

Chapter 2 - Organization and Administration

Emergency Management Plan

202.1 PURPOSE AND SCOPE

The State University has prepared an Emergency Management Plan for use by all employees in the event of a major disaster or other emergency event. The plan provides for a strategic response by all employees and assigns specific responsibilities in the event that the plan is activated (Government Code § 8610).

202.2 UNIVERSITY POLICE ROLE IN EMERGENCY PLAN

Responsibility for development and continuous revision of the campus emergency management plan rests with the campus Emergency Preparedness Manager, reporting to the Office of Risk Management. The University Police Department is assigned key roles in this plan, and employees must be aware of the plan and its contents.

- (a) The Police Chief or his/her successor (if unavailable) serves as the Emergency Operations Center Director, coordinating the work of the campus EOC.
- (b) The Lieutenant or his/her successor (if unavailable) serves as the lead for the Law Enforcement Section in the Operations Branch.
- (c) Officers and employees of the Police Department are responsible for field response and organizational support, as assigned, during emergency operations, as coordinated by the EOC.

[See attachment: Campus Emergency Organization Chart 2014.pdf](#)

202.2.1 RECALL OF PERSONNEL

In the event that the Emergency Management Plan is activated, all employees of the CSUSB University Police Department are subject to immediate recall, unless reasonably unable to do so (i.e., exigent circumstances). Employees, may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the authorized designee.

Failure to promptly respond to an order to report for duty may result in discipline.

202.3 LOCATION OF THE PLAN

Emergency Management Plan is available in Administration, the briefing room and the Watch Commander's office. All employees should familiarize themselves with the Emergency Management Plan. The Lieutenant and the Training Coordinator, in coordination with the Emergency Preparedness Manager, should ensure that department personnel are familiar with the roles police personnel will play when the plan is implemented.

Emergency Management Plan

202.4 USE OF NATIONAL INCIDENT MANAGEMENT SYSTEM AND STANDARDIZED EMERGENCY MANAGEMENT SYSTEMS

The National Incident Management System (NIMS) and the (California) Standardized Emergency Management System (SEMS) form the basis for not only the campus emergency plan, but for our response to any major incident or emergency.

The Lieutenant and the Training Coordinator will ensure that all personnel, both sworn and professional staff, receive orientation training on each of these management systems.

Training Policy

203.1 APPLICABILITY

All department personnel.

203.2 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community. The department recognizes that this requires all members of the department, regardless of assignment, rank or role, be provided training and development opportunities, consistent with resources available.

203.3 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of available funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the Department will use courses certified by the California Commission on Peace Officer Standards and Training (POST).

203.4 OBJECTIVES

The objectives of the Training Program are to:

- (a) Enhance the level of law enforcement and safety services we provide to the public
- (b) Increase the technical expertise and overall effectiveness of our personnel
- (c) Provide for continued professional development of department personnel

203.5 TRAINING PLAN

A training plan has been developed and is maintained by the Training Coordinator. It is the responsibility of the Training Coordinator to maintain, review, and update the training plan on an annual basis, and to ensure that the Training Committee and the department as a whole has input into the plan. The plan outlines mandated, desired and optional training for each position in the department.

203.6 TRAINING NEEDS ASSESSMENT

The Office of the Chief will conduct an annual training-needs assessment of the Department. The needs assessment will be reviewed by staff. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

Training Policy

203.6 TRAINING COMMITTEE AND ROLES

The Training Coordinator role is one aspect of the duties of the Administrative Analyst in the Office of the Chief. The Lieutenant acts as the Training Manager for the Department and has oversight of the training-related activities of the Analyst.

The Chief will establish a Training Committee, which will serve to assist with identifying training needs for the Department.

