



**California State University, Los Angeles**  
**Department of Public Safety**

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NUMBER: I-1 APPROVED: \_\_\_\_\_  
Larry Bohannon, Chief of Police

EFFECTIVE: April 19, 2012

SUPERSEDES: May 6, 2020 Reviewed/Revised: December 9, 2021

SUBJECT: **Organization Structure, Functions, and Responsibilities**

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**I. PURPOSE**

To establish the Department's written directive system, organizational structure, chain of command, and responsibilities of organizational components.

**II. POLICY**

The Department's organizational structure is designed to reflect lines of authority and to promote effective and efficient workflow.

**III. DEFINITIONS**

A. Organizational Definitions.

1. Beat: A geographical area of variable size to which one or more officers are specifically assigned to accomplish policing responsibilities.
2. Department: The California State University Los Angeles Police Department.
3. Division: The first subordinate organizational unit within the Department.
4. Platoon: A unit of employees assigned to a designated span of time (watch) for duty purposes.
5. Section: A functional unit, which may be a sub-unit of a division or under the immediate direction of the Chief of Police. It may be commanded by any rank, depending on its size and the nature and importance of its function.
6. Squad: A unit composed of officers, usually a sub-unit of a watch.
7. Unit: Any number of employees of the Department regularly grouped together under one head to accomplish a police purpose.
8. Watch: A designated span of time within a 24-hour period during which personnel are actually engaged in the performance of their duties, also known as shift.

## B. Personnel Definitions.

1. Chain of Command: The vertical Chain of Command shall be adhered to in the transmittal of commands of communications between the Chief of Police and all subordinate officers and employees. In the event of misconduct, on the part of an officer or employee, emergency disciplinary action may be taken outside the chain of command and across the lines of supervisory responsibility.
2. Civilian: Designates any Department employee who is not sworn.
3. Command Officer: Members of the Department having the rank of Lieutenant or higher.
4. Employee: Any individual assigned to the University Police Department, including officers and civilians.
5. Officer in Charge: Any member below the rank of Lieutenant in charge of an organizational unit.
6. Seniority: Status attained by length of continuous service generally based upon the date of appointment to a specific job classification.
  - a. Seniority among officers and employees will be established by date of hire; or if the same, by date of Department correspondence recommending hire.
  - b. Seniority among ranks of Corporal through Sergeant will be established by date of appointment/promotion; or if the same, seniority will be as announced by the Chief of Police.
7. Superior Officer: A person holding a higher supervisory or command rank or position.
8. Supervisor: Employees of the Department assigned to positions requiring exercise of immediate supervision over the activities of other members and employees.

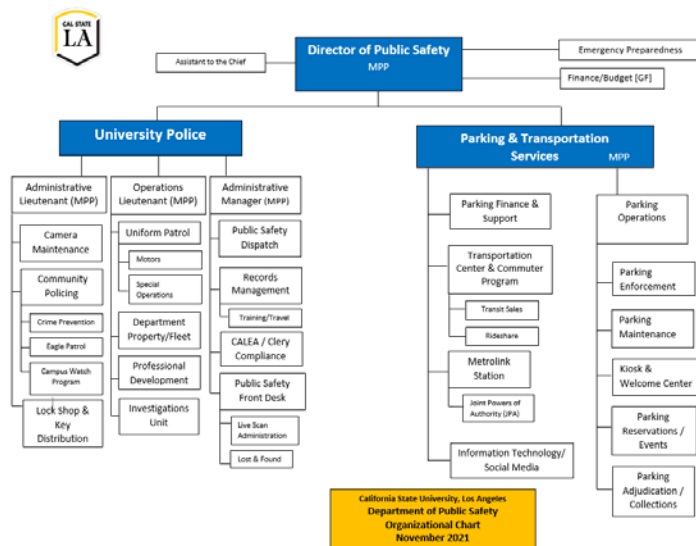
## C. Additional Terminology.

