



1303.00 POLICE DEPARTMENT, ORGANIZATION

Responsible Officer:	EVP-COO UC Operations
Responsible Office:	Systemwide Community Safety
Issuance Date:	[The date of issuance by the President]
Effective Date:	[The date that the Policy is first enforceable]
Scope:	The policies and procedures contained within constitute a directive for members of the University of California Police Department (UCPD). They were created to provide direction and guidance to the members of the UCPD and provide the framework of coordination for the protection of the population and resources of the University of California.

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I. POLICY SUMMARY

The Systemwide UCPD Police Personnel, Organization Policy defines the structure, authority, and responsibilities of the UCPD. The policy governs both systemwide coordination and individual campus departments, ensuring consistent standards and effective public safety across the UC system.

Systemwide oversight is provided by the Council of Chiefs, comprising campus Chiefs of Police, in partnership with the Office of Systemwide Community Safety, who meet regularly to review issues, develop policy, and ensure alignment through a consensus-based decision-making process. At each campus, the Chief of Police manages departmental organization, policy, budgeting, and personnel. Each Chief of Police must ensure local departmental policies comply with systemwide policies and directives, and may adopt policies that are more restrictive, but not less.

II. POLICY TEXT

DEFINITIONS

1303. A police department is an organizational unit with authority as provided under section [830.2 \(b\)](#) of the California Penal Code and section [92600](#) of the California Education Code.

1303.1 Police System - Definition. The term "University of California Police Department" may be used to describe the Systemwide police units collectively, except for the purpose of applying applicable Personnel Policies, or the police organization on a campus.

1303.1.2 Systemwide Council of Chiefs - Definition. The Systemwide Council of Chiefs is a duly constituted body consisting of the Chiefs of Police of the ten campuses. The Council meets on a regular basis for the purpose of establishing liaison, reviewing University Police issues, and promulgating policy and procedures through the Office of Systemwide Community Safety (OSCS).

1303.1.3 Coordinator of Council of Chiefs. The Coordinator - Police Services is appointed by the Executive Vice President - UCOP Operations to serve a three year term. The Coordinator must be a Chief of Police and has responsibility to:

- a) Coordinate development and dissemination of University policies, procedures and professional standards for police services.
- b) Provide for dissemination and inter-campus exchange of information regarding police and security services.
- c) Serve as liaison with community, state and other law enforcement agencies.

1303.1.35 Co-Coordinator—Police Services. The Co-Coordinator—Police Services is appointed by the Executive Vice President, UCOP Operations to serve a one-year transition term. The Co-Coordinator must be a Chief of Police and serves during the third-year of the Coordinators term. The Co-Coordinator has the same responsibilities as the Coordinator. The position is designed to ensure a smooth transition between Coordinators.

1303.1.4 Chiefs' Council—Decision Making Model. The University of California Chief's Council (Council) as defined in section 1301.2 serves the purpose of systemwide communication and liaison among the ten campus police organizations, review of University police issues, and promulgation of policy and procedures. The Council operates as a collaborative information sharing and problem solving body and on occasion is called upon to make decisions having systemwide impact. To assist in meeting these responsibilities, the Council has adopted the following decision-making process:

(a) Consensus

- 1.1 The Council recognizes that the effectiveness of the Council depends upon the support of its members. The Council shall strive to gain the support of all members through consensus prior to final decision-making.
- 1.2 Consensus decision-making requires flexibility on the part of members, recognizing that a member does not have to enthusiastically support a decision, but must be able to abide by the group decision.
- 1.3 Consensus also requires the active participation of all members, including sharing information, interests, ideas, and opinions.

(b) Robert's Rules of Order

- 2.1 If the Council is unable to reach consensus on a particular issue, Roberts' Rules of Order (revised) shall govern any point of parliamentary procedure not addressed in the UC Systemwide Policies.

(c) Decisions Requiring a Vote

- 3.1 Council determinations, actions, resolution and recommendations that have systemwide impact shall be determined by a majority vote, following an effort to reach consensus on the question being considered.

(d) Member Votes

- 4.1 Every member shall have one vote.
- 4.2 Decisions must be authorized by a majority of the quorum present at the meeting.
- 4.3 Any member may request a vote on a Council decision.
- 4.4 Any member may request that their vote be recorded.

(e) Quorum

5.1 Decisions shall be made at meetings where there is a quorum.

5.2 A quorum shall consist of a majority of the Council membership (current filled positions).

5.3 The quorum shall be adjusted during the year if a position is vacant or if a vacant position is filled.

ORGANIZATION AND CHAIN OF COMMAND--RESPONSIBILITY

1303.2 Chain of Command. The University of California Police Department is organized by the Chief of Police on each campus who is responsible for establishing a Chain of Command.

1303.2.1 Chain of Command, Publication of. The Chief of Police shall publish a General Order/Departmental Policy or Procedure establishing the Chain of Command.

1303.2.2 Chain of Command, Adherence to. All sworn personnel shall follow the established Chain of Command in carrying out their responsibilities.

RESPONSIBILITIES OF SWORN PERSONNEL

1303.3 The responsibilities of each rank in the police department are described in the following sections. ***Note: Each department may utilize different working titles to reflect their local needs.***

1303.3.1 Chief of Police. Under the general administrative direction of the Vice Chancellor or administrator responsible for police, the Chief of Police shall be responsible for and has commensurate authority to command, direct, and organize a police department on a University of California campus. This includes establishing objectives for the department; developing department policies and procedures; preparing the budget; and selecting, appointing, training, disciplining, and promoting officers and employees in the department.

