



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

---

NUMBER: IV-21 APPROVED: \_\_\_\_\_  
Joseph Curreri, Chief of Police

EFFECTIVE: January 1, 2012

SUPERSEDES: 1/29/2010 Reviewed/Revised: January 1, 2012

SUBJECT: **Patrol Operations**

---

I. PURPOSE:

This directive is designed to establish written guidelines for the Uniform Patrol function.

II. POLICY:

Uniform Patrol is considered to be the primary law enforcement group of the CSLA University Police organization. It is a generalized function in which officers may engage in a variety of activities, which can range from traditional responses to requests for assistance to alternative strategies for the delivery of police services

III. DEFINITIONS:

- A. Beat. A geographic area assigned to a patrol officer. The term beat applies to the area patrolled by an officer on foot or in a vehicle.
- B. Body Armor. A vest or jacket whose material—such as kevlar or nylon cloth—affords ballistic protection and whose construction may or may not accommodate metal or ceramic inserts.
- C. Incident. An event that requires law enforcement action or the dispatching of officers in response to citizen requests for law enforcement services. This includes any incident, whether criminal or non-criminal, for which there has been a response to the scene, an investigation, or the preparation of an oral or written report.
- D. Patrol. The deployment of officers to repress and prevent criminal activities, investigate offenders, and furnish day-to-day enforcement services to the community.
- E. Shift. An established period of time that an employee works. Shifts may be determined in accordance with workload demands and/or collective bargaining agreements.
- F. Shift Briefing. Training or informational sessions of short duration administered to law enforcement officers just prior to, or after, their tour of duty.

IV. PROCEDURES:

- A. The department shall provide and maintain continual 24-hour Uniform Patrol coverage
1. On duty personnel shall remain available until relieved at change of shift.
  2. "Availability" equates to being fully equipped and in uniform, whether in the station or the field.
  3. Once the on-coming shift is available and ready for assignments, shift change can occur.
  4. When a shift is in "briefing status" this shall be considered continuous coverage.

B. Procedures for the assignment to patrol shifts.

1. The patrol shifts are designed around the 12-hour, 4 squads (shifts) format.  
Squad A1 0600-1800 hours      Squad B1 1800-0600 hours  
Squad A2 0600-1800 hours      Squad B2 1800-0600 hours
2. Personnel are assigned to shifts at the discretion of the Chief of Police, with the Lieutenant having the delegated duty and authority operationally. Schedules may be suspended or modified for operational needs at the discretion of the Chief of Police.
3. A seniority-based Watch Rotation policy shall commence effective January 1, 2012, as a 12 month pilot program. Sworn personnel shall bid for a Watch preference based on seniority within their ranks (Sergeants shall be ranked together, Corporals shall be ranked together and Officers shall be ranked together). The most senior person in the rank shall have the first choice of Watch preference, followed by the next most senior person and so on.

Once the most senior person is granted his/her Watch preference, that person's name will be placed at the bottom of the Watch preference list and will have to wait until his/her name works its way up to the top of the list once again to have the first choice of Watch preference. The rotations shall continue in the same manner for the ranks of sergeant and below for the initial 12 month period.

\*NOTE: An individual's name shall not be rotated to the bottom of the list, should management remove an individual from his/her chosen Watch preference prior to completing a minimum of 90 days on that Watch. Assignments are made so that sergeants, corporals, and police officers are appropriately, and as equitably as possible, distributed.

If necessary, the final determination of assigned shift rotation for the ongoing shift schedule will be made by the Chief of Police 30 days prior to the start of the shift rotation.

4. When possible, the assignments are posted via a schedule 30 days in advance.
- C. No later than November 1 and May 1 of each year, patrol personnel shall submit their watch preference for the next watch rotation period (January and July) to the Patrol Lieutenant.
  - D. A member of the group may not “defer” making a watch selection to a future **selection period when the member reaches the top of the selection list. If the member at the top of the list fails to make a watch selection, the Patrol Lieutenant shall assign that member to a watch and the member will then be placed at the bottom of watch rotation preference list.**
  - E. Members within each group may voluntarily switch watches with another member without affecting their place on the watch rotation preference list. The voluntary switches may only be made prior to the commencement of the watch rotation period, and must be approved by the Patrol Lieutenant.
  - F. Frequency of shift rotation.
    1. The personnel on the shifts rotate once every six months on the first Sunday of January and July.
    2. Slight deviation in scheduled shift changes is allowed when operational or organizational necessity demands (i.e., personnel availability).
    3. The Operations Lieutenant may reassign officers to different shifts at any time to compensate for staffing shortages, whether short or long term. Officers will be given a 14 day notice of the change, except in an emergency.
  - G. Assignment to service areas and frequency of service area rotation.
    1. Generally, specific service areas are not assigned to officers. If personnel are assigned to a specific area, it would be connected to a directed patrol activity (example: Student Housing). Unless circumstances demand continuity of assignment, personnel assigned to such activities will rotated at least every three months.
    2. When special events are occurring or a pattern of events has been identified requiring a specific response, officers may be assigned an area

of the campus as a concentrated patrol zone. The Watch Commander may make the determination.