1. Department Manuals: Reference guides specifying the rules and regulations governing the conduct of personnel and the operations of the Department, as well as specifying departmental policies and procedures. All manuals in force in this Department are issued by authority of the Chief of Police. Compliance with the provisions of departmental manuals is required.
2. General Orders: Permanent directives concerned with policy, rules, and procedures affecting more than one organizational component. Issued by the Chief of Police.
3. Lawful Order: Any written or oral directive issued by a superior officer to any subordinate or group of subordinates in the course of police duty which is not a violation of any law, or any departmental rule or regulation.
4. Memoranda: Transmitters of information of interest, not necessarily directives, or documentation to provide written direction at levels of command not authorized to issue general or special orders. Issued by Supervisors or Command personnel.
5. Personnel Orders: Announcements of change in status of personnel, such as promotions and interdepartmental transfers. Issued by the Chief.

6. **Policy:** Designates a governing principle of management and reflects the objectives, philosophy and direction of the Department.
7. **Procedure:** Designates a step-by-step outline of action to be followed for the accomplishment of a task.
8. **Rules/Regulations:** A set of specific guidelines to which all employees must adhere.
9. **Special Orders:** Directives affecting only a specific segment of the organization or statements of policy or procedure regarding a specific circumstance or that which is of a temporary or self-canceling nature. Issued by Supervisors or Command personnel.

#### IV. PROCEDURES

- A. The University Police Department is part of the organizational structure of the campuses within the California State University System. System wide policies and certain administrative procedures emanate from the Office of the Chancellor. However, the operational program and implementation or policies are administered locally. The lines of authority flow from the President, through various administrators to the Director of Public Safety/Chief of Police. At CSU Los Angeles, the Chief of Police reports to the Vice President for Administration and Finance, who in turn reports to the President. Administrative direction, therefore, may come from managers who have no sworn authority, while law enforcement direction is the responsibility of the Chief of Police.
- B. The department consists of four main components (divisions):
  1. Uniform Patrol/Investigations;
  2. Administrative/Community Policing;
  3. Dispatch/Records; and
  4. Emergency Preparedness.
- C. The University Police organizational structure is depicted graphically within the complete Public Safety Organizational Chart that is made available online. Sample below.



- D. The Chief of Police plans, organizes and directs the Department and all functions assigned. The Chief of Police shall have the authority to issue, modify, and/or approve agency written directives.
1. The Emergency Preparedness Manager [EM] is a management position that reports directly to the Chief of Police. The duties of EM include supervision of the emergency preparedness related materials, the Emergency Operations Center, inventory control of supplies and equipment, and readiness inspections.
  2. Financial and Budget Analysis for General Fund consists of one full-time accountant who is responsible for continual monitoring of budget expenditures, audits, purchasing, and PeopleSoft programming.
- E. The Operations Lieutenant functions as a representative of management that also acts as a line supervisor to assure that policies and management decisions are carried out. The Operations Lieutenant is the acting Director of Public Safety in the absence of the Chief of Police (When both the Chief of Police and Operations Lieutenant are absent, the Administrative Lieutenant will serve as acting Chief). The position is responsible for:
1. Patrol: day-to-day operations, work schedules, management of overtime, special events, and facilitation of equipment inspections.
    - a. The Sergeant is the direct line supervisor and is responsible for the conduct and performance of University Police officers. The Sergeant may act as the senior law enforcement officer in the absence of higher ranking managers.
    - b. Corporals may act as the senior law enforcement officer in the Sergeants absence, may be an investigator, field training officer, or watch commander, dependent on the need of the organization, so determined by the Chief of Police.
    - c. Police officers may be assigned to Patrol, Investigations, or special details as determined by command. Police officers and all sworn personnel of the department are individually responsible for:
      - the proper execution of assigned duties;
      - the prevention of crime;
      - the suppression of crime;
      - the enforcement of laws;
      - the arrest of offenders;
      - maintenance of proper public relations and customer service;
      - maintenance of discipline;
      - adherence to rules, regulations, orders and departmental procedures and policies;

