



POLICY/PROCEDURE NUMBER: 08-P.A.-011

Page 1 of 3

SUBJECT: OFF-DUTY POLICE RELATED INCIDENTS

EFFECTIVE DATE: December 18, 2019

REVIEW DATE: December 18, 2020

AMENDS/SUPERSEDES: January 2, 2008 version; January 27, 2010 version; February 16, 2011 version; January 8, 2014 version; January 7, 2015 version.

IACLEA STANDARD: 2.1.4

CSU POLICE SYSTEMWIDE POLICY – NO

APPROVED: Gregory L. Murphy, Chief of Police

I. PURPOSE

Police Department authority is established under Division 8, Chapter 5, Article 3, Section 89560 of the California Education Code, which states:

“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 a 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 property owned, operated, controlled, or administered by the California State University, or by trustees or the state on behalf of the California State University, and (b) as provided in Penal Code Section 830.2(c).”

California Penal Code Section 830.2(c) states that the following persons are peace officers whose authority extends to any place in the state. “A member of the California State University Police Departments appointed pursuant to Education Code Section 89560, provided that the primary duty of the peace officer shall be the enforcement of the law within the area specified in Education Code Section 89560.”

The purpose of this guideline is to establish procedures for reporting the involvement of off-duty personnel in police-related incidents.

II. COMPLIANCE

- A. The members of the California State University, Northridge Department of Police Services shall conduct themselves at all times in accordance with the laws of the State of California, the United States and any local jurisdictions as applicable.
- B. Members shall conform to all systemwide guidelines/policies and Department written directives which are applicable while personnel are off duty.

III. OFF-DUTY ACTIONS

- A. In any criminal incident in the presence of an off-duty officer of the California State University, Northridge Department of Police Services amounting to less than a serious life or health-threatening incident, personnel are encouraged to report the same to the agency having jurisdiction. In such incidents, the officer may serve as a reporting party, witness, or informant in the same manner as a private citizen.
- B. It is expected that sworn personnel, on or off duty, will take the appropriate police action, to the extent they are reasonably able, regarding any serious life or health threatening felony committed in their presence within the State of California.
- C. In less serious felony incidents observed by an off-duty officer, reasonable efforts, given the circumstances of the particular situation, shall be undertaken to deal with the incident.

IV. NOTIFICATION TO DEPARTMENT OF OFFICER INVOLVEMENT IN OTHER TYPES OF OFF-DUTY INCIDENTS

- A. In any incident in which an officer takes any official police action while identifying himself or herself as a peace officer, that fact shall be reported, in a timely fashion, to the on-duty shift supervisor of California State University, Northridge Department of Police Services. The shift supervisor shall be responsible for obtaining all facts of the situation and generating a memo to the Deputy Chief and Chief of Police, via the chain of command, advising them of the facts of the situation. If, due to the seriousness of the situation, the incident requires immediate notification to command staff, the shift supervisor shall also be responsible for making such notification.
- B. When an officer discharges a firearm, whether or not in the course of taking police action (other than at the range), that fact will be immediately communicated to the on-duty shift supervisor and the Chief of Police.
- C. If an officer engages in any off-duty incident of a police nature which results in the preparation of a written report by the agency having jurisdiction, the officer shall request that a copy of the report be forwarded to his/her Chief of Police. The officer shall also be responsible for advising the Chief of Police, in a timely manner, that a report will be forthcoming. This notification should be accomplished via the chain of command.

- D. In addition to the above requirements, for any incident in which an off-duty officer makes an arrest, uses force of any type, or detains a suspect pending response of the agency, a written report will be prepared immediately by the officer and forwarded to the Chief of Police in a timely manner via the chain of command.