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October 3, 2024

Dr. Lynn Mahoney, President  
San Francisco State University  
1600 Holloway Avenue  
San Francisco, CA 94132

Dear Dr. Mahoney:

**Subject: Audit Report 24-02, Police Services, San Francisco State University**

We have completed an audit of *Police Services* as part of our 2024-2025 Audit Plan, and the final report is attached for your reference. The audit was conducted in accordance with the Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing*.

There were no reportable observations revealed during the review. The final audit report will be posted to Audit and Advisory Services' website.

I wish to express my appreciation for the cooperation extended by university personnel over the course of this review.

Sincerely,



Vlad Marinescu  
Vice Chancellor and Chief Audit Officer

c: Mildred García, Chancellor  
Lillian Kimbell, Chair, Committee on Audit  
Anna Ortiz-Morfit, Vice Chair, Committee on Audit

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# POLICE SERVICES

**SAN FRANCISCO STATE UNIVERSITY**

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**AUDIT REPORT 24-02  
OCTOBER 3, 2024**

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## EXECUTIVE SUMMARY

### AUDIT OBJECTIVES AND BACKGROUND

In accordance with the fiscal year (FY) 2024/25 Audit Plan, as approved by the Board of Trustees, Audit and Advisory Services performed an audit of police services at San Francisco State University (SFSU).

The objectives of the audit were to ascertain the effectiveness of operational, administrative, and financial controls related to police services and to ensure compliance with relevant federal and state regulations, Trustee policy, Office of the Chancellor (CO) directives, and university procedures.

Each California State University (CSU) campus has a university police department (UPD) that provides a full range of law enforcement and policing services. UPD is responsible for providing a safe and secure environment where students, faculty, and staff can achieve their responsibilities and objectives. The statutory authority for CSU police departments and police officers is contained in the California Education and Penal codes. University law enforcement officers have the primary law enforcement authority on campus and share the one-mile radius around the campus as concurrent jurisdiction with local law enforcement. Jurisdiction for each university is further defined by written agreements, required by the Kristen Smart Campus Safety Act of 1998, with local law enforcement agencies.

### OVERALL CONCLUSION

Based upon the results of the work performed within the scope of the audit, the operational, administrative, and financial controls for police services as of September 12, 2024, taken as a whole, provided reasonable assurance that risks were being managed and objectives were met.

### AUDIT SCOPE AND RESULTS

In general, we found that UPD operations were effective and services were provided in compliance with CSU policies and procedures. In our review, we did not note any issues related to the core function of the provision of police services at SFSU. During our review, we noted comprehensive policies and procedures, ongoing and thorough training programs for officers, detailed records of incidents and investigations, and effective controls for financial transactions. We found that the SFSU UPD retains an experienced and knowledgeable management team.

There were no reportable observations noted during the review. The areas reviewed are shown in the table below.

Area	Processes Reviewed	Audit Assessment
<b>General Environment</b>	Organization and administration of police services, police activities and programs, policies and procedures, jurisdiction and boundaries, mutual assistance agreements, physical security, records management, and protests and crowd control	<i>Effective – no reportable observations</i>
<b>Personnel Administration</b>	Staffing, outside employment, overtime procedures, training requirements, training procedures and documentation (both CSU and POST), citizen complaint procedures, and internal investigations	<i>Effective – no reportable observations</i>

Area	Processes Reviewed	Audit Assessment
<b>Fiscal Administration</b>	Cost allocation, special event costs and chargebacks, services provided to outside parties and cost recovery, and expenditures	<i>Effective – no reportable observations</i>
<b>Weapons and Equipment</b>	Policies and procedures, weapons and equipment inventory and issuance, weapons and equipment training, equipment maintenance, and ammunition inventory records	<i>Effective – no reportable observations noted</i>
<b>Property and Evidence</b>	Property and evidence procedures, and safeguarding and accounting for property and evidence	<i>Effective – no reportable observations noted</i>
<b>Systems Access</b>	Systems used by UPD and user-access controls	<i>Effective – no reportable observations noted</i>

The audit focused on procedures in effect from July 1, 2022, through September 12, 2024. Our audit and evaluation included the audit tests we considered necessary in determining whether operational, administrative, and financial controls are in place and operative. Our review was limited to gaining reasonable assurance that essential elements of police services were in place and did not examine all aspects of the program.

## GENERAL INFORMATION

### ADDITIONAL BACKGROUND

In August 2021, the CSU system adopted *CSU Law Enforcement Policies* that provided clarification on required systemwide policies issued by the Office of the Chancellor and distinguished these from university policies under the authority of the president. To ensure standard practices, the policy also mandated university adoption of the services of Lexipol, a company that provides policy manuals, training bulletins, and consulting services to law enforcement agencies. The CSU system mandated increased transparency when, in June 2021, it adopted the *Campus Police and Safety Advisory Committee* policy. The policy requires formation of a committee to review campus police and safety matters that affect students, faculty, staff, and visitors, and to advise the president on suggested changes or enhancements to public safety policy.

In addition to federal and state regulations, the CSU adheres to the California Commission on Peace Officer Standards and Training (POST) for the employment and training of police officers. Some CSU campuses have also earned accreditation from the Commission on Accreditation for Law Enforcement Agencies or the International Association of Campus Law Enforcement Agencies.

At SFSU, the UPD includes a field operations division, a support services division, a professional standards division, and an administrative and parking and transportation (APT) division. Field operations include patrol operations, an investigations unit, and special events and projects management. Support services include dispatch operations; information technology; records, property, and evidence; and community outreach and crime prevention. Professional standards include training and professional development, student programs, and equipment management. The APT division includes parking services, a transportation unit, fiscal affairs, payroll, and personnel and recruitment. All divisions of the department work toward the same mission statement: “The San Francisco State University Police Department is a diverse organization that prides itself with delivering professional community policing with integrity and sensitivity.” The department uses a proactive approach that includes crime prevention and safety programs available on a continuing basis. The assistant vice president and chief of police reports to the vice president of student affairs and enrollment management. The police department employs 53 full-time personnel, including sworn and non-sworn staff, part-time staff, and six student positions.

### CRITERIA

Our audit was based upon standards as set forth in federal and state regulations and guidance, Trustee policy, Office of the Chancellor directives, and university procedures, as well as sound administrative practices and consideration of the potential impact of significant risks. This audit was conducted in conformance with the Institute of Internal Auditors’ *International Standards for the Professional Practice of Internal Auditing*.

This review emphasized, but was not limited to, compliance with:

- Education Code §67381, *Kristen Smart Campus Safety Act of 1998*
- Penal Codes §13500 to §13553, *Commission on Peace Officer Standards and Training*
- California Department of Justice, *California Law Enforcement Telecommunications System Policies, Practices, and Procedures*
- Government Codes §15150 to §15167, *California Law Enforcement Telecommunications*
- Government Codes §13402 and §13403, *State Leadership Accountability Act*

- *POST Administrative Manual*
- *State University Police Association Bargaining Agreement: Unit 8*
- *CSU Law Enforcement Policies*
- *CSU Campus Police and Safety Advisory Committee*
- *CSU Cost Allocation/Reimbursement Plans for the CSU Operating Fund*
- *CSU Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”)*
- *SFSU Police Department Policy Manual*

## **AUDIT TEAM**

Audit Manager: Kyle Ishii

Senior Auditor: Cinthia Santamaria

Senior Auditor: Shamma Cortez