- enforcement of rules, regulations, orders, policies, and procedures among junior officers and employees;
  - reporting promptly through the chain of command any violation of University policies and administrative procedures, criminal statutes, or any other misbehavior committed by another employee of the Department;
  - duty to intercede
  - duty to report excessive force
  - initiating police action when necessary;
  - the proper maintenance, use and operation of facilities, material supplies, and assigned equipment;
  - promoting University Police and Department morale;
  - working such hours and performing such tasks as are assigned by a ranking officer; and
  - related duties as required.
2. Special Operations: planning, implementation, management and supervision, and after-action reporting.
  3. Agency Property: maintaining inventory of non-evidentiary and non-emergency related property in a condition of operational readiness.
  4. Technology: review and maintenance of computer-based systems and local area networks.
  5. Criminal Investigations that is responsible for investigating major cases as assigned, filing cases with the District Attorney, performing or coordinating the pre-hire personnel backgrounds, giving crime prevention presentations, serving on task forces, and the evidence handling process.
  6. Evidence Repository, including evidence handling and all related storage.
  7. Training, including the field training program and professional development activities.
- F. The Administrative Lieutenant functions as a representative of management for the dissemination of policy and operational directives and also acts as a line supervisor to assure that policies and management decisions are carried out. In the absence of the Chief of Police and Operations Lieutenant, the Administrative Lieutenant will serve as acting Chief. The position is responsible for:
1. Professional Conduct and Recognition, which includes internal investigations and awards for contributions to the organization and the community.

2. Campus Watch Program: each patrol squad is assigned buildings on the campus to provide a liaison with the University Police, coordinate crime prevention activities, and promote an open-line of communication with the Department of Public Safety.
  3. Community Policing Program (CPP): consisting of assigned sworn personnel who build community partnerships to reduce crime and increase safety. The CPP proactively fights crime through various programs aimed at prevention, early identification, and improving quality of life.
  4. Keys Locks: consisting of two full-time locksmith positions. This unit provides all lock installations and maintenance, key production, and related documentation.
  5. The Crime Prevention Unit: consists of a non-sworn position that reports to the Administrative Manager. This position provides crime prevention programs, acts as liaison to student and community organizations, and assists in the coordination of special events that are student-centered.
  6. Recruitment: The Administrative Lieutenant initiates any new recruitment for sworn personnel including the oversight of written exams, physical agility testing and the background process. External recruitments, panel interviews, recruitment analysis, academy selection/paperwork is the responsibility of the Operations Lieutenant.
  7. Eagle Patrol, consisting of three permanent non-sworn employees and a maximum of 25 student assistant positions. Eagle Patrol student assistants are assigned duties in support of Public Safety that do not require sworn authority. Examples of assignments are safety escort services, securing and unlocking buildings and rooms, and foot patrol of campus buildings and Housing.
- G. The Administrative Manager also functions as a representative of management and is charged with the oversight of the following units:
1. Dispatch, which manages all radio and telephone communications. The Dispatch Unit receives calls, dispatches patrol and parking personnel, monitors activity, enters information on calls into the department records management system, and monitors the alarm system. Dispatch is staffed by five Dispatchers, and supplemented (when available) with part-time personnel.
    - a. Police Dispatchers provide an essential service to the organization. Dispatchers act as emergency communications and answer 911 calls.
    - b. Dispatchers staff the communications console 24 hours a day and must be proficient in computer technology, automated records management,

telecommunications, records management, Department of Justice records laws, other duties as assigned and pass the POST 120 hour dispatch course.

2. Front Desk: consisting of one full time staff and a maximum of six student assistant positions. Front Desk also provides Live Scan Services for the University and is responsibility for the campus' Lost & Found program.
  3. The Records Unit: maintains all records held by the agency, enters information in the records management system, releases information per state law, performs records checks, prepares statistical reports, network administration, and retrieves live scan fingerprinting results.
  4. Accreditation: The position also serves as the Accreditation Manager for this agency, ensuring required actions are completed to maintain accredited status.
  5. Clery: The position also serves as the Clery Coordinator for the University ensuring required statistics and reports are maintained in compliance with Clery requirements.
- H. The Department organizational chart will be updated as needed to reflect chain of command, lines of authority, position, rank and authorized personnel strength (when applicable). The organizational chart also provides the individual functions performed within each. A copy of this chart will be posted in the Briefing Room.
- I. It is the duty and responsibility of each employee to fulfill to the greatest possible extent the functions of the Department and to perform to the best of the employee's ability those duties assigned by a supervisor.
- J. Officers who hold a supervisory rank or designation have authority over all subordinates and supervision shall be exercised generally only within the supervisor's scope of assignment. However, in an emergency or for the good of the Department, it may be necessary for a supervisor to provide functional supervision by directing or correcting an employee who is subordinate to another supervisor.
- K. The chain of command for sworn personnel within the University Police Department is as follows:
1. Chief of Police
  2. Operations Lieutenant
  3. Administrative Lieutenant
  4. Sergeant
  5. Corporal
  6. Officer in Charge
  7. Officer

