If a specialist is not available, contact Investigations Section personnel.
      (4) For networked or business computers, consult a computer specialist for further assistance.
         a) Do not pull the plug. Pulling the plug could severely damage the system and disrupt legitimate business.

9.3 COLLECTION AND PRESERVATION OF EVIDENCE: TRAINING

9.3.1 Crime/Crash Scene Processing Training for Recruits

A. Patrol officers are generally the first officers to arrive at a crime/crash scene. They have a key function to perform in securing the scene and safeguarding evidence from damage or destruction.

B. As a part of the Police Department’s basic training curriculum for police recruits and in addition to any outside training academy curriculum, familiarization in the following subjects will be provided:
   1. Potential benefits and limitations of the examination of physical evidence
   2. Department written directives concerning the role of the officer and investigator at a crime scene
   3. Collection methods and procedures for fingerprints, footprints, blood, fibers, fabrics, weapons, hairs, paint, glass and tool marks and the requirements for collection of materials from a known source for comparison purposes
4. Preservation methods for evidence
5. Maintenance of the chain of evidence (marking, sealing, tagging and receiving)
6. Crime/crash scene sketches, photography and records.

C. In addition to basic training, the field training officer program will provide on-the-job training for the recruit, with an Investigations Unit detective providing a general overview of responsibilities.

9.4 EVIDENCE COLLECTION AND PRESERVATION: ORGANIZATION AND ADMINISTRATION

9.4.1 Requirements for Crime Scene Processing

A. Response to calls for service where a crime has been committed that may involve physical evidence requires that such evidence be collected promptly and submitted for analysis without delay.

B. The Department will maintain sufficient numbers of trained officers to provide for shift or on-call availability of crime scene processing on a 24-hour basis.

9.4.2 Intra-agency Coordination (Revised: 2/16/17)

A. SFPD crime scene investigators will be contacted immediately for incidents such as murder, shooting, active shooter, rape or any fatality.

B. Investigations Personnel Call-out Criteria
   1. The nature of certain crimes requires the immediate notification of investigators and their response to the scene. Such cases include:
      a. Homicide
      b. Serious injury assaults
      c. Serious sexual assaults
      d. Deaths of a violent or suspicious nature
      e. Domestic violence
      f. Child or elder abuse
      g. Critical injury or death of an officer
      h. Other situations in which the uniformed officer believes special assistance is required.
C. Investigations Personnel Call-out Procedure
   In the event that a uniformed officer identifies criteria requiring the call-out of Investigations personnel, the following procedure shall be followed:
   1. The uniformed officer shall advise the Watch Commander of the circumstances. If the Watch Commander believes Investigations personnel are required, he/she shall notify the on-call Duty Commander.
   2. If the FSD Captain concludes that Investigations personnel are required, he/she shall make notifications to the selected Investigators. In the event of an unusual circumstance where the services of the SFPD crime scene investigators and/or SFPD inspectors may be required at the scene of a major investigation, call out will be authorized by the FSD Captain, on-call Command Duty Officer or Chief of Police, in that order of succession.

D. Evidence collected from a crime scene and logged in for further processing will be transported to the SFPD Crime Laboratory by an Investigations detective on a weekly basis or as needed in more urgent or evidence-volatile situations. Evidence requiring expedient transport to the Crime Laboratory will be so labeled by the officer’s sergeant. If the Crime Laboratory is closed or if an item of evidence is too large to fit in the narcotics drop box, the SFPD Operations Office shall be contacted to arrange to have the Crime Lab opened to drop off evidence. Special delivery of evidence to the Crime Lab will be authorized by the Watch Commander or the FSD Captain.

9.4.3 Information Exchange/Update (Revised: 8/1/14)

The FSD Captain will initiate a meeting with the officer in command of the SFPD Crime Laboratory and a member of the San Francisco County District Attorney’s Office at least once every year. The purpose of this meeting will be:

A. To update the prosecutor's office with the latest information on the abilities of the investigators and the laboratory in developing information for prosecution.
B. To update the investigators and the laboratory analysts on investigative and procedural concerns of the court system.
9.5 PROPERTY MANAGEMENT: ACQUIRED AND IN-CUSTODY PROPERTY

9.5.1 Evidence Control

The Evidence Room is used for the indefinite storage and safekeeping of evidentiary property. It is the responsibility of the UCSF Police Department’s Property Management function to manage and control evidence for safekeeping. As part of this responsibility, accurate records will be maintained. Evidence will be stored, released, and disposed of according to policies and procedures outlined in this Order, California Statutes, and the University of California Records Disposition Schedule (UCRDS).

9.5.2 Evidence Management Responsibility (Revised: 2/16/17)

The UCSF Police Department’s Evidence Control function is managed by the ECC Manager.

A. The FSD Captain is responsible for the overall management of Evidence Control, supervises the Property Officer, recommends policy changes to the Chief of Police, and assists with evidence control and management in absence of the Property Officer.

B. The FSD Captain is responsible for the direct supervision of the Property Officer, ensures that the written directives for the property management system are followed by the Property Officer, and assists with evidence control and management in the absence of the Property Officer.

C. The Property Officer is responsible for the control and management of all evidence submitted to the Evidence Room, Property Intake Room, and Lost and Found Property Room. This includes proper storage of property, responsibility for carrying out the final disposition of evidence as directed by the investigating officer or the courts, maintaining accurate records with bar coding and entry into the RMS Property Module, in addition to prompt disposition of evidence within one year after all legal requirements have been met.

D. The Property Management facilities include the Evidence Room, Lost and Found Room and Property Intake Room.
   1. The Evidence Room is located in the Mission Center Building in an area designated by the Chief of Police as the evidence storage area. The
Evidence Room maintains firearms, narcotics, money and jewelry in the MCB Evidence Room. The safe is located in the MCB Evidence Room and contains money and jewelry.

9.5.3 Property Officer (Revised: 2/16/17)

The Property Officer is responsible and accountable for the management and control of found, safekeeping and evidentiary property that is submitted. Functions designated to be performed by the Property Officer, may also be performed by the ECC Manager in the absence of the Property Officer or a properly trained designee.

9.5.4 Property Intake and Storage (Revised: 2/16/17)

A. Property submitted to the Property Intake Room must be tagged and clearly marked with the case number and number of items and other information as indicated on the label affixed to the evidence bags provided. It is the responsibility of the submitting officer to properly tag, mark, and package and/or photograph property submitted. If the property not tagged, packaged or marked appropriately, or documentation is missing or inadequate, the Property Officer will notify the submitting officer if he/she is available. If the submitting officer is not available, the property will be given to the on duty supervisor of the submitting officer’s Division to claim, tag, package or mark the property according to the guidelines in this policy.

B. The Property Record Tag/Label must be correctly filled out and clearly marked as evidence. “Evidence” is defined as property that may be related to a crime or that may implicate or clear a person of a criminal charge. “Found Property” is property that is “lost” or turned over to the police department and that is not evidence. If an owner can be identified, the officer will make an attempt to contact the owner. “Safekeeping” is non-evidentiary property that is seized by an officer. A property receipt will be issued by the officer and given to the party from whom the property was seized. Items to be destroyed must be clearly noted on the Property Record Tag/Label.

C. Property shall be placed inside the designated intake storage containers/area (i.e. lockers, mailbox, refrigerator, cage, etc.). If the property is too large for any of the above-mentioned areas or needs to be refrigerated or dried, the Property Officer shall be notified of the condition of the property and the property shall be stored in a secure location until the Property Officer can process it.
D. Weapons, narcotics/dangerous drugs, money or items of very high value will be placed in the Intake Lockers or secure locations as necessary until the items can be secured by the Property Officer.

E. No explosives, dangerous chemicals, pressurized tanks, unknown biological specimens, radioactive materials, or other dangerous/hazardous material or property will be submitted to the Property Intake Room. These materials will be collected by EHS or the San Francisco Fire Department, accordingly. The collection of these materials will be documented in RMS and an e-mail will be submitted to the Property Officer informing them of the disposition of the hazardous item.

F. Alcohol found in a bag or among additional property will be emptied on scene, photographed and if possible the empty container will be disposed of at the station. It is not necessary to preserve alcoholic beverages or their containers (cups, bottles, kegs etc.) as evidence for Minor in Possession, Open Container, Consuming Alcohol in Public or other alcohol violations, infractions, or other misdemeanors. These items will not be accepted by the Property Officer. A photograph of the items shall be submitted instead.

G. Credit Cards – All attempts should be made to contact the owner to return the lost and found credit cards. The name on the found credit card should be checked in Pro Watch to determine if the owner is an EOP. If the owner is an EOP, the officer should contact the owner and attempt to return the credit card. If the owner is not an EOP, the officer should call the number on the back of the card and tell the credit card company to deactivate the card. Once the credit card is deactivated, the card should be destroyed. A report in the RMS is not necessary; a CAD entry is sufficient for all actions.

9.5.5 Property Rooms Security (Revised: 2/16/17)

All evidence and lost and found property stored at the UCSF Police Department will be within designated secure areas. Improperly secured or packaged evidence will not be accepted into the Property Room Facilities.
A. Evidence Room Security
1. Only the FSD Captain, ECC Manager and Property Officer will have key access, alarm code access and the combination of the safe. Other permanent or temporary employees assigned specifically to the Evidence function may be allowed key access with the approval of the FSD Captain.
2. Access doors will be kept closed and locked any time the Property Officer is not physically in the Evidence Room.
3. The safe will only be unlocked and opened when the Property Officer is actually placing items into or taking items out of the safe.
4. Only authorized persons may enter the Property Rooms and only when accompanied by the ECC Manager, Property Officer, FSD Captain or other permanent or temporary employees who are specifically assigned to the property function.
Key authorized persons are:
a. FSD Captain
b. ECC Manager
c. Property Officer
d. Other employees, either permanent or temporary, assigned specifically to the Property function.

Other authorized persons are:
a. Chief of Police
b. Inspection/Audit Team – during periodic inspection or audit when accompanied by at least one of the above listed personnel
c. Other Police Department or Law Enforcement Personnel – under appropriate circumstances and escorted by at least one of the above listed authorized personnel.
5. All personnel entering the Evidence Room Facility shall sign the Evidence Room Log documenting the date, time in/out and the purpose of the visit. It is not necessary for the Property Officer to sign the register.
6. After-hours entry may be accomplished by contacting the:
a. Property Officer
b. ECC Manager
c. FSD Captain.

B. Property Intake Area
The Property Intake Area consists of lockers, mailbox, refrigerators, cage and materials for packaging, marking, securing and tagging property. Once property is
appropriately packaged, marked and placed into a designated storage container/area, the officer shall use the padlocks, which are affixed to the refrigerators, intake lockers and cage, to secure the properties. Only the Property Officers can retrieve property from the designated intake storage containers/area.

9.5.6 Special Security Measures (Revised: 7/17/17)

Additional security measures are taken when money, items having a very high monetary value (e.g., jewelry), dangerous drugs, narcotics or weapons are submitted. These items are first submitted to the Property Intake Room. They are subsequently transferred to the Evidence room by the Property Officer. These items are stored separately in the Mission Center Building Evidence Room, located at 1855 Folsom Street, Rm. 110.

A. Currency
All money submitted will be counted by the officer, with the denominations noted, placed in a properly marked package, sealed with clear packing tape, dated and initialed. The Property Record Tag/Label must be signed by the officer and Watch Commander/Sergeant verifying the count. The Property Officer will not open the sealed package to verify the contents or amount, only noting that it has been properly packaged and documented. Currency submitted will be stored inside the locked safe in the Evidence Room.

B. Precious Metals or Gemstones
Precious metals or gemstones that are evidence in a criminal investigation should be properly marked, packaged separately and stored inside the locked safe in the Evidence Room.

