

UNIVERSITY POLICE PROCEDURE
12/18/03

UNIVERSITY POLICE OFFICER
DUTIES AND RESPONSIBILITIES

PURPOSE: To define the duties and responsibilities of University Police Officers assigned to patrol the campus of the Maritime College.

BACKGROUND:

MISSION: The mission of University Police Officers at the SUNY Maritime College is to ensure a safe and secure environment on the college campus through active and vigilant patrol of all parts of the campus including its roadways, walkways, parking lots, academic and administrative buildings and when required its dormitory and residence facilities.

PROCEDURES:

GENERAL REQUIREMENTS:

Appearance-

- University Police Officers assigned to patrol of the campus are uniformed for purposes of visibility and ready identification
- They must at all times present a neat and professional appearance with uniforms clean and pressed, shoes shined, hair neatly trimmed ,and face clean shaven or with a neatly trimmed mustache
- Earrings and visible jewelry are prohibited except for wristwatches and rings which do not detract from the officer's professional appearance
- Their sidearms and other equipment such as handcuffs, flashlights portable radios, pepper spray and batons must be carried and kept clean, serviceable and ready for use at all times

Reliability, Punctuality and Conduct While on Duty

- Since the College is patrolled on a 24 hour a day / seven day a week basis and since there is often only one University Police Officer on duty at the College it is extremely important that they exhibit a high degree of reliability and punctuality with respect to working their assigned shifts, and provide adequate notice if for any reason they are unable to work an assigned shift.
- Because of the critical nature of their responsibilities distractions from unauthorized visitors, use of television sets, personal computers or personal use of department computers are prohibited
- Routine personal use of department telephones or excessive use of personal cellular telephones is also prohibited

Interactions with the Visitors, Staff, Faculty and Students

- University Police Officers are ambassadors for the College and are expected whenever possible, and consistent with their law enforcement responsibilities, to interact with students, faculty, staff and visitors in a positive and helpful manner.

SPECIFIC DUTIES

Patrol

- Officers are expected to spend the bulk of their time on duty on patrol of the campus either on foot or in a marked police vehicle
- The Daily Patrol Report and Campus High Risk Checks Reports are to be completed and turned in daily and detail all building and facility inspections, along with building openings and closing, which are to be conducted on every tour unless precluded by more important activities which must then be documented on the Daily Patrol Report and as otherwise required
- Parking enforcement is to be conducted as part of the officer's daily patrol activities as described in the Procedure on Parking and Traffic Control and Regulations
- Officers perform traffic and crowd control duties as necessary, especially for special events on campus
- Officers supervise and assist the Security Services Assistant assigned to the main entrance in enforcing campus regulations related to persons and vehicles entering campus

Response to Incidents and Emergency Dispatches

- Officers will give priority to the response to emergencies received from the UPD dispatcher or others while on patrol and will take appropriate actions to protect public safety and property as required by the specific emergency or incident
 - The officers first responsibility is to ensure the safety of individuals and the officer is expected to exercise good professional judgment in handling calls involving public safety
- Examples of appropriate responses would be
 - Evacuation of a building with an active fire alarm
 - Rendering life saving first aid to a sick or injured individual consistent with the officer's level of training
 - Calling for appropriate additional resources and securing the immediate area at a crime scene

Law Enforcement Activities

- Officers will perform their law enforcement activities in accordance with applicable New York State and Local Laws as well as College Regulations
- Officers will always take whatever law enforcement actions are necessary to terminate a threat to the life or safety of themselves or a third party
- When conditions permit officers will be guided by the Maritime College Law Enforcement Policy contained in the UPD Mission and General Policies Procedure
- In the absence of University Police directives, orders or procedures to the contrary, Officers will be guided by the Manual for Police in the State of New York and where appropriate by the New York City Police Department's Patrol Guide
- Officers will issue Vehicle and Traffic Law Summonses, New York City and Maritime College Parking Violations and Criminal Court Appearance Tickets as necessary and in accordance with state, local and Maritime College laws, regulations and guidelines.

Student/ Staff Education and Assistance

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

- University Police Officers also conduct seminars on Alcohol, Drugs, sexual abuse and bias related issues when requested and as resources permit.
- Officer's assist Regimental Duty Officers and traditional student Residential Life personnel with any problems encountered by them involving students or others in the Dormitories, where their assistance is requested

Preparation of Reports/Records

Daily Reports

- Officers conduct a Pre Shift Briefing and prepare a Pre Shift Briefing document at the beginning of each tour. The document lists ongoing actions from the prior shift and significant incidents over the prior 24 hours, as well as events or special activities for the on-coming shift.
- Officers complete a Daily Activity report which lists all the routine and non routine activities conducted by the officer during the tour including:
 - Vehicle, equipment and mileage information
 - All calls for assistance received
 - Vehicle stops and a summary of VTL and Maritime Summonses and warnings issued
 - Building inspections as well as openings and closings
 - Patrol inspections of all parking lots and roadways on campus.
 - Any other significant activities of a non routine nature such as arrests
- Officers also complete a separate Report of Campus High Risk Checks for every shift which note the times that high risk facilities were inspected during the shift. High risk facilities are checked at least twice each shift.
- Officers enter information on each tour into the Department Log Book which is located in the Squad Room and records who was on duty for each tour and all arrests, VTL summonses issued and any incidents for which a Standardized Incident Report is prepared. All entries involving SIR's or VTL Summonses are recorded in red
- Tour Summary and Attendance Sheets are also prepared daily and submitted to the Lieutenant for records purposes.

Other Reports/Documents Prepared

- Officer's make notifications as soon as possible to appropriate University Police and College Administrators for all incidents involving Health and Safety, Crime Victims, Missing Persons, aided cases or arrests on campus. They also make notifications of student crime victims, aided cases and arrests occurring off campus using the attached Maritime College Incident Notification Guideline
- All incidents reportable under the New York State Division of Criminal Justice Services guidelines and State and Federal Crime reporting statutes are documented by University Police Officers on the New York State Division of Criminal Justice Services Standardized Incident Report (Form DCJS-3205)
- Reports of automobile accidents investigated by the University Police are prepared on the New York State Department of Motor Vehicles Police Accident Report (form MV-104A)
- Arrests are reported on the New York State Standardized Arrest Report (Form DCJS 3203) and using the New York City On-Line Arrest and Booking software when processed through the NYPD
- Officers may be required to prepare Criminal Court or Felony Complaints (Informations) or Supporting Depositions pursuant to the requirements of the Criminal Procedure Law in connection with arrests made and VTL summonses issued.

REFERENCES

- New York State Criminal Procedure Law
- New York State Vehicle and Traffic Law
- University Police Mission and General Policies and Procedure
- University Police Procedure on Parking and traffic Control and Regulations
- Manual for Police in the State of New York
- New York City Police Department Patrol Guide

EXHIBITS

- New York State Standardized Incident Report (DCJS 3205)
- New York State Standardized Arrest Report (DCJS 3203)
- New York State Standardized Accident Report (DMV 104A)
- UPD Pre Shift Briefing Report
- UPD Daily activity Report
- UPD Campus High Risk Checks Report
- UPD Tour Summary Report
- UPD Daily Attendance Report

