

**ACCIDENT LEAVE:** Leave with two-thirds of employees' regular pay that is granted as the result of injuries: (1) that are determined to be compensable according to the Maryland Workers' Compensation Act; (2) that are determined by the institution to have arisen from and/or occurred in the actual performance of official job duties; and (3) when certified medical providers examine employees and certify that employees are disabled because of injuries.

**ADMINISTRATIVE RANKED OFFICER:** Officers holding the rank of lieutenant or higher.

**AGENCY:** Coppin State University's Department of Public Safety.

**AGGRESSIVE FORCE:** Force unreasonable in scope, duration, or severity under circumstances; continued use of force when resistance has ceased.

**ALCOHOL IN BLOOD:** If at the time of testing there was in a person's blood 0.02 percent or more by weight of alcohol, as determined by an analysis of the person's blood or breath.

**ASSESSMENT CENTER:** A standardized evaluation of behavior based upon multiple sources of input and using trained observers and multiple techniques. Judgments about behavior are made from specially developed assessment exercises designed to measure the participant's performance in specific job-related tasks and situations.

**AUTHORIZED FIREARM:** Any firearm possessed, used or worn by officers that they are currently qualified to use, and which is authorized by the agency to use while performing acts as police officers.

**BUSINESS DAY:** Monday through Friday, 0800 - 1600 hours, excepting holidays.

**CELL:** Any area, space, or enclosure into which a prisoner / detainee is placed and locked in, so as to prohibit freedom of movement.

**CERTIFIED MEDICAL PROVIDER:** The name referring to a physician, physical therapist, clinical psychologist, dentist, optometrist, oral surgeon, chiropractor, podiatrist, nurse practitioner, nurse mid-

wife, physician's assistant, or an accredited Christian Science practitioner.

**CHAIN OF COMMAND:** Formal lines of communication going downward or upward within the organizational hierarchy through each successive level of command.

**CHIEF:** The Chief of Police/Director of Public Safety at Coppin State University. The chief is the CEO of the agency.

**CITIZEN:** Any person not employed by the Coppin State University.

**CIVIL PROCESS:** Those writs, summonses, mandates, or other processes issuing from a court of law or equity pertaining to cause of action of a civil nature.

**COLD CASE:** A cold case is any criminal investigation by a law enforcement agency that has not been solved for (generally) at least one year and, as a result, has been closed from further regular investigations. A cold case may be closed for various reasons such as: previously available technology was not able to adequately analyze the evidence in order to form a conclusion; witnesses were hostile and uncooperative; various time constraints hindered the investigation; the originally assigned detectives had a heavy workload; a lack of worthwhile leads stalled the case.

**COLLISION:** (Motor Vehicle Collision) Any event that results in unintended injury or property damage attributable directly or indirectly to the motion of a motor vehicle or its load.

**COMMAND INFORMATION SUMMARY:** An e-mail synopsis of an incident involving agency personnel or service area. The CIS should contain sufficient information so that anyone reading the summary can answer most basic questions about the incident.

**COMPLAINT:** Any allegation which indicates a violation of any rules, regulations, policies or procedures of the Coppin State University Police or any allegation which indicates a violation of any federal, state or local law.

**CRIMINAL INTELLIGENCE:** The end product of a process that converts individual items of information either into evidence or, more often, into insights, conclusions, or assignments, perhaps less solid than fact but always more helpful than raw information, that can form the basis for the development of law enforcement strategies, priorities, policies, or investigative tactics regarding a specific crime, suspect, criminal organization, etc. The intelligence process includes the systematic collection of information which, after collation, evaluation, and analysis, is disseminated to appropriate units of the agency.

**CRIMINAL PROCESS:** Those writs, summonses, mandates, warrants, or other processes issuing from a court of law compelling a person to answer for a crime. The term also includes processes issued to aid in crime detection or suppression, such as search warrants.

**CUSTODY:** Legal or physical control of a person in an area or facility or while in transit; legal, supervisory, or physical responsibility for a person.

**DEADLY FORCE:** That force which is likely to cause death or serious physical injury.

**DETAINEE:** A person who, having been detained is held in a holding facility usually for not more than 72 hours. Such persons are held in the holding facility pending arraignment, release, adjudication, or transfer to another facility.

**DISABILITY:** With respect to individuals, physical or mental impairments that substantially limit one or more of the major life activities of individuals; a record of such impairment; or being regarded as having such impairment.

**DNA (Deoxyribonucleic acid):** DNA is the genetic material present in the nucleus of cells which is inherited half from each biological parent. DNA is a chemical substance contained in cells, which determines each person's individual characteristics. An individual's DNA is unique except in case of identical twins.

**EMERGENCY:** As utilized in limited extra jurisdictional authority for police officers, an emergency

is a sudden or unexpected happening or an unforeseen combination of circumstances that calls for immediate action to protect the health, safety, welfare or property of an individual from actual or threatened harm or from an unlawful act.

**EMPLOYEE:** Any person working for the agency in a permanent or temporary salaried position.

**EXCESSIVE FORCE:** Intentional, malicious, unjustified use of force resulting in injuries or potential for injuries.

**FALSE STATEMENT:** Reporting or causing a report or statement of false information to be made with intent to deceive.

**FIELD INTERVIEW:** The stopping and questioning of a person by a police officer because the officer (1) has reasonable suspicion that the subject may have committed, may be committing, or may be about to commit a crime, (2) believes the subject may be a hazard, or (3) believes the interview may have a preventative effect.

**FIELD SUPERVISOR:** Supervisor of patrol officers assigned to a patrol shift.

**FORM:** A form is a document with a standard format for the systematic and repetitive collection, maintenance, or transmission of information.

**FRESH PURSUIT:** This includes fresh pursuit as defined by common law. It is also the pursuit of a person who has committed a felony or who is reasonably suspected of having committed a felony. It also includes the pursuit of a person suspected of having committed a supposed felony, though no felony has actually been committed, if there is reasonable ground for believing that a felony has been committed. Fresh pursuit does not necessarily imply instant pursuit, but pursuit without unreasonable delay.

**FRESH PURSUIT - POLICE AUTHORITY:** Any member of a duly organized state, county or municipal peace unit of another state of the United States who enters this State in fresh pursuit, and continues within this State in such fresh pursuit, of a person in order to arrest him on the grounds that he is believed to have committed a felony in such other state, shall have the same authority to arrest and hold

such person in custody, as has any member of any duly organized state, county or municipal peace unit of this State, to arrest and hold in custody a person on the ground that he is believed to have committed a felony in this State.

**FUNCTION:** A general term for the required or expected activity of a person or an organizational component, e.g., patrol function, communications function, the planning function, the crime analysis function.

**GARRITY WARNING:** A warning given to an employee by an employer during an employment investigation that requires the employee to either provide information or be disciplined or discharged for refusing to provide information. If such a warning is given, the employee may object to the use of such information in a subsequent criminal proceeding on the basis that a self-incriminating statement was made under duress.

**GREAT BODILY HARM:** See SERIOUS PHYSICAL INJURY.

**GRIEVANCE:** Any cause of complaint arising between employee and employer on a matter concerning discipline, alleged discrimination, promotion, assignment, or interpretation or application of university rules or agency procedures over which the university management has control. Complaints pertaining to the general level of wages, wage patterns, fringe benefits, or to other broad areas of financial management and staffing are not grievable issues.

**HOLDING FACILITY:** A temporary confinement facility utilized to detain prisoners pending arrest processing or release to other agencies. Excluded from the holding facility are rooms, areas, or space provided for processing, questioning or testing when prisoners are under continuous supervision and control of agency personnel within the room, area, or space and for a period of time not to exceed two hours.

**IDENTITY THEFT:** Identity theft is when someone else uses another's name, Social Security number, bank account number, credit card number or other personal identifying information to commit fraud.

**IMPAIRMENT BY ALCOHOL:** If at the time of testing there was in a person's blood 0.05 percent or more by weight of alcohol, as determined by the analysis of the person's blood or breath.

**INSTRUCTIONAL MATERIAL:** Written directives that are issued by an organizational component to announce new information, explain existing procedures, and disseminate information on an informal basis. Instructional material may be issued as a training bulletin.

**INVESTIGATOR:** As used in disciplinary procedures, an investigator is any employee who conducts an internal investigation and makes recommendations under authority of the chief.

**JOB RELATED:** A procedure, test, or requirement either predictive of job performance or indicative of the work behavior expected or necessary in the position.

**LEGAL PROCESS:** Any item of civil or criminal process, whether original, intermediate, or final that is valid on its face and is to be served or executed by agency officers.

**LINE INSPECTION:** Inspections conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected. Line inspection may be carried out by any supervisor within the chain of command, but is often conducted by supervisory personnel who may also be responsible for ensuring that any substandard conditions revealed in the inspection are corrected.

**MANUAL DIRECTIVES:** A written directive contained in an agency manual that is permanent and can only be canceled by the chief. Manual directives deal with policies, rules, and procedures that affect more than one organizational component of the agency.

**MINIMUM AMOUNT OF FORCE:** That amount of force that will permit officers to subdue or arrest a subject, while still maintaining a high degree of safety for themselves and others.

