

UNIVERSITY POLICE PROCEDURE
12/29/03

UNIVERSITY POLICE SUPERVISOR
DUTIES AND RESPONSIBILITIES

PURPOSE: To define the duties and responsibilities of the State University Police Department Supervisor at the SUNY Maritime College.

BACKGROUND: The University Police Supervisor at the Maritime College is a Lieutenant (University Police Officer II), who is uniformed and who may also act as a patrol officer when needed. The University Police Supervisor reports to and receives overall direction and guidance from the Deputy Chief of Police for the Maritime College

PROCEDURES:

General Duties and Responsibilities

The University Police Supervisor:

- Provides both direct and indirect supervision of University Police Officers and Security Service Assistants at the SUNY Maritime College.
- Is responsible for evaluating the performance of those officers reporting to the Supervisor and for making personnel recommendations to the University Police Deputy Chief.
- Coordinates personnel scheduling and record keeping.
- Reviews, maintains and submits all crime and incident reports.
- Usually initiates and oversees any investigations
- Coordinates the procurement, inventory and maintenance of equipment used by the department
- Coordinates University Police activities related to special events on campus

Specific Duties and Responsibilities

- **Supervision of University Police Officers and Security Service Assistants**
 - Directs the activities of the University police Officers and Security Service Assistants and checks to ensure that they are punctual, appropriately uniformed and performing their assigned tasks.
 - Reviews the daily reports and logs for all University Police Officers and Security Service Assistants to ensure that all required activities are accomplished on each shift
 - Reviews all incident and accident reports prepared by UPO's and SSA's as well as any arrest reports, summonses and appearance tickets issued
 - Schedules training as required, and ensures that all required training is accomplished
 - Prepares probationary and annual performance evaluations as required for review and approval by the Deputy Chief
 - Conducts oral and written counseling interviews of UPO's and SSA's as necessary to correct deficiencies

- **Scheduling and Record Keeping**
 - Prepares work schedules and overtime requests for all UPO's and SSA's, and reviews requests for leave before submission to the Deputy Chief for approval
 - Coordinates and schedules UPO court appearances
 - Reviews, approves and forwards to Human Resources all attendance sheets for UPO's and SSA's on a bi-weekly basis
 - Maintains department copies of all payroll information sent to Human Resources
 - Maintains department records and files of UPO and SSA daily reports and logs as well as completed incident and accident reports, arrest reports, summonses and appearance tickets

- **Crime and Incident Reporting**
 - Enters all crime and incident report information required to be reported to both the New York State Department of Criminal Justice Services and the Federal Government into the Spectrum Justice System software.
 - Transmits the required crime reporting information monthly to DCJS
 - Provides annual crime statistics to the Deputy Chief for preparation of the annual Campus Crime Report and for on- line submission annually in October to the United States Department of Education as required by Section 485 of the Federal Higher Education Act
 - Submits NYC Parking and NYS VTL summonses as well as Appearance tickets, Supporting depositions and Informations to the appropriate agencies for processing

- **Procurement, Control and Maintenance of Equipment**
 - Prepares purchase orders for the purchase and maintenance of equipment and supplies needed to support the operations of the University Police at the Maritime College
 - Prepares work orders for the maintenance and repair of facilities occupied or used by the University Police
 - Schedules and coordinates routine and emergency maintenance and repair of University Police vehicles
 - Maintains inventories and controls over equipment used by the University Police including portable two way radios, uniforms, and firearms which are secured in an electronically locked room at UPD headquarters inside individual electronically locked safes when not in use
- **Special Events**
 - Maintains an inventory of available parking on campus
 - Prepares plans for the handling of parking and crowd control in concert with the Deputy Chief and other college departments, for special events at the college which will involve substantial additional numbers of visitors and or vehicles on campus.
 - Develops staffing plan for each event and submits requests for added staffing and overtime as required to the Deputy Chief
 - Acts as the UPD officer in charge at most special events
 - Coordinates use and placement of signs and barricades with the Physical Plant department
 - Implements any special instructions for the SSA's at the main entrance
 - Maintains a file of prior special events including plans, staffing, signage, barricades and problems encountered for use in improving future events