H. Determination of days off.

1. The 12-hour schedule provides “normally scheduled” and predetermined days off.
2. Other days and hours off are determined by the shift sergeant.

I. Frequency and procedures for shift briefing.

1. Each day before beginning Patrol duties, the Watch Commander will brief personnel scheduled to work that shift.
2. When possible, Watch Commanders should plan their shift briefing training prior to the start of the shift, which will include the techniques used, and the instructional method for the shift briefing training, such as lecture, demonstration, discussion, or practical exercise. Training should be scheduled as far in advance as practical.
3. Watch Commanders will evaluate their shift’s training to ensure that it complies with current department policies, procedures, and case law.
4. Instructional personnel for briefing training will be persons with the special knowledge or skills for the subject matter, and will prepare lesson plans, when required, in accordance with Department Order II-2.
5. Local police academy instructors can be utilized to conduct briefing training.
6. All briefings will be conducted in a professional manner and attendance is mandatory.
7. Officers will arrive at the briefings on time, in the uniform of the day, with all equipment in operational order and ready to begin Patrol duties immediately.
8. Shift sergeants will determine the actual time when briefings will be conducted. The time may vary depending on whether the briefing includes inspections or training.
9. Officers attending the briefing are to be ready to respond to calls if assigned during briefing.
10. Briefings will be used to:

- a. Inform Officers of any special enforcement activities scheduled for that day and any specific item of interest [i.e. unusual situations, wanted persons, stolen vehicles and investigations];
- b. Provide transfer of responsibility from the previous shift to the new shift, to include all ongoing issues;
- c. Review administrative business issues, to include changes in schedules, assignments or days off and duty assignments;
- d. Provide officers with any new or revised general orders or special orders and train them on the content of the orders;
- e. Provide other training appropriate to a roll call setting; and
- f. Evaluate Officer readiness to assume Patrol duties, including spot inspections.

J. Field Interviews.

1. It shall be the policy of the department to record instances of contacts with individuals when an officer reasonably associates unusual or suspicious activity with the individual.
2. A field interview occurs when an Officers speaks to a citizen based on a reasonable belief that some investigative inquiry is warranted, yet not having reasonable suspicion to detain the subject. Neither reasonable suspicion nor probable cause is necessary for a field interview.
3. Since the field interview relies on voluntary cooperation, Officers must let a subject walk away if the person refuses to consent to the interview, even if the parson is rude or unpleasant. Persons may be detained if either reasonable suspicion or probable cause has been developed.
4. The Field Interview provides the department a source(s) of information to:
  - a. Apprehend criminals and to prevent crime with the number and frequency of persons interviewed
  - b. Expand an officer's power of observation to obtain information from persons who work on campus, or, living or working within the area surrounding the campus.
5. Field interviews are used to investigate and document suspicious activities, interview complainants, and conduct fact-finding. The Officers experience, training, knowledge of the area and of criminal activity within it should help determine whether to perform a field interview.
6. Field interviews can be valuable tools in investigations since they can:
  - a. Place a person at a particular place at a particular time;
  - b. Document subject explanations for actions or for being at a location;
  - c. Identify a subject, e.g. name, address, physical description, etc.;

- d. Identify associates;
  - e. Gather vehicle information; or
  - f. Gather intelligence.
7. Identifying the Suspect.
- a. An on-view arrest is not always based upon the immediate recognition of a wanted criminal. Frequently, it is the outgrowth of the action taken by a police officer that stops to question a person who has aroused his/her suspicions.
  - b. Information obtained during the field contact may also be used at a later date to identify a criminal. This information can be used by:
    - Patrol Officers
    - Investigators
    - Other law enforcement agencies
8. Crime Prevention
- a. The assertiveness of the patrol activity may be brought to the attention of the criminal(s) and their associates.
  - b. The criminal(s) can also observe the activities of the police and conclude that the possibility of escaping detection, apprehension and prosecution is not favorable.
9. Conducting the Field Interview.
- a. Officers must determine when a field interview is warranted. To do so, the officer must understand that:
    - 1) A fine line exists between a field interview and a lawful detainment.
    - 2) Detentions, as defined within U.S. Supreme Court case Terry v. Ohio, 392 U.S. 1 (1968), and casual encounters, permit officers to contact individuals absent of making an arrest.
    - 3) Officers are to understand that in cases of a field interview, this is neither a custody scenario, nor an interrogation. Therefore, two issues are in effect. They are:
      - The individual is free to leave, unless the officer elevates the status of the investigation because of new observations, information, or actions of the individual which indicate criminal activity has or is about to occur.
      - A Miranda waiver is NOT required, again because there is NO CUSTODY.
  - b. Approaching the subject.
    - 1) The purpose of the field interview will determine the method(s) used to contact and converse with the subject.

