



California State University, Los Angeles
Department of Public Safety

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SUBJECT:	Law Enforcement Role, Constitutional and Statutory Authority, Area of Jurisdiction, and Off-Campus Response		

I. PURPOSE.

To define the agency role, the constitutional and statutory authority, and area of jurisdiction of the California State University, Los Angeles, Police Department. This includes the scope of authority with respect to enforcement of laws, statutes and ordinances.

II. POLICY.

The University Police Department and its members intends to be responsive to, and protect the constitutional rights of, the community. The Department shall be accountable to the community for actions taken in performing duties and shall accept input and suggestions related to the formulation of policies, procedures, and guidelines.

The primary responsibility of the Department is the protection of the University community. The statutory authority for the existence of California State University Police Departments and involved police officers is derived through legislative action and is defined in the California Education and Penal Codes.

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 students, faculty, staff, and visitors at the University.

III. DEFINITIONS.

Ethics. Principles of honor and morality; accepted rules of conduct; principles of conduct governing an individual or group.

Goal. A relatively broad statement of the end or result that one intends to ultimately achieve. A goal usually requires a relatively long time span to achieve and, whenever possible, should be stated in a way that permits measurement of its achievement.

Objective. An objective is an end or result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a sub-goal or an element, and therefore, requires a shorter time period to accomplish than does a goal.

Police Officer. Officers are California State University Police Department employees appointed pursuant to Penal Code 830.2 and Educational Code 89560. The terms *peace officer*, *public safety officer*, *sworn personnel*, *police officer*, and *officer* are synonymous when used in this manual.

Policy. A written directive that is a broad statement of agency principles. Policy statements may be characterized by such words as “may” or “should” and usually do not establish fixed rules or set procedures for conduct of a particular activity, but rather provide a framework for development of procedures, rules, and regulations.

Procedure. A written directive that is a guideline for carrying out agency activities. A procedure may be mandatory in tone through the use of “shall” rather than “should”, or “must” rather than “may.” Procedures sometimes allow some latitude and discretion in carrying out an activity.

IV. PROCEDURES.

A. Law Enforcement Agency Role.

1. All police officers, prior to assuming sworn status, are required to take and subsequently abide by an oath of office to enforce the law and uphold the nation’s constitution and the laws of the State of California.
2. Code of Ethics: a general standard of conduct for all department personnel. All personnel will abide by this Code of Ethics and receive ethics training at least biennially. Peace officers and public employees are vested with a public trust which requires that they consistently demonstrate the highest degree of integrity and good moral character. Because society holds public employees to a high standard, it is the policy of this Department to have its employees abide by the following Code of Ethics.
3. This Code of Ethics establishes general standards of conduct for the employees of the California State University Los Angeles Police Department. It is applicable to all temporary, part-time and permanent personnel, sworn and non-sworn; and is a condition of employment by any individual who is or becomes an employee of the Department. Sworn personnel are required to abide and sign the Code of Ethics form (Appendix 1).
 - a) Employees shall support the Constitution of the United States and the Constitution of the State of California, and shall comply with all laws, statutes and ordinances.
 - b) Employees shall comply with all University and Departmental policies and procedures.
 - c) Employees shall perform their duties with professionalism, integrity, and courtesy and avoid any conduct that violates the public’s trust.

