

**RULES AND REGULATIONS MANUAL**  
**California State University, Long Beach Police Department**

**OATH OF OFFICE**

**FORWARD**

**ORGANIZATION CHARTS**

- UPD All-Division Organizational Chart
- UPD Police Services Organizational Chart
- UPD Parking and Financial Services Organizational Chart

**LIST OF MANUAL UPDATES FOR CURRENT PUBLICATION**

**TABLE OF CONTENTS**

<b>Section 100</b>	<b>Authority and Purpose</b>
100.1	Jurisdiction and Statutory Authority
100.2	Appointment
100.3	Department Name
100.4	Motive and Cause
100.5	Community Relations
100.6	Individual Dignity
100.7	Role of the Individual Officer
100.8	Equality of Enforcement
100.9	Training in Human and Community Relations
100.10	Mission Statement
100.11	Vision Statement
100.12	Cultural Awareness Vision Statement
100.13	Canons of Police Ethics
<b>Section 200</b>	<b>Definitions</b>
200.1	Administrative Instruction
200.2	Armorer
200.3	Chief of Police
200.4	Civilian Employee
200.5	Community Service Officer
200.6	Corporal
200.7	Counseling
200.8	CSULB
200.9	Defensive Tactics Instructor
200.10	Detective
200.11	Disciplinary Action
200.12	Discretion
200.13	Dispatcher
200.14	Division
200.15	Division Commander
200.16	Emergency Services Coordinator

<b>Section 200</b>	<b>Definitions (cont'd)</b>
200.17	Emergency Vehicles
200.18	Employee
200.19	Ethics
200.20	Field Training Officer
200.21	Firearms Instructor
200.22	General Order
200.23	May
200.24	Officer-in-Charge
200.25	Order
200.26	Parking Officer
200.27	Personnel Process
200.28	Personnel Related Staff Member
200.29	Plain Clothes
200.30	Police Officer
200.31	Public Information Officer
200.32	Rangemaster
200.33	Regulation
200.34	Rule
200.35	Security Officer
200.36	Sergeant (Administrative)
200.37	Sergeant (Field)
200.38	Shall
200.39	Should
200.40	Special Order
200.41	Supervisor
200.42	Uniform
200.43	Unit
<b>Section 300</b>	<b>Recruiting, Staffing, and Development</b>
300.1	General Provisions
300.2	Hiring and Promotional Procedures
300.3	Vacancy Announcements
300.4	Psychological Examination
300.5	Medical Examination
300.6	Background Investigation
300.7	Oath of Office
300.8	Post Employment Records Checks
300.9	Training
300.10	Advisory Board
300.11	Event Review Board
<b>Section 400</b>	<b>Responsibility to Duty</b>
400.1	Duty Status - Residential Requirement
400.2	Reporting for Duty
<b>Section 400</b>	<b>Responsibility to Duty (cont'd)</b>

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	Witnesses 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

**Section 500**

**Equipment and Appearance**

500.1	Distribution of Manuals
500.2	Dress
500.3	Uniform Allowance
500.4	Uniform Styles and Types
500.5	Hair and Facial Hair
500.6	Earrings
500.7	Equipment Issuance and Replacement
500.8	Use of Tobacco
500.9	Office Furniture, Areas and Equipment
500.10	Bulletin Boards
500.11	Lockers, Desks and Work Areas

**Section 600**

**Compensation and Leave**

600.1	General Provisions
600.2	Overtime
600.3	Holidays
600.4	Shift Differential
600.5	Training and Travel Compensation

**Section 600**

**Compensation and Leave (cont'd)**

600.6	Promotions and Position Reclassifications
600.7	Call-In/Call-Back/Standby (On-call)
600.8	Jury Duty, Required Court Appearances and Compensation
600.9	Report of Time for Compensation
600.10	Regular Days Off
600.11	Duty Assignments and Hours
600.12	Coffee and Lunch Breaks
600.13	Authorized and Unauthorized Leave: General Provisions
600.14	Vacation Leave
600.15	Sick Leave
600.16	Disability Leave
600.17	Parental Leave
600.18	Military Leave
600.19	Funeral Leave
600.20	Leaves of Absence
600.21	Temporary Duty Modification
600.22	Tardiness
600.23	Workers' Compensation
600.24	Participation in Service and Professional Organizations
600.25	Daylight Savings Time
600.26	Special Assignment Pay (Stipends)

## **Section 700**

### **Code of Conduct**

700.1	Respect for Constitutional Rights
700.2	Criticism of Criminal Justice System
700.3	Police Actions Based on Legal Justification
700.4	Judgment
700.5	Personal Bearing
700.6	Obedience - Laws and Orders
700.7	Obedience to a Lawful Order
700.8	Inquiries
700.9	Use of Force
700.10	Integrity
700.11	Courtesy
700.12	Conduct of Uniformed Employees
700.13	Surety Bond
700.14	Acceptance of Monies
700.15	Acceptance of Rewards/Gratuities
700.16	Shopping on Duty
700.17	Courtroom Demeanor - Testifying
700.18	Personal Financial Obligations
700.19	Standard of Conduct

