

**UNIVERSITY POLICE PROCEDURE**  
**11/28/03**

**COORDINATION OF ACTIVITIES WITH NEW YORK CITY  
POLICE DEPARTMENT  
ARREST PROCEDURES**

**PURPOSE:** To describe the coordination of law enforcement activities between the State University Police at the SUNY Maritime College and the New York City Police Department, and the policies and procedures governing arrests by State University Police Officers at the Maritime College.

**BACKGROUND:**

1. Officers of the State University Police are sworn police officers in the State of New York with jurisdiction on all properties of the State University of New York and on any roadways which abut or pass through such properties anywhere in the state.
2. The State University Maritime College is located in the City of New York and the New York City Police Department has concurrent jurisdiction with the University Police on the campus.
3. Section 355(2)(1) of the State Education Law requires a written agreement with the local law enforcement agency concerning the exercise of authority by University Police Officers off-campus and Chapter 22 of the laws of 1999 establishes requirements for investigation of violent felonies as defined in Section 70.01(1) of the Penal Law, and reporting of missing students on college campuses in New York State.

**PROCEDURES:**

**COORDINATION OF LAW ENFORCEMENT ACTIVITIES:**

1. A Memorandum of Understanding as required by statute was signed by the NYPD and SUNY Maritime College on 5/9/2000
2. This MOU defines joint law enforcement jurisdiction on campus and on the roadways which abut and cross the campus, with primary responsibility on campus to the University Police and primary responsibility on the designated roadways to NYPD.
3. The MOU also contains an addendum covering missing students and violent felony offenses in which the two agencies agree to report such

cases on campus or involving students to each other and to coordinate their investigative actions.

4. Because of SUNY Maritime College's limited investigative and forensic capabilities and NYPD's extensive capabilities, the investigation of any violent felony or missing student will routinely be turned over to the NYPD after the initial response by the University Police.

### **ARRESTS:**

1. Officers on duty alone should request back up from the NYPD through the University Police Dispatcher before making an arrest.
2. In general, individuals arrested for offenses for which an appearance ticket may be issued pursuant to Section 150.20 of the Criminal Procedure Law will be issued an appearance ticket returnable in the local criminal court and released on their own recognizance after fingerprinting when required by Section 160.10 of the Criminal Procedure Law, in lieu of processing and remand thru the NYPD precinct.
  1. Exceptions to that policy would include but not be limited to prisoners who are violent, who cannot be adequately identified, who in the opinion of the arresting officer are unlikely to appear in court on the return date of the ticket, or for whom a NYSPIN check if available, indicates outstanding warrants of any kind.
  2. Whenever the individual under arrest is a student, faculty member or employee of the Maritime College and the charge is an offense for which an appearance ticket may be issued the prisoner should be issued an appearance ticket returnable in the local criminal court and released on their own recognizance. Any deviation from this policy requires the approval of a University Police Supervisor.
3. All arrests for which an Appearance Ticket is issued require that a local criminal court accusatory instrument ( Information) be filed by the arresting officer with the local criminal court, at or before the time such appearance ticket is returnable pursuant to Section 150.50 of the Criminal Procedure Law.
4. For any arrest which requires transporting the individual to the New York City Police Department for processing, the arresting officer is to call the Maritime College Deputy Chief of Police, or if he cannot be reached the

Maritime College UPD Lieutenant before initiating the transport unless exigent circumstances prevent it.

1. Should the officer be unable to call before reaching the NYPD precinct the officer making the arrest will do so as soon as the prisoner is secured in the NYPD holding facility and before proceeding with the booking process.
2. If no supervisor from University Police at the Maritime College can be reached the On-Duty or On-Call University Police Supervisor at SUNY Purchase should be contacted.
5. The purpose of the contact with a supervisor before the booking process is initiated is to discuss the circumstances of the arrest and review with the supervisor the appropriate charges to be filed, consistent with the policies of the Maritime College Police Department.
  1. The contact will also permit the supervisor to initiate appropriate steps to assure continued police coverage on campus and notification of College authorities as required by College policy.
6. The booking or desk officer at the NYPD precinct should then be advised of the charges to be filed and that they have been reviewed with and approved by a University Police supervisor. Should the NYPD desk officer have any questions about the proposed charges, the name, rank and telephone number of the University Police supervisor should be given to the desk officer for contact.

### References:

State Education Law section 355(2)(1)  
Laws of New York State 1999 Chapter 22  
MOU with NYPD dated 4/4/2000  
Supervisor Memo #11 NYPD 45Pct. Dated 5/1/2000  
Maritime UPD Arrest Policy Statement Dated 11/28/2003