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**DEFINITIONS**

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<b>200.20</b>	<b>Field Training Officer</b>	<b>200.42</b>	<b>Supervisor</b>
<b>200.21</b>	<b>Firearms Instructor</b>	<b>200.43</b>	<b>Uniform</b>
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		<b>200.45</b>	<b>Watch Commander</b>



**200.1 Administrative Instruction**

A written order issued by a supervisor establishing a principle, policy, or procedure concerning a given subject not covered by a General Order, Special Order, or Manual and directed to employees under the command of or within the responsibility of the issuing officer.

**200.2 Armorer**

An employee with formalized training in the repair and maintenance of firearms and who is authorized to perform those duties by the Chief.

**200.3 Chief of Police (Chief)**

The top level administrator of the CSULB Police.

**200.4 Civilian Employee**

Any employee of the Department who is not a certified law enforcement officer.

**200.5 Community Service Officer**

Part-time, student employees of the Department who perform a variety of tasks to support the Crime Prevention Unit, Parking Division, and Event Coordination Unit.

**200.6 Corporal**

A certified employee commissioned by the Department as a law enforcement officer, with the full authority and responsibilities granted to police officers by the laws of the State of California who has been specifically assigned by the Department to a variety of specialized functions within the Department. Corporals may be assigned to:

- (a) *Field Services* – Corporals assigned are responsible for providing field police patrol services to the community and assisting the Sergeant in supervision of the shift.
- (b) *Investigative Services* – Corporals assigned are responsible for providing detailed follow-up on crimes, present criminal filings for prosecution, oversee handling of evidence, and assist in statistical analysis of crime trends.
- (c) *Crime Prevention* – Corporal assigned is responsible for direct supervision of the Community Service Officer program, providing community outreach to the campus and local community, and coordinating campus compliance with the Jeanne Clery Act.

**200.7 Counseling**

Verbal or written guidance and instruction given an employee to improve performance or provide direction. While counseling is not intended as a disciplinary action, it may be used to document that an employee has received instructions in a given area. Unless used to support discipline, counseling is not placed in an employee's Personnel file.

**200.8 CSULB (Long Beach State University)**

California State University, Long Beach.

**200.9 Defensive Tactics Instructor**

An employee with formalized training in the teaching of defensive tactics and who is authorized to perform those duties by the Chief.

**200.10 Detective**

A sworn law enforcement officer, of the rank of corporal or above, who has been specifically assigned by the Department to Investigative Services Bureau.

**200.11 Disciplinary Action**

Action taken in response to inappropriate conduct by an employee, which is intended to correct or punish the behavior. Disciplinary actions include, but are not limited to: verbal reprimands (where such reprimand is to be noted in the employee's file), written reprimands, suspensions without pay, reductions in pay, demotions, terminations, and punitive reassignments. Discipline will generally proceed along a progressive line, allowing the employee an opportunity to correct inappropriate conduct.

**200.12 Discretion**

Judgment based upon prudent observation of existing circumstances and resulting in legally and ethically sound decisions.

**200.13 Dispatcher**

A non-sworn employee who is assigned full-time to Communications and who is charged with acting as radio net controller and receiving/relaying telephone/teletype messages.

**200.14 Division**

A method of dividing the Department up into functional units. Department divisions:

- (a) Field Services – all police and parking patrol functions
- (b) Support Services – Crime prevention, Investigations, and Satellite Facility Security functions
- (c) Administrative Services – Communications, Training, and Emergency Preparedness functions
- (d) Parking Administration – Alternate transportation, Parking Lots, and Special Events functions
- (e) Financial Services – Procurement, Budget, Citation processing, and cashiering functions.

**200.15 Division Commander**

An employee, usually an administrator, assigned to manage a Department Division.

**200.16 Emergency Services Coordinator**

A non-sworn employee who has formalized training in Emergency Management and has been assigned specifically by the Department to oversee campus emergency preparedness.

**200.17 Emergency Vehicles**

Departmentally owned vehicles equipped with police warning (red and blue) lights, siren and communications equipment. Such equipped vehicles are emergency vehicles only when responding to an actual emergency.

**200.18 Employee**

Any person receiving wages or salaries from the CSULB Police Department.

**200.19 Ethics (Ethical)**

The professional standards of conduct and moral judgments of the law enforcement profession, binding on all employees.

**200.20 Field Training Officer (FTO)**

A police officer certified to oversee and supervise the activities of a probationary police officer and who ensures the proper training of that officer.

**200.21 Firearms Instructor**

An employee who has received formalized training as a firearms instructor and who has been authorized to perform those duties by the Chief.

**200.22 General Order**

A written order issued by the Chief which is applicable to the Department as a whole or an identifiable unit thereof, and which establishes a principle, policy, or procedure concerning a given subject. A General Order is effective permanently or until revoked by a subsequent order.