- 2) Whenever possible, officers should select a location for a field interview that is well lighted and away from bystanders.
  - 3) Officers must at all times protect themselves and others in the area. Officers are to remain cognizant of the rights of the individual who is being contacted.
  - 4) Officers working in civilian attire have the added responsibility of identifying themselves as police officers before stopping a person for a field interview.
- c. Positioning during the contact of an individual.
- 1) Officers are to maintain a position that is in preparation for any furtive movement a contacted person may make.
  - 2) Officers are to maintain a distance between themselves and the contacted person that allows for response to any furtive movement, and to allow for greater visibility of the individual's person, including hands, waistband, etc.
  - 3) Assisting officers shall employ appropriate "Contact and Cover" techniques, and maintain complete focus upon the subject and area.

#### 10. Using the Field Interview Card

- a. A field interview card will be completed for each individual whom an officer stops for a field contact.
- b. A field interview card may be used in conjunction with a traffic citation or warning citation, when an officer contacts an individual for a traffic violation. Such a decision will remain at the discretion of the investigating officer.
- c. A field interview card may also be used as an observation-recording device.
  - 1) In these instances, the officer should fill out the card as completely as possible, using prior knowledge of the individual or vehicle and the current observation made.
  - 2) This will supplement the automated recording of these events into the Department's ARMS records system.
- d. Field interview cards should be used in these instances:
  - 1) An officer stops an individual for the purpose of conducting an interview, but the individual refuses to give the officer any information and the officer has no reasonable cause to pursue the matter further.
  - 2) An officer wishes to make note of a subject in a specific place at a certain time, and the officer has completed a field interview card on the same subject on another occasion.

- 3) An officer observes a vehicle which arouses his/her suspicions, but the owner/driver of the vehicle cannot be interviewed (e.g., a “strange” vehicle parked in a parking lot or near a campus facility after normal University hours.
  - 4) An officer observes a known criminal in or at a suspicious place or time, but is not able to stop to talk to that individual.
- e. When completed, the field interview card(s) shall be forwarded to the shift supervisor for review and then delivered to records for filing.

K. Police Vehicles.

1. Police vehicles used in routine or general patrol service, whether conspicuously marked or unmarked, shall be equipped with operational emergency lights and a siren.
2. At the beginning of each assignment period, which may be an entire or partial shift, or a special work assignment, the assigned officer will:
  - a. inspect the vehicle for all the required equipment and supplies;
  - b. determine if the supplies and equipment are in place and functioning;
  - c. inspect the exterior of the vehicle for damage; and
  - d. report any unusual conditions or missing equipment to the watch commander.
3. At the end of each assignment period, the assigned officer will:
  - a. report any damage or any unusual conditions to the watch commander (watch commander will report information concerning his/her vehicle in writing to the Operations Lieutenant);
  - b. restock any items used during the assignment period; and
  - c. replace items used (most items are available from the Supplies/Equipment Sergeant assigned this responsibility by the Operations Lieutenant). Requests for items not immediately available shall be made through the watch commander.
4. All police vehicles will be inspected monthly under the direction of the Supplies/Equipment Sergeant to ensure they are properly equipped. The *Police Vehicle Inventory/Inspection Form* will be used to document the inspections. Completed forms are filed in the equipment room.
5. The following equipment shall be included in each type of vehicle as indicated:



Item	Minimum Quantity	Vehicle Type	Replacement Available From:
Barrier Tape	1 box	Marked	Supplies/Equipment Sgt.
Biospill Containment Kit	1	Marked/Unmarked	Supplies/Equipment Sgt.
Fire Extinguisher, tagged and dated	1	All Vehicles	Supplies/Equipment Sgt.
First Aid Kit, containing:	1	All Vehicles	Supplies/Equipment Sgt.
Ammonia Ampoules	2		
Bottle of Eyewash, sealed	1		
CPR Mask	1		
Flexible fabric adhesive strips	10		
Gauze pads [4" x 4"]	5		
Germicidal hand wipes	5		
Latex gloves	2		
Microshield	1		
Trauma pads	2		
Flares	30 minute	Marked/Unmarked	Supplies/Equipment Sgt.
Flashlight, Traffic Cone attachment	1	All Vehicles	Supplies/Equipment Sgt.
Gas Card	1	All Vehicles	Supplies/Equipment Sgt.
Measuring Device	1	All Vehicles	Supplies/Equipment Sgt.
MP5, with 2 clips	1	Marked	Rangemaster
Polaroid Camera & Film	1	All Vehicles	Supplies/Equipment Sgt.
Roadway Chalk or Crayon	1 box	All Vehicles	Supplies/Equipment Sgt.
Safety Goggles [in a sealed box]	1	Marked/Unmarked	Supplies/Equipment Sgt.
Slim-Jim Tool	1	Marked/Unmarked	Supplies/Equipment Sgt.
Spare Tire	1	Marked/Unmarked	Supplies/Equipment Sgt.
Spray Bottle (water) for pepper spray wash down	1	Marked	Supplies/Equipment Sgt.
Traffic Cones	As available	Marked/Unmarked	Supplies/Equipment Sgt.
Disposable Blankets [sealed in bag]	2	Marked/Unmarked	Supplies/Equipment Sgt.

