

THE CALIFORNIA STATE UNIVERSITY
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To: CSU Presidents

From: Jackie R. McClain 
Vice Chancellor, Human Resources

Subject: **Mutual Assistance, Critical Response Unit and Mutual Aid**

It is the intent of the California State University (CSU) that resources and facilities of a CSU campus and its public safety departments will be made available to other CSU campuses through Mutual Assistance and the Critical Response Unit, as appropriate, to ensure public safety. Additionally, CSU public safety departments shall share police personnel and resources across the State as required in response to Mutual Aid requests, as needed. This policy memorandum provides an overview of general procedures and/or guidelines for obtaining and coordinating law enforcement assistance between CSU campuses as well as State and local public-safety agencies.

◆ **Mutual Assistance**

Mutual Assistance occurs when two or more CSU presidents or police chiefs agree to furnish personnel, equipment and/or resources to other CSU campuses, on a temporary basis, in the furtherance of public safety. Campuses will make every reasonable effort to provide requested Mutual Assistance commensurate with available resources and local circumstances.

● *Requests*

If a campus requires Mutual Assistance, the president or police chief shall make a direct request to the president or chief at any CSU campus. Any assistance provided is based upon mutual agreement between the campuses. Mutual Assistance requests can be made verbally or in writing. A Mutual Assistance request may be short-term and limited to one or few individuals and in these instances a verbal request is adequate. For Mutual Assistance requests that are longer term and involve more than a few individuals, a verbal Mutual Assistance request should be followed up with a written request. *A sample Mutual Assistance Request Form is provided in Attachment A.*

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- *Authorization*
Mutual Assistance authorization will be confirmed by the home campus (campus providing assistance) to the host campus (campus receiving assistance) with an email or a completed Authorization Form sent by facsimile. If confirmation is provided by email, information requested in the Authorization Form will need to be provided. *A sample Authorization Form is provided in Attachment B.*
- *Assistance, Costs and Reimbursement*
Once the host campus has made a request for assistance and/or additional equipment and the assistance is confirmed, police personnel are reassigned either temporarily or asked to volunteer for overtime compensation to meet Mutual Assistance needs. The host campus is responsible for providing lodging and meals for police personnel participating in the Mutual Assistance event. Additionally, the host campus will reimburse the home campus for costs associated with providing assistance including transportation, overtime and incidental expenses, as well as for costs associated with related court appearances.

Once the Mutual Assistance event is completed, the home campus shall provide written cost documentation to the host campus. *See Attachment C for a sample Cost Summary Report.* As required, the home and host campuses will review cost documentation to ensure costs are appropriately identified. If cost documentation is provided by email, information requested in the Cost Summary Report needs to be provided.

◆ **Critical Response Unit**

Executive Order 797 communicates the policy of the CSU that resources and facilities of the CSU and its various public safety departments will be made available to mitigate the effects of natural disasters, to prevent or mitigate the effects of civil disorders and to protect life and property when local campus officials deem a necessity exists to insure and protect public welfare. The Critical Response Unit (CRU) refers to a selected group of police personnel from CSU campuses that have trained together as a team and are prepared to handle these public safety issues.

- *Activation Requests*
If the campus needs to activate the CRU, the campus chief should contact the CSU Police Coordinator so he/she can facilitate the process with the Vice Chancellor of Human Resources and the Chancellor. The CSU Police Coordinator will work with the campus chief and the CRU chiefs to ensure staffing availability and mission of the activation. Then, a written request needs to be made by the campus president to the Chancellor requesting CRU activation. The request must include an explanation of the necessity or emergency, expected assignment of the CRU and the number of police personnel required. If CRU activation is approved, the Chancellor will advise the president and provide written authorization. The Vice Chancellor of Human Resources has delegated authority to approve activation of the CRU in the absence of the Chancellor, and to determine who will cover costs.

- *Operational Plan*
The CRU police chiefs are responsible for contacting the commanders to coordinate the response.

Once the activation has been approved, the CRU commander is responsible for preparing and submitting the Operational Plan to the host police chief for approval.

The home campus is responsible for arranging transportation of CRU police personnel to and from the host campus and will ensure that personnel assigned are equipped in accordance with systemwide uniform and equipment regulations.

- *Costs and Reimbursement*
Generally, a campus is authorized one CRU call per academic year without incurring expenses for overtime, salary, replacement staffing costs, incidental expenses or travel. Generally, these related expenses will be paid out of the systemwide CRU fund. However, the Chancellor retains the right to determine who will pay costs for any CRU activation. Unless determined otherwise by the Chancellor or designee, the home campus will fund salary and travel expenses. Also, unless determined otherwise by the Chancellor or designee, the host campus is responsible for funding hotel and meal related costs.

The home campus is responsible for loss of home campus equipment.

◆ **General Operational Guidelines for Mutual Assistance and CRU**

- *Supervision and Command*
Supervision of Mutual Assistance or the CRU is the responsibility of the host campus police chief, through the local chain of command or commanders of the CRU, as appropriate. Upon arrival at the host campus, the senior ranking officer of the Mutual Assistance detail or the commander of the CRU must report immediately to the host campus police chief or designee for assignment or instructions.
- *Media Relations*
Press inquiries regarding Mutual Assistance or CRU related incidents or information are to be referred to the host campus.
- *Major Incident Reporting*
The host campus is responsible for submitting a Major Incident report, if required, by the Major Incident Reporting Requirements policy.
- *Emergency Personnel Information Form*
Police personnel participating in Mutual Assistance or a CRU operation are encouraged to complete an *Emergency Contact Information Form* (see

Attachment D for a sample form) prior to arrival at the host campus and present it to the officer in charge at the host campus or the CRU commander.