- d) Employees shall give a full day's labor for a full day's pay; giving to the performance of their duties an earnest effort.
 - e) Employees shall not use their official position to secure unwarranted privileges, benefits or advantages for themselves or others.
 - f) Employees shall perform their official duties in an unbiased and impartial manner. They shall never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept favors or benefits that can be construed as influencing the performance of their duties.
 - g) Employees shall not disclose confidential information acquired in the course of the employee's duties.
 - h) Employees shall put loyalty to the highest moral principles and the Department above loyalty to coworkers and friends.
 - i) Employees shall report any corrupt or unethical behavior whenever discovered.
 - j) Employees shall respond appropriately to supervisory direction.
 - k) Employees shall uphold these principles, ever conscious that all official duties of the CSU Los Angeles Police Department are a public trust.
4. Police Department Primary Responsibilities are:
- a. Law enforcement;
 - b. Traffic and parking control;
 - c. Protection of persons and property;
 - d. Emergency and disaster management;
 - e. Community relations and public information (in conjunction with Public Affairs Office);
 - f. Crime prevention and awareness training (community outreach);
 - g. Liaison with external police and safety agencies; and
 - h. Internal coordination of functions and responsibilities with other University departments.
5. Goals & Objectives.
- a. Goals and supporting objectives shall be established for the department and for each organizational component through the "Work Plan" management process. Established Goals and Objectives are made available to all affected personnel.
 - b. Police, Parking & Transportation, Keys, Emergency Preparedness, EH&S shall develop goals and objectives on a yearly basis.
 - 1) An opportunity for input by employees shall be included in the process.
 - 2) A draft copy shall be submitted to the Chief of Police for review, comment and final approval.
 - 3) The finalized and approved goals and objectives shall be adopted no later than September 30 of each year.
 - 4) At the end of each fiscal year, each component supervisor shall submit a written report evaluating progress made toward attainment of the goals and objectives.

6. Multiyear Plan. The planning progress and its end product are essential to effective agency management. The department needs clear written long-term goals and objectives that cover successive years beyond the current budget cycle.
 - a. The Multiyear Plan shall include:
 - 1) Long-term goals and operational objectives;
 - 2) Anticipated workloads and population trends;
 - 3) Anticipated personnel levels; and
 - 4) Anticipated capital improvements and equipment needs.
 - b. Provisions for Review and Revisions:
 - 1) With information from individual organizational components, the Chief of Police shall develop multiyear plans that project the next three-year period.
 - 2) Each Multiyear Plan will be reviewed and updated, if necessary, during the same process period as the fiscal goals and objectives are developed (submitted by September 30 each year to the Chief of Police).
- B. Constitutional, Statutory, and Limits of Legal Mandated Authority and Responsibilities Vested in Sworn Agency Personnel.
 1. California Education Code 89560, Creation of Police Departments:

The trustees may appoint one or more persons to constitute a police department for the headquarters and for each campus of the California State University. Persons employed and compensated as members of the California State University Police Department, when so appointed and duly sworn, are peace officers. However, such peace officers shall not exercise their powers or authority except:

 - (a) at the headquarters or upon any campus of the California State University, and in an area within one mile of the exterior boundaries of each campus or the headquarters, and in or about other grounds or properties owned, operated, controlled, or administered by the California State University, or by the trustees or the state on behalf of the California State University; and
 - (b) as provided in Section 830.2 of the Penal Code.
 2. California Penal Code 830. Any person who comes within the provisions of this chapter and who otherwise meets all standards imposed by law on a peace officer is a peace officer, and notwithstanding any other provision of law, no person other than those designated in this chapter is a peace officer.
 3. California Penal Code 830.2(c), Authority.

The following persons are peace officers whose authority extends to any place in the state:

[6](c) A member of the California State University Police Departments appointed pursuant to Section 89560 of the Education Code, provided that the primary duty of the peace officer shall be the enforcement of the law within the area specified in Section 89560 of the Education Code.
 4. California Education Code 89561. Every member of a California State University police department shall be supplied with, and authorized to wear, a badge bearing the words "California State University Police."

5. California Penal Code 25850 (a) states that “A person is guilty of carrying a loaded firearm when the person carries a loaded firearm on the person or in a vehicle while in any public place or on any public street in an incorporated city or in any public place or on any public street in a prohibited area of unincorporated territory.” authorizes peace officers listed in Section 830.1 or 830.2 to carry weapons.

California Penal Code 25900 (a) exempts officers from Penal Code 25850(a). Penal Code 25900 (a) reads as follows:

“As provided in this article, Section 25850 does not apply to any of the following:

(a) Any peace officer, listed in Section 830.1, or 830.2, or subdivision (a) of Section 830.33, whether active or honorably retired.”