L. Command Protocol

1. In the absence of the Chief of Police, the Operations Lieutenant shall act as the Department Executive Officer. In the absence of the Operations Lieutenant, this role shall be assumed by the Administrative Lieutenant, unless specified otherwise in advance.
2. In normal day-to-day Department operations, the chain of command established by the Department organizational chart will be adhered to. The ranking command officer on duty shall be the primary lead official for the overall coordination of the agency and each employee shall perform those duties delegated to best of their abilities.
3. In Department situations involving personnel of different functions engaged in a single operation where prior command authority has not been assigned, the highest-ranking officer shall assume command. However, supervisors are cautioned not to arbitrarily assume command in normal situations from junior ranking members without sound justification.
4. In exceptional situations where two officers of equal rank are the senior officials present and where functional assignment is not a determining factor, then seniority shall be used to determine who is in charge unless otherwise decided by command personnel.
5. For all pre-planned and special events, an Officer-in-charge will be assigned as part of the event-planning phase.

M. Obedience to Lawful Order: Employees will obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank.

N. Unlawful Orders:

1. Command and supervisory officers shall not knowingly issue any order, which is in violation of any law or ordinance or Department rule.
2. Obedience to an unlawful order is never a defense for an unlawful action. Therefore, no officer or employee is required to obey any order, which is contrary to federal law, state law, or presidential directive.
3. Officers and employees who believe they have received an unlawful order shall promptly bring the matter to the attention of the supervisor of the person issuing the order.



4. Responsibility for refusal to obey rests with the officer or employee. He/she shall be strictly required to justify his/her action.

O. Conflicting Orders:

1. Upon receipt of an order conflicting with any previous order or instruction, the officer or employee affected will advise the person issuing the second order of this fact.
2. Responsibility for countermanding the original instruction then rests with the individual issuing the second order. If so directed, the latter command shall be obeyed first.
3. Orders will be countermanded, or conflicting orders will be issued, only when reasonably necessary for the good of the Department.

P. Communication, coordination, and cooperation among functions.

1. Members of all Department functions will attend a daily roll-call briefing, as a method of facilitating communication and coordination of any events scheduled during the day.
  - a. Attending these briefings will be the members of Uniform Patrol, Investigations and Eagle Patrol who are on duty and available at the time of the briefing.
  - b. The Patrol Watch Commander will facilitate these briefings.
2. Briefings will also be held prior to any scheduled major events on campus.
  - a. These briefings will include members of all Department functions who are working the event.
  - b. The supervisor who has been designated as the officer-in-charge will facilitate special event briefings.
3. Following any major events on campus, all employees involved will have a post-event briefing to discuss incidents, which occurred during the event and facilitate discussion on recommendations for improvements for future events.
4. Further communication between functions will be accomplished at Supervisory and Department meetings, which will be facilitated by either the Chief, Operations Lieutenant or Administrative Lieutenant.

Q. Command Structure - Authority and Responsibility.

1. Chief of Police

- a. The Chief of Police is the chief executive officer of the Department and the final departmental authority in all matters of policy, operations and discipline. The Chief of Police exercises all lawful powers of the office and issues such orders as are necessary to assure the effective performance of the Department.
- b. Through the Chief of Police, the Department is responsible for the enforcement of all laws and University directives coming within its jurisdiction. The Chief of Police is responsible for planning, directing, coordinating, controlling and staffing all activities of the Department. The Chief is responsible for enforcement of rules and regulations within the Department, for the completion and forwarding of such reports as may be required by competent authority, and for the Department's relations with the students and University staff.

