
RESPONSIBILITY TO DUTY

- 400.1 Duty Status - Residential Requirement
- 400.2 Reporting for Duty
- 400.2.1 Duty – On Duty Status and Availability
- 400.3 Duty - Required
- 400.4 Duty - Sleeping On
- 400.5 Minimum Staffing Requirements
- 400.6 Responsibility for Posted Information
- 400.7 Identification to Public
- 400.8 Use of Drugs and Intoxicants on Duty
- 400.9 Illicit and Prescription Drugs
- 400.10 Assignment of Wages
- 400.11 Department Financial Obligations
- 400.12 Personal Aggrandizement - Advertising
- 400.13 Witness for the Defense
- 400.14 Change of Address
- 400.15 Organizational Membership
- 400.16 Relatives
- 400.17 Family Involvement
- 400.18 Outside Employment/Conflict of Interest
- 400.19 Report Writing
- 400.20 Communications
- 400.21 Criminal History Records Information
- 400.22 Juveniles
- 400.23 Employee Speech, Rights and Obligations
- 400.24 Chain of Command
- 400.25 Retired Police Officers
- 400.26 Domestic Violence Convictions

400.1 Duty Status - Residential Requirement

All police officers and dispatchers are a part of an emergency operation and, as such, can be expected to be called back to duty on a 24 hour basis (except with certain, specified exceptions). The Department assumes all police officers and dispatchers realize that the "public trust" they accept implies a reasonable response time when called back to duty.

Although no absolute residency requirements are established, the Department will rely upon police officers and dispatchers to bear in mind the above when determining a place of residency.

In addition to the above, it is a condition of employment and continued employment that police officers and dispatchers maintain a working telephone within their residence.

400.2 Reporting for Duty

Employees of the Department shall be punctual in reporting for duty at the time and place designated by their supervisors. The employee is responsible for prior notification if unable to report for duty as assigned (See Section 600 for specific rules). Repeated failure to report promptly at the time directed will be deemed negligence of duty and made the subject of counseling or disciplinary actions.

Police officers are expected to be in full uniform and able to immediately respond to calls at the start time of their shift or assignment. When assigned to special events or other duties, officers are expected to be on-site at the beginning time of their assignment.

400.2.1 Duty – On Duty Status and Availability

Police Officers of all ranks assigned to patrol shall notify Communications when going on duty at the beginning of each watch on the Police Red Dispatch Channel as in service. Police Officers of all ranks on patrol shall notify Communications of their change in status and availability to respond to calls for service or when they become available to respond to other calls for service.

400.3 Duty - Required

Employees on duty shall devote their entire time and energies to the duties and responsibilities of the rank, grade, or position to which they are assigned, either permanently or temporarily, as specified by laws, ordinances, Department orders and instructions from supervisors.

400.4 Duty - Sleeping On

Employees shall remain awake during the time they are on duty. If unable to do so, they shall report to their immediate supervisor, who shall determine the proper course of action.

400.5 Minimum Staffing Requirements

The minimum staffing for each patrol shift shall be two police officers and one dispatcher. It is the watch commander's responsibility to ensure that these staffing minimums are met at the beginning of each watch. This requirement is not intended to be construed as a restriction for on-duty activities, i.e., where one of two officers is engaged in legitimate work activity, even where the officer is removed from campus, the minimum staffing requirement is considered to be met.

400.6 Responsibility for Posted Information

Police officers and dispatchers shall acquaint themselves daily with information posted on the Daily Log and bulletin boards.

Supervisors shall inform an employee returning from an absence of the issuance of any applicable General or Special Orders, policies, or memorandum issued during the absence.

For those employees assigned an e-mail account, this requirement shall equally apply to these accounts and e-mail messages shall have the same authority as a written or verbal order.

400.7 Identification to Public

Police officers, when acting in an official capacity, shall identify themselves by giving their names and displaying their badges or official credentials, unless such action is likely to jeopardize the successful completion of the activity. Officers working in plainclothes should always present their credentials when identifying themselves.

All other employees are required to identify themselves upon request when performing official duties. This shall include giving a full name and the names of any supervisors when requested.

It is permissible to release the Department issued cellular telephone number of all Department administrators (Lieutenants and above) to University administrators. Phone numbers of other employees shall not be released.