C. All dangerous drugs including, but not limited to, narcotics, hallucinogens and narcotic paraphernalia and implements submitted for destruction shall be taken to SFPD Crime Lab for destruction/disposal by the reporting officer. Dangerous drugs that are evidence in a criminal investigation shall be taken to the SFPD Crime Lab by the arresting officer.
   1. All drugs will be inventoried and weighed, when applicable, by the submitting officer and verified by the officer’s supervisor. The weight will be documented by the submitting officer on the Property Record Tag/Label or on the package.
   2. Pills and capsules will be counted and the count noted on the Property Record Tag/Label or on the package.
3. All dangerous drugs will be photographed and the photo uploaded into the RMS as part of the crime report. The drugs will be sealed with evidence tape and the seal initialed and dated.

4. Hypodermic needles will only be accepted as evidence when the syringe is secured.

5. All non-evidentiary needles and syringes shall be photographed and disposed of by the officer in the sharps container in the property intake area and the information documented in the incident report.

D. Firearms
The submitting officer will unload each firearm and secure the firearm from discharging by utilizing the trigger security ties provided. Each firearm must be tagged separately. If the submitting officer is unable to unload and/or clear the firearm he/she will place red evidence tape around the firearm at the trigger guard and note the problem on the Property Record Tag/Label.

1. The Property Officer will notify the on-duty Watch Commander to clear any firearm that is submitted in an unsafe condition or that has a barrel obstruction.

2. Ammunition will be packaged and stored separately from the firearms in the Evidence Room.

3. The submitting officer will query all firearms in NCIC for a record that they were stolen. The Property Officer will also check each firearm at the time of intake to see if it was stolen and check the barrel to ensure it is clear and unobstructed.

4. The submitting officer will, at the time of intake, enter the firearm(s) make, model, manufacturer, serial number and registered owner into the Automated Firearms System via the CLETS and note them in the report.

5. Firearms shall be properly marked and placed into secure compartments inside the Evidence Room.

9.5.7 Perishable Evidence (Revised: 11/10/10)

All body fluids are bio-hazardous and strict adherence to the handling of potential blood borne pathogens procedures will be followed (UCPD General Order 4.4).

A. Refrigerated Property
Two refrigerators are located in the Property Intake Room for temporary storage of perishable items, such as urine and blood samples and sexual assault kits.
Under normal circumstances, sexual assault kits will be held at SFGH or transported to the San Francisco Coroner’s Office if collected at a location other than SFGH. A constant temperature between 30 and 38 degrees Fahrenheit shall be maintained. Evidence from a criminal investigation that requires refrigeration will be transferred to the Evidence Room refrigerator for long-term storage.

B. Wet Clothing/Cloth Property
Wet clothing or other wet materials such as leather or documents degrade when not properly dried. The officer will contact the Property Officer at the time of submission to receive such items; these items are not to be submitted into an evidence locker. The Property Officer will dry the wet items in the Evidence Room. Once dried, the Property Officer will package, mark and seal the items in a paper container and note on the Evidence Form the action taken.

9.5.8 Explosives (Revised: 2/16/17)

Under no circumstances shall highly explosive materials be stored in any area of the Police Department. The submitting officer will contact the FSD Captain as to where to store the property, as explosives are never to be placed in an evidence locker in the evidence intake area. Examples include evidentiary fireworks, gunpowder and .50 cal. or greater munitions.

A. “Live” or “non-inert” explosives such as pipe bombs, grenades, etc., will not to be stored in the Property Intake Room. When recovered, the on-duty Watch Commander will notify the SFPD Bomb Squad for disposal. Prior to disposal, the officer will photograph the evidence and submit the photograph instead of the evidence.

B. Fireworks seized as contraband and that have no evidentiary value will be taken to the SFFD by the submitting officer, not stored in the Property Intake Room.

C. Explosive materials shall be moved, stored and destroyed only under the direct supervision of the Property Officer, the FSD Captain or the Watch Commander.

9.5.9 Flammable (Volatile Materials) (Revised: 2/16/17)

Items that are flammable or that may contain a combustible fluid, such as gasoline or lighter fluid, shall not be stored in any portion of the UCSF Police Department. The submitting officer will contact the Property Officer or the on-call EHS worker to store the
property, since it is never to be placed in the Property Intake Room. Property goes directly to either EH&S or SFFD (see “A” or “B” below). The Property Officer should be notified of the disposition of these items.

A. Hazardous chemicals, nuclear waste or pressurized tanks, etc. shall not be stored in the Property Intake Room since the Fire Department has deemed this a dangerous procedure. If these items must be taken in as evidence and a photograph will not suffice, the items are to be stored by EHS or SFFD.

B. Flammable materials shall be referred to SFFD for storage and disposal.

C. Toxic or hazardous substances shall be moved and stored ONLY under the direct supervision of EHS or SFFD.

9.5.10 After Business Hours (Revised: 8/1/14)

The Property Intake Room shall remain open at all times. After business hours or in the event that all storage compartments are filled, the Property Officer, ECC Manager and TSD Captain shall coordinate after-hours availability to ensure that at least one person with access to move property from the Property Intake Room to the Evidence Room is available. Officers bringing property for submission will observe the guidelines outlined in 9.5.4, “Property Intake and Storage.”

A. The business hours of the Property Room are 0700 hours to 1600 hours, Monday through Friday, excluding holidays.

B. Property release hours shall be from 0700 hours to 1600 hours on business days or by appointment.

9.5.11 Transfer to Crime Lab, Court or Another Agency (Revised: 6/2/17)

A. The Property Officer will process all evidence, notify a detective of evidence needing to be transferred to the SFPD Crime Laboratory and check out the evidence in the RMS. An Investigations Unit detective is responsible for transferring evidence to the SFPD Crime Laboratory.
   1. An Investigations Unit detective will ensure the SFPD Crime Laboratory Analyzed Evidence form or the SFPD Crime Scene Investigations Latent Fingerprint Request form is completed before transferring evidence to the Crime Lab.
2. The Investigations Unit Detective will sign and date the SFPD Crime Laboratory Analyzed Evidence form or the SFPD Crime Scene Investigations Latent Fingerprint Request form, indicating the date the evidence was transferred to the Crime Lab or Identification Bureau. The Property Officer enters the date and time the evidence item was transferred and detective responsible for the transfer into the RMS property module. The RMS property module entry maintains the “Chain of Custody.”

3. The Investigations Unit detective will transfer the items to the Crime Lab or Identification Bureau in person. The lab technician receiving the property will sign the SFPD Crime Laboratory Analyzed Evidence form or the SFPD Crime Scene Investigations Latent Fingerprint Request form when the property is turned over to him/her. The Property Officer shall make the appropriate “Chain of Custody” entry into the RMS property module.

4. When the items are returned to the Evidence Room, the Property Officer will make the appropriate “Chain of Custody” entry into RMS indicating the date and time the evidence was returned.

5. When property is temporarily released, it must be charged out to the person receiving the property in the RMS Property System. The system shall then be updated by case number in the “Chain of Custody” section of the property module. When the property is returned, the Property Officer shall so note in the “Chain of Custody” section. The property shall be replaced in its assigned location by the Property Officer or those under his/her supervision.

6. The UCSF Police Department will use accredited laboratories for processing evidence. The UCSF Police Department uses the accredited SFPD Crime Laboratory for evidence processing. The UCSF Police Department can also utilize the accredited California Department of Justice, Bureau of Forensic Services for processing DNA evidence.

7. All laboratory reports will be submitted in writing and become part of the official record.

9.6 RELEASE AND FINAL DISPOSITION OF PROPERTY AND EVIDENCE

(Revised: 11/10/10)

Final disposition of found, safekeeping and evidentiary property will be accomplished within six months after disposition by the officer or the courts and all legal requirements have been satisfied. In every case where property is released, the final disposition of that
property will be documented in the RMS property module, with updated information to reflect the disposition. When applicable, all property released, whether auctioned, destroyed or returned to the owner, shall be cleared from NCIC and CLETS by the ECC personnel at the direction of the Property Officer. The Property Officer shall upload the CLETS entry into the RMS.

9.6.1 Release of Property and Evidence (Revised: 2/16/17)

The Property Officer will release all items from the Evidence Room.

A. Rightful Owner
   1. Property may be released to the rightful owner once all Police use of the property is satisfied and the Property Officer has authorized its release.
   2. In every case, the Property Officer will make every reasonable effort to verify rightful ownership of the property and the identity of the person to whom it is being released.
   3. In every case, the person to whom the property is released will sign the Property Receipt, indicating he/she received the property from the Police Department. In addition, the person receiving the property will provide picture ID, whenever possible, and a photocopy of the ID will be kept with the file.
   4. Weapons taken as evidence, found property or for safekeeping will be released, disposed of or retained for Departmental use, according to the provisions of this order and state and federal law.
   5. Once an item has been cleared for release by the Property Officer and legal requirements have been met, the Property Officer will make every reasonable effort to contact the owner and inform the owner of when and where the property may be claimed.
   6. The Property Officer will send a certified letter to the last known address of the owner or the address listed by the DMV. The letter will inform the owner when, where and how to claim the property.
   7. If the owner cannot be located or fails to claim the property after a period of 90 days, the property will be considered unclaimed and disposed of according to 9.6.2, “Disposition of Property and Evidence.”

B. Used Merchandise Dealer or Pawnbroker
   All property seized from a used merchandise dealer or pawnbroker under the authority of State and Local statutes shall be confiscated as evidence and held as such until the case is resolved. The seizing officer shall give the used merchandise
dealer a receipt listing all property taken into evidence. The investigating officer may place a 90 day hold on suspected stolen property, pursuant to California Business & Professions Code § 21647(a).

1. Should the disposition of the property not be decided at trial, the Police Department shall either return the property to the used merchandise dealer or, in accordance with administrative rules, conduct an administrative hearing to determine ownership if rightful ownership is still disputed.

C. Release to Finder
Property other than weapons or contraband may be released to the finder pursuant to California Civil Code § 2080.3.

D. Contraband/Forfeited Property
Property that is forfeited to the Police Department pursuant to civil forfeiture proceedings, municipal ordinance or other state statute will not be released to its owner or finder. Contraband will be handled the same as forfeited property and shall be disposed in accordance with state and local statutes.

E. Evidence
Evidence will not be released until cleared for release by the investigating officer and/or a review of case by the District Attorney pursuant to state and local statutes.

F. Weapons and Firearms
Weapons held as evidence may only be released after the court disposition and with permission of the investigating officer or the District Attorney. The Property Officer will run the firearm by serial number through NCIC to ensure it is not stolen prior to release to the rightful owner. This will be documented on the case report. The Property Officer will ensure the firearm is safe and the barrel is clear and unobstructed prior to the releasing the firearm and document the same on the case report. If the weapon is a firearm, the Property Officer will check the owner through the CLETS and NCIC systems for the following: a felony record as outlined in the PC § 12021; a restraining/stalking order, a domestic violence conviction, a warrant, probationary status or a prior commitment to the Mental Health and Developmental Disability Services, as outlined in the California Welfare & Institutions (W&I) Code § 8102.

1. If the owner has a felony record as outlined in the PC § 12021, the firearm cannot be released to him/her. If the owner has a restraining/stalking order
or has been convicted of domestic violence as outlined in the Federal Law Omnibus Consolidated Appropriations Act of 1997, the firearm cannot be released to the owner. If the owner is on probation, the owner’s probation officer must be contacted to determine if the condition of his/her probation allows weapons. If not, the weapon will not be released to the owner.

2. If the owner cannot receive the firearm by law, the owner will be notified in writing by the Property Officer that he/she is restricted under law from firearms possession and the firearm will not be released to him/her.

3. In every case, the Property Officer will make every reasonable effort to verify proper ownership of the weapon and the identity of the person to whom the weapon is being released.

4. In every case, the person receiving the weapon will sign the Property Receipt, indicating the weapon was released to that person. In every case, the Property Officer will make a photocopy of picture ID from the person receiving the weapon.

