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POLICY/PROCEDURE NUMBER: 06-S.O.-009      Page 1 of 5 with two Appendices

SUBJECT: CALIFORNIA STATE UNIVERSITY CRITICAL RESPONSE UNIT

EFFECTIVE DATE: December 18, 2019  
18, 2020

REVIEW DATE: December

AMENDS/SUPERSEDES: November 27, 2006 version; January 27, 2010 version; February 16, 2011 version, January 8, 2014 version; January 7, 2015 version.

IACLEA STANDARD: N/A

CSU POLICE SYSTEMWIDE POLICY: NO

APPROVED: Gregory L. Murphy, Chief of Police

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## I. PURPOSE

The purpose of this directive is to explain the established procedure for the activation, deployment, and coordination of the California State University system-wide Critical Response Unit (CRU), of which California State University, Northridge (CSUN) is a participant. This directive also establishes criteria for the selection of officers assigned to the CSUN CRU team and addresses special equipment to be issued to CRU officers.

## II. POLICY

It is the policy of this department to activate the CRU team in order to supplement department personnel in critical situations, either planned or sudden. This determination shall be made by the Chief of Police to ensure the safety of the campus community and to protect University property. The CRU team may be activated with approval from the President and Chancellor's Office via the established CRU activation standard procedures (CRU Policy Manual, Chapter 4).

A California State University system-wide Critical Response Unit policy manual issued by the Chancellor's Office provides comprehensive procedures and policies that are to be followed by all CSU campuses. These policies and procedures include but are not limited to such areas as purpose and mission, activation procedures, selection processes, equipment, training plans, reporting, and coordination with other CSU entities.

## III. DEFINITIONS

- A. Critical Response Unit: A group of police officers from several different California State University campuses who have been trained together as a team to supplement

campus police departments for prevention and mitigation of the effects of natural disasters, executive protection, and civil disorder.

- B. Civil Disturbance: Riots, disorders and violence arising from dissident gatherings and marches, rock concerts, political conventions, and labor disputes.
- C. Emergency Situation: An actual or potential condition that poses an immediate threat to life or property. In the context of mutual aid, it means a situation that exceeds the capability of the local agency to counteract successfully.
- D. Home Campus: Any campus providing mutual aid assistance.
- E. Host Campus: Any campus receiving mutual aid assistance.
- F. CRU Coordinator: A Chief of Police who is responsible for overseeing the logistics, support and supply of the CRU team, as well as ensuring the proper training of members and record keeping of the team.
- G. CRU Commander: A Lieutenant, Captain, or Deputy Chief assigned to the CRU team who is responsible for executing the logistics and deployment of a team for training or an actual callout.
- H. Northern CRU Campuses: Chico, East Bay, Fresno, Humboldt, Maritime Academy, Monterey Bay, Sacramento, San Francisco, San Jose, San Luis Obispo, Sonoma, and Stanislaus.
- I. Southern CRU Campuses: Bakersfield, Channel Islands, Dominguez Hills, Fullerton, Long Beach, Los Angeles, Northridge, Pomona, San Bernardino, San Diego, and San Marcos.
- J. Unusual Occurrences: Occurrences that connote situations, generally of an emergency nature, that result from natural, man-made, and/or civil disturbance.
- K. Mutual Aid: An exchange of services, personnel, and/or equipment between law enforcement agencies during times of emergency.
- L. VIP: A “very important person,” may be a dignitary, famous person, notorious person, or any other person in need of special security or services.

#### IV. PROCEDURES

- A. Deployment of the CRU tactical team is intended to supplement other campus operational components and efforts. Until such time as the CRU team arrives, CSUN Police shall follow operational orders for any situation as outlined in operational plans (for pre-planned situations) or stabilize a situation (for sudden incidents) as appropriate by established policy and procedures or directives from the Chief of Police or her/his designee.

Normally, special operations officers, such as CRU, will not be utilized for normal patrol. Those duties will be assigned to CSUN Police. However, in unusual situations, i.e. following a disaster, CRU officers may be utilized for

patrol to supplement CSUN officers if determined appropriate by the Chief of Police or her/his designee.

