

**1318.00 SYSTEMWIDE UCPD MUTUAL AID**

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.

Contact:	Jody Stiger
Title:	Director, Office of Systemwide Community Safety
Email:	Jody.Stiger@ucop.edu
Phone:	(510) 987-9456

TABLE OF CONTENTS

I.	POLICY SUMMARY.....	1
II.	POLICY TEXT	2
III.	COMPLIANCE / RESPONSIBILITIES	8
IV.	RELATED INFORMATION	8
V.	FREQUENTLY ASKED QUESTIONS.....	8
VI.	REVISION HISTORY.....	8

I. POLICY SUMMARY

The Systemwide UCPD Mutual Aid Policy sets rules for how one UC campus can request support from another during large events, emergencies, or civil disturbances. Priority is given to internal UCPD mutual aid prior to requesting external mutual aid. Requests must be made through UC Chiefs of Police, documented on standard forms, and be reported to the UC Council of Chiefs.

Guest campuses provide officers and equipment when available, while the host campus assumes command and responsibility for lodging, meals, and local logistics. Host campuses cover reimbursement for overtime, travel, and other extraordinary costs, ensuring fairness and accountability.

The policy prioritizes officer safety and community accountability, requiring proper supervision, rest, and equipment standards. Arrests are generally handled by host campus officers, and after each deployment, a written report documents the assistance provided.

II. POLICY TEXT

DEFINITIONS

1318.01. Systemwide mutual aid is the temporary reassignment of personnel, equipment, and/or other resources from one campus to another campus or laboratory within the University of California police system.

- (a) Host campus: the campus requesting and receiving mutual aid assistance.
- (b) Guest campus: any campus providing mutual aid assistance.

REQUESTING MUTUAL AID

1318.02. Normally, requests for mutual aid will be made before incidents of civil disorder, special campus events, or other local emergencies when the available resources of the host campus are insufficient to accomplish the police mission.

- (a) Requests for mutual aid will be made by the Chief of Police of the host campus, directly to the Chiefs of Police of other campuses.
- (b) In the absence of the Chief of Police, the senior ranking command officer may initiate the request for mutual aid. The senior ranking command officer will make every effort to consult with the host campus Chief of Police prior to requesting mutual aid.
- (c) Requests for mutual aid will be made on the *Systemwide Mutual Aid Request Form* (Appendix A-2). Telephone requests may be made but shall be followed up in writing as soon as practical. Written requests may be sent via email.
- (d) Every effort will be made to provide sufficient advance notice of mutual aid requests in order that guest campuses can evaluate available resources and make necessary schedule adjustments.
- (e) The Chair of the Council of Chiefs will be notified of the request for mutual aid as soon as practical.

RESPONDING TO MUTUAL AID REQUESTS

1318.03. Campuses will make every reasonable effort to provide the requested mutual aid commensurate with available resources and depending on local circumstances.

Systemwide Mutual Aid Authorization Form (Appendix A-2) will be transmitted via email to the host campus specifying if mutual aid will be provided, and if so:

- (a) Name, rank and identification number of mutual aid personnel.
- (b) Date and hours of the most recent duty assignment of mutual aid personnel.
- (c) Specialized equipment being provided.
- (d) Other resources being provided, if any.
- (e) The name of the person in charge of the mutual aid detail; and
- (f) Specific reassignment of mutual aid personnel and equipment to the command of the Chief of Police of the host campus, and the date and time such reassignment becomes effective.

REIMBURSEMENT POLICY

1318.04. The policy of the University of California Police Department, as established by the Council of Police Chiefs, provides that a host campus shall reimburse a guest campus for those costs that are a direct result of the assignment of personnel, equipment or other resources to the host campus for mutual aid. Such costs are only those that are over and above the cost of the routine operation of the guest campus.

1318.04.1 Reimbursable Costs. The following describes reimbursable and non-reimbursable costs.

1318.04.1.1 Personnel Costs

- (a) Salary - costs for the regular wages of personnel on mutual aid assignments are not reimbursable; personnel who would be on-duty at the guest campus are assigned to a host campus at no charge.
- (b) Overtime - overtime costs for personnel are a reimbursable cost and may be:
 - (1) Overtime costs resulting from hours worked at, or spent in traveling to and from, the host campus by personnel on a mutual aid assignment.
 - (2) Overtime costs resulting from hours worked by personnel at the guest campus who are assigned to cover the positions of those personnel absent due to a mutual aid assignment.
 - (3) Overtime costs which occur when personnel on mutual aid work hours over their normal working hours.