**MISREPRESENT FACTS:** Submission of reports or statements containing improper or inaccurate information made without intent to deceive.

**MEMORANDUM:** A written directive that passes on information or that changes policy or procedure. Informational memoranda relate messages and informal material of agency-wide interest or relevance. Memoranda also provide timely dissemination of policy and procedural changes.

**NON-CONTACT ASSIGNMENT:** Any assignment where an officer has minimal face- to-face interaction with the public. Such duties include those where the probability of taking enforcement action is remote.

**NON-DEADLY FORCE:** That degree of force which, in the circumstances used, is neither likely to nor intended to cause great bodily harm.

**OFFICER:** Any Coppin State University Police Officer; an officer is an employee. In this Manual, references to officers will, where applicable, apply to civilian employees performing similar duties.

**OFFICER IN CHARGE:** Any officer designated by rank or assignment as being responsible for the conduct of activities of a unit or detail. Each OIC is directly commanded by only one superior.

**ORGANIZATIONAL COMPONENT:** A subdivision of the agency, such as a bureau, division, section, unit, or position that is established and staffed on a full-time basis to conduct a specific function or multiple functions. (See also UNIT)

**PERSONNEL:** Any agency employee.

**PERSONNEL ORDER:** Written directives that are issued by the Office of the Chief concerning appointment of new personnel, assignment or transfer of employees from one organizational component to another, promotion or demotion of members, suspension, dismissal, or restoration to duty, termination by resignation or retirement.

**POLICY:** A written directive that is a broad statement of agency principles.

**PRIORITY RESPONSE:** A police call that requires an immediate and expedited response by officers to protect life or property, to effect apprehensions, or to insure that a crime scene is adequately protected so as not to reduce the possibility of a suc-

cessful investigation. Officers are allowed to use lights and siren under statutory authority of the Transportation Articles.

**PROCEDURE:** A written directive that is a guideline for carrying out agency activities. Procedures sometimes allow some latitude and discretion in carrying out activities.

**PROCESSING:** Processing includes pre-booking activities involving prisoners in custody, after which prisoners may either be released from custody by one of several means or they may be escorted to a holding facility - at which time they would be booked. Processing areas provide continuous supervision and control of prisoners by agency personnel within the area for a period of time not exceeding two hours.

**QUALIFIED INDIVIDUAL WITH A DISABILITY:** Individuals who, with or without reasonable modifications to rules; policies or practices; removal of architectural, communication or transportation barriers; or, the provision of auxiliary aids and services, meet the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

**REASONABLE ACCOMMODATION:** Includes the modification of existing facilities to facilities that are readily accessible to and usable by individuals with disabilities; job restructuring, part-time, or modified work schedules; reassignment of an employee with a disability to a vacant position; acquisition or modification of equipment; and appropriate alteration of examinations, training materials, or directives.

**REASONABLE BELIEF:** The facts or circumstances officers know, or should know, which are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

**REASONABLE SUSPICION:** Suspicion that is more than a mere hunch, is based on a set of facts and/or circumstances that would warrant a person of reasonable caution in believing that an infraction of the law has been committed, is about to be committed, or is in the process of being committed, by the person or persons under suspicion. This can be based on the observation of police officers combined

with their training and experience, and/or reliable, verifiable information received from credible outside sources.

**RESPONDENT:**

1. Any employee who is the subject on an internal investigation.
2. Any Coppin State University student who has been referred to the Office of Student Affairs for violations of the Code of Student Conduct.

**RESTRAINING DEVICES:** Equipment used to restrain the movement of prisoners / detainees such as handcuffs, flex-cuffs, waist chains, ankle chains, restraining straps, straight jackets, or tie-down stretchers.

**ROADBLOCK:** A restriction, obstruction or device used or intended for the purpose of preventing free passage of motor vehicles on a roadway in order to effect the apprehension of a suspect.

**ROAD SIDE SAFETY CHECK:** A temporary operation in which law enforcement or other authorized personnel stop some or all traffic to inspect individual vehicles or their contents or to interview drivers.

**ROUTINE RESPONSE:** A call for service which requires the presence of a police officer, but which does not require immediate officer presence. Lights and siren will not be used.

**SECONDARY EMPLOYMENT:** Secondary employment is the rendering of any service or the sale of anything for pay or remuneration from any source other than the agency or participation in any activity for which such payment or remuneration is received. This includes entrance and/or reenlistment into military reserve components as well as any form of self-employment, but generally, does not include engaging in investments in real estate, securities, or sales on isolated occasions of the employee's home, vehicle, or other personal property.

**SENIORITY:** Seniority is determined first by rank, and second by time in rank or grade whether on a regular or temporary basis.

**SERIOUS PHYSICAL INJURY:** A bodily injury that creates a substantial risk of death; causes serious, permanent disfigurement; or results in long-term

loss or impairment of the functioning of any bodily member or organ.

**SEXUAL HARASSMENT:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

**SHIFT COMMANDER:** The highest ranking officer assigned to a patrol shift; also known as a patrol commander.

**SPAN OF CONTROL:** The number of subordinates under the immediate control of a supervisor. An OIC of a unit, holding the rank of sergeant or below is limited to the full-time supervision of a maximum of seven employees. The exact span of control may be adjusted for operational purposes.

**SPECIALIZED ASSIGNMENT:** An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification.

**SPECIALIZED TRAINING:** Training to enhance skills, knowledge, and abilities taught in either recruit or other in-service programs. It may address supervisory, management and/or executive development training, or it may include technical and job-specific subjects, e.g., homicide investigation, fingerprint examination, juvenile investigation, etc.

**SPECIAL ORDER:** A written directive that is temporary. Special orders may announce policies or procedures directed to a specific circumstance or event or directed to specific segments of the agency. Special orders may be self-canceling or canceled at the direction of the chief.

**SPOT INSPECTION:** A limited or narrowly focused inspection conducted without advanced notification by Inspectional Services or command ranked personnel for the purpose of validating submitted

inspection reports or closely examining performance standards.

**STAFF INSPECTION:** Inspections conducted by personnel who do not have control of the persons, facilities, or procedures being inspected. Staff inspectors are members of the Inspectional Services Unit and are responsible for conducting inspections throughout the agency. The results of staff inspections are usually reported to the chief.

**STANDARD OPERATING PROCEDURE:** A written directive that is narrowly focused and only affects a specified organizational component. Standard operating procedures may be self-canceling or may be canceled at the direction of the chief.

**STRIP SEARCH:** The removal or rearrangement of clothing to permit visual inspection of a person's: undergarments, buttocks, anus, genital, and/or breasts.

The following does not constitute a strip search:

1. Removal or rearranging clothing reasonably required to render medical treatment or assistance;
2. Removal of articles of outer clothing such as coats, ties, belts, or shoelaces; and/or
3. Other exigent circumstances (i.e. checking a suspected suicide bomber).

**SUPERIOR OFFICER:** Employees assigned to positions requiring the exercise of immediate supervision over the activities of other employees.

**SUPERVISOR:** Employees assigned by superiors to positions authorizing the exercise of immediate supervision over other employees. Supervisors are accountable for the performance of employees under their immediate control. Supervisors are:

1. Employees in an acting or OIC capacity;
2. Specific employees granted a supervisory role for purposes not otherwise contrary to written directives; or
3. Specified employees exercising direct supervision over a component during the absence of the unit commander.

**SUPERVISORY RANKED OFFICER:** Officers holding the rank of corporal or sergeant.

**TARGETED VIOLENCE:** Situations in which identifiable or potentially identifiable perpetrators pose, or may pose, threats of property damage or violence to particular individuals or groups.

**TEMPORARY HOLDING AREA:** A room, space, or area for the processing, questioning or testing of detainees where they may not be subject to the continuous control or supervision of agency personnel in the same room, space, or area. The time period for which a detainee may be held under these circumstances may not exceed two hours. In rare circumstances, a detainee may be restrained to a fixed object, designed and intended only for such use, for no longer than two hours.

**THREAT ASSESSMENT:** The set of investigative and operational techniques that can be used by police personnel to identify, assess, and manage the risks of targeted violence and its potential perpetrators.

**TRAINING ORDER:** A written directive that assigns an employee to attend a training course.

**TRANSPORTING OFFICER:** A sworn law enforcement officer who is responsible for transporting a prisoner / detainee from one point to another. This may be the arresting officer or another officer who is assigned to the responsibility for transport.

**UNDER THE INFLUENCE OF ALCOHOL:** If at the time of testing there was in a person's blood 0.08 percent or more by weight of alcohol, as determined by an analysis of the person's blood or breath.

**UNIT:** A discrete organizational component of an organization. Functional responsibilities for several activities may be assigned to a single position or organizational component as needed. (See also ORGANIZATIONAL COMPONENT)

**UNIT COMMANDER:** Any administrative or supervisory ranked officer in charge of a discrete organizational component, or unit, of the agency. Each unit commander is directly commanded by only one superior.

**UNNECESSARY FORCE:** Force inappropriate to effect arrests or control situations; use of force when none necessary.

**UTILITY VEHICLES:** Special purpose vehicles used because of considerations of weather, terrain, or the need for inconspicuous appearance, quietness, storage requirements, special operational needs, etc.