5. If the owner is not known, the weapon will be declared unclaimed after a period of thirty days and destroyed or, if applicable, appropriated for Departmental use. The Property Officer will annually destroy any weapons that are unclaimed or deemed to be illegal.

6. The Property Officer will write a report of his/her findings any time a firearm is to be released and the report is reviewed and signed by the ECC Manager prior to release.

G. Weapons and Firearms – Safekeeping
Weapons held for safekeeping will be retained for a period of up to sixty days. At the conclusion of that time, the Property Officer will notify the rightful owner by letter mailed to the last known address or the address listed by DMV. If, after thirty days, the weapon has not been claimed by the owner, it will be declared unclaimed property and disposed of or appropriated for Departmental use, according to this order.

H. Weapons and Firearms Used in Suicides/Attempt Suicides
Any weapon that has been used in the commission of a suicide will be confiscated and kept by the Police Department. Weapons shall only be released pursuant to the California W&I Code § 8102. Any weapon that has been used in an attempted suicide will be handled the same as a weapon used in a suicide; however, a period of ninety days will pass before the weapon is released. If the subject is the owner of the firearm, an investigator will communicate with mental health officials
and/or the District Attorney when determining if the firearm should be released back to the subject/estate in the suicide/attempted suicide.

I. Weapons and Firearms – Acquisition for Departmental or Other Public Use

Requests for the acquisition of weapons, firearms or other unclaimed property held by this Department for Departmental or other public use of shall be made in writing and forwarded to the Chief of Police, via the FSD Captain. All requests shall include complete justification for acquiring the property and copies of all relevant agency documents describing how the requested property came into possession of the Department. After a request has been approved by the Chief of Police, additional documents may be obtained, as required by law, when the property to be acquired is a firearm.

1. If the court orders a firearm be destroyed at adjudication, then a Certificate of Weapon Retention should be completed and submitted to a Judge or District Attorney for signature.

2. Department of Justice entries in AFS should be cleared and the firearm(s) re-entered as “Retained for Official Use” (DOJ DOC Code=V, § 12030(e) PC.)

3. A letter describing the make, model, caliber and serial number of the firearm to the California DOJ, prepared for the signature of the Chief of Police.

4. All documents shall be retained until the firearm is destroyed.

J. Money

Money held as evidence will be released to the rightful owner upon completion of the court case and upon approval of the investigating officer, District Attorney and the ECC Manager.

1. Money that is found may be released to the finder pursuant to the California Civil Code § 2080.3.

2. Upon releasing money, the Property Officer will open the sealed package in the presence of the owner/finder and count the contents together with the owner/finder. If there is any discrepancy, the FSD Captain will be notified immediately.

3. In every case, the Property Officer will make every reasonable effort to verify the ownership or right to possess the property, and the identity of the person to whom the property is being released. The person receiving the money will sign the property receipt and present picture ID.
4. The FSD Captain will approve the release of all money and witness the release of monies over $250.00. Money that is found and unclaimed or that is forfeited under the provisions of any state, local or federal law, will be deposited to the University of California Regents General Fund in accordance with this order.

K. Disposition of Unclaimed Property or Evidence
Unclaimed property or forfeited property shall only be disposed of in accordance with the provisions of the California Civil Code § 2080.4 or any ordinance outlining the disposition of property held by a law enforcement agency.

1. Notwithstanding an order from the court to the contrary, money that cannot be lawfully returned to its owner shall be, after consultation with the appropriate prosecuting attorney, deposited in the University of California Regents General Fund.

9.6.2 Disposition of Property and Evidence (Revised: 2/16/17)

A. Destroyed

1. Dangerous Drugs
   The Property Officer will notify the FSD Captain of drugs ready for destruction. An inventory of drugs to be destroyed will be taken by the Property Officer, with the information retained in the RMS property module. The Property Officer and a detective will transport the drugs to the SFPD Property Unit, which will take responsibility for destroying the drugs. The final disposition of drugs will be documented by the Property Officer in accordance with the provisions of this order.

2. Firearms
   The Property Officer will notify the Investigations Lieutenant of weapons to be destroyed. An inventory of weapons will be made by the Property Officer and retained in the RMS property module. All weapons will be checked for being stolen via NCIC and the check documented in the disposition report. The Property Officer and the FSD Captain will either monitor the destruction of the weapons or release the weapons to the SFPD Property Unit for destruction. The final disposition of the weapons will be documented in accordance with the provisions of this order.
3. Obscene Materials
Obscene Materials shall be destroyed unless a release from the investigating officer or the District Attorney’s office is received.

4. Miscellaneous Property of No Value
The Property Officer may dispose of miscellaneous found property or property held for evidence but no longer needed that is of little or no monetary value. This would include small car parts, paint chips, ball bats, clubs, unusable clothing, trash, etc.

B. Auctioned
Property disposed of at auction will be handled pursuant to the guidelines in this General Order, University of California regulations and California statutes.

9.6.3 Temporary Release and Final Disposition Record Keeping (Revised: 6/2/17)

The temporary release and final disposition of all property is to be documented on the UCSF Police Department case report and updated in the RMS property module. Paperwork for completed cases will be forwarded to the Records Unit for filing with the original case file. The Property Officer will contact the Investigations Lieutenant to discuss major property dispositions as needed.

9.6.4 Property Management Records (Revised: 11/10/10)

The ECC Manager maintains a records system, which reflects the location of the property stored in the property room, date and time when the property was received or released, character, type and amount of property on hand and chain of custody of the property through its final disposition. The dates and results of all inspections, inventories and audits will be kept by the ECC Manager.

A. The RMS Property System

All information regarding found, safekeeping and evidentiary property will be entered into the RMS Property System. The record will contain the following information on each item entered into the system:
1. Agency and case number
2. Incident type and crime class (felony or misdemeanor)
3. Bar code
4. Item number
5. Date property was submitted
6. Submitting officer’s badge number
7. Bin location within the Evidence Room where that property is stored
8. Description of property
9. Type of property (found, evidence or safekeeping) and whether it is to be destroyed
10. Personal information (name, date of birth, etc.) connected to the property
11. Final release and/or disposition information

B. UCSF Police Department Property Record Tag
A Property Record Tag shall accompany all property submitted and will contain the following information:
1. UCSF Police Department case number
2. Outside agency case number, if applicable
3. Date
4. Officer and star number
5. Name of victim/suspect/owner/finder/other
6. Offense codes
7. Crime class
8. Laboratory analyst
9. Date in
10. Property type
11. Storage facility
12. Storage location
13. If the object is: evidence, safekeeping, found, recovered, search warrant, etc.
14. Description of the property: make, model, serial number, etc.

9.6.5 Inspections/Inventories/Audits (Revised: 2/16/17)

The UCSF Police Department inspects, inventories and audits property and evidence as needed but minimally whenever there is a new Property Officer. A semi-annual inspection by the PSD Lieutenant and annual announced and unannounced audit inspections are conducted. When items of property or evidence are inspected/inventoried/audited, a notation shall be made on the inspection form. The person completing the inspection, inventory or audit will write a report detailing the property and paperwork reviewed, including problems corrected or a contingency plan to
correct any deficiencies, as appropriate, and forward the report to the Chief of Police via the chain of command. A copy of the report will be maintained by the PSD Lieutenant.

A. A scheduled inspection of the Property and Evidence Rooms and storage facilities will be made at least once each month. The PSD Lieutenant or designee shall conduct this inspection to determine if they are being maintained in a clean and orderly fashion, that the provisions of the General Orders are being followed, that property is being protected from damage or deterioration that property accountability procedures are being maintained and that property or evidence having no further evidentiary value is being disposed of in accordance with the law and Departmental policy. These inspections shall be documented in the Property Inspection Log.

B. New Property Officer Inventory

Whenever a new Property Officer is appointed, an inventory of property and evidence will be completed. The inventory will be performed by the newly appointed and outgoing Property Officers and a third person assigned by the Chief of Police. All weapons, monies and narcotics will be inventoried individually. 100 other pieces of evidence and corresponding records from the main Evidence Room will be randomly inventoried for accountability. If possible, the new Property Officer will be given two weeks of training with the outgoing officer, prior to the inventory of evidence, to ensure an orderly change-over and maintain the integrity of the system. When a new Property Officer is designated, the alarm code to the Property Room shall be changed.

C. Semi-Annual Inspection to Determine Adherence to Procedures

Once every six months, the PSD Lieutenant or designee will inspect the Evidence and Property Rooms. This inspection will determine if proper record keeping, accountability of property, proper storage, cleanliness and disposal methods are being followed by reviewing at least four cases. The inspection will also verify that the weight scale at the Property Intake Area is accurate and refrigerator temperature is between 30 and 38 degrees Fahrenheit.

D. Annual Audit

1. An annual audit of the Evidence and Lost and Found Property Rooms will be completed by a manager designated by the Chief of Police. Neither the designated manager nor any member of an inspection team will be connected with the routine control of property. This audit is for the
purpose of ensuring the integrity of the system, not to account for every item in the Evidence and Lost and Found Rooms. All containers of narcotics and dangerous drugs shall be inspected for tampering as a safeguard against substitutions.

2. The annual audit shall ensure the security, accuracy and integrity of all narcotics, weapons and the safe contents is maintained by doing an individual inventory of all these items.
   a. The audit includes an inspection of the property records to ensure that all controlled substances, money and weapons received have been properly documented. The inspection of property is conducted to determine that no drugs, weapons or money have been lost or checked out for an unreasonable length of time.
   b. The inspection team members are authorized to open controlled substance packages in the presence of the Property Officer to verify weight/count of drugs and, if necessary, conduct a qualitative analysis by a chemist. These packages will be resealed with red evidence tape and the seal initialed and dated by the inspectors in the presence of the Property Officer. A record of the inspection will be made in the case report and will include the date/time opened, the purpose for opening the package and the persons inspecting. Drugs that have not been to court will not be opened until after the trial or receiving the permission of the District Attorney.
   c. The inspection team members are authorized to open, in the presence of the Property Officer, packages containing money and/or jewelry to verify contents and amount of cash. The inspectors must follow the guidelines as outlined above for repackaging and documentation.

3. Any problems/concerns discovered during the audit shall be noted by the auditor in a final report to the Property Officer to fix.

E. Unannounced Inspections
   An unannounced inspection of the Evidence Room will occur annually, as directed by the Chief of Police. This inspection will include a random comparison of records with physical property to ensure the accuracy of records.
University of California, San Francisco
Police Department General Orders

Issued: 6/25/07
Reviewed: 2/16/17

BY ORDER OF: [Signature]
Mike Denson
Chief of Police
Chapter Ten: Special Operation Procedures

10.1  SPECIAL OPERATIONS

10.1.1 Introduction (Revised: 10/29/10)

The UCSF Police Department recognizes the value of human life and its responsibility for the preservation of life. In the handling of all barricaded suspect, hostage and/or active shooter situations, it is the policy of the Police Department to gain control of the situation by utilizing all reasonable means without resorting to use of force. The Field Services Division (FSD) Captain is responsible for reviewing this policy annually and recommending updates as necessary.

10.1.2 Special Operation Procedures (Revised: 6/6/17)

A. The UCSF Police Department does not have a bomb squad or full-time special weapons and tactics team. Should these types of services be necessary, in accordance with the mutual aid agreement, the San Francisco Police Department (SFPD) 24-hours Operations Center shall be contacted at 415-553-1071. In addition, other specialized SWAT or tactical units may also be summoned as the situation permits (e.g., FBI, SWAT, San Francisco Sheriff’s Department Emergency Services Unit).