- *Injury or Illness*

CSU police personnel injured while at the host campus must notify the host campus commander and the home campus supervisor immediately, if possible. If the police officer is not able to notify his/her home campus supervisor immediately, the host campus commander is to notify the home campus supervisor as soon as possible.

The host campus must supply the injured employee with an Employee Claim for Worker's Compensation Form. Injured employees must complete required documents and reports of injury/illness consistent with host campus procedures, as applicable.

All CSU police personnel injuries or illnesses should be treated at a licensed medical facility consistent with the policies and procedures of the host campus. When possible, CSU police personnel requiring medical attention should be treated at a facility different than the facility treating persons who may have been injured as a result of police action.

- *Risk and Workers' Compensation Liability*

If a liability complaint and/or a lawsuit arises from a Mutual Assistance or a CRU operation, the host campus is responsible for related costs.

If an employee participating in a Mutual Assistance or CRU operation is injured, the home campus is responsible for related workers' compensation expenses, unless there is a written agreement to the contrary. If there is such a written agreement, the home campus would coordinate the workers' compensation claim, but the host campus would reimburse the home campus for related costs.

- *Reports/Field Operations*

Officer time and attendance records are to be maintained. See Attachment E for a sample *Mutual Assistance or Critical Response Unit Time Sheet*. The time sheet is to be provided to the home campus via facsimile for payroll purposes.

- *Disposition of Citizen's Complaints*

If a citizen complaint is made, the home campus of the involved officer is to be notified of the complaint. Generally, the investigation of the complaint is the responsibility of the home campus. If a citizen associated with the host campus initiates the complaint, the host campus will conduct the internal affairs investigation and provide fact-finding only. If there are unusual circumstances that would necessitate the need for the host campus to conduct the investigation, the police chiefs involved should consult and reach a mutually acceptable agreement. The home campus is responsible for discipline.

◆ **Campus Events Sponsored by Private Entities**

CSU campuses shall not incur Mutual Assistance or CRU expenses when responding to an event sponsored by a private entity on a CSU campus. The private entity is responsible for all related expenses. The host campus must submit all related costs to the private entity for reimbursement.

◆ **Agency Jurisdiction and Mutual Aid**

Mutual Aid refers to the State of California's disaster planning program for sharing police personnel and resources across the State. Under the Mutual Aid program, the CSU first relies on internal resources, and then follows established protocols for enlisting assistance from cities, counties and ultimately the regional office of the Office of Emergency Services, as required. For Mutual Aid requests, police chiefs are required to follow the county and state protocols in their jurisdiction. Mutual Aid requests are considered Major Incidents and reporting procedures must be followed, pursuant to the systemwide human resources policy on Major Incident Reporting Requirements. (Reference: The California Emergency Plan (Sections 8500 ff., Government Code) and California Law Enforcement Mutual Aid Plan, 1994.)

- Each CSU Police Department shall have a policy delineating the specific geographical boundaries of the department's jurisdiction.
- Each CSU Police Department should have agreements with neighboring agencies that specify the agency's responsibilities in an interagency agreement regarding concurrent jurisdiction.
- Each agency should have a policy that specifies the procedure for requesting Mutual Aid from neighboring agencies.

If you have any questions, please contact me or the CSU Police Coordinator at (562) 951-4418 or (619) 594-6905. This memorandum is also available on the Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

JRMcc/cr

Attachments



The California State University
Mutual Assistance Request
- SAMPLE FORM -

From: Campus Requesting Assistance (Host Campus)

_____	_____	_____
Requestor	Position	Campus
_____	_____	_____
Telephone Number	E-Mail Address	Date

To: Campus Providing Assistance (Home Campus)

_____	_____	_____
Provider	Position	Campus
_____	_____	_____
Telephone Number	E-Mail Address	Date

Event: _____

Assistance Requested

Personnel:

Lieutenants	_____	_____
	Number	Dates and Times Needed
Sergeants	_____	_____
	Number	Dates and Times Needed
Officers	_____	_____
	Number	Dates and Times Needed
Others	_____	_____
	Number	Dates and Times Needed

Equipment: _____

Host Campus Information:

Lodging _____
Meals _____

Host Campus to reimburse Home Campus for assistance costs. Cost to be itemized on Cost Summary Report.

Host Campus contact for billing questions:

_____	_____	_____	_____
Name	Position	Telephone	E-Mail Address

Mailing Address: _____



**The California State University
Emergency Contact Information**

- SAMPLE FORM -

Officer Name:	_____
Home Campus:	_____
Date:	_____
Host Campus:	_____
Event:	_____ _____

Person to be notified in emergency:	_____
	Name
Relationship:	_____
Home Phone:	_____
Work Phone:	_____
Address:	_____
	Street City State Zip Code
If first person is unavailable, person to be notified in emergency:	_____
	Name
Relationship:	_____
Home Phone:	_____
Work Phone:	_____
Address:	_____
	Street City State Zip Code

