

Bowie State University Police Department

General Order



<i>Subject:</i> Tuition/School	<i>Number:</i> Article 18
<i>Effective Date:</i> February, 1998	<i>Rescinds:</i>
<i>Approved:</i> Capt. B. S. Biscoe	

This article contains the following sections:

18.1 Purpose

18.2 Policy

18.3 Procedure

18.1 Purpose: The Department of Campus Safety encourages all individuals to continue their education while working at Bowie State University. It is hoped that each individual can take advantage of the opportunity to improve their educational growth.

18.2 Policy: The Department of Campus Safety may allow each individual to attend school to enhance their educational growth as long as it does not interfere with their duty hours. Persons attending school must do so on their days off or during the hours that they are off duty. Example: If officers are working 11 p.m. – 7 a.m., they may attend morning classes or evening classes. If the officer is working 7 a.m. – 3 p.m., they can attend classes in the evening. If the Officers are working 3 p.m. – 11 p.m., they may attend classes in the morning. Nothing in this policy prohibits members who want to continue their education from asking members who are not going to school to switch shifts with them from the period of time that they are attending classes.

Provided that there is no hardship on the Department, every attempt will be made to allow each individual to attend classes.

18.3 Procedure:

- a. Prior to registering for classes, members will be responsible for providing their class schedules to their shift supervisor to ensure that their classes are not interfering with their shift duty hours.

- b. After the supervisor denies or approves the class schedule, the appropriate forms will be forwarded to the Assistant Director/Director for final approval/ disapproval of classes.
- c. Under no circumstances will a member be allowed to attend classes if classes are scheduled during their duty hours and /or adversely effects the operations of the employee's office or department.