**WRITTEN DIRECTIVE:** Any document that is intended to affect or guide the action of agency personnel. Written directives include agency policies, procedures, rules and regulations, special orders, personnel orders, training orders, memorandums, instructional material and Coppin State University issued policies.

**ACRONYMS:** Listed acronyms are used throughout the Manual. They should be used as needed in agency directives.

ADA	Americans With Disabilities Act
AED	Automated External Defibrillator
AFSCME	American Federation of State, County, and Municipal Employees
ALI	Automated Locator Index
ANI	Automated Number Index
AWOL	Absent Without Leave
BAC	Blood Alcohol Content
CAD	Computer Aided Dispatch
CALEA	Commission on Accreditation for Law Enforcement Agencies
CC	Central Complaint Number
CDS	Controlled Dangerous Substances
CEO	Chief Executive Officer
CHRI	Criminal History Record Information
CIS	Command Information Summary
CIU	Criminal Investigation Unit
CJ	Courts and Judicial Proceedings Article of the Annotated Code of Maryland
CL	Commercial Law Article of the Annotated Code of Maryland
CO	Commanding Officer
COMAR	Code of Maryland Regulations
CP	Criminal Procedures Article of the Annotated Code of Maryland
CS	Correctional Services Article of the Annotated Code of Maryland
CSU	Coppin State University
CSUPD	Coppin State University Police Department
CVSA	Computer Voice Stress Analyzer
DJJ	Department of Juvenile Justice

DOC	Department of Corrections
DPS	Department of Public Safety
<u>DNA</u>	<u>Deoxyribonucleic Acid</u>
DRC	Discipline Review Committee
DRE	Drug Recognition Expert
DSS	Department of Social Services
DUI	Driving Under the Influence
DWI	Driving While Impaired
ED	Education Article of the Annotated Code of Maryland
EAP	Employee Assistance Program
EMS	Emergency Medical Services
EMP	Emergency Management Plan
ET	Estates & Trust Article of the Annotated Code of Maryland
ERO	Equipment Repair Order (Maryland Safety Equipment Repair Order)
FBI	Federal Bureau of Investigation
FIR	Field Interview Report
FL	Family Law Article of the Annotated Code of Maryland
FLSA	Fair Labor Standards Act (Federal Law)
FM	Facilities Management
FOP	Fraternal Order of Police,
FTA	Failure to Appear
FTO	Field Training Officer
HAZMAT	Hazardous Material
LEOBR	Law Enforcement Officer's Bill of Rights
MAARS	Maryland Automated Accident Reporting System
MILES	Maryland Inter-Agency Law Enforcement System
MO	Modus Operandi
MPO	Master Police Officer
MPTC	Maryland Police Training Commission
MSP	Maryland State Police
MVA	Motor Vehicle Administration, Maryland State
NCIC	National Crime Information Center
NSA	National Security Agency
OIC	Officer-In-Charge
PCLO	Police Communications Lead Officer
PCO	Police Communications Officer
PIO	Public Information Officer. This acronym refers not only to the public information function of the agency, but also those appointed by the chief to fulfill the function.
POI	Person of Interest
PPE	Personal Protective Equipment

PVN	Parking Violation Notice
RAFIS	Regional Automated Fingerprint Identification System
RMS	Records Management System
SAO	State's Attorney Office
SG	State Government Article of the Annotated Code of Maryland
SERO	Safety Equipment Repair Order (Also ERO)
SOP	Standard Operating Procedure
TAM	Threat Assessment Management
TR	Transportation Article of the Annotated Code of Maryland
UCR	Uniform Crime Report (FBI)
UPO	University Police Officer
USM	University System of Maryland
USMHR	University System of Maryland Human Recourses
VIN	Vehicle Identification Number



**1.1000 AUTHORITY**

**1.10002 GENERAL POLICE AUTHORITY ESTABLISHED**

- A. The Coppin State University Police Force is established by ED 13-601.
- B. Coppin State University is a constituent of the University System of Maryland through section 12-101 of the Education Article of the Annotated Code of Maryland. As a result, all sworn personnel of the Coppin State University Police Department derive statutory authority through the University of Maryland.
- C. Criminal Proceedings 2-101, 2-102, and Art. 41, Sec. 4-201 enumerates the University of Maryland Police Force as being police officers who, in their official capacities, have the authority to make arrests and enforce the general criminal laws of the state.
- D. Officers are issued and may carry firearms consistent with the law and written directives of Coppin State University Police Department; upon meeting the requirements of COMAR 12.04.01 and 12.04.02 as promulgated by MPTC.
- E. Officers are authorized to direct and/or regulate traffic and to enforce provisions of the Maryland Vehicle Law consistent with TR 26-201, *et. Seq.* and agency directives.

**1.10004 OATH OF OFFICE (IACLEA 2.1.1)**

- A. Police officers hired by the Coppin State University Police Department are, on completion of the mandated training (or on appointment as a lateral transfer officer) being certified by MPCTC, the officer is administered the University System of Maryland's approved oath of office by the Chief of Police or his/her designee in the event of his/her absence. The chief receives the oath of office by the university president or his/her designate.
- B. Officers will abide by the oath of office to:
  - 1. Bear true faith and allegiance to the United States of America and to the State of Maryland;
  - 2. Uphold and defend the United States and the State of Maryland's Constitutions.
  - 3. Serve Coppin State University, protect life and property, and enforce the law; and
  - 4. Obey orders of the Governor, the Board of Regents, and superior officers according to the rules and regulations of the agency.
- C. The approved UM school system's oath of office is signed by the officer and the Chief of Police. The original is presented to the officer and a copy maintained in the officers' personnel file.
- D. The University System of Maryland's approved oath of office sworn to by the officer is:

*I do solemnly declare and affirm that I will bear true faith and allegiance to the United States of America and to the State of Maryland; that I will serve honestly and faithfully to uphold and defend the constitution of the United States and Constitution of Maryland; that I will enforce the laws of the state of Maryland and that I will obey the orders of the Governor, Board of Regents and the officers appointed over me according to the rules and regulations of the Coppin State University Police Department. I take this obligation freely, without mental reservations of purpose of evasion and I will execute these responsibilities to the best of my ability.*

**1.1006 LIMITATIONS ON AUTHORITY**

The United States Constitution guarantees every citizen certain safeguards from government intrusion into their lives. These safeguards have become the cornerstone for the application of criminal justice in America. These safeguards have placed limitations on the authority of police to enforce the laws of our nation, state and city.

Directives related to limitations of authority are not intended to be exhaustive on the subject matter. Where laws, either included or excluded in these directives, are more permissive or restrictive, the laws are controlling.

**1.1006.02 JURISDICTIONAL LIMITATIONS**

- A. ED 13-601 and CP 2-102 contain controlling language that describes when Officers may exercise police powers subject to jurisdictional permissions and limitations. The Coppin State University Police Department has the primary agency responsibility for policing property owned, operated, leased by, or under the control of the University.
- B. An official map detailing jurisdictional boundaries is maintained by the department and resides in the office of the chief.
- C. Copies of concurrent jurisdictional agreements are available to all Coppin State University police officers. See: **Concurrent Jurisdiction (2.4120).**

**1.1006.04 ARREST RESTRICTIONS**

- A. CP 2-201, *ET. SEQ.*, contains permissive and restrictive language on the laws of arrest by which all agency officers must abide.
- B. See also **2.6000 Arrest Procedures** and Maryland Vehicle Laws, Sections 11-147 and 26-103



for additional police authority and authorization to direct traffic, issue citations and make arrests.

**1.1006.06 EMERGENCY PROTECTIVE SERVICES (Transportation of Adults to Medical Facilities)**

ET 13-709 contains controlling language that describes when Officers may take adults into custody and transport them to medical facilities.

**1.1006.08 EMERGENCY PSYCHIATRIC EVALUATIONS**

- A. HG 10-622 contains controlling language that describes when Officers may take persons into custody and petition for emergency psychiatric evaluations.
- B. See also **2.4220 Emergency Psychiatric Evaluations**.

**1.1006.08 AUTHORITY TO ISSUE TRAFFIC CITATIONS**

- A. TR 26-201 contains controlling language that describes when officers may charge and issue citations to persons when probable cause exists that persons have committed, or are committing, specified violations.
- B. All officers are provided updated copies of the Maryland Vehicle Law and related statutes through the yearly issuance of "The Maryland Vehicle Law" as provided through the MVA.

**1.1006.10 AUTHORITY TO ARREST FOR TRAFFIC VIOLATIONS**

A. TR 26-202 contains controlling language that describes the violations of the Maryland Vehicle Law, including any rules or regulations adopted under it, for which persons may be arrested without warrants.

**1.1006.12 AUTHORITY TO DISREGARD TRAFFIC LAWS IN CERTAIN SITUATIONS**

A. TR 21-106 contains controlling language that describes when officers who are driving emergency vehicles may disregard specific traffic related laws.

**1.1006.14 CRIMINAL & CIVIL CITATIONS**

- A. Maryland Rule 4-201 and CP 4-101, authorize the issuance of citations in lieu of arrest for applicable violations.
- B. See **2.4160 Criminal/Civil Citations** for specific directives relating to enforcement actions and

procedures relating to issuing criminal and civil citations.