B. The following circumstances are situations for which mutual aid services may be necessary:
   1. Barricaded suspect apprehension
   2. Rescue of subjects in the line of fire (injured officers, citizens)
   3. Barricaded suspect with hostage operations
   4. Anti-sniper operations
   5. Mobile operations/special purpose vehicles
   6. Protective details – executive/witness
   7. Bomb disposal (SFPD Bomb Squad)
   8. Crowd control
   9. Mass arrests
   10. Active shooter
   11. High risk search/arrest warrants
C. The SFFD Rescue Team is responsible for all search and rescue functions within San Francisco County. The San Mateo County Sheriff’s Emergency Services detail is responsible for all search and rescue functions within San Mateo County.

D. During an incident requiring mutual aid response, it may become necessary to notify staff or faculty of the incident or limit access to or from the affected area.
   1. Procedures for issuance of an alert via the UCSF Listserv are described in General Order 6.3.4, “UCSF Police-Alert Listserv Addresses.”

E. Critical Incident Response Guidelines
   1. Officers responding to a critical incident or participating in a special operations assignment are responsible for the following first responder tasks in advance of the arrival of specialized response teams:
      a. Assigning responsibilities to responding Department personnel, to be fulfilled until additional resources arrive. These could include, but are not limited to:
         (1) Rescue
         (2) First aid
         (3) Scene containment
         (4) Evacuation
         (5) Issuance of shelter in-place orders
         (6) Evidence preservation
         (7) Witness identification
         (8) Suspect containment
         (9) Establishing inner or outer perimeters
         (10) Setting up command posts.
      b. Assessing the need for additional resources
      c. Notifying arriving response units and the ECC of the particulars of the active scene.
      d. Establishing the location of the initial command post and requesting that additional resources respond to that location for assignment.
2. The first officer on scene will be the Incident Commander. He/she will serve in that capacity until relieved by a higher ranking officer, corporal, sergeant or command officer.

3. Primary goals of first responders are to:
   a. Assess the situation
   b. Isolate, contain and protect against threats to human life
   c. Provide direction to shelter in place or evacuate if necessary
   d. Communicate with other responding personnel, with an emphasis on coordination and cooperation between specialized teams and other on-scene, operational components.

4. In response to an active threat to human life, officers will coordinate the deployment of tactical teams to isolate and neutralize the threat.
   a. Outside agencies will be contacted to provide additional resources not readily available to the UCSF Police Department (e.g., SWAT, bomb squad).
   b. ECC personnel will be responsible for requesting these additional resources.

6. The Incident Commander shall ensure a minimum number of patrol officers is available to respond to calls for service not connected with the critical incident.

7. The intent of "coordination and control" is to follow procedures that minimize the potential for misunderstandings between response components, to provide for the safety of officers and to ensure the success of the operation.

8. When operational security is critical to a successful outcome, discretion is advised in disseminating information to local commanders and operational components.

10.1.3 Tactical Team Deployment (Revised: 8/1/14)

A. The FSD Captain or designee, with the concurrence of the Chief of Police, will have overall command and control over any special operations and assess if and to what extent there is a need for special equipment or resources.

B. The FSD Captain will assess if there is a need to call out the SFPD Hostage Negotiation Team, Tactical Team and/or Bomb Squad and the extent of the need. He/she will then confer with and advise the Chief of Police on activating a
callout. In the absence of the FSD Captain, the Patrol Lieutenant or Chief of Police will make the determination. In the absence of the Chief of Police, the highest ranking officer shall notify the Chief of Police as soon as possible.

10.1.4 Hostage/Barricaded Person Situations (Revised: 8/1/14)

A. Tactical Situations – Philosophy
1. In all situations involving tactical operations, the FSD Captain with concurrence of the Chief of Police has responsibility for control and command of the incident, including the authorization for use of force and/or chemical agents under the direction of the Chief of Police.
2. During the entire incident, all members shall maintain firearms discipline. Firearms shall not be discharged, with the exception of:
   a. In self-defense
   b. To prevent serious or fatal injury to a hostage or innocent third party
   c. As authorized by the FSD Captain or designee or the Tactical Team Commander.
3. All suspect demands are negotiable following consultation with the Hostage Negotiation Team Leader, with the exception of the following:
   a. Request for additional weapons from suspect(s)
   b. Request for additional hostage(s) or the exchange of hostage(s).
4. The Preservation of Human Life – Preservation of the lives of the hostages, general public, police officers and suspects constitutes the first priority in devising any strategy.
5. It is the policy of the Police Department to prohibit suspects from escaping from the scene of an incident with hostages. However, in the event a suspect(s) escapes with a hostage, the following measures may be employed:
   a. Deployment of chase vehicles to pursue the suspect(s)
   b. Requesting assistance and resources (e.g., canine teams, aircraft surveillance) from outside agencies
   c. Coordination of all personnel and outside agencies to control and monitor possible routes of escape available to the suspect(s).

B. Deployment Authority
1. The FSD Captain will determine if it is necessary to activate the Hostage Negotiation and/or Tactical Teams. If it is determined that Hostage
Negotiation and/or Tactical Teams must be activated, the Chief of Police will be notified.

2. The following factors will be considered in determining the necessity and practicability of using the Tactical Team:
   a. Need for specialized knowledge in tactical operations
   b. Need for specialized equipment
   c. Safety of citizens and officers if there is a delay in deploying the Tactical Team
   d. Control of the scene in anticipation of arrival of the Tactical Team
   e. Volatility of the situation
   f. Confinement of a suspect(s) and type of weapon(s) the suspect(s) have.

3. The following situations will generally require deployment of the Tactical Team:
   a. Barricaded/armed suspect(s) who are holding hostages
   b. Sniper attacks
   c. Emergency operations to rescue citizens, officers, hostages or others who are endangered or injured
   d. Explosive devices and/or release of bio-chemical weapons.

C. Specific Responsibilities of First-on-Scene Officer(s):
   1. The first officer(s) on scene will attempt to confine the suspect(s) to the immediate area where the suspect(s) are located while maintaining firearms discipline. Officer(s) involved in the containment of the suspect shall:
      a. Attempt to establish a perimeter
      b. If safe to do so, evacuate injured person(s) and, if necessary, request medical assistance
      c. Determine if a crime is in progress or has already occurred
      d. Relay all available information to the Emergency Communications Center (ECC) including:
         (1) Closest possible physical address/location of the incident and nature of offense
         (2) Number and description of the hostages (i.e., gender, age and any other vital information)
         (3) Number and physical description of the suspect(s) and, if weapons are involved, what type of weapons
D. Responsibilities of the Watch Commander

Once notified, the Watch Commander shall respond to the scene, establish a temporary command post, notify the ECC of the location and telephone number if such a number is available and serve as the Incident Commander until relieved by a higher ranking officer. If possible, the Command Post should be located within the outer perimeter. The Watch Commander will:

1. Establish an inner perimeter and outer perimeter on scene to protect citizens from danger
2. If necessary, evacuate bystanders and debrief them for information about the incident and/or suspect(s)
3. Brief and give assignments to responding officers
4. Direct personnel, upon being relieved, to report to the Command Post for debriefing and reassignment by the FSD Captain or designee
5. Designate a staging area within the outer perimeter to which additional units will respond and, once the staging area is determined, provide the location to the ECC for dissemination.
6. In every radio broadcast, dispatchers shall update responding units on the areas and/or streets that may be unsafe to enter, per the directives/information given by the Watch Commander.

E. Establishing Perimeters

1. Inner and outer perimeters will be established as quickly as possible to contain the incident and any suspect(s) involved.
2. In order to effectively contain the incident, isolation of the situation and containment of any suspect(s) must be accomplished promptly. The inner perimeter should be set up in the immediate area of the building or objective. The following guidelines will be used to secure the perimeters:
   a. Roadblocks and traffic control points will be set up in order to prohibit vehicular and pedestrian access to the area, as well as to minimize possible escape routes out of the area. To ensure the
suspect(s) do not leave the area undetected, all vehicle(s) and person(s) leaving the perimeter will be inspected and identification checked.

b. To prevent exposure to sniper fire, the isolation area should be located a sufficient distance from the danger area.

c. The perimeter will not be staffed by Tactical Team personnel unless they are the closest responding units or are so directed.

d. The outer perimeter will be maintained until the operation has concluded.

3. Incident Commander will advise the Tactical Team Commander, if deployed, of the following:

   a. The number and identity of the suspect(s), if known
   b. A physical description of suspect(s)
   c. Any pertinent information concerning the suspect, i.e., mental or physical condition, militant or criminal history, membership in an extremist group, motive and other important intelligence
   d. Last known location (within the inner perimeter)
   e. Type of weapons used or available to the suspect, if any
   f. Physical and/or clothing description and personal information (e.g., name, gender) of the hostage(s)
   g. The suspect’s relationship to the hostage (e.g., relative, friend, business acquaintance, total stranger)
   h. The physical location of the incident, including possible escape routes, unknown exits or service connections (water, gas, electricity, phone).

4. The command of the inner perimeter will be formally transferred to the Tactical Team Commander after the inner perimeter has been established, the Tactical Team Commander has been apprised of the situation and staffing of the inner perimeter has been assumed by Tactical Team personnel.

   a. The transfer of command will commence per the Chief or his/her designee’s approval.
   b. Upon transfer, the Tactical Team Commander will have complete control of and responsibility for the inner perimeter.
   c. The Tactical Team Commander will control all of the hostage negotiations efforts.
5. The Watch Commander will assign officers to prevent vehicular and pedestrian traffic from entering the perimeter and to provide the Tactical Team with support, including, but not limited to:
   a. Crowd control
   b. Establishing a command center for the coordinated control of the operation
   c. Setting up staging areas for emergency support equipment.

F. Evacuation Procedures
   The evacuation of the immediate area, including all bystanders, neighbors or those who may interfere with or be injured in the situation, should be completed immediately and preferably prior to the arrival of the Tactical Team.
   1. Lightly Populated Areas
      When encountering a suspect with weapon(s) in a lightly populated area or building, residents will be evacuated from the area or building via a specified route. All persons exiting the building or area must be screened and identified so as to not let the suspect escape unnoticed. Witnesses and those suspected of involvement with the incident will be detained. Under circumstances where residents are unwilling, unable or afraid to leave the area or building, an additional announcement should be made advising those remaining residents to seek cover, remain immobile and stay clear of windows or exposed areas (i.e., “shelter in place”).
   2. Densely Populated Areas
      When encountering a suspect in a heavily populated area or building where evacuation is impractical, residents will be warned to seek cover, remain immobile and stay away from exposed areas and windows (i.e., “shelter in place”).

G. Tactical Team Response
   1. The FSD Captain or designee will manage the overall incident and serve as the designated Incident Commander. The Incident Commander is responsible for the entire operation, including the efforts of the Tactical Team, FSD response, Public Information Officer (PIO) and additional personnel assigned to the incident. The Incident Commander shall:
      a. Assume overall supervision of operations at the scene
      b. Ensure that appropriate communication equipment is present at the scene by contacting the analyst assigned to the Property Room if necessary
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c. Designate a press staging area that will be staffed by the PIO or designated supervisor
d. Determine the need for and availability of any specialized equipment (for rescue, fire, surveillance, etc.)
e. Establish communications with outside agencies, if necessary
f. Properly brief the Chief on the status of the incident
g. Prepare a written administrative report of the operation as soon as practical if such a report is deemed necessary by the Chief.

2. The Tactical Team Commander will be responsible for the command of the inner perimeter, including the positioning of Tactical Team personnel, hostage negotiations, tactics of the arrest teams and hostage negotiations. The Tactical Team Commander should:
   a. Immediately report to the Incident Commander for a full briefing of the incident
   b. Continually monitor progress in the hostage negotiations
   c. Report any change in the suspect status to the Incident Commander
   d. Authorize the advancement of the level of force to be used against the suspect(s) (e.g., chemical agents, firearms)
   e. The Incident Commander will be briefed for concurrence.

3. The Watch Commander under the direction of the Incident Commander is responsible for maintaining the integrity of the outer perimeter by posting personnel at locations.

