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10.1 Policy

10.1.1 To achieve success, the Bowie State University Police Department (BSUPD) must retain the confidence and respect of Bowie State University and the public it serves. This can be accomplished by each member having a thorough knowledge of the duties and responsibilities of his/her designated rank.

10.1.2 All members of the BSUPD are accountable for the execution of his/her duties in an efficient, honest, and competent manner.

10.1.3.1 It is the responsibility of each member to meet and satisfy the standards set forth in this article. In so doing, members will cultivate in the public mind the realization that the BSUPD is a vital and respected requisite to the well-being of the Bowie State University campus community and the public.

10.2 Director of BSUPD

10.2.1 The Director of BSUPD is the senior authority for the Bowie State University Police Department and the final departmental authority in all matters of policy, operations, and discipline. He/she issues all lawful orders as are necessary to assure the effective performance of the department.
10.2.2 Through the Director of BSUPD, the department is responsible for the enforcement of all laws coming within its jurisdiction.

10.2.3 The Director of BSUPD:

a. Is responsible for planning, directing, coordinating, controlling, and staffing all activities within the department;

b. Is responsible for the completion and forwarding of such reports as may be required by competent authority;

c. Is responsible for the department's relations with students, staff, and faculty of the university, as well as with outside agencies and the general public;

d. Must appoint, assign, and promote all personnel under his/her command on the basis of merit and fitness without regard to age, race, color, sex, creed, or national origin, except when sex or age involves a bona fide job requirement; and

e. Must administer the Oath to all Police Officers under his/her command.

f. Is responsible for all BSU Parking Regulations.

g. Is responsible for maintaining budgeted monies along with the Budget Officer.

10.2.4 In the Director's absence, the Assistant Director shall assume the duties of the Director as described.

10.3 Assistant Director of BSUPD

10.3.1 The Assistant Director holds the rank of Captain and is responsible for the governing, efficiency, and the general good conduct of the department.

a. He/she has the authority to enforce the rules and regulations for the governing of the employees of the department, which shall consist of the laws of the State of Maryland, as well as the Rules and Regulations of the University of Maryland System Board of Regents.

b. He/she has the authority to and is responsible for carrying out the department's policies and procedures, as promulgated in this Manual.

10.3.2 The Assistant Director is responsible for the overall management of the department. As such, he/she:

a. Assists in planning, organizing, directing, and controlling all major law enforcement activities and field programs;

b. Develops and implements departmental objectives;

c. Assigns duties, oversees, reviews, and evaluates the performance of the administrative staff and operations personnel;

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d. Periodically inspects and observes the Lieutenants, Sergeants, Corporals, Officers, Security Officers, and Communications Officers in the performance of their respective duties to ascertain that delegated responsibilities are performed;

e. Advises on techniques to improve performance and/or results;

f. Directs police personnel in emergency situations and major investigations;

g. Causes the sworn members of the department to be trained in keeping with the mandates of the Maryland Police and Correction Officers Training Commission;

h. Assists in writing or causes to be written rules and regulations, memoranda, directives, and special, general, and personnel orders for the guidance of the department personnel;

i. Sets policy, maintains discipline, causes investigations for internal infractions, and takes the appropriate disciplinary action when necessary;

j. Manages the personnel files, work schedules, timekeeping, payroll, and operational journals, and crime statistics;

k. Holds hearings on grievances.

l. Causes statistical and administrative reports to be submitted to supervisors;

m. Develops and implements departmental objectives;

n. Assists with development of policies and ensures adherence to police and security operating procedures and standards; and

o. Performs other related duties as required such as attending various police association meetings to keep abreast of new and updated procedures, and gives seminars to new students, resident students, and faculty/staff, as well as classroom lectures.