1. Activation Requests (Refer to Chapter 4 – CRU Policy)
    - a. To activate the CRU team, the Chief of Police at the campus needing assistance will contact the CSU Police Coordinator, and provide information regarding the type of response needed.
    - b. The requesting Chief of Police must have the campus president provide a written request to the Chancellor requesting CRU activation. The request must include an explanation of the necessity or emergency, expected assignment of the CRU and the number of police personnel required.
    - c. If CRU activation is approved, the Chancellor or his/her designee will advise the President and provide written authorization.
  2. Operational Planning (Refer to Chapter 4 – CRU Policy)
    - a. The CRU Chief will notify the CRU Commander to coordinate the response.
    - b. The CRU Commander will prepare and submit an Operational Plan to the requesting/host Chief for approval.
    - c. When the requesting/host campus has received authorization for the activation of the CRU, reimbursement to the home campus generally will be provided according to the criteria specified in Chapter 4, Section 4.3 of the CSU CRU Policy Manual.
- B. Coordination and cooperation between tactical teams and other operational components
1. Chain of Command (Refer to Chapters 2 & 3 – CRU Policy)
    - a. The CRU operates within its own chain of command, and will integrate it into the appropriate incident command system as needed.
    - b. The CRU Commander reports to the Chief of Police of the respective campus to which the unit is responding.
    - c. If CRU members are deployed as a unit, they will be supervised by the CRU Commander and be under command of the Chief of Police who serves as the CRU Chief. If they are deployed individually, CRU officers will be supervised through the chain of command of the host campus.
  2. Coordination and cooperation between the CRU and the operational components of the host campus will be accomplished by ensuring that command and control of all operations remain with the Chief of Police for the host/requesting campus.

3. During a CRU call-out, the department follows all NIMS/SEMS incident command and unified command system protocols. The incident commander (I/C) is responsible for managing the emergency response by setting objectives, the strategy, and directing the tactical response. The CRU Commander will operate from the Operations Section of the Emergency Operations Center upon its establishment. Refer to policy # 08-S.O.-019 Unusual Occurrence –All Hazard plan for specific details involving the command, operations, planning, logistics, and finance/administration functions associated with such an incident.
- C. Selection of CRU officers by the California State University, Northridge Department of Police Services (Refer to Chapter 8 and 10 – CRU Policy).
1. Selection to the CRU is a specialized assignment. When an opening occurs within the Department's CRU officer representatives, the Chief will post a notice requesting letters of interest from eligible officers. The Chief of Police will determine how many CSU Northridge officers are assigned to CRU at any given time.
  2. Officers must have completed probation and possess good performance records as evidenced by positive performance evaluations. CRU policy requires that officers maintain a "good standing" with their home campus at all times. "Good standing" is defined as having the recommendation of the home campus Chief of Police and having received an overall rating of "Satisfactory" in the last two consecutive performance evaluations and having no significant discipline within the past two years. "Significant discipline" is defined as disciplinary action that exceeds a letter of reprimand within the past two years.
  3. The Chief of Police will make the assignment based on the skills, knowledge, and abilities of officers expressing interest. Selection will include submission of an application and an oral interview.
  4. Officers who wish to participate in the CRU will be required to pass a Physical Agility Test (PAT) prior to assignment to the unit. The PAT will consist of the following:
    - a) Scaling of a six foot wall and six foot fence
    - b) Obstacle course
    - c) Weight drag
    - d) 500 yard run
  5. Once assigned to the CRU, officers will be required to pass the PAT on a yearly basis.
  6. Refer to Chapter 8 of the CRU policy for specific criteria related to internal CRU supervisory and specialist selection processes.
- D. Specialized Equipment (Refer to Chapters 6 & 7 – CRU Policy)

1. Equipment to be issued to CRU members is detailed in the CSU System-wide CRU Manual which shall be maintained by each CRU team member, Chief of Police, members of the Command Staff, and patrol shift supervisors.
2. Additional support equipment for performing the missions of the CRU is available for deployment. The CRU Commanders maintain a complete equipment inventory that is readily accounted for and inspected.
3. CSU Northridge CRU officers shall constantly maintain their equipment in a state of readiness within the CSUN Police facility. Periodic inspections of CRU equipment and uniforms assigned to CSU Northridge CRU officers shall be conducted no later than the first week of January and July of each year by the Commander in charge of the CSUN CRU unit. A report shall be created of the inspection results and forwarded to the Chief of Police via the chain of command no later than 7 days after the inspection. Upon review and approval, the Chief of Police will forward the inspection report to the Records Supervisor for filing. An itemized list of issued CRU equipment is listed within Chapter 6 of the CSU system-wide CRU Policy Manual. CRU weapons and ammunition (for issuance during call-outs) is listed in Chapter 7 of the CSU CRU policy manual.

