



# MEMO

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

TO: All Department Personnel

FROM: Alfredo. B. Fernandez, Chief of Police

SUBJ: Department Policies and Procedural Directives

DATE: September 26, 2022

This is to advise of the review, revision, and reissuance of department policies and procedural directives of the CSUN Department of Police Services (DPS). Over the past few months the command staff and I have made progress in moving this process forward; yet it will remain on-going in the coming year as we move forward with the re-organization process recently placed into effect. Attached are two spreadsheets itemizing the following:

1. Those policies and procedural directives reviewed, updated, approved, and enacted under my administration (Alfredo B. Fernandez, Chief of Police).
2. Policies and procedural directives issued under the previous DPS administrations of which I am approving to remain in effect under my administration, until such time they are reviewed, updated, and issued under my authority.

At the present time, no changes to department employee work expectations have been made. Only formatting, structure, spelling, punctuation, position titles, and command staff job responsibilities have been updated in the policies and procedures re-issued/issued under my administration. Policy 22-S.O.-024 *Regulated Equipment and Tools Policy* is a new policy that will take effect September 30, 2022.

As per Senate Bill 978, all police department policies and procedures must be placed on line for public viewing effective January 1, 2020. Effective today, each employee may access these from the link provided on the top menu bar of the department's website ([www.csun.edu/police/](http://www.csun.edu/police/)) or via department server "Common\$ Y: \ Policy Manual."

For questions, please direct them to your respective division commander.

*Policies & Directives Reviewed, Updated, and Approved by Alfredo B. Fernandez, Chief of Police (Effective 9-26-2022)*

<b>Policy#</b>	<b>Policy Title</b>
05-S.O.-006	Active Shooter Response
07-S.S.-005	Auxiliaries - Matador Patrol
10-P.A.-016	Benefits
08-L.E.-016	Bicycle and Alternative Transportation Vehicles
17-L.E.-018	Body-Worn Cameras
04-S.O.-004	Bomb Threat Response Procedures
06-S.O.-009	California State University Critical Response Unit
08-P.A.-014	CCW Endorsement Privilege of Retired Sworn Personnel
07-C.1.-004	Crime Scene Processing and the Collection and Preservation of Evidence
08-P.A.-013	Discipline Procedures
05-P.A.-003	Discrimination, Harassment, and Retaliation
22-P.A.-019	Employee Speech, Expression and Social Networking
03-O.A.-003	Fiscal Management and Agency-Owned Property
02-O.A.-001	Law Enforcement Role, Constitutional and Statutory Authority, Area of Jurisdiction, and Off-Campus Response
08-L.E.-014	Legal and Constitutional Authority for Search and Seizure, Interviews/Interrogation, and Arrest
05-S.O.-008	Media Relations
05-O.A.-004	Memoranda of Agreement - LAPD, LASO, CHP, LAUSD, and UC
08-P.A.-011	Off-Duty Police Related Incidents
07-P.A.-009	Performance Evaluation
08-L.E.-009	Prisoner Transportation
11-P.A.-018	Promotion Procedures
07-O.A.-006	Records Administration
07-O.A.-008	Records Data Collection
22-S.O.-024	Regulated Equipment and Tool Policy <b>(NEW)</b>
08-P.A.-015	Scheduling, Overtime, and Time-Off Procedures for Sworn Officers
03-P.A.-001	Standards of Conduct (Sworn)
11-P.A.-017	Standards of Conduct/Performance and Ethical Behavior for Non-Sworn Personnel
10-C.1.-006	Suspect Physical and Photo-Lineups, Field Show-Ups, Police Art, and Video/Audio Recordings
09-S.O.-021	Temporary Detention Facility and Arrestee Processing
07-S.O.-013	Terrorism Response
07-L.E.-007	Towing, Impound, Storage and Immobilization of Vehicles
07-L.E.-005	Traffic Collision Investigation
07-L.E.-006	Traffic Direction and Traffic Control
04-P.A.-002	Use of Department of Police Services Identification Cards, Omni-Lock Pass Codes, and Master Keys
08-L.E.-011	Use of Force
02-L.E.-001	Vehicle Pursuit Guidelines
05-L.E.-002	Vehicle Use/Daily Vehicle Inspection Checklist
08-S.O.-018	VIP Security