10.3.3 The Assistant Director is also responsible for the overall police operations of the department. As such, he/she:

a. Ensures that all police personnel are properly scheduled, paid, disciplined, equipped, trained, and evaluated in accordance with the rules and regulations of the University;

b. Conducts daily meetings with the on-duty Shift Commander to discuss concerns of or changes within the department or schedule changes;

c. Serves as field operations commander over daily law enforcement activities;

d. Supervises and maintains schedules of all police personnel under his/her command;

e. Plans, directs, and coordinates activities of supervisory and police personnel in relation to Federal, State, and department mandates governing police education and training;
f. Monitors departmental performance and ensures appropriate disciplinary action/positive action taken;
g. Coordinates and monitors the criminal investigation function by receiving monthly reports;
h. Reviews and supervises the proper maintenance of criminal/other police records for the Office of BSUPD;
i. Receives daily oral and monthly written reports concerning the operations and objectives of the department;
j. Coordinates matters of mutual concern with other law enforcement agencies;
k. Supervises the planning, organizing, and implementation of police logistical support for special events conducted at the university;
l. Supervises the crime prevention programs and other BSUPD activities, including presentation of such programs upon request; and
m. Performs other related duties as required by the Chief/Director of BSUPD.

n. Assumes responsibility of Acting Chief during Chief’s absence.

10.4 Lieutenant

10.4.1 Lieutenant of Operations

- Reports to the Chief or Assistant Director.
- Directly oversees the daily operations of the police officers, police supervisors.
- Plans, directs, controls the work efforts of all sworn members of the police department.
- Maintains contact with other law enforcement agencies, criminal justice personnel and members of the government and private sector to include Bowie State University Campus Community.
- Reviews police measures, makes recommendation related to parking and vehicular traffic control, investigative procedures, patrol procedures and reporting procedures

10.4.2 Administrative Lieutenant

- Reports to Chief and Assistant Director.
  - Assumes responsibility for administrative functions associated with the daily operations of the Department to include compilation of statistical crime reporting data, development and revisions to the manual of rules and regulations, special event planning, coordination of entry-level and specialized training, quartermaster duties, and security coordinator for buildings and special activities on campus.
  - Reviews the requirements of the Maryland State Police (MSP) Uniform Crime Reporting (UCR) System.

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• Ensures that required data is submitted in a timely fashion, on a monthly basis. Reviews the requirements for the federally mandated Jeanne Clery Disclosure Act, and submits in a timely fashion.

• Ensures that each sworn member attends and maintains annual certification for mandated in-service and firearms training.

• Performs any other duties as assigned by the Chief/Director or Assistant Director.

10.5 Sergeants

10.5.1 Sergeants are the first-line supervisors for the force. Their functions encompass training, motivating, and disciplining personnel under their supervision. In order to accomplish these functions, a sergeant must gain the respect of his subordinates.

10.5.2 Each shift shall have a Sergeant in charge of supervising personnel.

10.5.3 Sergeants shall be designated as Shift Commander.

10.5.4 Sergeants shall have immediate control of the personnel under their supervision and shall be held responsible for their efficiency, discipline, appearance, and general good conduct.

10.5.5 They shall thoroughly familiarize themselves with all applicable State and city laws, with the rules, regulations, and procedures of the BSUPD, and with current crime prevention techniques.

10.5.6 Sergeants shall:

a. Assist and instruct the personnel under their supervision in the proper performance of their duties, giving special attention to members serving their probationary period; and

b. Periodically check the officers under their command to ascertain their knowledge of the rules, regulations, and procedures, and other matters pertaining to their duties.

10.5.7 It shall be deemed neglect of duty and inefficient if Sergeants permit laxity and indifference in the performance of duty on the part of their subordinates.

a. Sergeants shall not perform the specific duties of a subordinate when the member is available to perform such duty.

b. They shall, however, take proper action in all violations of law coming to their attention, as the enforcement of law and the preservation of life and property is the duty of all police personnel regardless of rank.

10.5.8 They shall carefully observe the activities and capabilities of personnel under their supervision to ascertain whether or not police duties are promptly and efficiently performed.

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10.5.9 They shall report in writing to their superior officer cases of misconduct, incompetence, neglect of duty, or violations of the rules, regulations, and procedures on the part of such personnel. Their failure to report same shall be considered neglect of duty.

10.5.10 At roll call, Sergeants shall carefully inspect the members of their shift. If officers are found improperly uniformed or equipped, or otherwise unfit for duty, sergeants shall report this fact to their superior officer on Administrative Report-Form 95.

a. Sergeants shall also thoroughly check departmental vehicles at the start and finish of their tour of duty to ensure that they are kept clean both inside and outside, and are properly equipped with flares, first aid kits, and any other items deemed necessary.

b. Sergeants shall inspect officers' weapons at least once monthly.