## **Section 800**

### **Personnel Related Processes**

800.1	Cause of Action
800.2	General Provisions
800.3	Due Process
800.4	Access to Files
800.5	Appeals/Grievances
800.6	Denial of Rights
800.7	Suspended Employees
800.8	Modifications
800.9	Sexual/Racial Harassment/Discrimination
800.10	Disciplinary Authority
800.11	Relief from Duty
800.12	Cooperation and Truthfulness Required
800.13	Employment References

**Section 900 Private Person Initiated Investigation;  
Department Initiated Investigations**

900.1	Scope of Regulation
900.2	Purpose
900.3	Policy Statement
900.4	Definitions
900.5	Applicability
900.6	Complaint Origin
900.7	Investigative Procedure
900.8	Confidentiality
900.9	Summary Reports
900.10	Maintenance of IA Records

**Section 1000 Vehicle Operations**

1000.1	Authority
1000.2	Vehicles, General
1000.3	Vehicle Assignments
1000.4	Transporting People
1000.5	Unauthorized Transportation
1000.6	Accidents
1000.7	Accident Investigation Procedures
1000.8	Patrolling - Outside University Property
1000.9	Required Obedience to Traffic Laws
1000.10	Authorized Emergency Vehicle
1000.11	Code 3 Policy
1000.12	Route to Emergency Calls
1000.13	Police Pursuits
1000.14	Logs and Credit Cards
1000.15	Obtaining Food

<b>Section 1100</b>	<b>Weapons and Use of Force</b>
1100.1	Firearms, General
1100.2	Use of Firearms, General
1100.3	Use of Firearms, Special
1100.4	Adherence to Regulations
1100.5	Authorized Personnel
1100.6	Proper Identification
1100.7	Immunity from Prosecution
1100.8	Authorized Firearms
1100.9	Authorized Intermediate & Secondary Weapons
1100.10	Off-Duty Weapons
1100.11	Responsibilities of Off-Duty Officers
1100.12	Ammunition
1100.13	Holsters
1100.14	Inspection of Department Firearms
1100.15	Position Assignments
1100.16	Handgun Qualifications
1100.17	Police Officer Qualification Requirements
1100.18	Long Arm Weapons
1100.19	Courses of Fire
1100.20	Transportation - Out-of-State
1100.21	Transportation of Shotguns
1100.22	Less-Lethal Launcher Force Options
1100.23	Electronic Control Device (Taser)
1100.24	Review of Use of Force
1100.25	Records
1100.26	Miscellaneous

<b>Section 1200</b>	<b>Miscellaneous</b>
1200.1	Media Relations
1200.2	Civil Disputes
1200.3	Civil Actions - Institution of
1200.4	Civil Cases - Personal Injury Settlements
1200.5	Victims of Crime Program Notifications
1200.6	Live Scan Operations
1200.7	Kristen Smart Security Act Compliance
1200.8	Jeanne Clery Act Compliance
1200.9	National Incident Management System (NIMS)

<b>Section 1300</b>	<b>Department Awards</b>
1300.1	Department Awards Program
1300.2	Service Awards
1300.3	Firearms Awards

**GENERAL ORDERS**

#1	Authorized Uniforms
#2	Overtime
#3	Electronic Communications
#4	Digital Recording Devices
#5	Mobile Data Computer (MDC) Policy
#6	Automatic External Defibrillator (AED) Policy
#7	BlueCheck Field ID Device
#8	Alternate Police Vehicle Use
#9	Mobile Command Vehicle Mutual Aid Policy
#10	Community Service Calls
#11	Major Events Protocol
#12	Pitchess Motions
#13	Command Officer Rank and Promotions Procedures
#14	Medical Marijuana
#15	Holding Cell Policy
#16	Temporary Custody of Juveniles
#17	Stored or Impounded Vehicle Inventory Process
#18	Removal of Abandoned Bicycles
#19	Vehicle Impound Release Fees
#20	Citation Sign-Off Fees
#21	Enforcement of Skateboarding
#22	Radar Enforcement
#23	Lojack Stolen Vehicle Recovery System
#24	Handling of Evidence
#25	Warrant Service Procedures
#26	Sexual Assault Response Team
#27	Investigation of Officer Involved Shootings/Lethal Incidents
#28	Investigation of 5150 WIC
#29	Investigation of Hate Crimes
#30	Investigation of Missing Persons
#31	Investigation of Domestic Violence
#32	Investigation of Child Abuse
#33	Investigations of Sudden Infant Death Syndrome (SIDS)
#34	CCW Endorsement Privilege for Retired Officers
#35	Chancellor's Office Crime Reporting
#36	Title IX: Addressing Gender Equity and Sexual Assault
#37	CJI Security
#38	Immigration and Customs Enforcement
#39	Intoxilizer Breath Instrument