400.8 Use of Drugs and Intoxicants on Duty

The following rules will be adhered to:

- 400.8.1** Except as necessary in the performance of an official assignment, the consumption of intoxicants is prohibited while an employee is on duty.
- 400.8.2** At no time, while on assignment, shall an employee consume intoxicants to such a degree that it impairs performance.
- 400.8.3** Employees shall not have intoxicants on their persons while on duty or in uniform or in any Department buildings or vehicle, except for evidentiary or other authorized purpose.
- 400.8.4** An employee required to consume intoxicants on duty to further an assignment, may do so with advanced authorization from a supervisor and then must accompany each incident with a full and detailed report.
- 400.8.5** No employee who has the odor of, or is under the influence of, alcoholic beverages shall report for duty, unless first giving information to and being ordered to report by a supervisor.
- 400.8.6** Employees, while off duty, shall not consume intoxicants to an extent which renders them unfit for their next regularly scheduled tour of duty.
- 400.8.7** Employees who receive paid meal breaks are prohibited from consuming intoxicants while on break.

400.9 Illicit and Prescription Drugs

The following rules will be adhered to:

- 400.9.1** Under no circumstances will an employee ingest an illicit drug while on duty or special assignment.
- 400.9.2** Only for the purpose of gathering and/or transporting as evidence will employees be allowed to possess on their person or in their vehicle any illicit drugs.
- 400.9.3** Only under adequate supervision will police officers be allowed to field test unknown drugs and only with authorized chemical drug testing kits.
- 400.9.4** Employees, under a doctor's care and taking prescribed medication, will inform their supervisor if the prescribed medication carries with it a warning that it could affect alertness, motor functions, etc. It will be the supervisor's responsibility to determine the proper duty assignment for any employee falling within this category. An employee may be required to use sick leave if unable to fully perform assigned duties.
- 400.9.5** Police officers may be required to submit to a drug screen when suspected of the use of any controlled substance. Any such requirement will be made in compliance with the provisions of California law.
- 400.9.6** No employee shall consume or use, in any form, any substance that is defined as an anabolic steroid, human growth hormone, stimulants or any similar substance without a prescription from a licensed medical doctor, issued before the use of the substance(s).
- 400.9.7** No employee shall use any form of a substance defined as a "masking agent" which is intended to chemically and forensically conceal the use of any anabolic steroid, human growth hormone, stimulant or any similar substance.
- 400.9.8** In the event any employee is prescribed any form of any of the substances listed within Section 400.9, the Chief of Police shall reserve the authority to reassign that employee to another capacity.
 - (a) If the prescription was provided as part of a care and recovery process for an injury or illness sustained in the line of duty, the Chief of Police may reassign that employee to a role in which the care program can be fulfilled, while mitigating any side effects known to occur with these substances.
 - (b) If the prescription was provided as part of a care and recovery process for an injury or illness sustained while the employee was off-duty, the Chief of Police may order the employee to utilize sick leave until the prescription does not pose a significant vulnerability to side effects known to occur with these substances.

400.9.9 In regards to employee use of Medical Marijuana, the California Supreme Court decision in *Ross v. RagingWire* defines employer responsibilities in employee use of medical marijuana. The Court ruled that the possession of a medical marijuana prescription by an employee does not provide the employee protection against employment actions for violation of drug policy. Employee use of medical marijuana is subject to all the rules and regulations as outlined in this section.

400.10 Assignment of Wages

No employee of the Department shall sell or assign any wages to be received from the Department, except as provided by law.

400.11 Department Financial Obligations

No employee shall incur financial liability chargeable to the Department without proper authorization of a supervisor. Where an authorized financial liability is incurred, a receipt shall be obtained.

400.12 Personal Aggrandizement - Advertising

Employees shall not permit the use of their photograph or names for advertising purposes; or by testimonial, recommendation or other means, participate in any advertising scheme or enterprise related to or based upon their employment with the Department without advance written approval of the Chief.

400.13 Witness for the Defense

Employees of the Department who may be subpoenaed or required to appear for the defense in any prosecution shall first notify their supervisor and shall also notify the district attorney.

400.14 Change of Address

Employees shall keep the administrative office, their immediate supervisor, and Communications notified of their correct telephone number and home address. Any changes must be reported to the administrative office, their immediate supervisor, and Communications within 24 hours after making such a change. It is the employee's responsibility to notify the appropriate University departments of these changes for personnel related requirements.

400.15 Organizational Membership

As a condition of employment, police officers are required to "enforce all laws and ordinances and to uphold the Constitution of the United States and the State of California." Police officers and other employees shall not belong to or participate in activities of any organization, association, society or group whose activities or purposes conflict with the performance of the employee's sworn duty.