10.5.11 Sergeants shall assign members under their supervision to such sectors or posts as deemed necessary for the proper protection and security of the university and the best interests of the department.

10.5.12 Sergeants shall ascertain that all personnel proceed directly to their duty assignments without delay and assume post responsibilities in a competent and efficient manner.

10.5.13 At the completion of their tour of duty, Sergeants shall verify that all personnel assigned to their shift are present or accounted for.

10.5.14 At the end of their tour of duty, they shall consult with the relieving sergeant, advising him/her of matters requiring further investigation and any other information which should be drawn to his/her attention.

10.5.15 Sergeants shall evaluate subordinates and encourage them to achieve maximum levels of efficiency.

10.5.16 Sergeants shall support the policies and procedures of the department, relay orders to subordinates, and pass information up the chain of command to superiors.

10.5.17 Violations of law committed in the presence of a Sergeant shall receive immediate attention.

10.5.18 In the absence of a Sergeant, Corporals shall supervise personnel. In the absence of both a Sergeant and a Corporal, the Shift Commander shall designate a police officer as acting supervisor, and he/she shall assume supervisory responsibilities over the shift.

10.5.19 Sergeants shall pay particular attention to members assigned to special details. They shall make necessary provisions for the relief of personnel.

10.5.20 Sergeants shall insure that prompt service and proper returns are made on all reports, summonses, subpoenas, writs, or other official papers.
10.5.21 Sergeants shall be accountable for the accuracy, legibility, and thoroughness of all reports submitted by their subordinates. Arrest reports must substantiate probable cause and contain all information necessary for court presentation.

10.5.22 Sergeants shall insure that all reports containing open leads or lacking information be followed, as provided in the BSUPD Manual.

10.5.23 Sergeants shall be aware of any instance in which a subordinate submits a report needing further investigation and take the necessary steps to insure that the matter is properly pursued.

10.5.24 Sergeants shall be responsible for the supervision of the Police Communications Officer and the Control Room.

10.5.25 Sergeants, during their tour of duty, shall patrol their assigned areas, visiting each post as often as practical, but not at stated intervals, and, when available, provide back-up coverage on traffic stops, emergency or disturbance calls, and any call which provides a supervisor's presence.

10.5.26 Sergeants shall remain on campus and in their assigned areas during their entire tour of duty, unless otherwise directed or when absent in the necessary performance of police duty.

10.5.27 Sergeants shall personally investigate all accidents, vehicular or otherwise, in which on duty members of the force are involved.

10.5.28 When a Sergeant is assigned as a Shift Commander, he/she shall adhere to the duties, responsibilities, and standards as required of a Assistant Director.

10.5.29 Sergeants shall perform other related duties as specified by a superior officer.

10.6 Corporals

10.6.1 Corporals may act in a supervisory capacity when designated by the Assistant Director or his/her designee.

10.6.2 When serving as a supervisor, Corporals shall carry out the duties and responsibilities of a Sergeant, as defined in Section 10.5.

10.6.3 Corporals shall be knowledgeable in all duties of a Police Officer and shall perform these duties when the need arises.

10.6.4 Corporals shall perform other duties as the Assistant Director may direct, or as required.

10.7 Detectives

10.7.1 Criminal investigation is an art and a science.

   a. The individual investigator's imagination and choice of method has its effect on the outcome, despite the most methodical and exhausting treatment of an investigation.

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b. The techniques of criminal investigation are built on logic, tested knowledge, and scientific principles and are not essentially complicated or mysterious.

10.7.2 Detectives are responsible for following up incidents which fall within the responsibility of the unit and have an interest to the department.

10.7.3 Detectives shall become familiar with criminals, and their modus operandi, habits, and associates.
   a. Such information shall not be withheld, but compiled into proper files as dictated by superiors.
   b. Such information shall be freely exchanged with other law enforcement officers, unless the detective believes the release of information would jeopardize the investigation. In such a case, the detective shall discuss the matter with a supervisor and act according to his/her instruction.