## 2. Operations Lieutenant

- a. Subject to direction from the Chief of Police, the Operations Lieutenant has direct control over all officers and employees within the Department. In the absence of the Chief, he/she shall assume all the duties and responsibilities of that office.
- b. In addition to the general and individual responsibilities of all officers and employees, the Operations Lieutenant is responsible for the following:
  - 1) Command: The inspection, direction and control of personnel under his/her command to assure proper performance of duties and adherence to established rules, regulations, policies and procedures. Providing for continuation of command or supervision in his/her absence.
  - 2) Loyalty: The development and maintenance of an esprit de corps and loyalty to the Department.
  - 3) Discipline and Morale: The maintenance of discipline and morale within the Department and the investigation of personnel complaints not assigned elsewhere.
  - 4) Inter-Divisional Action: The promotion of harmony and cooperation within other units of the Department. Initiations of proper actions in cases not regularly assigned to his/her command when delay in action might result in failure to perform a police duty.
  - 5) Organization and Assignment: Proper organization and assignment of duties within the sections and units under his/her command to assure proper performance of departmental functions.

- 6) Reports and Records: Preparation of required correspondence and reports, and maintenance of records relating to the activities of his/her command. Assurance that information is communicated up and down the chain of command as required.
- 7) Maintenance: Assurance that equipment, supplies and materials assigned to his/her command are correctly used and maintained.

### 3. Administrative Lieutenant

- a. Subject to direction from the Chief of Police, the Administrative Lieutenant serves as line supervisor to those areas reporting directly under him/her. In the absence of the Chief and the Operations Lieutenant, he/she shall assume all the duties and responsibilities of that office.
- b. In addition to the general and individual responsibilities of all employees under their direct supervision, the Administrative Lieutenant is responsible for the following:
  - 1) Command: The inspection, direction and control of personnel under his/her command to assure proper performance of duties and adherence to established rules, regulations, policies and procedures. Providing for continuation of command or supervision in his/her absence.
  - 2) Loyalty: The development and maintenance of an esprit de corps and loyalty to the Department.
  - 3) Discipline and Morale: The maintenance of discipline and morale within the Department and the investigation of personnel complaints not assigned elsewhere.
  - 4) Inter-Divisional Action: The promotion of harmony and cooperation within other units of the Department. Initiations of proper actions in cases not regularly assigned to his/her command when delay in action might result in failure to perform a police duty.
  - 5) Organization and Assignment: Proper organization and assignment of duties within the sections and units under his/her command to assure proper performance of departmental functions.
  - 6) Reports and Records: Preparation of required correspondence and reports, and maintenance of records relating to the activities of his/her command.

Assurance that information is communicated up and down the chain of command as required.

- 7) Maintenance: Assurance that equipment, supplies and materials assigned to his/her command are correctly used and maintained.

#### 4. Watch Commanders

- a. The Watch Commander during his/her tour of duty exercises the same authority and has the same responsibilities as commanding officers, subject to authority of the Chief of Police and/or Operations Lieutenant. In the absence of the Watch Commander, the senior available member of the watch is in charge, unless otherwise provided.
- b. In addition to general and individual responsibilities of all members and employees, the Watch Commander is specifically responsible for the following:
  - 1) Good Order: The general and good order of his/her command during tour of duty to include proper discipline, conduct, welfare, field training and efficiency.
  - 2) Roll Call/Briefing: Conducting prescribed roll calls, communication of all orders or other information at briefings and inspection and correction of his/her command, as necessary.
  - 3) Reporting: Reporting as required by the Operations Lieutenant. Maintenance of such records as specified by higher authority.
  - 4) Personnel Complaints: Inquiry into personnel complaints against officers or employees under his/her command in accordance with the appropriate departmental directive.
- c. Patrol Division Watch Commander, additional authority, includes:
  - 1) In the absence of those members of the Department who regularly exercise authority over the Department, the Patrol Division Watch Commander shall be designated as the ranking authority of the Department.
  - 2) This authority and responsibility is not limited or confined to his/her own division, but shall include supervision over and responsibility for all Department personnel.