4. A UCPD officer will be assigned to all Tactical Team call outs for the purpose of investigating criminal violations and will direct any requests for additional staff to assist in the investigation or secure of the scene to the Incident Commander.

5. The PIO will respond to the scene of any Tactical Team call out. The PIO shall:
   a. Restrict the press to the area designated by the Incident Commander
   b. Monitor the operation while informing the press of the status of the operation
   c. Draft a written press release for review by the Incident Commander
   d. Coordinate press release with the UCSF Media Relations.

H. The Hostage/Barricaded Person Situations Plan shall be reviewed by the FSD Captain or designee annually and updated as necessary.
10.1.5 Active Shooter/Active Terrorism *(Revised: 6/5/17)*

A. **Purpose**
   
   The purpose of the active shooter protocol is to save as many lives as possible, as quickly as possible, with consideration to the safety of those responding and to provide a comprehensive agency response plan for active shooter situations. The deployment techniques and tactics described herein should be interpreted as options, not as required actions that must be taken in every case. There may be alternatives other than those described in this protocol. Each situation is unique, and the police response will depend on the known information about the situation and threat(s), the structure or area involved, the availability of additional resources and other factors. It is the policy of this Department that officers shall use only that force which is necessary to accomplish lawful objectives given the facts and circumstances known at the time of the event. An officer may use deadly force only when the officer reasonably believes that the action is in defense of human life, including the officer’s own life, or in the defense of any person in immediate danger of serious physical injury.

The FSD Captain will complete a documented review of the protocol with campus stakeholders annually.

B. **Definition**

1. **Active Shooter:** One or more suspect(s) who, as police respond to the scene, are actively killing and/or causing serious, life-threatening bodily injury to multiple victims. The overriding objective of the suspect(s) appears to be that of murder, rather than other criminal conduct such as robbery or hostage taking.

2. **Barricaded Suspect:** Suspect is in a position of advantage, usually barricaded in a room or building. Suspect is armed and refuses to surrender to police.

3. **Incident Transition:** That point during the incident where it becomes clear that the active shooter has become inactive and ceased his/her violent, assautlve behavior.

4. **Inner Perimeter:** Deployment of officers behind cover and concealment around the area of the suspect with the primary goal of containing the suspect and preventing escape.

5. **Police Rifle:** Deployment of trained officers with a patrol rifle or carbine capable of accurate, high-powered fire at ranges of 25-50 yards or more.
6. **Extraordinary Deployment**: Deployment of a small team of officers to move towards and contact the active shooter, to rescue trapped and injured persons or to search and clear dangerous areas.

7. **Venue Agency**: The University of California, San Francisco is the venue agency within whose geographic jurisdiction the incident occurs.

C. **Procedures**

1. **Outline of Primary Points of Operation**
   
   a. **Safety Priorities**:
      
      (1) Hostages
      (2) Innocent Persons
      (3) Police and Emergency Personnel
      (4) Suspect

   b. **Reasonable Chance of Success**
      
      (1) The Incident Commander must realistically assess situation and the threat(s) involved (e.g., numbers of suspects and their organization, types of weapons).
      
      (2) Any deployment of officers into a dangerous situation must be for a clear and obtainable objective and not be reckless or irresponsible.
      
      (3) The officers’ numbers, equipment, experience and training must provide for a reasonable chance of success.
      
      (4) Officers are not expected to operate alone or embark on suicide missions.
      
      (5) Officers will not enter buildings that are actively on fire.

   c. **Operational Goals (not in specific order)**:
      
      (1) Preservation of life and prevention of injury of all involved parties
      
      (2) Scene containment by initial patrol response
      
      (3) Establishment of incident command post and designation of officer in charge
      
      (4) Apprehension of suspect(s)
      
      (5) Neutralization of threat(s)
      
      (6) Evacuation or shelter in place directions given to persons at risk
      
      (7) Transition to SWAT or tactical teams (whenever possible)
      
      (8) Rendering the scene safe
      
      (9) Preservation of the crime scene
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(10) Collection of evidence

  d. Use of Force Policy

    (1) Deployed officers should operate within the guidelines of the UCSF Police Department, as detailed in the policies and General Orders that relate to the use of force (e.g., General Order 4.3, “Use of Force”).

    (2) Any incident-specific orders related to use of force issues must come from the on-scene Incident Commander.

2. Jurisdiction, Organization and Communications

  a. During any large emergency, the effectiveness of a multi-agency response usually depends on knowing who is in charge, a workable organizational structure and reliable communications.

  b. The following points are important considerations for active shooter planning, training and response:

    (1) A UCSF police officer will generally serve as Incident Commander, unless the situation dictates consideration of another option.

    (2) The Incident Command System (ICS) should be used to organize, manage and deploy resources.

    (3) Specialized teams and units for active shooter response and management may be established within the ICS.

    (4) Executives, managers and supervisors from other agencies will be needed at the Command Post to fill section supervisory positions within the ICS and to support the Incident Commander in evaluating information and making decisions.

    (5) Early in the response, if possible, a dedicated “tactical” radio frequency and dispatcher should be established for the officers in the Inner Perimeter, Police Rifle and Extraordinary Deployment teams.

    (6) A staging area and command post should be established and staffed.

    (7) Fire and medical agencies should be notified and involved in the response.

    (8) Guidelines for UCSF faculty, staff, students and visitors are listed in the Active Shooter Response Checklist (see Addendum 10A).
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(9) The Mass Notification System (see General Order 7.4.1, “WarnMe”) will be activated to alert the campus community of the active shooter situation.

c. Media Procedures
(1) The Chief of Police or designee will assess the situation and determine if the PIO should respond to coordinate media communications, per General Order 6.4, “Public Information and Community Relations.”
(2) If the PIO is not needed, the Chief of Police or designee will be responsible for media communications.

3. Initial Deployment Options
a. General
(1) The reality of an in-progress, active shooter situation is that there are many more urgent tasks to be accomplished than there are personnel available and organized to accomplish those tasks.
(2) The dynamics of the incident may require a change of emphasis from one deployment option to another, and it is likely that several options will be used before the incident is resolved.
(3) Rarely, a local SWAT or tactical team may be immediately available to fill the role of a deployment option. More likely, multiple officers from different agencies will have to work together as part of an ad-hoc team.

b. The four initial deployment options are: Evacuation, Inner Perimeter, Police Rifle and Extraordinary Deployment teams.

(1) Evacuation
Officers may discover that there are large numbers of assembled people who are trapped or in significant danger. To save the maximum number of lives, it may be appropriate for officers to initiate evacuation of those persons and delegate management of the evacuation to on-site leaders and authorities whenever possible.

(2) Inner Perimeter
In nearly every situation, it is critically important to quickly establish a perimeter of inward-facing officers behind
cover/concealment around the structure or area in which the active shooter incident is taking place. The primary purpose of the Inner Perimeter team is to keep the active shooter contained and to prevent the suspect from moving to an area with more potential victims. Secondary missions of the Inner Perimeter team include directing escaping persons to safe assembly points and collecting intelligence about the suspect’s location and actions.

(3) Police Rifle
A Police Rifle team should generally be deployed as soon as possible because handguns have limited effectiveness at the ranges involved in the early phases of an active shooter response. Semi-automatic carbines are appropriate weapons for Inner Perimeter and Extraordinary Deployment teams. A Police Rifle team may be the only deployment option that can immediately defend innocent lives in the event the active shooter has taken a position of advantage over an area with many potential victims (i.e., a suspect acting as a sniper from windows or a roof of a building, in a parking lot or from open area where officers cannot set up an inner perimeter).

(4) Extraordinary Deployment Team
In some situations, the only option with a reasonable chance of success may be to send an organized team of officers directly into the structure or area in which the active shooter incident is taking place. Factors that may justify the use of and Extraordinary Deployment team include:
(a) The active shooter is continuing to display aggressive, deadly behavior, and there are more lives believed to be at risk.
(b) The active shooter is moving within a complex enclosed structure or large area, and the suspect’s location is not known.
(c) Innocent persons are believed to be hiding or trapped within the area or structure and are at risk.
Extraordinary Deployment Teams Defined

a. General
   (1) An extraordinary deployment team generally consists of three to five officers arranged in a tactical formation, with firearms pointed outward so as to provide 360-degree security for the team.
   (2) Whenever possible, the team leader should be a UCSF Police Officer and should be positioned in the middle of the team so as to be able to communicate effectively and control the team’s movements.
   (3) A semi-automatic police rifle is an appropriate weapon to have at the front of the team. The circumstances of the incident may dictate some modifications of these tactics.

b. Prior to deployment, the team should take a moment to rehearse and ensure that all members know their role within the team’s mission. There are three different missions for Extraordinary Deployment teams: Contact with the suspect, Rescue of injured or trapped persons and Final Clearing of an area for hidden persons or dangerous conditions. An extraordinary deployment team can have only one mission at a time.

   (1) Contact Team
   The mission is to enter the structure or area where the active shooter suspect is believed to be and to locate and stop the threat. This may include arrest, containment or use of deadly force. Guidelines for deployment of a Contact Team include:
   (a) Entering from an inconspicuous side door or window whenever possible
   (b) Moving directly towards the threat
   (c) Bypassing open doors, injured persons and explosive devices
(d) Clearing rooms using dynamic entry of two or more officers
(e) Transmitting route, current situation and conditions via radio.

(2) Rescue Team
The mission of a Rescue Team is to locate and evacuate injured victims and trapped persons. This may include escorting or carrying people out or calling in additional help to take over the evacuation. Guidelines for deployment of a Rescue Team include:
(a) Following the route of the Contact Team
(b) Stopping at all doors and rooms within a structure and systematically conducting searches using dynamic room entries of two or more officers
(c) Transmitting route, current situation and conditions via radio.

The Rescue Team must be prepared to encounter a (second) suspect, at which time the Rescue Team will assume the role and mission of a Contact Team.

(3) Final Clearing Team
The mission of a Final Clearing Team is to methodically search the structure or area of an active shooter to ensure that the scene is safe and that all hidden and/or injured persons have been evacuated. Guidelines for deployment of a Final Clearing Team include:
(a) Use of “fresh” personnel other than those involved in original Contact and Rescue Teams
(b) Following the route of the Contact and Rescue Teams
(c) Conducting slow, methodical searches for secondary suspects, hidden persons, booby traps and dangerous conditions
(d) Transmitting route, situations and conditions via radio
(e) Marking “safe” on the entrance door to any area that has been searched and deemed safe by the Final Clearing Team leader.

5. Incident Transition
   a. At any point during an active shooter incident, if the suspect becomes inactive and ceases his or her deadly behavior, the deployed officers shall notify the Incident Commander. The suspect should be contained within a tight inner perimeter and should be treated as a barricaded suspect. Injured victims and innocent persons should be evacuated.

   b. Additional deployment options include, but are not limited to:
      (1) Establishment of an outer perimeter
      (2) Initiating crisis negotiations
      (3) Use of chemical agents
      (4) Deployment of police precision rifle teams.

6. Training
   a. The law enforcement executives of the UCSF Police Department concur that regular training in this protocol is vital to successful application in a real incident.
   b. Such training should:
      (1) Be consistent with the basic guidelines and tactics outlined in this protocol
      (2) Emphasize the multi-agency organizational, teamwork and communication aspects of active shooter response
      (3) Include management and communications personnel, as well as patrol officers
      (4) Involve role-playing scenarios to add realism to the training.

7. Annual Review
   The Department will conduct an annual, documented review of its active shooter training needs and policy.

10.1.6 Bomb Disposal Unit

   A. If an object or device identified to be of an explosive nature or concern is located by an officer or if a call is made notifying the Department of a possible explosive device or object on campus, the on-duty Watch Commander will be contacted to authorize the call out of the SFPD Bomb Squad (Emergency Ordinance Disposal
squad or “EOD”) via the SFPD Operations Center (415-553-1071). The officer on scene will secure the area and await the arrival of bomb technicians from the EOD to evaluate, render safe, remove and destroy the suspected explosive item.