The Training Committee shall be comprised of no more than five members, with the Lieutenant acting as the chairperson. Members should be selected based on their abilities and interest in training and development. The Chair may remove or replace members of the committee at his/her discretion. Typical makeup of the committee will be: Lieutenant (Chair), Training Coordinator, one Sergeant, one corporal or officer, one non-sworn employee.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Training Committee should review include, but are not limited to:

- (a) Any incident involving the death or serious injury of an employee.
- (b) Incidents involving a high risk of death, serious injury or civil liability.
- (c) Incidents identified by a supervisor as appropriate to review to identify possible training needs.
- (d) The Training Committee will not review internal affairs or personnel-related files as referenced in 3300 et. seq. of the California Government Code.

The Training Committee should convene on a regular basis as recommended by the Training Coordinator to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Chief via the Chair. The recommendation should not identify specific facts of any incidents, such as identities of employees involved or the date, time and location of the incident, but should focus on the type of training being recommended.

203.7 TRAINING PROCEDURES

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:
 - 1. Court appearances
 - 2. First choice vacation
 - 3. Sick leave
 - 4. Physical limitations preventing the employee's participation.
 - 5. Emergency situations

Training Policy

- (b) When an employee is unable to attend mandatory training, that employee shall:
 1. Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training.
 2. Document his/her absence in a memorandum to his/her supervisor.
 3. Make arrangements through his/her supervisor and the Training Coordinator to attend the required training on an alternate date.

203.7 TRAINING RECORDS

In order to ensure that the department maintains an accurate record of all training received by its members, the following provisions must be followed:

- (a) All sworn and professional staff members must ensure that all relevant course materials and associated certification is collected and submitted to the department Training Coordinator to be recorded in their profile in the Training Management System. This information will include departmental training such as firearms training and trimester training.
- (b) All internal departmental training, including trimester training, active shooter training, Taser training, etc., shall be entered in the Training Information Management System, accompanied by a course outline and/or lesson plan, along with a sign-in sheet or roster of employees attending the training.
- (c) The Training Coordinator will, on an annual basis, compare internal training records with those kept by the Commission on Peace Officer Standards and Training, and reconcile any discrepancies. These records will be reviewed with each employee to ensure that all training over the course of the year is duly recorded in the system.

203.8 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) is a web-accessed system that provides training on the CSUSB University Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Coordinator.

Personnel assigned to participate in DTBs should only use the password and login name assigned to them by the Training Coordinator. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Employees who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisor. Employees should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet active computer, employees shall only take DTBs as part of their on-duty assignment unless directed otherwise by a supervisor.

Training Policy

Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.

203.9 TRIMESTER TRAINING

Trimester training, while covered in a separate, dedicated policy section, is to be included in the overall scope of the department's training plan and committee.

Electronic Mail and Information Technology

204.1 APPLICABILITY

All personnel.

204.2 CSUSB TECHNOLOGY AND EMAIL POLICIES

All California State University San Bernardino email and technology use policies can be reviewed via the link below:

<https://www.csusb.edu/policies/technology>

Administrative Communications

205.1 APPLICABILITY

All personnel.

205.2 PURPOSE AND SCOPE

Administrative communications of this department are governed by the following policies.

205.3 MEMORANDUMS

Memorandums may be issued periodically by the Chief of Police to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

205.4 CORRESPONDENCE

In order to ensure that the letterhead and name of the Department are not misused, all external correspondence shall be on Department letterhead. All Department letterhead shall bear the signature element of the Chief of Police. Personnel should use Department letterhead only for official business and with approval of their supervisor.

205.5 SURVEYS

All surveys made in the name of the Department shall be authorized by the Chief of Police or the Lieutenant.

Staffing Levels

206.1 APPLICABILITY

Sworn only.

206.2 PURPOSE AND SCOPE

The purpose of this policy is to ensure that sufficient sworn staffing is available for all shifts. The Department intends to balance the employee's needs against the need to have flexibility and discretion in using personnel to meet operational needs, consistent with the collective bargaining agreement. While balance is desirable, the paramount concern is the need to meet operational requirements of the Department and to ensure officer safety

206.3 MINIMUM STAFFING LEVELS

Minimum staffing levels should generally be at least two sworn personnel on duty at all times. Watch Commanders will ensure that steps are taken to arrange for sufficient coverage.