C. Area of Jurisdiction

1. As defined by Code, the primary statutory jurisdiction of the Department is one mile from the exterior boundaries of the campus.
2. In the California State University system, sworn personnel are authorized to respond for both routine assignments and for specific assistance (i.e., Critical Response Unit), if requested and authorized by both departments involved.
3. University Police officers are authorized and are responsible for the enforcement of State laws, statutes, and ordinances. This includes the responsibility and authority to make physical arrests.
4. By arrangement with the Los Angeles Police Department, University Police will handle calls for service at nearby fraternities and sororities. Officers are authorized to make periodic patrols of neighborhoods (frequency and time allotted as approved by the Watch Commander), which contain these organizations, and the patrols shall be noted in the radio log.
5. The Metrolink Station & rail area is the responsibility of the Los Angeles Sheriff's Office. The LASO has an agreement with the Southern California Regional Rail Authority in which our agency has agreed to. Technically, the area of the Metrolink platform and rails is in the jurisdiction of the LASO geographically.

D. Off-Campus Response

1. Whenever a request to respond to an off-campus call for service is received, consideration must be given to the nature of the call and conditions on the campus at the time of the request.
2. The Watch Commander must approve all responses to off-campus calls for service, at the minimum. The on-duty command official [Lieutenant] will be notified as soon as reasonably possible. In the absence of the Captain and Lieutenant's (i.e., out-of-town or

unavailable) the Chief of Police shall be notified. Notification guidelines are established for requests for off-campus calls for service – not such activities as routine traffic stops.

3. Officers who respond shall take appropriate law enforcement action for observed violations of the law.
4. In cases in which an arrest and/or crime report is not appropriate, an Unusual Occurrence/Miscellaneous Report will be prepared detailing the nature of the call and the action taken.
5. When calls are received from locations within the statutory jurisdiction of the Department involving crimes in progress and/or danger to human life, University Police officers shall:
 - a. Be immediately dispatched to the scene. The dispatcher will immediately notify the appropriate law enforcement agency.
 - b. Upon arrival at the scene, University Police will take action to save human life, contain the situation, and/or maintain the crime scene.
 - c. The Watch Commander will contact the responsible law enforcement agency and determine what action they desire this Department to take. All reasonable requests, within the University Police guidelines, will be honored.
 - d. When calls are received from locations within the adjacent community that do not appear to be of an exigent nature (i.e., crimes in progress, danger to human life), the calling citizen should be requested to contact the appropriate law enforcement agency. If the citizen insists upon response from the University Police, the Watch Commander shall:
 - Evaluate the call with regard to the University Police guidelines.
 - If assistance can be rendered without impairing the primary mission of this Department, the requested assistance will be provided.
 - If the decision is not to respond, the complainant should be informed about the reason and requested to contact the appropriate law enforcement agency. The incident and the reason shall be entered onto the radio log.
 - 911 calls will be routed to appropriate police departments.
6. Other reasons for exercising authority off-campus are:
 - a. officer initiated activity such as traffic stops, observed crimes, suspicious activity, traffic accidents, observed hazards, and agency assistance when not specifically requested but determined possibly needed;
 - b. case follow-up, investigations, and service warrants;
 - c. mutual aid to police or fire; and
 - d. response to major regional events.

V. APPENDICES.

- A. Law Enforcement Code of Ethics.
- B. Area of Jurisdiction.

Law Enforcement Code of Ethics

As a law enforcement officer my fundamental duty is to serve mankind; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional right of all people 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 what is confided to me in my official capacity, will be kept 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 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 so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession... law enforcement.

[Source: System-Wide Manual]

Area of Jurisdiction



Campus Map: Jurisdictional Boundaries

West & North:
Paseo Rancho Castillo

East:
Circle Drive & Lot 7

South:
State University Drive & Circle Drive