**200.23 May**

Can; implies choice.

**200.24 Officer-in-Charge (OIC)**

An employee at the rank of Police Officer defined in 200.31 of this policy assigned to a unit of the Department to oversee the activities of other employees during the absence of the unit's regular supervisor. OICs possess all the authority and responsibility of a regular supervisor when acting in that capacity, except they shall not have the authority to prepare employee evaluations or initiate disciplinary action. OICs do not have the authority to grant time off for the period of time they are acting as the unit supervisor, and may not alter future schedules.

**200.25 Order**

A specific rule, regulation, or authoritative directive, issued either verbally or in writing.

**200.26 Parking Officer**

A non-sworn employee who is assigned full-time to Parking Enforcement and who is charged with enforcing applicable sections of the California Vehicle Code.

**200.27 PAS Calibrator**

An employee who has undergone formalized training in calibration of the Preliminary Alcohol Screening (PAS) device and who has been authorized by the Chief to maintain Department PAS devices. Certification credentials of training are to be maintained on file with the Department Training Coordinator. PAS Calibrator is responsible for calibration and maintenance of the Department PAS devices, maintenance of records related to PAS calibration, court room testimony regarding PAS calibration, and response to subpoena for Department records regarding the PAS device.

**200.28 Personnel Process (Personnel Related Processes)**

Any processes, actions, or conditions which affect an employee's status, employment, or assessment. These processes shall include, but are not limited to: evaluations, disciplinary actions, appeals, commendations, employment, and special recognition.

**200.29 Personnel Related Staff Member**

An employee administratively assigned to coordinate or facilitate the Department's personnel processes.

**200.30 Plainclothes**

Clothing worn by a police officer or other employee on duty which is not a uniform as elsewhere defined.

**200.31 Police Officer (Officer)**

A certified employee commissioned by the Department as a law enforcement officer, with the full authority and responsibilities granted to police officers by the laws of the State of California. May also be used to designate a specific classification title.

**200.32 Public Information Officer (PIO)**

An employee who has formalized training in Media Relations and/or Public Information Officer who has been designated by the Chief to act in concert with the University's Public Affairs Officer to release information to the news media.

**200.33 Rangemaster**

An employee who has formalized training in firearms range management and who has been authorized to perform those duties by the Chief.

**200.34 Regulation**

An authoritative rule dealing with details or procedures.

**200.35 Rule**

A prescribed guide for conduct or action; a regulation or by-law governing procedure or controlling conduct.

**200.36 Security Officer**

An employee not commissioned by the University and/or State to enforce laws, but whose principle function is to perform security-related duties.

**200.37 Sergeant (Administrative)**

A certified employee commissioned by the Department as a law enforcement officer, with the full authority and responsibilities granted to police officers by the laws of the State of California who has been specifically assigned by the Department to oversee department administrative functions.

Current administrative postings:

- Detective Sergeant

**200.38 Sergeant (Field)**

A certified employee commissioned by the Department as a law enforcement officer, with the full authority and responsibilities granted to police officers by the laws of the State of California who has been specifically assigned by the Department to provide oversight and direct supervisory functions over field activities of the Department. See Section 200.42 Supervisor.

**200.39 Shall**

Must; will.

**200.40 Should**

Advisory; recommended, but not required.

**200.41 Special Order**

A written order issued by a supervisor which is applicable to the Department as a whole, a unit, or an individual therein, which establishes a temporary principle, policy, procedure, or task on a given subject, usually for a specific length of time. When the effective period of a Special Order is not specified, it automatically becomes inoperative with the passing of the incident or situation which caused its issuance.

**200.42 Supervisor**

Any employee assigned by the Chief, in compliance with all applicable University rules and contractual agreements, to oversee or manage the work and activities of one or more employees. A supervisor may be permanent (corporal and above, including non-sworn supervisors) or acting (OIC). Bargaining unit supervisors may only recommend discipline which can affect the pay, classification, benefits, etc. of an employee. This definition shall also include MPP sworn and non-sworn managers.

**200.43 Uniform**

Dress of a distinctive design or fashion worn by members of a particular group and serving as a means of identification, to include clothing worn by police officers, parking officers, security officers, dispatchers, and community service officers.

**200.44 Unit**

One or more employees organized by the Chief to be responsible for a major area of operations.

**200.45 Watch Commander**

A certified employee commissioned by the Department to act as a law enforcement officer, with the full authority and responsibilities granted to police officers by the laws of the State of California who has been assigned responsibility for oversight of current on-duty line personnel and shift functions. Normally a Sergeant or Corporal, or, in their absence the most senior officer on duty. For the purposes of this definition seniority is measured in years of service with this Department. See also Section 200.41 Supervisor and 200.37 Sergeant (Field).

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