B. In no instance will Department personnel touch or allow anyone other than bomb technicians to handle any suspected explosive item.

10.1.7 Bomb Threats

A. Department personnel who receive a bomb threat via telephone will follow these procedures:
   1. Remain calm and ask the following questions of the caller:
      a. When is the bomb going off?
      b. Where is the bomb?
      c. What kind of bomb is it?
      d. What does it look like?
      e. Who are you?
      f. Where are you?
      g. Why did you place the bomb?
   2. As soon as practical, relay the information to a ECC dispatcher who will then notify the Watch Commander.

B. Patrol Response
   1. When dispatched to a bomb threat, responding units will advise the ECC dispatcher he/she is going off the air and turn off all mobile electronic devices, portable radios, cellular phones, etc. within the suspected searching area of the bomb.
   2. An officer will contact the responsible party for the location, advising him/her of the bomb threat and the following:
      a. It is the owner/responsible party’s decision to evacuate or not evacuate the building/property.
      b. Officers will assist in evacuation and search for the location of any unusual objects, packages, containers, etc. However, a person familiar with the location must accompany the officers to identify anything out of the ordinary.
   3. If a suspicious item or object is found, the officer immediately will order the evacuation of, at minimum, 300 feet in all directions and establish a perimeter of reasonable distance. The size of the evacuation and perimeter
is determined by the location, size and any other information known about
the device. The officer will request the notification and response of SFPD
EOD, SFFD and medical and rescue personnel to stage at a safe location
just outside the perimeter.
4. The on-duty Watch Commander will be advised via land line of the
location and relevant information about the device. If a telephone is not
available, one of the responding units will leave the immediate vicinity
(300 feet minimum from the device) before breaking radio silence.
a. The Watch Commander will determine if the SFPD Bomb Detail is
to be called.

C. Media Procedures
1. The Watch Commander will assess the situation and determine if the PIO
(PIO) should respond to coordinate media communications per General
Order 6.4, “Public Information and Community Relations.”
2. The PIO should respond to situations involving a suspicious device which
results in large scale evacuation or closure of facilities such as businesses,
public buildings, and/or major streets.
3. If the PIO is not needed, the Watch Commander will be responsible for
media communications.

D. Reporting Procedures
A complete report will be written by the investigating officer including the
disposition of the device if found.

10.1.8 Dignitary Protection (Revised: 8/1/14)

A. The FSD is responsible for coordinating the protection of major dignitaries during
their visit to UCSF. Additional personnel may be assigned to a protection detail
from other divisions, at the direction of the Chief of Police.

B. Responsibilities
1. Operational and Security Commander – FSD Lieutenant will be
responsible for the overall supervision and coordination of a dignitary
protection detail and will be responsible for:
   a. Planning and reconnoitering travel routes and alternate routes
   b. Advance inspection of sites and facilities
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c. Pre-planning and coordination of operations between the Police Department and outside agencies
d. Coordinating first aid, ambulance and medical services with the SFFD
e. Planning and coordinating route security and dignitary protection detail
f. Coordinating equipment requirements including vehicles, body armor and weapons.

2. Protection Team Members – Assigned officers will be responsible for the security and protection of designated persons, property and locations being visited. Uniform officers will be responsible for perimeter security.

3. The FSD Investigations Unit will be responsible for any intelligence gathering necessary for the protection of dignitaries. Any intelligence operations will be conducted in accordance with General Order 5.12, “Criminal Intelligence: Administration.”

4. The FSD Lieutenant will be responsible for developing communications protocol for the duration of the event. Any need for additional communications equipment will be arranged by the FSD Captain.

5. Those personnel approved by the FSD Lieutenant or designee to be in close proximity with the dignitary will be provided with a distinguishing UCPD lapel pin.

10.1.9 Special Events Scheduling (Revised: 10/29/10)

A. Upon notification of a special or significant event occurring within the University that may affect police services, an Operations Order will be written. This order will include at a minimum:
   1. Personnel assigned to work the event, including supervisor(s) or manager(s)
   2. Specific written plans to include size, nature of event, crowd, expected problems and contingency plans
   3. Equipment needs, including, but not limited to: special operations personnel, responsible persons and contact numbers (phone, pager, etc.)
   4. Emergency medical response plan (ambulance, first aid, etc.).

The supervisor or manager in charge of the event will complete an after-action report to be used for a critique of the planning and operations and for planning of similar events in the future.
B. The responsible Division Manager will complete the Operations Order at least two weeks in advance of the event whenever operationally possible. Refer to General Order 4.17.8, “Law Enforcement Escorts.”

10.1.10 Regents Meeting (Revised: 8/1/14)

The service provided at Regents Meetings and all University functions by police personnel is designed to protect the rights of all persons and provide for the safety and security of all persons and property. While the urgency of a situation might preclude the ordinary social amenities and call for immediate police action, there is an expectation that the action taken will always be in a firm but courteous manner.

A. The Chief of Police or designee is the designated University official in charge of security for all Regents Meetings.

B. The Chief of Police or designee maintains liaison with the Regent’s Chief of Staff pertaining to the level of police service necessary and action to be taken for the successful planning, coordination and carrying out to completion of all Regents Meetings.

C. In the event of a minor disturbance while the Regents are in session, e.g., loud noise or one or two persons behaving in a loud boisterous manner, the following course of action will be taken:

1. The Chair of the Board of Regents will immediately call for order. If order cannot be established, the Chair will direct the person(s) creating the disturbance to quiet down or to leave the room. If the person(s) refuse to cooperate, the Chair, if he/she determines that police action is necessary, will direct assigned police personnel to remove the person(s) from the meeting room.

2. Police officers will advise the person(s) causing the disturbance that he/she/they must leave the meeting room immediately. If the person(s) refuses to leave, the officers will advise the person(s) that he/she/they will be arrested for violation of California Penal Code (PC) § 602(o) (Trespassing/Refusing to Leave). If the person(s) refuses to abide by the officers’ lawful order, he/she/they may be arrested. (The officers, after determining all courses of action, will take the action necessary to resolve the situation.)
D. In the event of a major disturbance/disruption, i.e., the meeting is out of order and is beyond the control of the Chair, the following course of action will be taken:

1. The Chair will again call for order. If order cannot be established, the Chair will recess the meeting and all Regents and University staff will immediately leave the meeting and proceed to a pre-designated location.

2. The Chief of Police or designee will summon a squad of uniformed officers who will immediately form a skirmish line between the people in attendance and the area normally reserved for Regents and staff.

3. Officers on the skirmish line shall retain their discipline, maintain the line and prevent unauthorized persons from breaking the line and entering the Regents/staff area. Persons who attempt to cross the line shall be advised that they must remain in the public area. If persons persist, they shall be advised that they will be arrested for trespassing. If persons do cross the skirmish line after being advised, they will be arrested.

E. As soon as practical, the Chief of Police or designee will confer with the Board Chair for the purpose of determining whether the meeting room will be cleared by declaring an Unlawful Assembly or whether there is another course of action available.

F. If the Chief of Police or designee decides to declare the disturbance an Unlawful Assembly, the Chief of Police or designee will broadcast the Unlawful Assembly Disbursal Order as prescribed by law advising all persons in the meeting room that the room is closed and directing them to immediately leave the room. Sufficient time will be given for the room to be evacuated.

G. If, after sufficient time is given, the persons persist in refusing to leave the room, the officers, at the direction of the Chief of Police or designee, may enter into a tactical crowd control mode in order to remove the persons from the room. This may include making arrests for those remaining at the scene of an unlawful assembly (PC § 409) and for other applicable charges. Arrests should be considered as a last resort to gain control and restore order. Arrestees will be removed to the designated holding area for processing. (The Chief of Police or designee will provide directions for arrests prior to processing.)

H. At the time that a determination is made that the disturbance/disruption no longer exists and The Board of Regents meeting can resume, the Chief of Police or
designee will advise the Regent’s Chief of Staff and Board Chair, who will take steps to reopen the auditorium for public use as appropriate.

I. Incidents that occur at other locations outside the meeting room shall be handled at the direction of the Chief of Police or designee.

J. In the event of a fire alarm or other event requiring that the auditorium/building to be vacated, the Chair will make the appropriate announcement. The Board of Regents and staff will be immediately escorted by uniformed personnel to a pre-designated exit/area.

10.1.11 Animal Extremist Demonstration (Revised: 1/30/12)

UCSF has various locations that house animals. As such, the procedure in this order shall outline the notification process related to any animal extremist-based demonstration or related activity associated with any facility, program, employee or student of UCSF.

A. Notification
   The notification list (General Order 4.5.20, “Supervisory Notifications and Response to Incident Scenes”) will be activated by the ECC whenever any of the following occurs:
   1. Information becomes available that an animal extremist event is planned for a future time in San Francisco, on or off campus
   2. A telephone call is received that a demonstration or other occurrence is about to or is in progress
   3. A report from any source that an area in which animals are housed has been vandalized or entered illegally
   4. Any other report of animal extremist activity that may be of interest to UCSF is received.

B. Notification List
   1. Chief of Police
   2. Associate Vice Chancellor Research
   3. Director of Animal Care Facility
   4. Vice Provost Academic Affairs or designee
   5. Senior Vice Chancellor Financial and Administrative Services
   6. Vice Chancellor Development
   7. Assistant Vice Chancellor Public Affairs
   8. UCSF News Services
*Note: Notification of the Chancellor shall be made only by the Chief of Police or the Senior Vice Chancellor of Financial and Administrative Services. The above individuals will notify other members of UCSF, the University and external organizations as appropriate (i.e., Office of the President, deans, directors of organized research units, other law enforcement agencies, external agencies such as the California Biomedical Research Board, etc.).

C. Incident in Progress/On-Site Assessment and Response
When an incident is in progress, the Chief of Police or designee will assess and manage the Campus’ response to the incident, including additional notifications, building containments or closures, requests for mutual aid, etc.

D. Post-incident Management
1. The UCSF Police Department will follow law enforcement procedures where an intrusion has occurred in order to protect evidence needed for forensic analysis and to record evidence at the scene.
2. The principal investigator(s), UCSF Police Department and Director of the Animal Care Facility will develop a complete report on the extent of any theft and/or damage.
3. The Director of the Animal Care Facility will assess injuries to and the status of any animals involved in the incident.
4. The Director of News and Public Information Services will confer with principal investigator(s), Police Department and Director of the Animal Care Facility in order to verify the damage assessment prior to releasing any information to the press. In addition to information about the theft or damage, the following information should be obtained from principal investigator(s):
   a. Purpose, intent and application of research
   b. Need for particular animal model used
   c. A short history on the research and progress made to date
   d. Assessment of how research has been destroyed or set back
   e. Damage estimate in terms of number and species of animals stolen, monetary loss, loss of research time and estimate of how long it would take to replicate research
   f. If animals have been stolen that require special care, information on their veterinary, dietary, husbandry and other special needs
   g. Information regarding any possible human health hazard.
E. Institutional Responses – Public Relations

1. The Associate Vice Chancellor of Research, in consultation with affected investigators and faculty spokespersons, will develop and implement an appropriate plan for responding to the acts and allegations of anti-vivisectionists. The Director of News and Public Information Services will be responsible for coordinating a campus response for the media. For television, this generally would entail a press conference at which the investigator(s), Associate Vice Chancellor of Research, Director of the Animal Care Facility and Chief of Police give prepared statements, as follows:

a. The Chief of Police will describe the crime and provide appropriate details of the theft and/or damage, including monetary and property losses.

b. Principal investigator(s) will describe the work affected, its relevance to human health and the potential price to be paid for the attack.

c. The Vice Chancellor of Research will describe the detailed review that the project received and comment generally on the rigorous review process any project must undergo before permission to use animals is granted at UCSF.

d. The Director of the Animal Care Facility will describe animals used in the project and their care, note the abuse inherent in their diminished care as a result of the theft, discuss any special health care needs of the animals and describe and human health risks of contact with animals.

e. Charges and allegations that may have been made by those responsible for the attack must be specifically and forcefully rebutted. Designation of the most appropriate individual to do this should be made as the response to the media is developed.

f. Time will be of the essence. Preparation must be swift, remarks must be brief, pointed and assertive, and, most importantly, the response must be made in time for the next television news broadcast. Failure to provide material to the media before their next deadline is tantamount to not responding at all.