400.16 Relatives

Relatives working in the Department shall not immediately supervise one another. This regulation shall apply equally to same sex relationships.

400.17 Family Involvement

If a police officer, or any immediate family member, becomes involved in situations requiring police attention, the officer shall summon another police officer or agency to handle the situation, unless of an immediate emergency nature.

400.18 Outside Employment/Conflict of Interest

The role of a peace officer is a unique one in society and, as such, some limitations and restrictions regarding off-duty activities apply to those who hold that position. Because peace officers are required to be objective and impartial when carrying out their responsibilities, and rely exclusively upon facts and information provided to them, it is imperative that there not even appear to be a conflict of interest on the part of those officers. Therefore, and recognizing that many peace officers wish to engage in outside employment in order to augment their income, the legislature has empowered chief executives of law enforcement agencies to declare certain types of outside employment as inconsistent with and/or in conflict with the fundamental responsibilities of a peace officer.

Since respect for law enforcement officers is paramount to their ability to perform their job, engaging in outside employment which would bring discredit, disrespect or embarrassment to that officer and/or his or her agency would be considered incompatible and in conflict with the officer's primary role as a peace officer. Government Code §1126 sets forth factors which, in and of themselves, create conflicts of interest. The Attorney General of California has opined that these are examples and not to be construed as a complete list. Additionally, the legislature required in 1996 that all agencies articulate in its outside employment/conflict of interest policy those positions deemed incompatible and, therefore, not permitted.

If the situation arises in the future, a determination of whether outside employment constitutes a conflict of interest will be based upon the criteria set forth in 400.18. Whether the outside employment brings discredit or disrepute upon this Department will also be considered when reaching such a decision.

400.18.1 Outside employment is in conflict if it brings discredit or disrepute upon this Department and/or:

- (a) Involves the use for private gain or advantage of Department time, facilities, equipment and supplies, or the badge, uniform, prestige, or influence of the Department for outside employment.
- (b) Involves receipt or acceptance by the officer or employee of any money or other consideration from anyone other than the University for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of his or her duties as a University officer or employee.
- (c) Involves the performance of an act in other than his or her capacity as a University officer or employee which may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement of any other officer or employee or the University.

- (d) Involves such time demands as would render performance of his or her duties as an officer or employee less efficient.

400.18.2 Examples of outside employment which are conflicts of interest include, but are not limited to:

- (a) Security guard (the primary consideration to determining if an employment opportunity presents a conflict of interest is whether the officer must rely on his/her training or police credentials to perform the job duties).
- (b) Private investigator, within this or cities directly adjacent to this city.
- (c) Bartender.
- (d) Bouncer.
- (e) Sales clerk position in a liquor store or gun dealership.
- (f) Process server.
- (g) Repossessor
- (h) Debt collection.
- (i) Legal Practice of Criminal Defense.
- (j) Card dealer, handicapper, change maker, caller, machine repair-person, ke-no runner, pit boss, table waitress, or employment in any gaming establishment where the employment is directly related to the primary purpose of the employer.
- (k) Bodyguard.
- (l) Employment as a jailer or “keeper”.
- (m) Funeral Escort where traffic control or the wearing of a uniform which resembles that of a peace officer is required.

400.18.3 Employees who do not receive prior approval to engage in outside employment, or accept employment prior to receiving permission to do so, or who engage in any outside employment listed herein or determined to be a conflict of interest under this policy, may be subject to disciplinary action.

400.18.4 Appeal Process:

- (a) Any employee who has been denied the right to engage in outside employment based on the determination that his or her secondary employment falls within the prohibitions outlined in this policy may, within 5 days from the date of notification of the denial to engage in outside employment, file a written appeal with the Chief of Police.
- (b) If the employee is dissatisfied with the findings of the Chief of Police, he or she may then file a grievance for final adjudication.

400.19 Report Writing

In all situations where reports, either computer-generated, on pre-printed forms or free-hand, are required, employees will make a complete, concise report stating the facts of the situation and avoiding editorializing. The report shall be completed and turned in before the employee goes off duty, unless a supervisor authorizes a delay.

400.19.1 The on-duty supervisor, rank of Sergeant or above will review and approve reports that have been turned in to ascertain if they are correct in substance and

form. Once a report has been approved, changes or any new information to be added to the report must be filed on a Supplemental Report to the original report without changing the original report, except where crime classification is concerned.