- (4) Costs associated with related court appearances.
- (c) All reimbursable costs associated with mutual aid assignments include a calculation of both salary, additional pay, and benefit costs.

1318.04.1.2 Travel Costs. Travel costs to and from the host campus from the guest campus are reimbursable, as follows:

- (a) Air or other commercial means of travel - costs for commercial fares of personnel are reimbursable, as are the costs for charter flights.
- (b) University of California Vehicle Costs - costs for vehicles used to and from the host campus are reimbursable with some exceptions, as follows:
 - (1) If vehicles assigned to the guest campus, such as patrol cars, unmarked vehicles, or vans, are used, mileage beyond 50 miles of the guest campus would be reimbursable at the same mileage reimbursement rate established by University of California Policy [G-28](#) (Travel Regulations) for employee-owned automobiles used for business-related travel. This mileage reimbursement is all-inclusive and takes into account all actual automobile expenses such as fuel, depreciation, insurance, etc.
 - (2) If the guest campus leased/rented a vehicle, such as a van, to transport assigned personnel to the host campus, rental and fuel costs would be reimbursable. This would apply to University of California or commercially leased vehicles.
 - (3) For each vehicle, the guest campus is eligible to be reimbursed for either rental vehicle costs or mileage (as defined in 1318.04.1.2(b)(1)), when applicable, but not both.
- (c) Use of Personal Vehicles - the use of personal vehicles by personnel of a guest campus to travel to and from the host campus is not authorized, for a variety of reasons. Personnel should utilize the vehicular transportation provided by their guest campus for that purpose.
 - (1) Exceptions - The Chief of Police of the guest campus may grant an exception to an individual to use their personal vehicle, if sufficient justification exists. However, if space is available on the guest campus transport vehicle(s), no mileage expense will be provided to the individual, and exceptions may be granted in accordance with this provision.
- (d) The guest campus should submit transportation requests to the host campus to arrange for airport pickup and return.

1318.04.1.3 Lodging and Meal Costs. The host campus is generally responsible for arranging lodging and meals for personnel from guest campuses, when applicable and

allowable under University policy. Three arrangements or a combination of the three may be used, based on circumstances:

- (a) **After-the-Fact Reimbursement** - Personnel from guest campuses incur their own lodging and/or meal costs, are reimbursed by their campus, and the guest campus obtains reimbursement for those actual costs from the host campus after the conclusion of the event.
- (b) **Meals and Lodging Provided** - The host campus may provide meals and arrange lodging for the personnel from guest campuses. In such situations, there would be no costs to the guest campuses, and reimbursement would not be an issue. If dietary restrictions are not accommodated, members may be eligible for meal reimbursement.
- (c) **Combination Approach** - The host campus may provide some combination of meals and lodging. In such situations, those expenses incurred by guest campus personnel would be a charge to the guest campus and subject to reimbursement from the host campus.

1318.04.1.4 Other Costs to Guest Campuses. Any costs incurred by a guest campus as a result of providing personnel to a host campus that are not covered in this policy should be resolved through an agreement between the two chiefs that is mutually acceptable.

WORKING HOURS - SHIFTS TO BE COMPLETED

1318.05. On occasion, the host campus may determine that personnel from other campuses should be released because the need for mutual aid no longer exists. However, the Officer-in-Charge (OIC) from each guest campus should determine whether each individual in the OIC's detail will complete the working hours required by individual's own routine work schedule.

The OIC shall be responsible to ensure that each individual completes their normal shift working hours prior to being released. Based on circumstances, this may be accomplished by working additional hours at the host campus, through the travel time used in returning to the guest campus or through an assignment at the guest campus upon return there.

This procedure should eliminate the possibility that any individual is not credited with a full working day for time sheet purposes.

FOOD, LODGING, AND TRANSPORTATION--HOST CAMPUS RESPONSIBILITIES

1318.06. The host campus is responsible for the following:

- (a) Arranging appropriate lodging for mutual aid personnel, when applicable and allowable under University policy.
- (b) Providing meals or reimbursement for meals for mutual aid personnel,

when applicable and allowable under University policy.

- (c) Providing transportation from/to the airport.