#### V. REFERENCES

- A. California State University Police Critical Response Unit (CRU) Policy Manual, revised October 12, 2010.
- B. CSU Executive Order 1046 - California State University Police & Public Safety Policy Guidelines (<http://www.calstate.edu/eo/EO-1046.pdf>)
- C. CSU Executive Order 797 – Critical Response Unit (<http://www.calstate.edu/EO/EO-797.pdf>)

#### VI. Appendices

- A. CSU Technical Letter #PS 2010-04 – CSU Critical Response Unit
- B. CSU Technical Letter #PS 2010-05 – CSU Police Services Mutual Aide & Mutual Assistance



**To:** Campus Police Chiefs *Charlene Minnick*  
**From:** Charlene Minnick, Assistant Vice Chancellor, Systemwide Risk Management & Public Safety  
**Date:** July 26, 2010  
**Subject:** Technical Letter re: CSU Critical Response Unit  
**Code:** PS 2010-04

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#### Overview

**Audience:** Campus Presidents, Campus Police Chiefs, Campus Emergency Coordinators, Campus Risk Managers and/or those designees responsible for administering CSU policy and procedures related to police services and public safety.

**Action Item:** Pursuant to Police Services Systemwide Audit 08-24 the following addresses recommendation items related to the establishment of Critical Response Unit.

#### Summary

It is the policy of the CSU that resources and facilities of the CSU and its various Police Departments will be made available to mitigate the effects of natural disasters, to prevent and mitigate the effects of civil disorders and to protect life and property. Accordingly, in 1993 the CSU established a Critical Response Unit (CRU), which is composed of selected group of police personnel from various CSU campus Police Departments that have trained together as a team and are prepared to handle these public safety issues. The CRU participating personnel shall receive training conducive to their operational mission, such as those related to response to natural disasters, civil disorder and the protection of life and property.

The CRU consists of the Northern and Southern subunits as outlined the CRU Operations Manual. Systemwide Risk Management and Public Safety will manage the CRU program and ensure that the CRU Operations Manual is kept current according to operational needs and reviewed at least annually.

#### A. Activation Requests

If the campus needs to activate the CRU, the campus chief should contact the Chief Law Enforcement Officer so s/he can facilitate the process with the Assistant Vice Chancellor of Risk Management and Public Safety. The Chief Law Enforcement Officer will work with the campus chief and the CRU chief(s) to ensure staffing availability and mission of the activation. Then, a written call-out request must be made by the campus president to the Chancellor requesting CRU activation. The



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request must include an explanation of the necessity or emergency, expected assignment of the CRU, the number of police personnel required, and who will cover the activation costs. If CRU activation is approved, the Chancellor will advise the president and provide written authorization. The Executive Vice Chancellor and Chief Financial Officer has delegated authority to approve activation of the CRU in the absence of the Chancellor, and to determine who will cover costs.

#### B. Operational Plan

The CRU police chief(s) are responsible for contacting the commanders to coordinate the response. Once the activation has been approved, the CRU commander is responsible for preparing and submitting the Operational Plan to the host police chief for approval. The home campus is responsible for arranging transportation of CRU police personnel to and from the host campus and will ensure that personnel assigned are equipped in accordance with systemwide uniform and equipment regulations.

#### C. Costs and Reimbursement

Generally, funding for CRU callouts will be as follows:

- i. Trainings: The participating campuses will cover salaries and labor costs associated with CRU trainings for their assigned personnel; the CO will cover lodging, meals, travel and related logistical expenses.
- ii. Major campus planned events:
  - a. Reimbursement for labor costs (straight time and/or overtime) will be at the Chancellor's discretion at the time the callout request is made.
  - b. Benefits will be covered by the home (employing) campus.
  - c. The host campus will cover lodging, meals, travel and logistical expenses.
- iii. Unplanned campus events (other than a declared disaster):
  - a. Reimbursement for labor costs (overtime) will be at the Chancellor's discretion at the time the callout request is made.
  - b. Benefits will be covered by the home (employing) campus.
  - c. The host campus will cover lodging, meals, travel and logistical expenses.
- iv. Disaster (declared) related events: The CO will cover all expenses related to the callout. The CRU Chief(s) and Commander(s) will prepare a final expenditure report for CRU-related expenses for submission through the effected campus EOC submittal process to FEMA for reimbursement to the CO.