**1.1006.16 JUVENILES**

A. CJ 3-814 and 3-8A-15 - contains controlling language that describes when officers may take juveniles into custody.

**1.1006.18 AUTHORITY TO SERVE ARREST WARRANTS**

A. Maryland Rule 4-212 authorizes only peace officers and sheriffs to serve arrest warrants.

**1.1006.20 AUTHORITY TO EXECUTE SEARCH WARRANTS**

A. CP 1-203 and Maryland Rule 4-601 contain controlling language that describes when officers are authorized to serve/execute search warrants.

**1.1008 CONSTITUTIONAL PROTECTIONS & RIGHTS**

A. Although the constitutions and statutory laws of the United States and the State of Maryland establish and declare certain protections and rights for suspects and detainees, the courts provide ever evolving guidance, interpretation, and definition of those protections and rights.

**1.1008.02 INTERVIEWS & INTERROGATIONS (IACLEA 2.2.1)**

A. Officers must be mindful when questioning those in custody or those which in any other way are being deprived of their freedom of action, in any significant way, and the questioning moves from "general fact finding" to "accusatory", the person to be questioned must be informed of the Miranda Warning concerning the 5<sup>th</sup> and the 6<sup>th</sup> Amendments of the United States Constitution.

The crime, whether a felony or misdemeanor, has no bearing on whether Miranda Warnings are to be administered. It is custody and the asking of accusatory questions which trigger this requirement.

Officers are to read directly from issued *Miranda Warning* cards to ensure they cover all rights regarding self-incrimination and the right to an attorney and note this in the officer's report. If time and circumstances permit, officers should use the agency's **Explanation of Miranda Rights** form.



B. It is not necessary in all cases for officers to immediately advise suspects or detainees of their Miranda rights.

1. **Apprehending officers need not give Miranda Warnings when the person admits guilt or expresses knowledge. These spontaneous res gestis uttering's are admissible in court. The court recognizes that the statement was made in the "heat of the situation" regardless as to the truthfulness of the statement.**
2. **Officers are to advise an investigator assigned to accept a person in custody whether or not the person was informed of the Miranda Warnings.**
3. **An Investigator receiving a suspect for interrogations is responsible for ensuring that Miranda Warnings are given**

- C. Juveniles have the same constitutional rights regarding statements and confessions as adult; As such, they too must be informed of these rights when in custody and questions move from general fact finding to the accusatory.
- D. It is the State's responsibility to prove in court that suspects or detainees were properly and fully advised of their constitutional Miranda Warnings, that they understood these rights, and were afforded opportunities to exercise them.
- E. Suspects and detainees waiving their rights must do so knowingly, intelligently, and voluntarily.

#### 1.1100 WARRANTLESS SEARCH & SEIZURE (IACLEA 2.2.4)

- A. As a general rule, searches must be supported by valid warrants, unless certain exceptions are met. The major exceptions are:
1. Incident to a lawful arrest;
  2. Consent;
  3. Stop and frisk situations;
  4. Vehicle inventories under the vehicle exception (Carroll Doctrine);
  5. In open fields or in plain view at crime scenes;
  6. Exigent circumstances wherein public safety is endangered; and/or
  7. Other situations authorized by law or state or federal constitutional provisions.
- B. Officers are encouraged to conduct warrantless searches and seizures in incidents wherein applicable conditions exist, such as incident to a lawful arrest. However, whenever necessary and appropriate according to constitutional provisions and laws, officers will apply for search warrants prior to conducting searches in order to legitimize searches and to detect and correct any possible flaws in probable cause and other aspects of cases.

#### 1.1100.02 CONSENT SEARCHES

- A. Officers may conduct searches of persons or property without warrants or probable cause if officers have obtained prior consent of persons who will be affected by searches, or of persons who have the right and authority to act on behalf of persons affected by searches.
- B. Prior to searching persons or property, officers must ask for consent and must reasonably believe that consent was given clearly, voluntarily, and of free will.
- C. Consenting persons must have authority over, or proprietary interest in, premises or property to be searched.
- D. Silence as responses to consent search requests will not be considered to be affirmative answers.
- E. Officers will not make any threats or inducements to secure consent searches.
- F. Whenever possible and practical, officers should attempt to have persons granting consent searches execute "Consent Search & Seizure Advisory sections of Search Reports consistent with **1.1005 Search Reports**.
- G. Consent searches are considered by the courts to be legitimate, but not the best method for legitimizing searches.

#### 1.1100.04 STOP & FRISK

- A. Consistent with *Terry v. Ohio*, 392 U.S., 1 (1968), the court held that when police officers observe unusual conduct which leads them reasonably to conclude in light of their experience that criminal activity may be afoot, officers may:
1. Briefly stop suspicious persons;
  2. Make reasonable inquiries aimed at confirming or dispelling their suspicions; and
  3. When justified by believing that the individuals whose suspicious activities they are investigating at close range are armed and presently dangerous to officers or others, conduct pat-down searches to determine if the persons are in fact carrying weapons.
- B. Stops and frisks usually involve ongoing criminal conduct, but officers are permitted to stop and, when appropriate, frisk persons suspected of being involved in crimes.
1. The purpose of frisks or limited searches is not to discover evidence of crimes, but to allow officers to pursue their investigations without fear of violence.
  2. Stops and frisks are justified if reasonable suspicion is based on specific, objective facts and logical conclusions from which officers' experiences enable them to draw.



3. Officers may use information obtained from sources other than their own personal observations on which to initiate stops and frisks.
  4. Frisks are no more than limited "patting" of the outer clothing in attempt to discover weapons.
  5. Motorists or pedestrians may be stopped and frisked when all other limiting criteria are met. If officers reasonably suspect that motorists are dangerous and may be able to gain control of weapons in vehicles, officers may conduct brief searches of vehicles limited to areas where weapons might be placed or hidden.
  6. Items that are not reasonably believed to be weapons cannot be retrieved from persons' clothing during stops and frisks. (The exception is the "**Plain Touch Doctrine**" noted in this directive below.)
  7. Stops and frisks, if possible, should be conducted in well lighted areas and with other officers present in order to afford maximum protection unless exigency dictates otherwise.
  8. Officers are to stop and frisk individuals consistent with Criminal Law, §4-206 (handgun permit legislation) and other directives contained in this **Stop & Frisk** directive or the **Investigative Detentions / Field Interviews** directive.
- C. Officers who stop and frisk individuals will:
1. Do so consistent with statutes, case law, training, and directives; and
  2. Complete a miscellaneous incident report detailing the circumstances, reasons, and results of all stops and frisks situations.
  3. Complete a MSP 97 Firearm Report, items 1 - 16, except item 10, and submit same to the shift supervisor before the end of their tours of duty. MI and MSP 97 reports must be completed regardless of whether or not weapons are discovered and after the shift supervisor's review, the completed form is to be forwarded to the Operations Lieutenant.
  4. After review by the Operation Lieutenant, the form is forwarded to the Administrative Lieutenant who will be responsible for printing a copy of the Miscellaneous Incident report, filing a copy of each and forwarding a copy of each to the Program Administrative Specialist.
  5. On receipt of copies of the Miscellaneous Incident and MSP 97 reports, the Program Administrative Specialist will mail them to the Superintendent of the Maryland State Police.
- D. The Administrative Office is responsible for:

1. Printing and ensuring sufficient copies of the MSP 97s are available for campus police officers.
  2. A PDF copy will be also be retained on the J drive in the "Departmental Form" file residing there.
- E. See **Stop Procedures** for additional information on this exception to the warrant rule.

#### 1.1100.06 "PLAIN TOUCH" DOCTRINE

- A. The Supreme Court in *Minnesota v. Timothy Dickerson*, 113 U.S. 2130 (1993) articulated a "plain touch" exception to the search warrant requirement of the Fourth Amendment whereby officers may lawfully seize any drugs or contraband identified during *Terry* frisks or limited pat-downs of suspects if the articles are plainly felt and identified by officers acting in good faith.
- B. Should an officer, while lawfully patting down outer garments, feel objects whose contour and/or mass makes its identity immediately apparent, sufficient probable cause to arrest and search, incident to that lawful arrest. The rationale of the court was this warrantless seizure would be justified by the same practical considerations inherent in the plain view context and will not be suppressed.

#### 1.1100.08 MOVABLE VEHICLE EXCEPTIONS

- A. Consistent with *Michigan v. Long*, 463 U.S. 1032 (1983), officers may make warrantless searches of vehicles which were in motion, or at least mobile when seized, and which the officers have probable cause to believe contains contraband or fruits, instrumentalities, or evidence of crimes.
- B. Vehicles may be searched in their entirety if there is probable cause to believe vehicles contain contraband, fruits, or instrumentalities of crimes even though there is no danger that vehicles or evidence may be lost.
- C. Officers with probable cause to search cars may inspect passengers belongings found in the cars that are capable of concealing the objects of searches.
- D. Officers should apply for search warrants in order to protect against court challenges if they doubt the sufficiency of their probable cause to search vehicles and they are certain custody over vehicles can be retained until warrants are issued.
- E. Warrants will be applied for to search vehicles after they are no longer mobile, or they have been impounded.
- F. Searches of vehicles based on probable cause may extend to any part of vehicles, including



closed containers found inside in which objects of searches can be concealed.