#### 5. Supervisors

- a. A supervisor may be assigned to field or staff duties. During his/her tour of duty, he/she must closely supervise the activities of subordinates, making corrections where necessary and commending where appropriate.
- b. Also, each supervisor is specifically responsible for the following:
  - 1) Leadership: Effective supervision demands leadership. Provision of leadership shall include on-the-job training as needed for efficient operation and coordination of effort when more than one officer or employee is involved.
  - 2) Direction: Supervisors must exercise direct command in a manner that assures the good order, conduct, discipline and efficiency of subordinates. Exercise of command may extend to subordinates outside his/her usual sphere of supervision, if the police objective or reputation of the Department requires, or if no other provision is made for personnel temporarily unsupervised. This authority shall not be exercised unnecessarily. If a supervisor requires a subordinate other than his/her own to leave a regular assignment, the supervisor so directing will inform the subordinate's supervisor as soon as possible.
  - 3) Enforcement of Rules: Supervisors must enforce departmental rules and regulations and ensure compliance with departmental policies and procedures.
  - 4) Inspection: Supervisors are responsible for inspection of activities, personnel and equipment under their supervision and initiation of suitable actions in the event of a failure, error, violation, misconduct, or neglect of duty by a subordinate.
  - 5) Assisting Subordinates: Supervisors shall have a working knowledge of the duties and responsibilities of their subordinates. They shall observe contacts made with the public by subordinates, be available for assistance or instruction as may be required and take active charge when necessary.

#### R. Unity of Command

1. Each employee is accountable to only one supervisor at any given time.
2. Each organizational component is under the direct command of only one supervisor.

#### S. Authority and Responsibility

1. At every level within this Department, responsibility is accompanied by commensurate authority.

2. Each employee is given the authority to make decisions necessary for the effective execution of their responsibilities.
3. Each employee is accountable for the use of delegated authority. The delegation of authority should be consistent with this Department's values and mission statement.
4. Every supervisor will be held accountable for the activities of employees under their immediate control.

#### T. Written Directive System

1. The Board of Trustees of the California State University has developed system-wide administrative policies and executive orders that affect University Police Departments.
  - a. These guidelines are designed to establish policies that are applicable to the campuses in the California State University System.
  - b. Each Chief of Police is charged with establishing policies and procedures that are specific to his/her own Department, however, these procedures may not conflict with system-wide mandates.
  - c. The Chief of Police is the executive officer vested with the authority to issue, modify, and approve agency written directives.
2. CSLA Police Department Manual
  - a. The written directive system is based on the following Values and Mission Statement:

*The Department of Public Safety protects persons and property by providing essential and professional law enforcement and public safety services, while promoting community involvement and assistance. The overall goal of the agency is to provide the safest possible environment for the students, faculty, staff, and visitors at the University.*

- b. Procedures for Indexing:
  - 1) The Department Manual consists of 6 chapters:
    - Chapter I : Administration and General Policies and Practices
    - Chapter II: Record Keeping and Support
    - Chapter III: Property Management
    - Chapter IV: Field Procedures
    - Chapter V: Telephone and Radio Communications

Note: Parking will have some policies within this manual but will have stand-alone written guidelines that may be used as a resource for University Police.

- 2) All personnel are encouraged to forward information to the Chief of Police through a written memorandum on suggested changes in the written directive indexing system. Grouping of related tasks that promote ease in understanding is a continual goal.
- c. Procedures for Purging, updating, and revising:
- 1) The Department Manual will be reviewed annually and updated, if necessary, by the Chief of Police.
    - At the time any written directive are no longer needed, they will be purged from the system.
    - Purging is the sole responsibility of the Chief of Police.
    - Any employee who believes that a subject should be addressed in the form of a General Order or Standard Operating Procedure should forward this information through the chain of command to the Chief of Police via a written memorandum.
  - 2) Updating Manuals
    - Review of proposed revisions to policies, procedures, rules, and regulations prior to promulgation may be accomplished in one or all of the following three ways:
      - discussed at staff meetings;
      - distributed to all personnel for comment; and/or
      - distributed for feedback to the affected section or unit.
    - Any employee may suggest a change in a written directive through a written memorandum to Chief of Police. Included with the communication shall be a copy of the directive with the suggested changes indicated.
    - Manuals maintained on computer disc will be updated annually, or when the revisions become effective.
    - The Assistant to the Chief, assisted by the Administrative Manager and the Records Supervisor, will update hardcopy Manuals.
- d. Statements of agency policy: The written directives shall be an official and certified statement of agency policy concerning the subjects delineated within context of the system. The written guidelines provide procedures for carrying out agency activities and shall act as an informational resource for all employees.
- e. 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 hyphen and a numerical listing of the orders in that chapter. Example: General Order 1-1.