10.7.4 They shall make reports concerning the progress and development of cases assigned to them. Should they be convinced that further progress in any case is unlikely, they shall report such facts to their supervisor.

10.7.5 Detectives shall not investigate nor become involved in civil cases without the consent of their superior officer.

10.7.6 Despite the fact that detectives focus on a specific area of police work, they are not relieved of their responsibility to take prompt action when a violation of the law or regulations occur in their presence.

10.7.7 Detectives shall become familiar with the tools available to them, including the information system inside and outside of the department, the technological advances that may assist them in their investigation, and contemporary problem-solving techniques.

10.7.8 Assignment to and continued service in the Criminal Investigation Division (CID) shall be at the discretion of the Assistant Director.

10.7.9 Officers assigned to CID shall perform other related duties as required.

10.8 Officers

10.8.1 In carrying out the functions of the department—the preservation of the public peace, the prevention of crime, the protection of life and property, and the proper enforcement of the law—Police Officers shall constantly direct their efforts to accomplish these ends to the best of their ability. Every officer will held to the strict accountability for the good order of the duties to which they are assigned.
10.8.2 Unless otherwise directed, Police Officers shall be present at the daily briefing by the Shift Commander.

10.8.3 Upon reporting for duty, Police Officers shall:

a. Be properly uniformed and equipped;
b. Read all notices, orders and directives posted;
c. Acquaint themselves with the events that have taken place since their last tour of duty, as well as those that may be scheduled during their tour of duty; and
d. Give careful attention to the dispatches, orders, and instructions read or issued by superior officers.

10.8.4 Officers are responsible for the initial investigation of all calls dispatched to them and the filing of the proper report as necessary.

a. A thorough preliminary investigation shall be conducted.
b. Witnesses shall be interviewed, evidence collected, and arrests made when appropriate.
c. When the arrest involves a felony, a crime of violence, or a theft, CID shall be contacted before releasing the suspect.

10.8.5 Unless otherwise directed, officers shall proceed to their assignment immediately after roll call, and diligently patrol their post during their tour of duty.

10.8.6 Officers shall, to the utmost of their power, prevent the commission of all offenses and violations of the law during their tour of duty.

10.8.7 Officers shall familiarize themselves with the location of all Bowie State University emergency equipment, telephones, fire extinguishers, fire hydrants, and standpipes.

10.8.8 Officers shall observe all incidents and police hazards on their beat. They shall take immediate action to protect the public interest until conditions have been corrected.

10.8.9 Failure to discover any serious fire, accident, or offense against person or property occurring during their tour of duty, which should have been discovered by normal observation and inspection, shall be deemed neglect of duty.

10.8.10 While patrolling their post, police officers shall be constantly aware of the image they are projecting to the public.

10.8.11 Officers shall not leave their assignment during their tour of duty without supervisory authorization, except in the case of a police emergency.

a. If required to leave their assignment because of a police emergency, they shall notify the Communications Center so that the assignment can be covered.
b. At the first opportunity, they shall report to their superior officer the fact that they left their assignment and the reason.

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10.8.12 Officers shall properly and accurately prepare all reports assigned to them before leaving the campus and their tour of duty.

10.8.13 Officers shall be familiar with all Federal, State, County, and Bowie State University laws, rules, and regulations.

a. Officers shall be familiar with proper arrest procedures, including application for arrest search warrants and traffic laws.

b. Officers shall be familiar with the BSU parking regulations.

10.8.14 Officers shall not allow anyone other than BSUPD members to have access to any files or records under their control, unless access has been approved by the Assistant Director or his/her designee.

10.8.15 Officers shall not falsify their location by radio, telephone or any other means, nor will they enter on any police document a false location or other incorrect information regarding their daily duties.

10.8.16 Officers shall, unless otherwise directed, immediately upon receipt of information of an unusual or important casualty, crime, or other significant police occurrence, transmit to the Control Room all known, relevant information, and shall continue such transmission from time to time, as further particulars are received.

10.8.17 Officers shall proceed to the location of incident promptly and safely.

10.8.18 Officers, while operating a vehicle, shall take all the necessary precautions to avoid accidents and shall report all vehicle defects to a supervisor.