- G. If officers' suspicions are focused on particular containers rather than on whole vehicles, officers may seize only those containers and, absent exigent circumstances, must obtain search warrants before searching.
- H. In April of 2009 the Supreme Court of the United States ruled on the Arizona v. Gant which held police may search a vehicle incident to a recent occupant's arrest only if the arrestee is within reaching distance of the passenger compartment at the time of the search or it is reasonable to believe the vehicle contains evidence of the offense of arrest. When these justifications are absent, a search of an arrestee's vehicle will be unreasonable unless police obtain a warrant or show that another exception to the warrant requirement applies.

#### 1.1100.10 SEARCHES AT CRIME SCENES

- A. Homes or premises where lawful arrests have been made may be subjected to a "walk through sweep" for other persons if the officer has a reasonable articulable belief there are other persons on premises who pose danger to themselves or others on scene.
- B. Of note, the sweep will be limited to looking into areas/places a person could reasonably secrete themselves. Officers may also seize contraband and illegal items believed to be abandoned.
- C. In accordance with the "open field" doctrine, officers may enter and search unoccupied or undeveloped areas that lie outside the curtilage of dwellings.

#### 1.1100.12 EXIGENT CIRCUMSTANCES & EMERGENCIES (IACLEA 2.2.3)

- A. Officers may conduct warrantless searches, whether personal belongings, vehicles, or buildings, anytime it is necessary to save lives or prevent injuries.
- B. Officer may conduct warrantless searches for evidence if they have probable cause to believe that evidence is in the places or things to be searched and may be destroyed before warrants could be obtained.
- C. In all other situation where exigency does not exist, officers are to apply for search warrants.

#### 1.1100.14 INVENTORY SEARCHES

- A. Consistent with the section dealing with an Impounding **Officer's Responsibilities**, officers will inventory each vehicle for personal items of value and safely store the arrestee's property.

- B. Closed containers and other property may be opened and inventoried for the sole purpose of the inventory and not for "evidence".
- C. All items removed from the vehicle are to be stored in the property area, conspicuously marked as "personal property". Additionally, a list of items removed is to be entered into the vehicle report.

#### 1.1100.16 STRIP & BODY CAVITY SEARCHES

Under no circumstances will Coppin State University police or Security Officers conduct or assist in any Strip and/or body cavity searches. Descriptions of and rational for these searches are located in the Arrest Procedures:

- 2.604.06 Strip Searches, and
- 2.604.08 Body cavity Searches respectively.

#### 1.1100.18 OTHER SEARCH SITUATIONS

- A. TR 16-205.1 contains controlling language that describes when Officers may order compulsory chemical testing of drivers involved in motor vehicle accidents which result in death or life threatening injuries to other persons.
- B. In accordance with the "Schmerber Doctrine," officers may request the Office of the States Attorney to subpoena defendants' hospital records, especially those relating to blood alcohol content, if drivers had refused to submit to police based alcohol testing, but from whom blood was drawn by medical personnel for medical reasons.

By order of Leonard D. Hamm, Chief of Police



### 1.1005 SEARCH REPORT

- A. When conducting a consent search, a “Terry” stop or a search based on “probable cause” with no warrant, CSU Police Officers will use the agency’s **Search Reports** to record all required information.
- B. An example of a Search Report accompanies this directive.
- C. Instructions in this directive section that correspond to numbered fields on the Search Report will be followed by officers completing Search Reports.
  - 1. Mark that the search was of a **Vehicle, Person, or Premises**.
  - 2. Enter the Central Complaint Number.
  - 3. Mark that consent was **requested, granted, refused, or not required because of existing probable cause**.
  - 4. Mark the type of search that was conducted - - by **hand or K-9**.
  - 5. Enter the exact location where the search took place.
  - 6. Enter the description of any vehicle involved.
  - 7. Enter **race** and **sex** information for all persons involved. Use the 1. blocks for the primary individual involved, i.e. the driver, premises owner, etc. Use the race codes of:
    - 1 -African American, Black
    - 2 -White, Caucasian, Asiatic Indian and Arab
    - 3 -Asian, other Pacific Islander
    - 4 -American Indian, Alaska Native
    - 5 -Unknown/Other
  - 8. Enter a brief description of the reason for the initial contact, i.e., traffic violation, suspicious person, suspicious vehicle, etc.
  - 9. Enter brief, but specific reasons for requesting the search. This section is not required if the information is included in a report.
  - 10. Mark if a report was written.
  - 11. Mark if property was recovered as result of the search.
  - 12. Enter the tag number associated with any recovered property.
  - 13. Enter the name and ID# of officer initiating the actions.
  - 14. Enter the name and ID# of reviewing supervisor.

- 15. Enter the name of the person being searched or granting permission to have the vehicle or premises searched.
- 16. Signature of the person granting consent.
- 17. Witness signature. This will ordinarily be the signature of an officer involved in the incident.
- 18. Enter the date and time consent was granted.

### 1.1005.02 REPORT

- A. The next sheet contains the report to be completed.

**By order of Leonard D. Hamm, Chief of Police**





**1.2000**

**1.2020 ORGANIZATION AUTHORITY**

- A. The Chief of Police / Director of Police may, pursuant to law, establish, any organizational unit and/or assign their functions as deemed necessary to support the effective and efficient accomplishment of the agency's goals, objectives, responsibilities and functions.
- B. Functional responsibility may be assigned to individuals or components specifically created and staffed. Responsibilities for several activities may also be assigned to single positions or organizational components, as may be needed.
- C. When organizational changes are made that transfer functions or responsibilities from one unit to another, directives pertaining to transferred functions or responsibilities, until rewritten to include nomenclature reflecting transfers of functions or responsibilities will be applicable to units receiving functions or responsibilities.
- D. The agency's organization is depicted on an organizational chart (see *1.200-A – Organizational Chart*) which is reviewed, updated as needed, and made accessible to all agency staff through the Office of the Chief.

**1.2040 COMMAND PROTOCOL**

- A. Each organizational unit is supervised or administered by a single supervisor.
- B. Each unit within the agency is under the direct command of only one unit commander. Employees will report to specified matrix supervisors when involved in any operational programs so coordinated or controlled.
- C. Shift officers report to their respective superiors as detailed in the agency's organizational chart and/or by directive/s.
- D. Supervisory and administrative personnel are responsible and accountable for the activities of employees under their immediate control.
- E. Employees are directly accountable to their respective shift supervisors/OIC during their work periods.
- F. Employees working overlapping shifts or other assignments will be under the control, for payroll and other administrative purposes, of the supervisor during which their work period began.
- G. Whenever the agency engages in operations involving more than one organizational unit or personnel from different units or shifts, overall event command will be assigned to a supervisor at the direction of the Operations Lieutenant or the Chief.
- H. Major field operations or emergencies will normally be under the direction of a supervi-

sor specifically identified and assigned by the Chief.

- I. During the temporary absence of shift supervisors, when no other provision is made by competent authority, the command automatically devolves upon the senior ranking officer or OIC.
- J. A sergeant is assigned responsibility for each patrol shift and responsible for ensuring a continuous presence of supervisory personnel for their respective shifts - every day of the year. Other administrative, supervisory ranked officers or OIC's will be temporarily assigned to shifts when circumstances preclude the presence of regularly assigned shift supervisors.
- K. An Acting Chief will be appointed as the result of planned, expected, or anticipated absences of the Chief. It is the policy of the Chief of Police to designate an Acting Chief of Police during his/her absence. The order of succession, which is consistent with the order of rank within the Coppin State University Police Department.
  - 1. Whenever the Chief is absent and/or unable to manage the operations of the agency without having appointed an Acting Chief, the position of Acting Chief devolves first to the Operations Lieutenant, then the Director of Threat and Emergency Management Services; Lieutenant by rank.
  - 2. Acting Chiefs are authorized to carry out provisions of LEOBR, as well as other powers, authority, and duties conferred upon the Chief, except;
    - a. Promoting or demoting any member of the agency without the authorization of the Chief; and
    - b. Making all but temporary transfers. Temporary transfers will be considered permanent only if or when approved by the Chief.
- L. The rank order of the sworn members of the agency in descending order is:
  - 1. Chief of Police
  - 2. Lieutenant
  - 3. Sergeant
  - 4. University Police Officer (II, & III)

**1.2060 FUNCTIONAL COMMUNICATION, COORDINATION & COOPERATION**

- A. Effective communications, coordination, and cooperation are absolutely essential to the administration and operations of the agency so information, notifications, suggestions, issues, problems, and concerns are conveyed and addressed.
- B. All personnel will encourage, support, and participate in the reasonable and prudent exchange



of information between agency personnel, shifts and functions. Mechanisms and processes utilized by this agency to facilitate the exchange of information include, but are not limited to:

1. Electronic mail accessible to all agency personnel;
  2. Comp Stat meetings;
  3. Shift/officer briefings;
  4. Command Information E-mails;
  5. Other structured staff meetings;
  6. Staffing of draft directives throughout the agency;
  7. Incident, special event, or other briefings;
  8. Organizational and individual memberships in professional organizations;
  9. Access to on-line records, reports, and summaries; and
  10. Direct communications between employees.
- C. The Chief maintains an "open door" policy as schedule dynamics permit. Subordinates who wish to meet with the Chief must first speak with their immediate supervisor. Those not having an immediate chain of command access to the Chief may schedule an appointment by providing an agenda to the Administrative Assistant. The agenda and request will be forward to the Chief for scheduling an appointment.
- D. Electronic mail - Individual CSU e-mail accounts are provided to all agency police officers and non-sworn staff. As such, [@coppin.edu](mailto:@coppin.edu) address is the official primary e-mail account for university business. All members of the agency are expected to check their e-mail on a frequent and consistent basis to stay current.
- E. Correspondence directed to superiors contains directives related to the effective structure and process of intra-agency communications that will be adhered to by all personnel and at all levels of the agency.