<b>Directive#</b>	<b>Procedural Directive Title</b>
2006-04	Campus Lock-Out Procedures
2004-01	Fraternity/Sorority Event Registration Procedures
2008-04	Information Security Lost or Stolen Device Reporting Procedures
2006-07	IT Checkout Procedures for Audio-Visual Equipment
2007-04	Lost and Stolen State Property Reports
2009-01	NI Satellite Radio Communications System
2012-01	Pay Warrant Distribution Procedures
2019-02	Police and Civilian Staff of the Year Award Procedures - Revision
2016-03	Procedures for Excluding Individuals from CSUN Pursuant to 626 PC
2017-02	Procedures in Using RIMS and Mobile Data Computers
2008-02	Repair of Equipment Located in the Police Equipment Room
2008-01	Requesting Leave Time
2007-08	Responsible Use of University Computing Resources
2006-02	Ride-Along Procedures
2007-09	Shift Briefings, Beat Plan and Equipment Issuance
2005-13	Supervisors Daily Synopsis (Shift Report)
2004-12	Under Age Housing Residents
2002-03	University Police Command Staff Notification Requirements

*Policies & Directives From Previous Administrations - Still in Effect (Effective 9-26-2022)*

<b>Policy#</b>	<b>Policy Title</b>
08-L.E.-013	Arrest Procedures and Alternatives to Arrest
02-S.O.-003	Automated External Defibrillator (AED)
05-P.A.-004	Awards and Recognition
06-P.A.-007	Background Investigations
08-P.A.-012	Bias-Based Profiling
05-C.1.-001	Case Screening & Case File-Management Systems
07-S.O.-010	Child Abuse Response and Investigation Protocol
04-C.P.-001	Crime Prevention and Community Relations
07-C.1.-005	Criminal Investigation
08-L.E.-012	Deployment, Use, and Storage of Deadly Force and Non-Deadly Intermediate Force Weapons
06-L.E.-003	Digital Voice Recording Devices
08-S.O.-014	Domestic Violence
08.-S.O.-016	Event Management and Crowd Control Procedures
08-L.E.-010	Field Interviews and Pat Down Searches
07-O.A.-007	Field Reporting and Management
05-S.O.-005	Fire and Fire Alarm Response Procedures
02-L.E.-019	Gun Violence Restraining Order
08-S.O.-015	Hate Crimes
08.S.O.-020	Hostage-Barricade Situations
16-L.E.-017	Immigration Enforcement
02-S.O.-002	Implementation of Sex-Offender Laws
07-P.A.-010	Internal Affairs
10-S.O.-023	Investigation of Vice, Drugs, and Organized Crime
04-S.S.-002	Live Scan Fingerprinting Services
04-S.S.-003	Lost & Found
08-S.O.-017	Mass Arrests
07-L.E.-008	Missing Persons and Runaway Cases
07-O.A.-005	Organization, Administration and Direction
06-P.A.-008	Outside Employment/Conflict of Interest
02-S.S.-001	Parking Operations - Rules and Regulations
04-S.S.-004	Parking/Transportation Services Cash Handling Procedures
08-L.E.-015	Police Motorcycle Operations
10-S.O.-022	Police Response to Persons Suffering from Mental Illness
07-S.O.-011	Police Services Communications
06-C.1.-003	Property and Evidence Packaging and Control
06-P.A.-006	Recruitment and Selection
02-S.O.-001	Sexual Violence Response, Investigation and Title IX
07-S.O.-012	Threat Assessments and Fear of Violence Situations
07-L.E.-004	Traffic Enforcement
04-T.C.-001	Training and Career Development
05-P.A.-005	Uniforms and Personal Appearance
08-S.O.-019	Unusual Occurrence - All Hazard Plan
05-S.O.-007	Use of Department Canine
06-C.1.-002	Victim and Witness Assistance

<b>Directive#</b>	<b>Procedural Directive Title</b>
2011-01	Daily Directed Patrol Plans
2016-02	Designated Marksman Team Protocols
2017-01	DPS Communications Center Evacuation Procedures
2009-02	License Plate Recognition System
2016-01	Receiving Department Telephone Calls from the Dispatch Center
2006-05	Travel Procedures