TRANSPORTATION AND EQUIPMENT--GUEST CAMPUS RESPONSIBILITIES

1318.07. The guest campus is responsible for the following:

- (a) Arranging for transportation of mutual aid personnel to and from the host campus; and
- (b) Ensuring that personnel assigned to mutual aid are equipped in accordance with Systemwide uniform and equipment regulations including personal identification numbers on all helmets.

SUPERVISION AND ARREST PROCEDURES

1318.08. Supervision of mutual aid personnel is the responsibility of the host campus, through the local chain of command.

- (a) Upon arrival at the host campus, the senior ranking officer of the mutual aid detail shall report immediately to the senior ranking supervisor or command officer of the host campus for assignment or instructions.
- (b) Whenever possible, sworn officers from the host campus shall make any necessary arrests in order to avoid court appearances by mutual aid personnel.
 - (1) If a mutual aid court appearance is required, the chiefs will coordinate arrangements for that appearance, as necessary.

INJURY AND ILLNESS

1318.09. Mutual aid personnel who are injured or become ill while at the host campus shall immediately notify their immediate supervisor, who shall ensure that the host campus commanding officer is notified.

- (a) Injured personnel are responsible for notifying the host campus of injury/illness as soon as practical. who will ensure the injured employee receives the appropriate initial medical attention needed.
- (b) The host campus shall notify the guest campus of any injury or illness as soon as practicable and submit a supervisor injury report to:
 - (1) The host campus (where the injury occurred), and
 - (2) The injured employee's campus (where they are officially employed, guest campus).

- (c) Upon notification, the guest campus supervisor shall complete the required injury/illness reports per applicable Occupational Injury Reporting policies within one working day of notification.

REPORTS

1318.10. Mutual aid personnel shall complete all reports, or other documents as necessary prior to terminating the mutual aid assignment and returning to their guest campus. All reports will be reviewed and approved by the host campus prior to departure.

GUIDELINES FOR SYSTEMWIDE MUTUAL AID

1318.12. The following guidelines are provided as recommended procedures in situations involving Systemwide mutual aid. These guidelines will be followed whenever practical.

1318.12.1 Rest. The host campus will ensure that mutual aid personnel are provided adequate rest periods, for sleep and relaxation. The last tour of duty, and most recent sleep period will be considered when assigning mutual aid personnel to initial duty. On duty personnel will be rotated from assigned posts at reasonable intervals, especially in high stress assignments. Adequate toilet facilities will be made available to field personnel.

1318.12.2 Food/Liquids. The host campus will ensure that mutual aid personnel receive adequate meal breaks, and that appropriate food is available. Food and drinks, including water, will be available at appropriate times when personnel are on duty. Food and drinks will be available at a central location or provided to field personnel at their assigned posts.

1318.12.3 Medical. All injuries or illnesses of mutual aid personnel should be treated in a licensed medical facility consistent with the policies and procedures of the host campus. The guest campus shall be notified of any serious medical condition as soon as possible. Police personnel requiring medical attention should be treated at a facility separate from persons who may have been injured as a result of a police action. Guest campuses shall provide an *Emergency Information Form* (Appendix A-2) for each person in their mutual aid unit.

1318.12.4 Personal and Operational Equipment -- Guest Campus. The guest campus will ensure that responding officers are properly equipped for response to the host campus, including assignment type, weather conditions, and time of day.

1318.12.5 Communications. If the guest campus' radios are not programmed for the host campus, the host campus must provide radios for guest officers or their liaison officer/sergeant.

REPORTING MUTUAL AID

1318.13. Upon termination of a mutual aid incident, the host campus will forward a written report on the *Mutual Aid Summary Report* form (Appendix A-2) to the Chair of the Council of Chiefs summarizing the extent of the assistance provided including a list of the guest campuses, the rank and number of personnel sent, hours worked and a brief summary of the incident or event.

SYSTEMWIDE MUTUAL AID FORMS AND REPORT

1318.14. The following forms will be used when requesting reporting mutual aid (Appendix A-2):

- (a) Systemwide Mutual Aid Request Form
- (b) Systemwide Mutual Aid Authorization Form
- (c) Systemwide Mutual Aid Summary Report

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 numbering, previously chapter 13. This Policy is also reformatted to meet Web Content Accessibility Guidelines (WCAG) 2.0

January 7, 2011: Revised