- f. All General Orders will have the same format, and contain the following information (See written directive outline, Appendix 1):
    - 1) General Order Number;
    - 2) Title and Subject;
    - 3) Effective date and review/revised date, if applicable;
    - 4) Purpose Statement;
    - 5) Policy Statement (some may not require this section);
    - 6) Procedures, which will be the body of the order and will contain procedures and delineated responsibilities for all affected personnel; and
    - 7) All General Orders will be approved and signed by the Chief of Police.
  - g. Included as part of General Order I-4 is the Department's Manual for Rules of Conduct. These rules set a specific guideline to which all employees must adhere.
  - h. The Department Manual will contain a Table of Contents and an Index. The Index will list subject matter with reference to the General Order Number where the subject may be found.
3. Only the Chief of Police has the authority to issue, modify, and approve Department written directives. All Command Officers (managerial personnel meeting the "MPP" criteria) may issue memorandums, special orders and procedures, which are binding on employees.
  4. Procedures for the dissemination and storage of agency written directives.
    - a. Dissemination of existing, new, or revised directives to affected personnel shall be accomplished in the following manner:
      - Distribution of a complete copy of the written directives via a computer disk every three years;
      - Hardcopies of the Manual will be stored and maintained in the Chief's office, Deputy Chief's Office, Lieutenant's Office, Watch Commander's Office, Report Writing Room, and Dispatch; and
      - Updates or new directives will be distributed to affected personnel via printed copies and/or email as required and determined by the Chief of Police.
    - b. Acknowledgement indicating receipt and review of disseminated directives by affected personnel shall be accomplished by use of a spreadsheet signature form (Appendix 2). The form will be filed and maintained by the Chief's Office. New personnel will acknowledge a basic understanding of the written directives system via their signature on a Statement of Understanding form.



#### U. Allocation and Distribution of Personnel.

1. The primary position management system for the department shall be the fiscal monitoring database. During the annual budget process a review of all positions will be conducted to determine:
  - a. The number and type of each position authorized in the department's budget;
  - b. Location of each authorized position within the agency's organizational structure; and
  - c. Position status information, whether filled or vacant, for each authorized position
2. Allocation and distribution of personnel within all organizational components will be accomplished through documented periodic workload assessments. Some factors that can be considered include:
  - a. Crimes;
  - b. Incidents;
  - c. Calls for services;
  - d. Number of written reports; and
  - e. Response time.
3. Positions not requiring sworn personnel are specified as civilian positions and staffed accordingly. The following positions are civilian within the University Police:
  - a. Administrative Services Manager;
  - b. Dispatchers;
  - c. Records personnel;
  - d. Assistant to the Chief;
  - e. Crime Prevention Coordinator;
  - f. Eagle Patrol; and
  - g. Any student or part-time personnel.

#### V. APPENDICES.

1. Written Directive Outline



**California State University, Los Angeles**  
**Department of Public Safety**

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NUMBER:

APPROVED: \_\_\_\_\_

Larry Bohannon, Chief of Police

EFFECTIVE:

SUPERSEDES:

Reviewed/Revised: \_\_\_\_\_

SUBJECT:

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I. PURPOSE.

II. POLICY.

III. DEFINITIONS.

A. Word. Defined.

B. Word. Defined.

IV. PROCEDURES.

A.

1.

2.

a.

b.

B.

1.

2.

a.

b.

V. APPENDICES (listed).

A.

B.