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- v. Travel related to any callout shall be selected based on the most expedient manner while taking resource and logistical needs into consideration. Otherwise travel reimbursement will be based on time and distance as determined by an online e-mapping source (i.e., Google maps or MapQuest). Reimbursement for time during flights will be determined based on the actual flight time, plus 2 hours.
- vi. Extensions: When the host campus requests a stay of CRU resources once the initial event and original mission has concluded, and the CRU commander and CRU chief believe that CRU services are no longer necessary, the host campus shall send a second request for such a stay. The host campus may elect to fully fund CRU's extended time on campus, subject to approval.
- vii. The North or South CRU leadership shall gather reimbursement claims from participating campuses and submit one request with supporting documentation to the Office of Risk Management and Public Safety for final reimbursement.
- viii. Host campuses will not receive reimbursements for callout expenses of involved personnel, other than those participants in response and participation in a declared disaster.

#### **General Provisions**

- a. Supervision and Command

Supervision of Mutual Assistance or the CRU is the responsibility of the host campus police chief, through the local chain of command or commanders of the CRU, as appropriate. Upon arrival at the host campus, the senior ranking officer of the Mutual Assistance detail, or the commander of the CRU, must report immediately to the host campus police chief or designee for assignment or instructions.

- b. Media Relations

Press inquiries regarding Mutual Assistance or CRU-related incidents or information are to be referred to the host campus.



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c. Major Incident Reporting

The host campus is responsible for submitting a Major Incident report, if required, by the Major Incident Reporting Requirements policy.

d. Emergency Personnel Information Form

Police personnel participating in Mutual Assistance or a CRU operation are encouraged to complete an Emergency Contact Information Form prior to arrival at the host campus and present it to the officer in charge at the host campus or the CRU commander.

e. Injury or Illness

CSU police personnel injured while at the host campus must notify the host campus commander and the home campus supervisor immediately, if possible. If the police officer is not able to notify his/her home campus supervisor immediately, the host campus commander is to notify the home campus supervisor as soon as possible.

The host campus must supply the injured employee with an Employee Claim for Worker's Compensation Form. Injured employees must complete required documents and reports of injury/illness consistent with host campus procedures, as applicable.

All CSU police personnel injuries or illnesses should be treated at a licensed medical facility consistent with the policies and procedures of the host campus. When possible, CSU police personnel requiring medical attention should be treated at a facility different than the facility treating persons who may have been injured as a result of police action.

f. Risk and Workers' Compensation Liability

If a liability complaint and/or a lawsuit arise from a Mutual Assistance or a CRU operation, the host campus is responsible for related costs.

If an employee participating in a Mutual Assistance or CRU operation is injured, the home campus is responsible for related workers' compensation expenses, unless there is a written agreement to the contrary. If there is such a written agreement, the home campus would coordinate the workers' compensation claim, but the host campus would reimburse the home campus for related costs.



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g. Reports/Field Operations

Officer time and attendance records are to be maintained. The time sheet is to be provided to the home campus via facsimile or electronically for payroll purposes.

h. Disposition of Citizen's Complaints

If a citizen complaint is made, the home campus of the involved officer is to be notified of the complaint. Generally, the investigation of the complaint is the responsibility of the home campus pursuant to the CRU Operations Manual. If there are unusual circumstances that would necessitate the need for the host campus to conduct the investigation, the police chiefs involved should consult and reach a mutually acceptable agreement. The home campus is responsible for discipline.

**Campus Events Sponsored by Private Entities**

CSU campuses shall not incur Mutual Assistance or CRU expenses when responding to an event sponsored by a private entity on a CSU campus. The private entity is responsible for all related expenses. The host campus must submit all related costs to the private entity for reimbursement.

CM:zg/nj

Attachment

c: Charles Reed, Chancellor  
Benjamin F. Quillian, Executive Vice Chancellor and Chief Financial Officer  
Gail Brooks, Vice Chancellor, Human Resources  
Larry Mandel, University Auditor  
Chris Helwick, General Counsel  
Nate Johnson, Chief Law Enforcement Officer  
Campus Presidents  
Campus Emergency Coordinators  
Campus Risk Managers

## Appendix "B"



**To:** Campus Police Chiefs *Charlene Minnick*  
**From:** Charlene Minnick, Assistant Vice Chancellor, Systemwide Risk Management & Public Safety  
**Date:** July 26, 2010  
**Subject:** Technical Letter re: CSU Police Services Mutual Aide & Mutual Assistance  
**Code:** PS 2010-05

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**Overview**

**Audience:** Campus Presidents, Campus Police Chiefs, Campus Emergency Coordinators, Campus Risk Managers and/or those designees responsible for administering CSU policy and procedures related to police services and public safety.