#### 1.2060.02 COMP STAT MEETINGS

- A. Comp Stat meetings, arranged through the Office of the Chief, are conducted as a formalized method to review crime trends, identify crime related issues, problem solve and enhance intra agency communications between supervisors. Comp Stat meetings include, but are not limited to:
1. All supervisors
  2. Operations Lieutenant
  3. Accreditation Coordinator
  4. Investigator
- B. Comp Stat meetings are scheduled and chaired by the Chief on a bi-monthly or an as needed basis.
- C. Lieutenant and shift supervisors are encouraged to conduct staff meetings in order to discuss

matters affecting their respective shifts and personnel.

- D. Personnel attending formalized staff meetings are to be prepared to discuss recent information as supplied by the Chief or his immediate command.
- E. Those who plan to present information should submit agenda information to the Department Administrative Assistant no later than one business day prior to the meeting.
- H. Formalized staff meetings will be scheduled to maximize attendance by personnel when they are on regular duty.
- I. Employees unable to attend scheduled meetings on regular duty are excused from meeting attendance unless meeting attendance is mandated by the Chief. The awarding of overtime or compensatory time for meeting attendance must be authorized by the Chief.

#### 1.2080 OFFICE OF THE CHIEF

The Office the Chief consists of, but is not limited to, personnel, and functions of:

- A. Chief of Police/Director of Police;
- B. Administrative Specialist;
- C. Internal Investigations/ CID;
- D. Planning;
- E. Inspections,
- F. Accreditation;
- G. Fiscal Matters;

#### 1.2080.02 CHIEF OF POLICE

- A. The Chief of Police, as the Commander of the agency, is responsible for the over-all operations and administration of the Department. The Chief is accountable to the Vice President for Administration and Finance and other University administrators for Departmental staffing, training, job requirements, salary administration and other personnel matters; budget management; procurement; the development of goals and objectives to guide and direct the Department in both the long term and the short term; and the formulation of plans and strategies to enhance the safety of the campus.
- B. The Chief of Police, consistent with a position description issued by the Office of Human Resources, is empowered by the nature of the position to promulgate and enforce rules, regulations and procedures; to make the final selection of personnel for recruitment and promotion; to assign personnel to any unit of



the Department; and to organize or amend the organizational structure of the Department as he/she may deem necessary for the efficient operation and sound government of the Department. The position also requires a liaison and interaction with city, state and federal agencies.

**1.2080.04 DIRECTOR OF THREAT AND EMERGENCY MANAGEMENT**

- A. As a direct report to the Office of the Chief and under general supervision, the specialist performs a variety of complex and routine professional and analytical assignments involving the application of thinking critically relative to problem solving, and a thorough knowledge of management principles and analytical techniques to address operational, management, and administrative activities of the Coppin State University Police Department
- B. The Director of Threat and Emergency Management has primary duties to:
  - 1. Assist in the management of agency through the development, planning and implementation of new or revised procedures, practices, policies of the agency;
  - 2. Develop, maintain, and distribute, to management personnel, data that critically impacts the management and operation of the department:
- C. Assists in the development, planning, implementation and coordinating a variety of administrative activities.
- D. Consults with Chief and other command officers regarding updating, amending data required to facilitate the operation of the department, specifically:  
 Emergency Preparedness Manual  
 Homeland Security Issues

**1.2080.06 ACCREDITATION COORDINATION**

- A. As a direct report to the Assistant to the Chief and with minimal supervision, the Accreditation Coordinator is responsible for performing analytical and administrative work with emphasis on planning and coordinating accreditation activities as assigned through the Office

of the Chief. The coordinator, while encouraged to make independent judgments and decisions based on analytical and innovative thinking, to:

- 1. Develop, plan and organize professional standards to improve and modernize existing policies and procedures in support of the department's mission;
- 2. Recommend best practices based upon research into applicable standards in the profession;
- 3. Design policies and procedures for conformity to accreditation standards, and research, develop and facilitate department's activities related to Emergency Preparedness/Emergency Management.
- 4. Develop policies and procedures to meet professional and accreditation standards;
- 5. Ensure thorough audit and quality control methods that accreditation standards, once achieved, are maintained
- 6. Prepare special projects for review
- 7. Assist in the development/update of the university's Emergency Preparedness Plan;
- 8. Act as liaison between Coppin State University Police Department and allied agencies regarding Emergency Preparedness/Emergency Management.
- 9. Conduct training session/tabletop exercises on Emergency Preparedness and Emergency Management.

**1.2080.08 OPERATORS LIEUTENANT**

The Operations Lieutenant has responsibilities that include, but are not limited to:

- A. Ensuring the day-to-day operational efficiency of personnel and functions as assigned, and coordinated through, the Office of the Chief;
- B. Coordinate all patrol functions relative to the field operation of the crime suppression patrol efforts for the Coppin State University; specifically the planning, scheduling, organizing, staffing, deploying, directing, supervision, evaluation, and discipline for all sworn members and security officers assigned to the agency.
- C. Duties specifically include:
  - 1. Management of the day-to-day operations of the department to include supervision of University Police and Sergeants.



2. Responding to scene of major emergencies, disturbances, and disasters and assume command of police operations.
3. Oversees the conduct of criminal investigations conducted by UPO's.
4. Coordinates major university events involving the agency.
5. Conducts inspections and submits accurate and timely departmental reports.
6. Other ancillary duties and/or responsibilities as may be deemed appropriate and assigned by the Chief.

#### **1.2080.10 LIEUTENANT OF ADMINISTRATION**

The Assistant to the Chief has responsibilities that include, but are not limited to:

- A. Ensuring the day-to-day operational efficiency of personnel and functions as assigned, and coordinated through, the Office of the Chief;
- B. Coordinate the security systems; the duties and responsibilities assigned to the Administrative staff; specifically the planning, scheduling, organizing, staffing, deploying, directing, supervision, evaluation, and discipline of assigned staff members.
- C. Duties specifically include:
  1. Management of the day-to-day operations of the Administrative staff for the agency, to include supervision. and maintaining a variety of administrative files as delegated by the Chief;
  2. Oversight of the management of the security systems;
  3. Oversight of training functions.
  4. Other ancillary duties and/or responsibilities as may be deemed appropriate and assigned by the Chief.

#### **1.2080.12 SERGEANTS**

The shift sergeants have a variety of diverse responsibilities which include, but are not limited to:

- A. Supervising the routine operations and staff of a shift,
- B. Setting work priorities and evaluating campus police officers;
- C. Monitors operations and performance for adherence to departmental standards and takes corrective action as appropriate.
- D. Prepares reports and makes recommendations to improve operations.
- E. Investigates citizen complaints regarding police/security performance.
- F. Assumes command at serious accidents or incidents.
- G. Inspects law enforcement/security personnel under their supervision.

- H. Reviews and edits reports from assigned officers.
- I. Performs all the duties of a University Police Officer.
- J. Perform other duties as may be assigned and as such specific duties and responsibilities may vary, based upon departmental needs.

#### **1.2080.14 UNIVERSITY POLICE**

- A. University Police Officers are primarily responsible for providing continual police services to the university community, consisting of faculty, staff, students and visitors to the campus and adjacent areas patrolled.
- B. The OIC supervises the shift during the absence of the Shift Sergeant.
- C. University Police Officers report to a Shift Sergeant or an OIC and are responsible for, but not limited to, uniformed patrol, maintenance of public order, discovery and reporting of hazards, responding to citizens' needs for services, investigating crimes and incidents, arresting offenders, directing traffic, providing traffic control, emergency services, reporting information to appropriate organizational units or personnel and being a uniformed presence on and around campus.

#### **1.2080.16 POLICE COMMUNICATION OPERATOR**

- A. Under general supervision ,performs police communications and related clerical work in a central communications center setting to include but is not limited to the listed tasks:
  1. Assist members of the public;
  2. Direct employee complaints from citizens to supervisor
  3. Operate emergency telephones, two-way radios, telecommunications and computer terminal equipment, closed circuit televisions, remote control cameras, alarm and security systems.
  4. Answer emergency telephone lines. Monitor and maintain radio communications.
  5. Receive and record information and requests related to police services.
  6. Dispatch police and/or security officers.