1303.3.1.1 Assistant Chief of Police/Captain. Under the general direction of the Chief of Police, an Assistant Chief of Police/Captain may be assigned the management of two or more divisions or units within the department and shall be responsible to provide assistance to the Chief of Police in the development and administration of departmental policies and procedures, managing the department budget and other administrative

duties assigned. Second in rank to the Chief of Police, an Assistant Chief of Police/Captain shall assume full responsibility for command of the department in the absence of the Chief, in accordance with the Chain of Command established by the Chief. Generally, within the University of California Police Department, Assistant Chiefs of Police and Captains are considered to be of equal rank, with the differences reflecting working-title conventions of the geographic area or the operational needs of the campus. Depending on operational needs, a campus may make distinctions between the ranks, if necessary, with the Captain reporting to the Assistant Chief.

1303.3.2 Lieutenant. In addition to the general and individual responsibilities of each officer, a Lieutenant shall be responsible for:

- (a) Planning, directing and managing the assigned activities of a division or unit of the department.
- (b) Initiating administrative and command leadership when such action is necessary to fulfill a functional police responsibility.
- (c) Disseminating orders, policies and procedures to all assigned personnel.
- (d) Ensuring the adherence to these policies and procedures and the proper performance of duties by each member of a division or unit.
- (e) Making recommendations concerning the hiring, disciplining and terminating of employees of the department.
- (f) Enforcing rules and regulations among assigned personnel.
- (g) Reporting violations of policies and procedures.
- (h) The immediate relief or suspension from duty of any employee of the department when it is necessary to protect the welfare of the employee, the integrity of the department, or the safety of the campus community as provided for in these regulations and in accordance with applicable University Policies.
- (i) Providing continuous command and supervision in the absence of the Chief of Police.
- (j) Performing related duties as assigned by the Chief of Police.

1303.3.3 Sergeant. In addition to the general and individual responsibilities of each officer, a Sergeant shall also be responsible for:

- (a) Inspecting, scheduling and supervising the activities of assigned personnel.
- (b) Disseminating orders, policies and procedures to all assigned personnel.
- (c) Ensuring the adherence to these policies and procedures and the proper performance of assigned duties by all assigned personnel.

- (d) Enforcing rules, regulations and policies with all assigned personnel.
- (e) Reporting violations of policies and procedures.
- (f) Initiating the immediate relief or suspension from duty of any officer or employee of the department when it is necessary to protect the welfare of the employee, the integrity of the department, or the safety of the campus community as provided for in these regulations and in accordance with applicable University Policies.
- (g) Making recommendations, as requested, for hiring, disciplining and terminating employees of the department.
- (h) Working closely with and providing leadership to employees.
- (i) Providing functional supervision for employees not directly under the sergeant's supervision.
- (j) Providing job training to ensure proper performance by assigned personnel.
- (k) Providing necessary command in the absence of a ranking officer.
- (l) Working such hours or performing such tasks as are assigned by a ranking officer.
- (m) Performing related duties as assigned.

1303.3.4 Individual Responsibilities of Officers. All sworn personnel of the department are individually responsible for:

- (a) The proper execution of assigned duties.
- (b) The prevention of crime.
- (c) The suppression of crime.
- (d) The enforcement of laws.
- (e) The arrest of offenders.
- (f) Maintenance of proper public relations.
- (g) Maintenance of discipline.
- (h) Adherence to rules, regulations, orders and departmental procedures and policies.
- (i) Enforcement of rules, regulations, orders, policies, and procedures among junior officers and employees.
- (j) Reporting promptly through the chain-of-command any violation of Systemwide Policies and administrative procedures, criminal statutes or any other misbehavior committed by another employee of the department.

- (k) Initiating police action when necessary.
- (l) The proper maintenance, use and operation of facilities, materials supplies and assigned equipment.
- (m) Promoting University Police morale.
- (n) Working such hours and performing such tasks as are assigned by a ranking officer.
- (o) Related duties as assigned.

1303.4 General Responsibilities of Employees. It is the duty and responsibility of each employee to fulfill to the greatest possible extent the functions of the University Police and to perform to the best of the employee's ability those duties assigned by a supervisor.

1303.5 Ranking Officer. When two or more officers are on duty together, the officer of the highest rank is in command and will be held responsible. For a special detail, and for a specified period, an officer may be designated by the commanding officer to take command without regard to rank. The assigned officer is to be considered the ranking officer when other officers are dispatched to assist.

1303.6 Authority of Supervisors. Officers who hold a supervisory rank or designation within a department have authority over all subordinates

III. COMPLIANCE / RESPONSIBILITIES

Each Chief of Police has the responsibility to adopt and publish policies and procedures for the assistance and guidance of the members of their individual campus police departments. Policies and Procedures for campus police departments issued by authority of the Chief of Police shall have the same authority as these Policies.

Local regulations, including General and Special Orders, Procedural Memoranda and instructions may be written more restrictively than Policies Applying to University of California Police Department, however they may not be written to supplant or diminish the Policies and Procedures contained within this Systemwide document.

IV. RELATED INFORMATION

Not Applicable.

V. FREQUENTLY ASKED QUESTIONS

Not Applicable.

VI. REVISION HISTORY

January 2, 2026: Updated to reflect the change in Council of Chiefs. This Policy is also reformatted to meet Web Content Accessibility Guidelines (WCAG) 2.0

January 7, 2011: Revised

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