
Policy Manual

103.1 PURPOSE AND SCOPE

The California State University supports transparency, communication, and engagement of members of the campus community through publication of policies that govern law enforcement activities on the 23 campuses. CSU Police Department policies will be published on the police department website.

The manual of the Fresno State Police Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect, provided that they do not conflict with the provisions of this manual.

103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Fresno State Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the State, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The Fresno State Police Department reserves the right to revise any policy content, in whole or in part.

103.3 AUTHORITY

Standard law enforcement policies that must be adopted on all 23 campuses are referred to as "Systemwide" policies.

Revisions to Systemwide policies must be approved by the Executive Vice Chancellor and Chief Financial Officer prior to adoption by the President. The Vice President for Administration, by Presidential delegation, is responsible for the development of all other general university-specific policies governing the duties and procedures of the University Police. The responsibility is carried out through the Chief of Police, whose duties include developing and implementing policies governing public safety functions on campus, investigating policy violations and issuing discipline,

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providing consulting services and assistance to the university community, and promoting programs and standards to improve public safety services.

The Chief of Police or the authorized designee is authorized to issue Departmental Directives/ General Orders, which shall establish or modify procedures to which they pertain consistent with the current Memorandum of Understanding and as permitted by the Higher Education Employer-Employee Relations Act (HEERA).

103.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

CCR - California Code of Regulations (Example: 15 CCR 1151).

CHP- The California Highway Patrol.

CFR - Code of Federal Regulations.

Command Staff: Sworn managers (MPP) of the Department having the rank of Lieutenant or higher.

Corporal: Under general direction, a corporal independently performs general law enforcement and patrol duties and a variety of specialized work assignments. The Corporal rank is distinguished from the Police Officer by the regular, ongoing assignments of one or more of the following: team leader, assistant watch commander, or officer-in-charge responsible for leading a shift and providing direction to officers in the field. Corporals may also be placed on a regular, ongoing basis to a specialty assignment, including but not limited to: investigator/ detective, crime prevention specialist, and/or community relations specialist.

Department/CSU - The Fresno State Police Department.

DMV - The Department of Motor Vehicles.

Employee - Any person employed by the Department.

Juvenile - Any person under the age of 18 years.

Manager (MPP) – A UPD employee in a position of authority (ie. Chief, Captain, Lieutenant) that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, and directing the work of other members.

Manual - The Fresno State Police Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the Fresno State Police Department, including:

- Full- and part-time employees
- Sworn peace officers

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- Non-sworn employees
- Volunteers.

Officer - Those employees, regardless of rank, who are sworn peace officers of the Fresno State Police Department.

Officer-in-Charge: Generally, a corporal or police officer who is placed in charge as officer-in-charge of an organizational unit (ie. patrol shift, detective unit). When there is only one department sworn member on-duty and no supervisor, that sworn member will be the 'officer-in-charge' for the shift, except when circumstances reasonably require the notification or involvement of the member's off-duty command staff (MPP).

On-duty - A member's status during the period when they are actually engaged in the performance of their assigned duties.

Order - A written or verbal instruction issued by a superior.

POST - The California Commission on Peace Officer Standards and Training.

Rank - The title of the classification held by an officer.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Sworn Supervisor – Under the direction of a commanding officer, the Sergeant is assigned primary responsibility as a working, first line supervisor, in addition to general law enforcement and specialized work assignments performed by Police Officers and Corporals. Work assignments require the use of independent judgment and the ability to provide leadership to others. The Sergeant rank is distinguished from the Corporal by the full-time assignment of supervisory duties, including making work assignments, monitoring and reporting work activities, and providing on the job training and assistance to subordinates. Sergeants may also provide input to managers for employee selection and provide performance evaluation input by drafting and signing the performance evaluation for submission to their manager. Sergeants are not responsible for administering discipline or responding to grievances.

USC - United States Code.

103.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

Members shall acknowledge that they have been provided access to, and has had the opportunity to review the Policy Manual and General Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

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103.6 ANNUAL REVIEW OF THE POLICY MANUAL

The Chief of Police will ensure that the Policy Manual is annually reviewed and updated as necessary.

103.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Members will be required to acknowledge that they have reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

Each Lieutenant will ensure that members under his/her command are aware of any Policy Manual revision.

103.8 CAMPUS STAKEHOLDERS

When police policy revisions or additions are likely to affect other departments in the University, the Chief of Police or Command Staff designee should:

- (a) Request recommendations and feedback from the appropriate manager in the affected campus department
- (b) Review the recommendations internally with command staff
- (c) Collaborate (conduct meetings) with involved parties as necessary to ensure stakeholder confidence in agency practices.