7. Notify command, supervisors, and administrative personnel about incidents.
8. Transmit and receive telephonic communications with the surrounding local jurisdictions.
9. Operates specialized communications networking equipment and computer terminals. Accesses restricted law enforcement networks.
10. Obtain, input, and receives data related to police activities such as criminal history, warrants, and vehicle registration.
11. Relays information from field officers requesting back up and support services such as city crime lab technicians, emergency medical services, rescue, and fire equipment.
12. Maintains manual and computerized logs and prepares complaint control cards and reports.
13. Monitors surveillance campus camera system as appropriate.
14. Monitors safety and security systems, reports malfunctions as appropriate, and dispatches appropriate personnel to alarm sites.
15. Ensures proper security and disposition of recovered property submitted to them;
16. Issue equipment such as radios, batteries, keys, vehicles, etc., for bona fide reasons;
17. Know where relevant equipment and supplies are stored.
18. Assist with the towing and impounding of vehicles.
19. Other tasks as may be assigned and may vary based upon departmental needs.

**1.2080.18 BUILDING SECURITY**

- A. Under direct supervision, performs routine security activities to protect buildings and property and safeguard occupants and visitors during normal operations and special events. As such, is responsible for performing, but not limited to, the below duties:

1. Secures and monitors entrances and exits to buildings and property.
2. Patrols buildings, grounds, and parking facilities and notifies appropriate personnel when problems and life safety threats arise.
3. Completes logs and basic reports as instructed.
4. Assists with traffic control, crowd control, and parking enforcement.
4. Responds to routine inquiries from staff, students and visitors.
5. Maintain communication with appropriate personnel utilizing equipment such as two-way radios and telephones.
6. Provide walking or motorized escorts as directed.
7. Security Officers will perform other related duties as may be assigned and as such specific duties and responsibilities may vary based upon departmental needs.

**1.2080.20 INTERNAL INQUIRIES**

- A. The agency's Internal Inquiry function is extremely important and is coordinated and managed through the Office of the Chief.
- B. All complaints, anonymous or otherwise, will be accepted and investigated to the fullest. Responsibility for initiating the investigation will fall to the Lieutenant in charge of the affected area or employee/s named. Under normal circumstances, a Shift Sergeant will be assigned to conduct the preliminary inquiry and submit written findings with all related investigative notes, photographs, recordings, evidentiary information and reports to that Lieutenant, unless otherwise instructed by the Chief.

**1.2080.22 PLANNING**

- A. The agency's planning function is facilitated and coordinated through the Office of the Chief in order to develop strategies for bringing about desirable future conditions relating to the agency and the community.

**1.2080.24 INSPECTIONS & ACCREDITATION**



- A. The agency's inspection functions are coordinated and managed by the Operations Lieutenant office. Shift Sergeants conduct line and staff inspections and submit reports to the Operations Lieutenant for filing and retention.
- B. The inspections function is responsible for identifying conditions, situations, and actions that contribute to the success or failure of the agency's operations and administration by monitoring compliance of component units with established policies, directives, regulations, and procedures.
- C. The accreditation management function is assigned to the Accreditation Coordinator who manages the agency's active, on-going participation in the accreditation process through the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).

**1.2080.26 FISCAL RESPONSIBILITY**

- A. Fiscal responsibility rests with the Chief of Police and through assistance of the Assistant to the Chief, includes functional responsibilities that include, but are not limited to purchasing, accounting, budget processes, disbursement of agency funds, billing for services, employee payroll accounting and management, and liaison to the university's Human Resources.

**1.2080.28 PUBLIC INFORMATION**

- A. The agency's public information function is facilitated and coordinated by the Manager of Public Information, assigned to the Office of University Relations who works closely with the Office of the Chief in order to inform, with openness and candor, the agency, the public, and the media of information on agency administration and operations.

**1.2080.30 CRIME PREVENTION**

- A. Although all agency personnel are responsible for achieving the agency's crime prevention and community involvement activities, the coordination and operation of Crime Prevention programs are conducted by the agency's assigned designee.

**1.2080.32 CRIME ANALYSIS**

- A. The crime analysis function, based on the collection, collation and analysis of data as it relates to incidents, crime, calls for service, resource allocation, and strategic prioritization of agency objectives, is currently prepared through the Office of the Chief of Police.

**1.2100 TECHNOLOGY SERVICES**

Technology Services, under the direction of the Administrative Lieutenant, consists of, but is not limited to, the functions of the:

- A. Access Control Systems;
- B. Video and Alarm Systems;
- C. Police Communication Center;
- D. Records

**1.2100.02 ACCESS CONTROL SYSTEM**

- A. Access Control Systems is an organizational component of Security Systems. The Access Control System includes, but is not limited to the design, installation, service, and maintenance of electronic access systems.

**1.2100.04 VIDEO AND ALARM SYSTEM**

- A. Video and Alarm Systems is an organizational component of Security Systems. The Video and Alarm Systems include, but are not limited to the design, installation, service, and maintenance of video monitoring and alarm systems.

**1.2100.06 POLICE COMMUNICATION CENTER**

- A. The Police Communication Center (PCC) is an organizational component of Technology Services which provides continual police communication services to the agency. It also includes, but is not limited to, operating, controlling, and monitoring the agency's campus wide system of alarms, access control, and CCTV security cameras.

**1.2100.08 EMERGENCY MANAGEMENT AND PLANNING**

- A. The agency's Emergency Management and Planning and Homeland Security issues are coordinated through the Director of Threat and Emergency Management. This planning function coordinates policies, procedures, equipment, and furnishes liaison activities connected with the planning, mitigation, response, and recovery from emergency operations and critical incidents.

**1.2100.10 HOMELAND SECURITY**

- A. The agency's Homeland Security function is coordinated through the Office of the Chief and the Director of Threat and Emergency Management and involves liaison with other campus departments and jurisdictions to exer-



cise plans and procedures as related to Homeland Security issues.

- B. The agency will also liaison with other organizations for the exchange of information relating to terrorism to include:
  - 1. Maryland Coordination and Analysis Center (MCAC);
  - 2. Joint Terrorism Task Force (JTTF);
  - 3. Maryland Emergency Management Agency (MEMA); and
  - 4. Department of Homeland Security (DHS).
- C. All agency employees are responsible for reporting and relaying terrorism related intelligence information.
  - 1. Any agency employee can relay terrorism related intelligence to Maryland Coordination and Analysis Center.
  - 2. Employees with terrorism related intelligence are to report this information to their immediate supervisor for forwarding to the Maryland Emergency Management Agency.
  - 3. Terrorism related intelligence to be forwarded to the Joint Terrorism Task Force should be submitted, via channels, to the Office of the Chief.
- D. The agency provides terrorism awareness information through links on the agency's website.

#### 1.2100.12 RECORDS

- A. Departmental records are under the control of the Assistant to the Chief. Functional responsibilities include, but are not limited to, serving as the agency's central repository of all criminal and civil records, storage, control, retrieval, routing, review, and maintenance of agency police related records and reports. Personnel files are retained and are the responsibility of Human Resources. The department does retain "some" duplicate records, evaluations, and etc. in secure locked file cabinets.

#### 1.2120 POLICE OPERATIONS

- A. Police Operations consists of, but are not limited to, the units, personnel, and functions of:
  - 1. Patrol;
  - 2. Juveniles;
  - 3. Traffic enforcement functions;
  - 4. Criminal Investigations;\
  - 5. Victim/Witness assistance.

#### 1.2120.02 PATROL

- A. Each shift is primarily responsible for providing continual police services to the community.
- B. Shift Sergeants report to the Operations Lieutenant and have overall supervisory responsibilities that include, but are not limited to the

efficiency, discipline, appearance and general good conduct of personnel under their command, in addition to general police duties.

- C. University Police Officers report to their respective shift supervisor/OIC and have responsibilities and duties that include, but are not limited to, uniformed patrol, maintenance of public order, discovery and reporting of hazards, responding to citizen's needs for services, investigating and reporting crimes and incidents, arresting offenders, directing traffic and traffic control, providing emergency services and reporting information to appropriate organizational unit or personnel.

#### 1.2120.04 JUVENILE OPERATIONS

- A. Juvenile operations activities may include, but are not limited to:
  - 1. Enforcement activities;
  - 2. Conducting follow-up investigations of cases involving juvenile offenders, victims, or witnesses;
  - 3. Preparing and presenting cases in which juveniles are involved.

#### 1.2120.06 TRAFFIC FUNCTIONS

- A. Traffic function related activities are conducted and facilitated by sworn uniformed officers.
- B. Traffic function related activities may include, but are not limited to:
  - 1. Support activities including data collection and analysis, formulation of policy and procedures, development of effective enforcement techniques, program planning, personnel allocation and utilization, and program evaluation;
  - 2. Reducing violations through preventive patrol and active enforcement;
  - 3. Activities connected with, or related to traffic accidents;
  - 4. Performing a variety of diverse, traffic-related services including providing general and emergency assistance, providing public information and directions, identifying and reporting roadway and roadside hazards, checking abandoned vehicles, and locating and recovering stolen vehicles.