**Action Item:** Pursuant to Police Services Systemwide Audit 08-24 the following addresses recommendation items related to the establishment of mutual aid and mutual assistance policy, procedures and guidelines.

**Summary****1. Mutual Aid**

Mutual Aid refers to the State of California's disaster planning program for sharing police personnel and resources across the State. Under the Mutual Aid program, the CSU first relies on internal resources, and then follows established protocols for enlisting assistance from cities, counties and ultimately the regional office of the Office of Emergency Services, as required. For Mutual Aid requests, police chiefs are required to follow the county and state protocols in their jurisdiction. Mutual Aid requests are considered Major Incidents and reporting procedures must be followed. (Reference: The California Emergency Services Act, commencing with Government Code Section 8550 and California Law Enforcement Mutual Aid Plan, 2009.)

- Each CSU Police Department shall have a policy delineating the specific geographical boundaries of the department's jurisdiction.
- Each CSU Police Department will have agreements with neighboring agencies that specify the agency's responsibilities in an interagency agreement regarding concurrent jurisdiction pursuant to California Kristen Smart legislation.
- Each agency will have a policy that specifies the procedure for requesting Mutual Aid from neighboring agencies.



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## 2. Mutual Assistance

Mutual Assistance occurs when two or more CSU presidents or police chiefs agree to furnish personnel, equipment and/or resources to other CSU campuses, on a temporary basis, in the furtherance of public safety. Campuses will make every reasonable effort to provide requested Mutual Assistance commensurate with available resources and local circumstances.

### a. Requests

If a campus requires Mutual Assistance, the president or police chief shall make a direct request to the president or police chief at any CSU campus. Any assistance provided is based upon mutual agreement between the campuses. Mutual Assistance requests can be made orally or in writing. A Mutual Assistance request may be short-term and limited to one or few individuals and in these instances an oral request is adequate. For Mutual Assistance requests that are longer term and involve more than a few individuals, an oral Mutual Assistance request should be followed up with a written request.

### b. Authorization

Mutual Assistance authorization will be confirmed by the home campus (campus providing assistance) to the host campus (campus receiving assistance) with an email or other written correspondence.

### c. Assistance, Costs and Reimbursement

Once the host campus has made a request for assistance and/or additional equipment and the assistance is confirmed, police personnel are reassigned either temporarily or asked to volunteer for overtime compensation to meet Mutual Assistance needs. The host campus is responsible for providing lodging and meals for police personnel participating in the Mutual Assistance event. Additionally, the host campus will reimburse the home campus for costs associated with providing assistance including transportation (pre-approved), overtime and incidental expenses, as well as for costs associated with related court appearances.

Once the Mutual Assistance event is completed, the home campus shall provide written cost documentation to the host campus. As required, the home and host campuses will review cost documentation to ensure costs are appropriately identified.

## 3. General Provisions

### a. Risk and Workers' Compensation Liability

If a liability complaint and/or a lawsuit arise from a Mutual Assistance or a CRU operation, the host campus is responsible for related costs.



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If an employee participating in a Mutual Assistance or CRU operation is injured, the home campus is responsible for related workers' compensation expenses, unless there is a written agreement to the contrary. If there is such a written agreement, the home campus would coordinate the workers' compensation claim, but the host campus would reimburse the home campus for related costs.

- b. Reports/Field Operations  
Officer time and attendance records are to be maintained. The time sheet is to be provided to the home campus via facsimile for payroll purposes.

#### 4. Campus Events Sponsored by Private Entities

CSU campuses shall not incur Mutual Assistance or CRU expenses when responding to an event sponsored by a private entity on a CSU campus. The private entity is responsible for all related expenses. The host campus must submit all related costs to the private entity for reimbursement.

CM:zg/hj

- c: Charles Reed, Chancellor  
Benjamin F. Quillian, Executive Vice Chancellor and Chief Financial Officer  
Gail Brooks, Vice Chancellor, Human Resources  
Larry Mandel, University Auditor  
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Nate Johnson, Chief Law Enforcement Officer  
Campus Presidents  
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