

Procedural Directive

**California State University
Northridge
Department of Police Services**



To: All Police Supervisory Staff
Subject: University Police Command Staff Notification Requirements
Directive Number: 2002-03
Date: December 18, 2019
Amends/Supersedes: December 11, 2002 version; November 8, 2007 version; August 26, 2008 version; January 27, 2010 version; January 8, 2014 version; January 7, 2015 version.
Approved: Gregory L. Murphy, Chief of Police

I. Objective:

As all supervisors know our policies and procedures manual contains specific information for handling major incidents and emergency response situations on the campus. These policies and procedures include some requirements of emergency notifications based on the type of emergency and the resources required for response. It is important that supervisory staff do not become casual about emergency situations and that all supervisors develop and maintain a “big picture” vision of events that affect the department or university.

II. Procedures:

Most emergencies will involve close liaison with other California State University departments such as Physical Plant Management, Environmental Health and Safety, Housing, Student Affairs, etc. However, in addition to the normal “business week” notifications, of particular concern are “after normal hours” and weekend operational situations, which could impact in the community and create public or media attention. The basic questions facing the Shift Supervisor are:

1. When do I notify a member of the University Police Command staff?
2. What kind of situation warrants such a call?
3. What if I am not sure of the sensitivity of the situation?

If there is a probability of involvement by an external community agency, or an event that occurs at CSUN that might impact on the surrounding community, notification

should be made to the respective Patrol Operations Commander who will notify the Deputy Chief. The Deputy Chief will notify the Chief of Police. If the situation involves the need for police investigations, the Special Services Captain or designee in his/her absence should be notified.

EVENTS WHICH COULD WARRANT SPECIAL NOTIFICATIONS

Events which could initiate notification to the Command staff include, but are not limited to:

- The report of a spill of hazardous material that involves more than our internal environmental health and safety response team
- A fire in a building or residential area
- A major crime (i.e. sexual assault, murder, life threatening bodily injury to student, faculty or staff)
- A hate crime
- Any problems involving radioactive materials or other dangerous substances
- Any spontaneous community demonstrations, sit-ins etc.
- Picketing directed at the university
- A building explosion
- A gas or tank explosion such as propane or the release of any material into the air that could cause concern in the community whether or not the substance is health threatening
- The collapse of a building
- A fatal industrial accident
- A major water or power accident affecting a sizeable portion of the campus
- Any law enforcement activity of an unusual nature (i.e. task force activity, serious situation in which California State University, Northridge police must be briefed by Los Angeles Police Department or other law enforcement or fire service agency etc.)
- Adverse community reaction to an event on campus, etc.
- Any serious medical emergency involving a Director, Dean or member of the University administration or community
- Any emergency response involving laboratory animals
- Police foot or vehicle pursuit
- Bomb threat
- Person with a gun on campus

Supervisors should always err on the side of notification to the Command staff if there is any doubt as to whether or not the situation warrants a call. It is important to consider the importance of the Command Staff being briefed so that in the event that a call goes to a member of the administration, university public relations staff and ultimately the Chief, the Chief or member of the Command staff will not be caught “off guard” and without information on the situation causing concern.

This directive does not preclude normal operational procedures currently in process but rather serves as an additional guideline for the more unusual events warranting command staff notification.