2. The Chief of Police will conduct a post-mortem analyzing the incident and will take the necessary steps, working with investigators, the animal care facility and the Police Department, to enhance campus security.
3. Notification about the incident will be sent to extramural agencies, followed by a factual report that provides information they need to work to increase legislative and law enforcement protection for investigators and research facilities.

F. Special Risks and Response Training

1. When an individual takes over one of the roles named on the Notification List (General Order 10.1.11(B), “Animal Extremist Demonstration – Notification List”), he/she will be briefed on procedures for handling animal extremist activities.

2. All individuals on the notification list shall be sent a copy of General Order 10.1.11, “Animal Extremist Demonstration” annually, with instructions to read it as refresher training.

10.1.12 Emergency Call Response: Research Facilities (Revised: 6/26/17)

A. The UCSF Police Department is responsible for responding to all emergency calls for service (alarms) from UCSF research facilities, including animal research facilities, irradiator sites and high containment laboratories.

B. Animal Research Facility Alarm Procedure

1. Alarms originating in an animal research facility are transmitted directly to the ECC, which will assume responsibility for coordinating emergency response efforts.

2. The ECC dispatcher handling the alarm will immediately send a police officer to the scene (Code 3).
   a. The officer will follow standard call response procedures, as outlined in General Order 4.6.11, “Response to Calls for Service.”

C. Irradiator Alarm Procedure

1. All UCSF irradiator locations are protected by:
   a. Access control systems
   b. Alarm systems (i.e., radiation alarms, panic buttons, motion detectors and intrusion alarms)
   c. Camera monitoring (i.e., closed-circuit TV, live view cameras and dome videos).

2. Alarms triggered by unauthorized entry into an irradiation site, tampering with or attempting to remove an irradiator unit or other situations are
transmitted directly to the ECC, which will assume responsibility for coordinating emergency response efforts.

3. When an alarm signal is received, the ECC dispatcher will:
   a. Check activity visible in the video feed to determine the level of response:
      (1) If no activity is observed, the dispatcher will refer to the Radiation Safety Officer for further instructions.
      (2) If suspicious activity is observed or there is an unidentified person visible, two officers will be dispatched Code 2.
      (3) If there is an unidentified person visible with threat and a radiation alarm, two officers and a sergeant will be dispatched Code 3.
      (4) If there is no video feed, two officers and a sergeant will be dispatched Code 3.
   b. Contact the Environment, Health and Safety Radiation Safety Officer, who shall stay on the phone with the dispatcher until the situation is resolved.
   c. Communicate the following “SALUTE” information to the responding officers:
      (1) S = Size How many adversaries do you see?
      (2) A = Activity What are they doing?
      (3) L = Location Where are they located? In what direction were they last seen traveling?
      (4) U = Uniform What are they wearing?
      (5) T = Time When did this happen?
      (6) E = Equipment What type of equipment do they have? Did they have any weapons or breaching equipment?

4. The responding officers shall:
   a. Stop at least 25 feet away from the irradiator space/door, in full view of the door and/or area where the alarm was triggered, and await instructions from the Radiation Safety Officer.
   b. Use radiation detectors to determine radiation levels and then stand by for further instructions from the Radiation Safety Officer.
   c. If and when directed to do so by the Radiation Safety Officer, evacuate civilians from the area, establish a building perimeter and gather and detain employees at the building perimeter.
D. Special Emergency Call Response Training
ECC dispatchers will receive initial training on how to respond to emergency calls during UCSF research facilities new hire training, along with annual training via a verbal review of procedures conducted by the ECC Manager.

E. Special Risks and Response Training for Agency Personnel
1. Research facilities pose an elevated threat to both responding public safety personnel and the research facility. This includes response to emergency and non-emergency situations. The UCSF Police Department works with Environment, Health & Safety (EH&S) to identify animal research facilities, irradiator sites and high containment laboratories at UCSF and provide direction on response procedures and availability of information, including specialized equipment needs/requirements.
2. To ensure the safety of responders and the research contained within facilities, agency personnel will receive annual special risks and response training.

10.1.13 Observer Program (Revised: 3/28/13)

A. Purpose and Background
1. The Observer Program originated in 1964 during the Free Speech Movement, when campus faculty members acted as observers at demonstrations. The intent was to deter excessive use of force by police during demonstrations.
2. Today, the Observer Program provides trained students and staff observers to serve as neutral witnesses at protests and demonstrations. Observers are used whenever there is a potential for violations of campus regulations, illegal activities or police action. The activities witnessed may result in a formal complaint or disciplinary, civil or criminal action.
3. The role of observers is to watch and report impartially on acts observed. Their presence has been proven to help calm situations. Observers do not involve themselves in the activities. They do not interpret or evaluate actions or behaviors, nor do observers provide information, give advice or mediate conflict.
B. Management
1. The UCSF Police Department Special Events Lieutenant manages the Observer Program and is responsible for training and coordinating observers.
   The Special Events Lieutenant will:
   a. Provide observer badges for identification and obtain a signed waiver from each observer for each event.
   b. Inform observers to whom from the events management team she/he will be assigned and the date/time he/she will be needed.
   c. Ensure each observer completes and submits an Observer Report after each event.

2. The Director of Student Life is responsible for recruiting a pool of student and staff observers.
   a. Prior to each new calendar year (January-December), the Director of Student Life will recruit and assign observers for each Regents meeting, as needed and specified by the Special Events Lieutenant.
   b. There will be a minimum of two observers for each event or Regents meeting.
   c. The Director of Student Life will provide the Special Events Lieutenant with the names and contact information for each observer assigned to participate during the year.

C. Training
1. Observers participate in a one-hour training session prior to the event. Training topics include the observer’s role, neutrality, report writing, dealing with difficult people, police practices, complaint procedures, safety issues and site logistics.

D. Reporting
1. Observers write a report after each event. These reports become critical when:
   a. An incident appears to be illegal or in violation of campus regulations
   b. The incident may lead to a complaint
   c. The act may lead to disciplinary, civil or criminal action.

2. Most commonly, these reports are used in investigation of complaints/crimes against police and in student conduct cases. Observers are required to write a report even if no conflict occurred at the event. Reports must include: name of event, date of event, time of observer shift
from beginning to end, location, approximate number of persons involved
and description of any incidents.

3. Observer reports become part of the police report and are subject to all
applicable public record laws. Observer reports are provided solely and
directly to the appropriate university officials upon request (e.g., the
Chancellor or the Chancellor’s delegated representatives, Risk
Management, Legal, Student Affairs or the Chief of Police). These reports
are accessible once the investigation is complete and in accordance with
the law and University policy. Reports are accessible to anyone named in
them when the reports are introduced as evidence in student or police
conduct proceedings, or in civil or criminal proceedings.

10.1.14 UCPD Regional Negotiations Entry Team Selection (Issued: 2/6/17)

A. General Information
The UCSF Police Department is formalizing procedures for participating in a
University of California Police Department (UCPD) Regional Negotiations Entry
Team (NET) with the University of California, Berkeley Police Department (UCB
PD) to respond to critical events in either agency’s jurisdiction requiring specially
selected and trained hostage negotiations, special weapons or tactics teams. Until
the UCPD Regional NET Team is trained and activated, the SFPD will respond to
all critical events as the specialized response team for the UCSF Police
Department, as articulated in General Order 10.1.2, “Special Operations.”

This policy establishes criteria for the selection of officers assigned to the NET.
Officers assigned to the NET, whether full- or part-time, shall be carefully
selected. The assignment is voluntary; prior law enforcement experience in a field
assignment, physical fitness and agility and ability to function as a member of a
team are all desirable qualities of prospective candidates.

The submission of a letter of interest, an oral interview, a physical agility test, a
clinical interview and testing by a licensed psychologist or psychiatrist to assess
mental suitability, a comprehensive background investigation and abundant
problem-solving abilities are required.

Openings in the UCSF Police Department NET will be publicized to ensure that
all qualified and interested officers will have an equal opportunity to apply for the
positions.
B. Interested sworn personnel, who are off probation, shall submit a letter of interest to the UCSF NET supervisor. Qualified applicants will then be invited to participate in the testing process. Tests will be given in the order determined by the NET Commander. The testing process will consist of an oral board, physical agility test, SWAT basic handgun test, psychological exam and overall performance evaluation.

1. Oral board: The oral board will consist of personnel selected by the NET Commander. Applicants will be evaluated on the following criteria:
   a. Recognized competence and ability as evidenced by performance
   b. Demonstrated good judgment and understanding of the critical role of a NET member
   c. Special skills, training, or appropriate education as pertains to the NET assignment
   d. Commitment to the unit, realizing that the additional assignment may necessitate unusual working hours, conditions, and training obligations.

2. Physical agility: The physical agility test is designed to determine the physical capabilities of the applicant in relation to the performance of NET-related duties. The testing and scoring procedure will be established by the UCB PD NET Commander. A minimum qualifying score must be attained by the applicant for him/her to be considered for the position.

3. SWAT basic handgun: Candidates will be invited to shoot the SWAT Basic Drill for the handgun. A minimum qualifying score of 400 out of a possible score of 500 must be attained to qualify.

4. A list of successful UCSF Police Department applicants shall be submitted to the UCSF Police Department Chief of Police by the NET Commander for final selection.

5. All NET officers will serve at the discretion of the Chief of Police.

C. Evaluation
Continual evaluation of NET team members’ performance and efficiency, as related to the positive operation of the unit, shall be conducted by the NET Commander or Sergeant. The performance and efficiency level, as established by the team supervisor, will be met and maintained by all NET Team members. Any member of the NET Team who performs or functions at a level below satisfactory shall be subject to dismissal from the team.
10.1.15 Hostage Negotiations Team Selection (Issued: 2/6/17)

Hostage negotiators are carefully screened and selected. Special criteria for selection include passing a psychological screening examination, including testing and a clinical interview by a licensed psychologist or psychiatrist. Experience as a law enforcement officer in a field assignment and sufficient verbal skills and problem-solving abilities are required.

Interested sworn personnel, who are off probation, shall submit a letter of interest the NET Sergeant. A copy will be forwarded to the UCB PD NET Commander and the Crisis Negotiation Team supervisor. Qualified applicants will then be invited to an oral interview. The oral board will consist of the UCB PD NET Commander, the Crisis Negotiation Team supervisor and a third person to be selected by the first two. Interested personnel shall be evaluated using the following criteria:

A. Recognized competence and ability as evidenced by performance
B. Demonstrated good judgment and understanding of the critical role of the negotiator and negotiation process
C. Effective communication skills to ensure success as a negotiator
D. Special skills, training or appropriate education as it pertains to the assignment
E. Commitment to the unit, realizing that the assignment may necessitate unusual working hours, conditions, and training obligations.

The oral board shall submit a list of successful applicants to the Chief of Police for final selection.

10.2 MULTIPLE ARREST PROCEDURES (Revised: 10/29/10)

The purpose of this protocol is to organize specialized group of officers collectively working to effect large scale arrests during major public disturbance circumstances. UCPD officers are responsible for the arrest process from the point of arrest to the delivery of prisoners at the San Francisco Sheriff’s Department’s jail or to a location where they can be cited and released.