10.8.19 Officers shall render assistance to injured persons.

a. The Officer's first responsibility is to the victim.

b. He/she shall immediately tend to the victim by administering first-aid and calling for an ambulance.

c. The injured shall receive the highest priority, even if tending to an injured person permits the suspect to escape.

d. Protecting human life shall take precedence over pursuit of the criminal.

10.8.20 Officers shall at all times, when dealing with the public and members of the department, be courteous and efficient and render aid to anyone requiring police assistance.
10.8.21 Officers shall establish whether a crime has been committed when investigating reported crime incidents.

10.8.22 Officers shall conduct a preliminary investigation in all cases of reports of criminal activity, possible criminal activity, missing persons, lost property, and other incidents which require or have the potential of being resolved by an immediate preliminary investigation.

a. The results of the preliminary investigation and other vital information shall be accurately reported on the appropriate police form provided for this purpose.

b. Care shall be exercised, since accurate reporting can effectively assist in the apprehension of criminals.

c.

10.8.23 When there is no sergeant or corporal to supervise the shift, an Officer, designated by the Shift Commander, shall assume responsibility of the shift.

10.8.24 Officers shall perform other related duties and services for the public, as directed by the Assistant Director.

10.9 Recruit Officers

10.9.1 All personnel attending the Training Academy as recruits (or trainees) are required to comply with the rules and regulations of the BSUPD as outlined in the Manual.

a. Although trainees are not officially commissioned as probationary police officers until they have successfully completed the recruit training period, they shall be evaluated on their professionalism.

b. The trainee's attitude shall always be in keeping with the serious business at hand.

c. In order to develop self-discipline, esprit de corp, and leadership potential, a military bearing shall be expected of all recruits at all times.

10.9.2 The minimum acceptable rating is an academic score of 70% on a scale of 100% maximum, which is a letter grade of "C" or better.

10.9.3 Recommendations for dismissal shall be made in all cases where trainees display an inability to maintain the required 70% academic score average.

10.9.4 All academic work during the entire program shall based upon an honor system. Any trainee violating the honor system, or having knowledge of violations and failing to report same, is subject to immediate dismissal.

10.9.5 Passing grades in written and/or oral examinations shall not in themselves guarantee continued employment with the BSUPD, since all phases of the training program shall be used collectively in the evaluation of each recruit.

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10.9.6 Trainees attending the recruit training session may be dismissed from the BSUPD at the discretion of the Assistant Director.

10.9.7 Recruits shall be required to attend every scheduled session, unless granted permission to be absent by the Commanding Officer of the Training Division or the Assistant Director.

10.9.8 Lateness and unauthorized absence by a recruit for any duty assignment, particularly for scheduled training, shall be cause for disciplinary action.

10.9.9 Recruits who are unable to report for duty on time, or find it necessary to be absent due to illness or other emergency, shall report this circumstance to the Commanding Officer of the Training Division prior to the starting time of that day's classes. He/she shall also report the absence to the Assistant Director.

10.10 Police Communications Officers

10.10.1 The Police Communications Officer (PCO) is a civilian, or non-sworn, position within the BSUPD.

10.10.2 PCO's shall adhere to the rules, regulations, policies, and procedures established for non-sworn members of the BSUPD.

10.10.3 The PCO shall:

a. Operate the police radio, telephone, and computer terminals to relay information between police units, complainants, citizens, or other agencies;

b. Provide information regarding traffic records, statistics, driver's licenses, and automobile registration for police officers;

c. Carry out the instructions of the Shift Commander for response for trouble, requests for escort service, meal relief, and directives as assigned;

d. Communicate with the Systems Communication Network (Sys. Com.) for helicopter (MEDIVAC) flight coverage, and assign units accordingly for landing procedures;

e. Announce radio station identification call on an hourly basis;

f. Broadcast descriptions of missing and/or wanted persons;

g. Provide record/warrant checks for police officers;

h. Prepare assignment sheets as directed;

i. Maintain logs and records relative to police operations;
j. Be responsible for assisting the Shift Commander with safeguarding equipment and material in the Control Room and adjacent area;

k. Maintain the Administrative Call-In Log;

l. Monitor closed-circuit television, computerized card access, and alarm systems, and follow prescribed procedures for their effective use;

m. Become familiar with the BSUPD Manual sufficient enough to carry out the functions of the position;

n. Remain particularly alert for emergency situations, such as, but not limited to, fire, bomb threats, helicopter flights, radiation safety, etc;

o. Submit reports when required and/or requested by competent authority;

p. Present an attentive appearance when speaking with campus personnel and visitors, being courteous and willing to serve the BSUPD and university's best interests at all times;

q. Maintain accurate, daily records of all BSU parking citations; and

r. Perform other duties as assigned.