- (a) In cases where no Sergeant is on duty at the time the report is filed it is the responsibility of the next on duty Sergeant to review and approve the reports. In instances where there will be a lengthy delay in approval of the report it is to be submitted to the Field Services Division Commander or the Support Services Division Commander for approval

400.19.2 Employees shall not make any false official reports or knowingly enter or cause to be entered inaccurate, false or misrepresented facts in any Departmental book or record or paper. Once a report has been approved, changes or any new information should be submitted as a supplement, without changing the original, except where crime classifications are concerned.

400.19.3 Under the Court of Appeal case Thompson v. Superior Court (97 Daily Journal D.A.R. 3459), the court ruled that the “raw interview” notes of a police officer taking a statement from a victim or witness constitutes part of the victim or witness statement, whether the victim or witness subsequently made a statement in their own handwriting. The court held that these interview notes are discoverable and must be provided to opposing counsel. Officers are advised that the intentional destruction of these notes may carry penalties. Officers are cautioned to maintain their interview notes on all cases and to be prepared to produce them if subpoenaed. Where practical, an officer may attach his/her interview notes to the report for inclusion in the case file.

400.20 Communications

The communications facilities and offices of the Department are intended for official business. Due to its public nature and openness, all personnel are to avoid entering the Communications Center unless performing dispatcher duties. On-duty supervisors should limit their presence to necessary activities only. Civilians should not be permitted in Communications, unless performing authorized work.

While occasions arise where personal telephone calls are necessary, these should be kept to an absolute minimum and under no circumstances are long distance and toll charges to be absorbed by the Department. Radio traffic must be limited to official business. All messages should be as brief and to the point as practicable.

400.21 Criminal History Record Information (CHRI)

The Department adopts and will conform to the requirements established by the California Department of Justice for the handling of this type of material.

400.22 Juveniles

The Department adopts and will conform to the requirements established by the California Department of Justice for the handling of this type of material. See General Order #6 for more information on the temporary custody of juveniles.

400.23 Employee Speech, Rights and Obligations

Law enforcement employees are entrusted with special responsibilities. They must conduct themselves in a professional manner and are subject to discipline for engaging in "conduct unbecoming of an officer or employee" or "conduct detrimental to the Department." This Department recognizes that employees enjoy constitutional protection to engage in reasonable speech activity, including work-related criticism and complaints. This employee speech policy is designed to provide guidelines for employees and management to ensure that employee speech does not unnecessarily harm legitimate law enforcement interests. Specific restrictions on employee speech set forth below are necessary to protect the integrity of the Department and ensure that efficient and effective police services are delivered to the community. Employees are encouraged to express their views in a responsible and productive manner. Employees contemplating speech activity should carefully review the following rules and procedures.

400.23.1 Speech Unprotected as a Matter of Law

Employees are subject to disciplinary action for speech constituting treason, libel, slander, perjury, incitement to riot or knowingly making false statements regarding Departmental operations or personnel. Employees shall not publicly criticize Departmental operations, policies, or personnel by speech, writing, or expression in any other manner when such speech is factually inaccurate or is made with a reckless disregard for its truth or falsity.

400.23.2 Off-Duty Speech Unrelated to Employment

When employees are off-duty and out of uniform, they enjoy the same speech rights as other citizens, except for restrictions on partisan political speech imposed by law or for specific restrictions imposed by the Department's speech policy. Employees are free to endorse the political candidate of their choice. However, any endorsement cannot include the title of the Department or University.

400.23.3 Grievance

A Departmental chain-of-command grievance and suggestion system is established to provide for the orderly and effective resolution of employee problems, suggestions, and concerns. Employees are strongly encouraged to express their work-related comments and complaints to their immediate supervisor and then to the next ranked supervisor. Employees should submit to their immediate supervisor a written summary of any personal, internal grievance. Such personal grievances will be processed through the chain-of-command, and employees will receive a written response from the Chief within five (5) working days. Any questions concerning the meaning or implementation of the Department's employee speech policies should be directed to the Chief.

An employee may by-pass the established supervisory chain-of-command system if specific reasons exist that prohibits the use of the normal process. The employee electing to exercise this option shall be prepared to explain this decision to the higher level of command. It is the responsibility of each supervisor of the Department to promptly address employee complaints, suggestions, and

comments when it is within their authority to do so. Supervisors shall forward the information to the appropriate authority for disposition in a timely manner.