10.2.1 Planning (Revised: 10/29/10)

The Incident Commander is responsible for developing and implementing a multiple arrest procedure.
A. For a large-scale event that could result in multiple arrests, the Incident Commander shall forecast the number of potential arrestees and the potential for violent or peaceful detainees. Based on these projections, he/she will design arrest teams necessary to safely and effectively manage multiple arrests.

B. In accordance with General Order 1.8, “Mutual Aid,” other University of California (UC) campuses and/or local law enforcement personnel shall be used when the Department anticipates a mass arrest situation. In most cases, the first request would be for other UC Campus officers. However, if there is not efficient staffing or time to fulfill this request, then San Francisco Police Department (SFPD) shall be contacted.

C. The San Francisco Sheriff Department (Sheriff) Commander in charge of the jail and the SFPD Operations Division shall be notified in order to coordinate responsibilities.

D. A prearranged plan shall be confirmed for the use of Sheriff’s and/or SFPD vans and/or buses with drivers for the transportation of arrestees.

10.2.2 Liaison

The Incident Commander shall be the liaison in the pre-planning stage with the court and the District Attorney when mass arrests are anticipated. In addition, the District Attorney’s office shall be consulted to ensure that necessary requirements for charging violators are met.

10.2.3 Security

Officers shall maintain security at the staging area of the vans and buses; hence, designated drivers shall remain with their assigned vehicles. Officers shall maintain perimeter control at the field booking location in order to discourage escape attempts or further interference with arrest procedures.

10.2.4 Arrest Activity

The Incident Commander will oversee arrests in accordance with the directives in General Order 10.2.4, “Arrest Activity.” Additional details concerning arrests, not explicitly addressed in this General Order, are in accordance with arrest procedures as specified in General Order 4.6.4, “Adult Custody Procedures.”
A. Arrest Teams

Arrest teams will consist of an Arrest Team Leader (a sergeant or senior officer) and two or more additional officers. Arrest teams shall have the following equipment:

1. Two digital cameras.
2. One or more vehicles, as necessary.
3. A Field Arrest Packet, as described below.

B. Field Arrest Packets

The Incident Commander shall be responsible for compiling, updating and distribution of Field Arrest Packets. Each Field Arrest Team Leader will be issued a Field Arrest Packet and digital camera. The Field Arrest Packets will contain an adequate amount of standard arrest materials for the arrests anticipated for each arrest team. The Field Arrest Packets will contain:

1. SFPD Field Arrest booking cards
2. A black felt tip marker
3. Blank 3” x 5” cards
4. A black ink pad
5. Manila envelopes
6. Paper clips, rubber bands
7. Citizen arrest forms
8. Bull horn
9. Flex cuffs
10. Bolt cutters
11. Wire cutters
12. Pliers
13. Citation books
15. Penal Code book
16. Metal detector wands
17. Infectious control kit
18. Latex gloves (med/large)
19. Pens.

10.2.5 Field Arrest Procedures

To effect a multiple arrest procedure, the Incident Commander shall:
A. Initiate the participation of officers assigned as Arrest Teams.

B. Request the assignment of a sufficient number of vehicles to transport prospective arrestees, including:
   1. The number of persons to be transported
   2. The location of arrest and the best access route
   3. The location at which transport vehicles and arrest teams will meet.

C. Once the Incident Commander has ordered that arrests be made, arrests should, if possible, be made by the Arrest Teams so as to not keep other officers from their primary duties.

D. In crimes requiring immediate attention (violence, felonies, etc.), officers will make arrests as necessary. Thereafter, arrests will follow procedures set forth for Arrest Team officers.

E. Arrest Teams will make arrests only for specific violations of the law, these parameters as set forth by the Incident Commander.

F. Arrestees shall be physically isolated from sympathizers and/or demonstrators by using teams of officers and terrain features to separate the detainees, so the arrest process can proceed deliberately, with minimal danger to officers.

G. Large items such as knapsacks or backpacks shall be searched for contraband and then processed as prisoner’s property.

**10.2.6 Identification Photos**

A. Once the demonstrators/violators have been isolated and contained, the designated Arrest Team(s) will physically arrest and control individuals as they are moved through the photographic process and placed in custody of Booking Unit officers, for transport from the scene.

B. Two photos of each arrestee shall be taken. The arresting officer from the Arrest Team will be photographed with the arrestee. One photo will be attached to the original arrest form and the other photo will be given to the booking unit to accompany the prisoner in the transport to the processing center.
1. The photographs must be sufficiently clear to identify the arrestee.
2. Arrestees wearing make-up, etc., altering their appearance and possibly prohibiting identification at a later time will have their right thumb print placed on the front of the photo.
3. The name of the arrestee, in addition to the name and badge number of the arresting officer, shall be clearly legible on the back of the photo in order to provide accurate information to the Sheriff and District Attorney.

10.2.7 Field Arrest Form

The Field Arrest Form is designated to expedite the Field Arrest process as well to allow any person taken into custody to be tracked through the arrest and/or detention process and identified at a later time. The form will be filled out with a black pen to aid in photography.

A. Only one form needs to be completed per location of arrest.

B. The charges and control numbers may be rotated by attaching a 3” x 5” card to the sheet with the appropriate information for the individual arrestee.
   1. The same case number will be used for all “mass” arrestees from the same location, whenever possible.
   2. Arrests made during the event but not stemming from the “mass” arrest have individual case numbers for each incident, including multiple defendants.

10.2.8 No Photograph (Revised: 10/29/10)

If it is not possible to take a photo of an arrestee, the arresting officer shall give the booking officer a Field Arrest Form with the necessary information, i.e., date, time and location of arrest, charges, arresting officer’s name and number.

10.2.9 Citations

A. Persons eligible for citation release shall be released as described in PC § 853.6, “Release from Custody, with Notice to Appear.”

B. Citations shall be issued for appearances in accordance with applicable departmental policies.
C. The Incident Commander shall be contacted to resolve arrest processing or custodial problems that may arise.

10.2.10 Transportation Procedures

Arrangements shall be made to use Sheriff’s Department or SFPD prisoner transport buses or vans to transport arrestees to the local District Station or the San Francisco County Jail or designated cite and release location.

10.2.11 Booking Procedure (Revised: 2/16/17)

Generally, the booking for multiple arrests will be conducted at SFPD District Station or the Hall of Justice County Jail (Intake). Bookings will be performed by designated personnel or by Sheriff’s Department personnel. The arresting officer(s) will remain with the arrestees until they are placed in the holding cell. After a pat-search by the booking officer, the arrestee(s) will be accepted by the booking officer or Sheriff’s Department. The arrestees are then the responsibility of the Sheriff’s Department.

10.2.12 Juveniles Arrested

A. If a large number of juvenile arrests are expected, the Incident Commander shall notify the SFPD Identification Bureau and the San Francisco County Youth Guidance Center.

B. Juvenile arrestees are processed at Community Assessment and Referral Center unless they have committed a felony. In this case, they would be booked at Youth Guidance Center. Processing shall be in accordance with General Order 4.9.8, “Custody Procedure.”

10.2.13 Juveniles Not Arrested

The Child Protection Center shall be contacted regarding juveniles who cannot be released to a responsible adult at the scene.

10.2.14 Offense Police Reports (Revised: 10/29/10)

An Offense Report shall be prepared by the assigned officer detailing the incident which caused the mass arrest.
A. All paperwork associated with an arrestee will have the UCPD and outside agency case numbers included.

B. Each specific charge against each individual must be justified in a written report submitted by the arresting officer(s). This can be done in a master case covering the incident and/or in added cases for other charges.
   1. Prosecution will not be pursued in the absence of a written report covering the specific charges against each arrestee.
   2. Additional charges (beyond “mass” charges) shall be covered in a supplemental report.

10.2.15 Media Access

News releases will be made under the direction of News Services in accordance with General Order 2.7.2, “Guidelines for Disseminating Public Information.” A predetermined area will be designated as a press area if extensive press coverage is anticipated.

10.2.16 Food and Sanitation Facilities

The UCSF Police Department does not have a holding facility. Food and sanitation facilities are provided at the County Jail. (See General Order 4.6.4, “Adult Custody Procedures.”) Arrestees are usually transported directly to the San Francisco County Jail for processing. The Incident Commander shall determine what facilities need to be provided at a field booking site and ensure that provisions for these necessities are made.

BY ORDER OF: 

Mike Denson
Chief of Police
Civilian Active Shooter Response

Violent Behavior / Active Shooter Response Protocol

1. College and university campuses are no longer immune to serious or violent crime. In the aftermath of the Virginia Tech shootings, it is imperative that we provide students, staff and faculty with a protocol on how to respond during potentially violent criminal attacks on campus. The protocol for UCSF faculty, staff, students and visitors is as follows:

2. Response to Potentially Violent Criminal Behavior

If you see or know that a person has a firearm on campus, you hear shots fired on campus or you witness an armed person shooting people, protect yourself first by moving to a safe location.

As soon as possible, call the police by dialing 9 + 9-1-1 using a campus phone or use an emergency call box if available and safe. From a non-campus or cell phone, dial 415-476-6911 to contact a police dispatcher.

a. Tell the dispatcher your name, location, phone number and describe the situation: who, what, when, where, how and why (if known) and if anyone hurt or injured.

b. If possible, alert others in the immediate area of the current situation.

3. Active Shooter Incident

An active shooter can be described as a person who causes death or serious bodily injury through the use of a firearm. This is a dynamic situation that usually evolves rapidly and demands an immediate response from law enforcement officers to terminate the life-threatening situation. The immediate response of the first officers on the scene is to take aggressive action to find and stop the shooter or shooters.

a. Active Shooter Response

Officers from the UCSF Police Department, San Francisco Police Department and/or San Francisco Sheriff’s Department will likely be the first to respond to the scene. As
they move into the affected area, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat to life safety.

b. If you are wounded or with someone who is wounded, these officers will bypass you to search for the shooter and stop the killing. Rescue teams will follow shortly to aid you and others.

c. To assist the police, please stay calm and patient during this time and do not interfere with police operations. If you know where the shooter is and/or can describe the shooter, tell the police.

d. When you encounter the police, keep your hands empty and in plain view at all times. Listen to their instructions and do exactly what they say. If you are evacuating, carry nothing that could be mistaken for a weapon.

e. Rescue teams will follow shortly after the first responding officers enter the building. They will attend to the injured and remove everyone safely from the area.

4. If the shooter is outside your building:

a. Turn off all the lights and close and lock all windows and doors. If you cannot lock the door, try to block it with desks and chairs.

b. If you can do so safely, get all occupants down on the floor and out of the line of fire.

c. If you can do so safely, move to the core area of the building and remain there until the police tell you it is safe to leave. Do not respond to commands until you are certain they are issued by a police officer.

5. If the shooter is inside your building:

a. If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Leave in the room books, backpacks, purses, etc.
b. As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay calm.

c. If you get out of the building and do not see a police officer, attempt to call the police by dialing 9-9-1-1 from any campus phone or use an emergency call box if available and safe. From a non-campus or cell phone, call 415-476-6911. Tell the dispatcher your name and location and follow his/her instructions.

d. If you are unable to escape the building, move out of hallways and into an office or classroom and try to lock the door. If the door will not lock, try to barricade the door with desks and chairs. Lie on the floor and/or under a desk and remain silent. Wait for the police to come and find you.

6. If the shooter enters your office or classroom:

a. There is no set procedure in this situation. If possible call 9-9-1-1 using a campus phone or 415-476-6911 from a non-campus or cell phone and speak with a police dispatcher. If you cannot speak, leave the phone line open so the police can hear what is going on.

b. Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the suspect may be successful. Playing dead may also be a consideration.

c. Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances. Only you can decide if this is something you should do. Remember there may be more than one shooter.

d. If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding police officers who may mistake you for the shooter.
e. While escaping, as soon as you see a police officer put your hands over your head and immediately comply with the officer’s instructions.

7. What else can you do? Prepare a plan of action for an active shooter in advance. Determine possible escape routes and know where the nearest building exits are.