10.11 Public Safety Aides.

10.11.1 It is the policy of the Bowie State University Police Force through the approval of the Director of Campus Police and the President of the University to establish a Public Safety Aide program.

10.11.2 It will be the Public Safety Aides responsibility to support the Bowie State University Police Department by enhancing the safety and quality of campus life by providing a high quality security service to the Bowie State University Community. The duties and responsibilities listed below will enable you to perform your job in a professional, effective and efficient way.

10.11.3 Duties and Responsibilities:

1. It shall be the duty of the public safety aides to report promptly to the shift supervisor all crimes, fires, vandalism, accidents, breaches of peace, and any other incidents that come to their attention during their tour of duty.

2. Public Safety Aides shall be properly uniformed and equipped giving careful attention to dispatches, orders, and instructions read or issued by the supervisor.

3. Safety issues and maintenance problems shall be recorded and logged.
4. Public Safety Aides shall be accountable for the activities on the post to which they are assigned.

5. Public Safety Aides, after conferring with their supervisors, shall report to the given assignment immediately upon coming on duty. They shall cover their assigned area until completion of their tour of duty. When required to leave their assigned area of patrol to answer a complaint, call for assistance, or other security matter, they shall resume patrol or return to their assignment as soon as possible.

6. When involved with a fire, disaster, accident, or any similar event, Public Safety Aides shall be alert and energetic in their efforts to assist police and emergency response personnel as directed.

7. Public Safety Aides reporting for duty shall read the orders, notices, and directives posted in the Department and shall acquaint themselves with events that have taken place since their last tour of duty, as well as those events that are scheduled during the present tour of duty.

8. Public Safety Aides shall become thoroughly familiar with all radio procedures, codes, and signals that are used by the BSUPD.

9. Public Safety Aides shall be thoroughly familiar with the Bowie State University campus, including streets, buildings, and other information of importance in the performance of their duties.

10. Public Safety Aides shall not falsify their location by radio, telephone, or other means, nor shall they enter in the log sheet a false location or other incorrect information regarding their daily duties.

11. Public Safety Aides shall call police for assistance regarding the protection of persons and property on the campus and in all cases requiring their attention, even when off their assigned patrol area in matters that require immediate attention.

12. Public Safety Aides shall carefully and diligently patrol every part of their assigned area as often as possible.

13. Public Safety Aides shall exercise vigilance at all times during the hours of darkness or when buildings are closed for business, frequently examining and trying accessible doors and windows on their posts. All windows and doors found open or broken shall be secured and reported.

14. Public Safety Aides shall note the conduct of any suspicious persons, and report all such information to the PCO, shift supervisor or the OIC.
15. Public Safety Aides shall enforce parking regulations and issue parking citations to illegally parked vehicles.

16. Public Safety Aides shall familiarize themselves with the location of all telephone and emergency equipment on their posts, including fire extinguishers, hydrants, standpipes and first aide equipment.

17. Public Safety Aides will not congregate in Robinson Hall, on or off duty.

18. Public Safety Aides shall seek and receive from the shift supervisor any advice, counsel, and guidance necessary for the proper performance of their duties.

19. Public Safety Aides will provide escort services when needed.

20. **Public Safety Aides will not act in the capacity of a police officer at any time, nor shall they represent themselves as police officers at any time.**

21. Public Safety Aides will work all special events.

22. Public Safety Aides shall report to all identified training sessions.

23. Public Safety Aides will perform all other duties necessary that is consistent with the responsibilities of a Public Safety Aide or as directed by the Director of Bowie State University Police Department or their immediate supervisor.