6. Damage incurred by an on-duty officer.
  - a. Any damage incurred to the vehicle shall be immediately reported to the watch commander.
  - b. Any officer who damages a vehicle or notices damage to a vehicle that has been previously unreported will prepare a memorandum to the Operations Lieutenant.
  - c. The memorandum will indicate the damage to the vehicle and all circumstances of the incident.
  - d. The on-duty watch commander will initial the memorandum.
  - e. This memorandum will be completed prior to the end of the shift, unless the officer is physically unable to do so.
  
7. All department personnel who drive state vehicles shall use and ensure that all passengers use available safety belt equipment installed in the vehicles operated.
  - a. The University Police Department supports California Vehicle Code section 27315.(a) which reads, in part, "The legislature finds that a mandatory seat belt law will contribute to reducing highway deaths and injuries by encouraging greater usage of existing

manual seat belts, that automatic crash protection systems which require no action by vehicle occupants offer the best hope of reducing death and injury, and that encouraging the use of manual safety belts is only a partial remedy for addressing this major cause of death and injury.

- b. Department employees, unless otherwise exempted from this policy or CVC section 27315, shall comply with the requirements of CVC section 27315.(d) (1) and 27315.(e) which reads in part: "No person shall operate a private passenger motor vehicle on a highway unless that person and all passengers four years of age or over are properly restrained by a safety belt;" and "No person 16 years of age or over shall be a passenger in a private passenger motor vehicle on a highway unless that person is properly restrained by a safety belt."
- c. Department personnel shall ensure all occupants of the vehicle are using the safety belt/shoulder harness before moving a motor vehicle.
- d. When arriving at an emergency call, the operator may remove the restraint device just prior to stopping for quick exit and to prevent becoming entangled in the restraint device.
- e. Department personnel may remove the safety restraint device just prior to coming to a stop on a vehicle/traffic stop.
- f. Officers may restrain prisoners in the rear of the vehicle using the lap belts provided. EXCEPTION: If the prisoner is so combative as to create a potential for injury to the officer or the prisoner, the belt need not be used until the prisoner can be restrained safely.
- g. Department personnel will adjust safety restraint devices so they are comfortable, yet provide maximum protection in the event of an accident. They will inspect the serviceability of the harness at the start of each tour of duty.
- h. Safety restraints may not be required when transporting any person short distances in response to a medical aid where, in the judgment of the transporting employee, compliance with CVC section 27315.(e) would cause discomfort or injury to the person being transported.

#### L. Protective Ballistic Vests.

1. University Police orders custom-fit soft body armor for issue to all officers at the beginning of their employment. Employees may substitute personal purchased body armor for that issue, if approved by the Operations Lieutenant. At their discretion, command staff personnel may decline to be fitted for body armor.
2. While wearing of body armor is not mandatory (Written Directive I-6), officers who principally perform law enforcement duties (e.g., Patrol) are strongly urged to do so while on duty.

3. Body armor is required for all officers when participating in a raid, in pre-planned high risk situations (e.g., service of search warrants, warrant service, stakeouts where prior knowledge exists that there is high rate of probability violent situations may be encountered), or as ordered by a supervisor. Supervisors will evaluate situations to determine the potential for violent confrontation and will issue orders accordingly.
4. Replacement and disposition of termination.
  - a. University Police replaces body armor as the warranty expires.
  - b. Body armor will be replaced if damaged and cannot be refurbished under the conditions of the warranty.
  - c. The Operations Lieutenant or designee will return damaged body armor to the manufacturer for inspection.
  - d. The Operations Lieutenant or designee issues body armor to officers, develops a body armor replacement schedule, and ensures that body armor is replaced when needed.
  - e. Annual budgets will include sufficient funds to cover replacements scheduled for that fiscal year.
  - f. University Police retains issued body armor when an employee terminates
5. Maintenance of Body Armor.
  - a. Body armor will be cleaned according to the manufacturer's recommendations – it can not be dry cleaned.
  - b. Only the manufacturer will perform repairs.
  - c. Ballistic testing of body armor is prohibited.

V. APPENDICES: None.