400.23.4 Protection of Confidential Information and Pre-Publication Review Obligation

All employees, as a condition of employment, shall not disclose or divulge any "confidential" information obtained by virtue of their employment to persons not specifically authorized to receive such information. "Confidential" information includes investigations, informal inquiries, internal affairs, personnel files, and any other information relating to Departmental operations or personnel that a reasonable person would consider "confidential".

Uncertainty over whether particular information is "confidential" should be resolved by consultation with a Division Commander or the Chief. Employees are required to submit to the Chief for review any writing intended for publication relating to law enforcement. This pre-publication review in no way serves to censor an employee's writing; rather, it is designed to prevent the improper disclosure of confidential information and to alert employees to the possible consequences of their intended publication.

400.23.5 Whistleblower Protection and Procedures

Employees are required to report immediately any evidence of another employee's criminal wrongdoing to a supervisor, a Division Commander, or the Chief. In the event either is suspected of criminal wrongdoing or of covering up another employee's wrongdoing, employees are required to report such information directly to the appropriate prosecuting attorney. Employees are subject to termination for any activity that interferes with or hinders the successful prosecution of any employee's criminal misconduct. Employees are not subject to retaliatory disciplinary action for reporting under this rule. However, employees are subject to discipline for making frivolous reports.

400.23.6 Impartiality Requirement

Employees shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, a professional service, or a commercial service including, but not limited to, the services of an attorney, bondsman, funeral director, ambulance service, or towing service. Employees are prohibited while on duty or in uniform from making political endorsements or expressions of favoritism toward a particular political issue or candidate. Employees are prohibited from using their official capacity to influence or interfere with the results of any political election, except for a legitimate labor association election. Any exception to the above must be authorized by the Chief.

400.23.7 Public Appearances Representing the Department

Employees must receive the prior permission of the Chief or designee before making any public appearance officially representing the Department or one that gives the impression they are representing the Department. Officers in Departmental uniform, whether on or off duty, shall not make any speeches or

presentations to any civic club, religious gathering, private or public organization, or any other organized gathering without the prior approval of the Chief. The off-duty expression of personal views by employees in their capacity as private citizens is not covered by this rule.

400.23.8 On-Duty Speech Regulations

The need for *esprit de corps*, discipline, and harmony in a law enforcement organization necessitates some additional restrictions on employee speech when employees are on duty. Employees on duty or in uniform should restrain from using indecent or profane language. Employees shall be courteous to citizens, maintain command of the temper, and refrain from coarse, boisterous, or insolent language. Upon request, employees are required to provide citizens their names and identification number.

Employees shall treat superiors, subordinates, and associates in a respectful manner. Employees are prohibited from making personal attacks that ridicule, belittle, or defame another member of the Department. No employee shall use epithets or terms that tend to denigrate a particular race, religion, gender, sexual orientation, or ethnic group.

Management level employees and supervisors have a duty of loyalty to support and defend management policies when addressing non-supervisory level employees or subordinates. The failure or deliberate refusal to obey a lawful command of a superior constitutes insubordination and is grounds for termination. Employees who feel a particular order is unfair or unwise are required to obey that order to the best of their ability. Employees are, however, encouraged to express objections to orders to their immediate supervisor to be forwarded to the Chief for processing as a formal grievance through the appropriate chain-of-command.

Employees must obtain permission from the Chief to circulate, while on duty or on University property, any petitions, questionnaires, or other material relating to employee grievances or conditions of employment.

400.23.9 Public Criticism

Public criticism of Department operations or personnel can undermine the public's confidence in law enforcement and adversely affect morale. Accordingly, employees are required to express, either orally or in writing, any work-related criticism to their immediate supervisor and the Chief prior to expressing that criticism publicly.

Constructive criticism is encouraged and employees will not be disciplined for responsibly expressing their criticism to their supervisor. While it is not possible to list all the factors that will be evaluated in deciding whether an employee should be disciplined for public criticism, the presence of one or more of the following factors will be considered as grounds for disciplinary action:

- (a) The employee criticized another individual personally in a way that undermined discipline or a close working relationship.
- (b) The employee failed, without justification, to use the chain-of-command grievance procedures prior to engaging in public criticism.
- (c) The speech related only to a personal, internal grievance of the employee and did not concern a matter of significant public interest, such as serious mismanagement, a gross waste of funds, the abuse of authority, or a specific and substantial danger to the public health.
- (d) The speech was delivered in an intemperate, offensive, or unprofessional manner.
- (e) The speech violated a specific provision of Departmental policy.

