

CHAPTER 1
ADMINISTRATION
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CHAPTER 1
ADMINISTRATION

1. GENERAL.

a. Authority. Section 14615(b) of the California Government Code states that the California Highway Patrol (CHP) has jurisdiction over those matters related to the security of state officers, property, and occupants of state property. Furthermore, Section 2400(h) of the California Vehicle Code authorizes the CHP to provide for the physical security of any current or former constitutional officer of the state and any current or former legislator of the state.

b. Mission. The mission of the Safety Services Program (SSP) is to provide for the protection of life and property through the delivery of law enforcement services to state government.

c. Policy. Consistent with the mission of the CHP, the SSP was established and developed to provide for the administration of law enforcement services to state agencies. The Department will accomplish this by:

(1) Providing State Capitol security, dignitary protection, and Constitutional Officer protection.

(2) Responding to calls for law enforcement services to ensure the safety of state government officials, employees, state property, and occupants of state-owned or state-leased property.

NOTE: In addition to the response to specific calls, a regular presence and basic level of service shall be maintained for all state facilities. These duties will be part of a CHP officer's regular beat patrol responsibilities.

(3) Sharing concurrent jurisdiction with allied law enforcement agencies for the investigation of crimes occurring on state property.

(4) Honoring Memorandums of Understanding (MOU) and working with allied law enforcement agencies on any requested or necessary modifications. If an allied law enforcement agency elects to no longer participate in an MOU, the CHP will assume jurisdictional responsibility. If an allied law enforcement agency cannot or will not respond to a crime on state property, the CHP will respond and handle the investigation to its conclusion.

(5) Working with allied law enforcement agencies to develop new MOUs when appropriate. Negotiations shall be handled by the Area commander or the commander's designee.

(6) Fulfilling reimbursable service agreements.

d. Objectives. In support of the program mission and policy, the following objectives related to state government have been identified:

(1) Enforcement of city, county, state, and federal statutes on state property.

(2) Service of warrants, court orders, and other legal processes relating to state government.

(3) To provide training, as requested, for state employees in crime prevention, emergency preparedness and reporting procedures, personal safety, and overall crime deterrence.

2. PROGRAM MANAGEMENT.

a. Assistant Commissioner, Field. Under the direction of the Commissioner, the Assistant Commissioner (AC) Field, exercises operational control of the departmental SSP. With the assistance of Protective Services Division (PSD) and Administrative Services Division (ASD), AC Field ensures that the SSP is properly funded and personnel are properly equipped and trained.

b. Administrative Services Division. Under the direction of AC Staff, ASD assists PSD by ensuring that the SSP is properly funded.

c. Protective Services Division. Under the direction of AC Field, PSD provides recommendations and advice to members of Executive Management regarding the management and administration of the SSP.

d. Emergency Operations and Safety Services Section. As the Office of Primary Interest for the SSP, the Emergency Operations and Safety Services (EOSS) Section advises PSD on all matters related to the SSP, provides advice and assistance to field Divisions regarding management and administration of the program, and provides direct support to the field upon request. Section personnel are directly involved in the protection of life and property by interpreting laws, developing regulations, coordinating specialized training, maintaining crime statistics, and coordinating departmental programs and activities mandated, authorized, or delegated by the Legislature.

3. FIELD DIVISION MANAGEMENT.

a. Field Division Commanders. Field Division commanders are responsible for managing and directing the SSP within their Divisions. Field Divisions shall designate a Division SSP coordinator who will serve as a conduit between EOSS Section and command-level SSP coordinators.

b. Area Commanders. Area commanders are responsible for directing and coordinating SSP activities within their commands. Area commanders shall develop Standard Operating Procedures (SOP) for investigators and beat officers responding to and/or investigating crimes that occur on state property. Area commanders shall designate an SSP coordinator to train Area personnel and manage SSP activities. Commanders will coordinate with local law enforcement agencies and state facility managers to develop a mutual understanding of the nature of service and response that can be expected from the Department in regard to the SSP. Area commanders are also responsible for determining the need for MOUs with allied agencies within their area of responsibility.

4. DEFINITIONS.

a. Client Agency. A state agency (e.g., department, commission, board, or division) receiving any law enforcement service rendered by the Department on behalf of that state agency.

b. Local Law Enforcement Agency. Local law enforcement agency means the city police department within the incorporated city's jurisdiction or the county sheriff's department in unincorporated areas.

c. Memorandum of Understanding. Memorandums of Understanding are developed between the CHP and local law enforcement agencies to establish a mutual understanding of who will perform specific roles during incidents requiring law enforcement interaction. (Refer to Chapter 2, Operational Policies and Procedures, and Highway Patrol Manual 100.67, Law Enforcement Assistance and Inter-Jurisdictional Operations.)

d. Reimbursable Service Agreements. Reimbursable Service Agreements are agreements in which the contracting state agency reimburses the CHP for law enforcement or security services provided at a specific location while the contracting agency conducts state-related business (refer to Chapter 2).

e. Standard Operating Procedure. Standard Operating Procedures are internal directives which apply only within the issuing command. They generally establish a process within the CHP area for dealing with issues uniformly.

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