

UNIVERSITY POLICE PROCEDURE
12/04/03

GENERAL POLICIES AND PROCEDURES

- 1.0 **PURPOSE:** To define the mission of the State University Police department at the SUNY Maritime College and the general policies and procedures necessary to accomplish the department's mission.
- 2.0 **REVISION HISTORY:** None
- 3.0 **PERSONS AFFECTED:** University Police personnel and students, faculty, staff and visitors to the College
- 4.0 **POLICY:** The primary mission of the State university Police Department at the SUNY Maritime College is to ensure a safe and secure environment on the college campus in which the faculty, staff and students can pursue and achieve the college's academic and leadership objectives without concern for their personal safety or the safety of their property or that of the college
- 5.0 **DEFINITIONS:** None
- 6.0 **RESPONSIBILITIES:** The University Police Chief and the Officers and other employees of the University Police Department are responsible for implementing this procedure
- 7.0 **PROCEDURES:**

7.1 **GENERAL CAMPUS SECURITY**

The security of the campus is ensured through:

7.11 **Access controls**

- A. The only vehicular and pedestrian access to the college is through a checkpoint at the main entrance to the college which is manned 24 hours a day by a uniformed University Police Security Officer
- B. All vehicles without a valid vehicle bar code decal, which automatically operates the gate controller and records the vehicle's entry, are stopped and identified before entry.
- C. All pedestrians are also identified before entry

- D. The entrance is also under constant surveillance by two video cameras which record all vehicles and pedestrians entering the campus. Tapes are maintained for at least 30 days.

7.12 Uniformed Patrols

- A. Uniformed University police Officers patrol the campus in marked police vehicles to ensure high visibility.
- B. They also patrol areas of the campus on foot and check designated areas regularly.
- C. Detailed patrol officer procedures are contained in a separate operating procedure.

7.2 LAW ENFORCEMENT POLICY

- 7. 21 To ensure continuous University Police coverage on campus, especially when only one officer is on duty, law enforcement activities should not be undertaken off campus except:
 - A. Where it is necessary to protect the officer or a third party from an imminent threat to their safety.
 - B. When the officer witnesses the commission of a felony as defined by the Penal Law of New York State.
 - C. Our assistance has been requested by another police agency.
- 7. 22 University Police Officers on patrol will use discretion in the enforcement of the New York State Vehicle and Traffic Law on campus, with an emphasis on strict enforcement only of violations which present a clear danger to the safety of those who use the campus.
- 7. 23 Officers will use discretion in the enforcement of other laws and regulations where the officer is not required by law to make an arrest (Violations and Misdemeanors). Administrative adjudication by the college for petty offenses committed by students or staff of the college, which do not involve violence or a significant threat to the safety of individuals or the campus, or substantial property damage should be considered preferable to arrest.
- 7. 24 When the arrest of a student or staff member of the college is deemed appropriate or required and circumstances permit, the arresting officer should consult with a University police Supervisor before the arrest is made or the individual is formally charged

7.3 STUDENT/STAFF EDUCATION AND ASSISTANCE

- 7. 31 University Police personnel render assistance to students, staff and visitors to the college in any way possible as resources permit.
- 7. 32 Officer's conduct fire drills as required by law and will provide an introduction to college safety and the role of the University Police during the annual student indoctrination period.

8.0 RELATED FORMS AND EXHIBITS: None