400.23.10 Digital or Tape Recordings

While officers are encouraged to tape record their contacts with civilians to ensure accuracy, all employees are prohibited from surreptitiously tape recording conversations with other employees of the Police Department or University administrators in the direct chain of command of the Police Department. This section does not apply to telephone recordings of the main dispatch line.

400.23.11 Social Networking

The use of online social networking sites has become a significant part of modern communication and interaction for many people. The sites provide a method of keeping in touch with friends and colleagues, and can be used to exchange ideas and thoughts on common interests, both personal and professional. Employees are reminded that postings made on these services are public forums and as such are subject to discovery in legal proceedings, including any Department investigation. Courts have used social network postings as a means of impeaching and showing discriminatory behavior on the part of police employees in the past. All personnel are cautioned to deeply reflect and consider what they are posting on a public forum prior to submitting the post. Comments even made in jest can be misconstrued.

- (a) Due to concerns for officer safety and to preserve tactical advantage. The posting of information related to any in-progress response by CSU Long Beach Police or any assisting agency is prohibited without the approval of a command officer or his/her designee.

400.24 Chain of Command

To preserve the unity of command and for the purpose of reporting and accountability, Department personnel shall adhere to the chain of command as outlined in this section.

The University Police Department is a quasi-military organization and therefore follows the typical rank structure of the Armed Forces. Command of the Department and its resources shall always fall to a sworn police officer, except under the most unusual of circumstances. The highest ranking officer assuming command will be expected to adhere to the overall administrative structure of the University at large.

The administrative reporting lines of all personnel are defined in the Department's current organizational chart.

400.24.1 For command purposes and under normal circumstances, the rank structure of the Department is as follows:

Police	Parking
Chief of Police	Chief of Police
Captain	Captain
Lieutenant	Parking General Manager
Sergeant	Parking Field Manager
Corporal	Parking Supervisor
Officer-in-Charge	Parking Officer
Police Officer	

400.24.2 In all situations where a higher ranking officer is incapacitated, out of town or otherwise unable to act, the highest ranking officer on the campus will assume command until relieved by higher authority.

400.24.3 In situations where personnel of different sections are involved and where prior command authority has not been assigned, the highest ranking officer of the directly affected section shall assume command.

400.24.4 In situations where two officers of equal rank are the senior officials present and where section assignment is not a determining factor, then seniority shall be used to determine who is in charge.

400.24.5 Supervisors of one section are cautioned not to assume command in situations from junior officers of other sections without sound justification.

400.25 Retired Police Officers

Any police officer of this Department who has been authorized a retired status shall maintain good standing with the Department and the community of their residence. The choice to carry a concealed firearm shall be the authorized retiree's.

400.25.1 The Chief of Police shall authorize a retired police officer to carry a firearm when the retiree has satisfied the following:

- (a) All retirement mandates as prescribed by the Public Employee's Retirement System
- (b) All retirement mandates as prescribed by the California State University System

400.26 Domestic Violence Convictions

Congress enacted amendments to the federal Domestic Violence Gun Possession Ban, 18 U.S.C. §921(a), 922(d) and 922(g), which prohibits persons who have been convicted of misdemeanor domestic violence offenses from possessing a firearm or ammunition. The amendment defines "misdemeanor crime of domestic violence: as an offense that:

“(I) is a misdemeanor under Federal or State law; and

(ii) has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent or guardian of the victim, by a person whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent or guardian, or by a person similarly situated to a spouse, parent or guardian of the victim.”

Under California law, Penal Code §12021 prohibits a person from possessing a firearm for a 10-year period following a conviction for a violent misdemeanor. A peace officer in California, however, is permitted to petition the court for a waiver in those cases where the officer had been convicted of domestic violence. The federal statute does not provide for any waiver or any exception for peace officers and, therefore, applies to them as well. A conviction of any of the violations articulated in Penal Code §273.5 would fit the definition of a “misdemeanor crime of domestic violence” as articulated in the U.S. Code.

- 400.26.1 All sworn personnel are ordered to immediately notify their immediate supervisor, in writing, if at any time they believe they have become subject to the federal statute outlined above. Supervisors shall immediately notify the Chief of Police.
- 400.26.2 Following final adjudication, officers who are convicted under these statutes will be relieved of their firearms. As carrying a firearm is a condition of employment, the Department will intercede and attempt to permanently reassign the officer to non-police duties. If this is not possible, or in the best interest of operations, the Department will attempt to assist the police officer toward transferring to another area in the state service and, as a last resort, may recommend dismissal.

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