#### 1.2120.08 CRIMINAL INVESTIGATIONS

- A. Each police officer is responsible for conducting thorough criminal investigations. Follow-up and special inquiries are conducted by the agency's investigator. The investigator's functional duties include, but are not limited to crime, investigating criminal cases, criminal intelligence, crime analysis, coordination of



victim and witness assistance and management of the agency's security systems.

sonnel or Baltimore Police/Baltimore Fire Department personnel.

**1.2120.10 CRIMINAL INTELLIGENCE**

- A. All sworn agency personnel may assist in collecting criminal intelligence information. However, the coordination of collecting, processing, and disseminating information related to specified crimes and criminal activities is conducted by the investigator. The Office of the Chief will often provide timely intelligence related material via the university's e-mail system to all personnel.

**1.2120.12 VICTIM/WITNESS ASSISTANCE**

- A. Victim and witness assistance may be provided by any member of the agency. However, the coordination and operations of most victim and witness assistance activities are provided by the investigator with support from the Operations Lieutenant.
- B. Victim/witness assistance activities are conducted in order to:
  - 1. Identify appropriate victim and witness services that the agency can provide without duplicating services offered elsewhere in, or near, the community or by private-sector organizations; and
  - 2. Ensure that victims and witnesses receive professional handling consistent with their important investigative and prosecutorial roles.

**1.2140 TRAINING**

- A. Training of lateral transfers, as needed, is pursuant to the Maryland Police and Corrections Training Commission's (MPCTC) mandates. Annual In-Service training is provided through an agreement with the Baltimore City School Police Department. The university also provides various training for all employees.
- B. The crime prevention specialist conducts regularly scheduled "meet and greet" sessions during the school year to ensure students are aware of current security measures.

**1.2160 SPECIAL OPERATIONS**

- A. Occasionally, and predicated on crime trends and availability of personnel, the agency will establish plainclothes, sting operations, or other crime reduction activities.
- B. Major field operations or emergencies will normally be under the direction of the highest ranking officer until relieved by command per-



**1.2000 -A. ORGANIZATIONAL CHARTS**

The agency's organizational structure is graphically depicted on the attached organizational chart/s. They will be reviewed and updated as needed.

All changes will be made by the **Administrative Assistant** who will ensure the charts are electronically saved.

For a written description of the department's organizational structure and position functions see **1.2000 ORGANIZATION AUTHORITY**.

**By order of Leonard D. Hamm, Chief of Police**



## 1.3000 POLICIES

The policies contained in this section are broad based statements of agency principles that provide framework for the development of agency procedures, rules, and regulations. This section does not constitute all of the agency's policies. Other agency policies are found in the Manual's consolidated system of policies, procedures, rules, and regulations.

### 1.3010 MISSION STATEMENT (*IACLEA 1.1.3*)

The mission of the Coppin State University Police Department is to enhance the quality of campus life through the creation of a safe and secure environment for faculty, staff, students, and campus visitors to pursue a positive work and educational experience. This task is accomplished by establishing a partnership with the university community that encourages mutual respect, understanding, cooperation and a fundamental desire to develop problem-solving strategies to address the problems of crime and the perception of crime on campus.

### 1.3020 AGENCY VALUES (*IACLEA 1.1.3*)

- A. The primary agency value is to provide customized police service to all segments of the community.
- B. The delivery of police services must be structured in a way that will reinforce the strengths of the community. This is accomplished by involving the community in policing activities and soliciting community input into the development of policies which directly impact the quality of community life.
- C. The police cannot carry out their responsibilities alone; thus the agency understands the value of involving the community in aspects of policing which directly impact the quality of community life.
- D. The agency will react to criminal behavior in a way that emphasizes prevention and that is marked by vigorous law enforcement.
- E. The agency will deliver its services in a manner that preserves and advances democratic values.
- F. The agency will deliver police services in a manner which will best reinforce the strengths of the community.
- G. The agency will collaboratively work with the community to understand the true nature of their policing and public safety concerns and develop meaningful cooperative strategies which will best deal with those problems.
- H. The agency will actively seek the input and involvement of all employees in matters which impact job performance and manage the agency in a manner which will enhance employee development, job satisfaction, and effectiveness.

- I. The agency will integrate social marketing and business strategies in its programs to effectively manage and enhance existing resources, enhance the effectiveness of programs, give the community a stake in the police process, and be accountable as legitimate representatives of the people.

### 1.3030 CODE OF ETHICS (*IACLEA 2.1.3*)

- A. A Law Enforcement Code of Ethics, as published by the International Association of Chiefs of Police (Document # 6209), and the Annotated Code of Maryland, State Government article Title 15, subsections 101 – 105 are adopted as a general standard of conduct for this Department's members.
- B. All members of the department receive initial training on ethics, then at least biennially. A copy of the IACP Code of Ethics is posted in the officer's report writing room and notwithstanding the "law enforcement" aspect of this code, the principles are applicable to all staff, whether sworn or not.

### LAW ENFORCEMENT CODE OF ETHICS

"As a law enforcement officer, my fundamental duty is to serve the community, to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or



bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession, law enforcement."

### **1.3040 PROFESSIONAL POLICE PRINCIPLES**

The agency recognizes the professional police principles, authored by Sir Robert Peel in 1822 as policies and guides for providing police services to the community.

### **PEEL'S PRINCIPLES**

"The basic mission for which the police exist is to prevent crime and disorder as an alternative to the repression of crime and disorder by military force and severity of legal punishment.

The ability of the police to perform their duties is dependent upon public approval of police existence, actions, behavior and the ability of the police to secure and maintain public respect.

The police must secure the willing cooperation of the public in voluntary observance of the law to be able to secure and maintain the respect and approval of the public.

The degree of cooperation of the public that can be secured diminishes, proportionately, the necessity for the use of physical force and compulsion in achieving police objectives.

The police seek and preserve public favor, not by catering to public opinion, but by constantly demonstrating absolute impartial service to the law, in complete independence of policy, and without regard to the justice or injustice of the substance of individual laws; by ready offering of individual service and friendship to all members of society without regard to their race or social standing; by ready exercise of courtesy and friendly good humor; and by ready offering of individual sacrifice in protecting and preserving life.

The police should use physical force to the extent necessary to secure observance of the law or to restore order only when the exercise of persuasion, advice, and warning is found to be insufficient to achieve police objectives; and police should use only the minimum degree of physical force which is nec-

essary on any particular occasion for achieving a police objective.

The police at all times should maintain a relationship with the public that gives reality to the historic tradition that the police are the public and the public are the police; the police are the only members of the public who are paid to give full-time attention to duties which are incumbent on every citizen in the interest of community welfare.

The police should always direct their actions strictly toward their functions and never appear to usurp the powers of the judiciary by avenging individuals or the state, or authoritatively judging guilt or punishing the guilty.

The test of police efficiency is the absence of crime and disorder, not the visible evidence of police action in dealing with them."

### **1.3050 LOYALTY**

Officers are often called upon to make difficult decisions where their rights and liabilities and those of the agency hinge upon their conduct and judgment. Officers must be faithful to the code of ethics, professional police principles, objectives of the agency, and their oath of office. Officers must not allow personal motives to govern their decisions and conduct.

### **1.3060 CONDUCT UNBECOMING OF AN OFFICER**

Any violation of law, breach of the peace, neglect of duty, misconduct, or any conduct on the part of any officer which undermines, or is prejudicial to, the good order, efficiency, or discipline of the agency, or which reflects discredit upon the agency or its employees, even though these offenses may not be specifically enumerated, shall be considered conduct unbecoming of an officer.

### **1.3070 RESPECT FOR CONSTITUTIONAL RIGHTS**

No person has a constitutional right to violate the law; neither may any person be deprived of constitutional rights merely because they are suspected of having committed a crime. Officers may enforce any federal, state, or local statute which is valid on its face without fear of abrogating the constitutional rights of the person violating that law or statute. Officers who lawfully act within the scope of their authority, without malice and without gross negligence do not deprive persons of their civil liberties. However, when officers act contrary to their authority by



unreasonable conduct, they violate the sanctity of the laws which they are sworn to uphold.

### **1.3080**

#### **1.3080.01 PROTECTION OF CONSTITUTIONAL RIGHTS**

The agency recognizes the importance of protecting the civil and constitutional rights of all members of the community. The agency believes that these rights and freedoms are central to pluralistic, democratic society and are essential to our way of life. The agency is committed to understand, respect, and uphold those civil and constitutional rights.

#### **1.3080.02 NONDISCRIMINATION**

- A. The agency recognizes that both fundamental democratic principles and public respect for law, order, and the police depend on the uniform and nondiscriminatory protection of individual rights.
- B. The agency is committed to respect and protect such rights and will not discriminate on any improper basis as described by law or in the Coppin State University Human Relations Code.
- C. Agency employees will not engage in any official conduct or harassment that discriminates on any improper basis.
- D. Profiling, in itself, can be a useful tool to assist agency officers in carrying out their duties. Bias based profiling; however, is the selection of individuals based solely on a common trait of a group. This includes, but is not limited to race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable groups.
- E. This agency does not condone the use of any bias based profiling in its enforcement programs.

#### **1.3090 RESPECT FOR INDIVIDUAL DIGNITY**

The recognition of individual dignity is essential in our society. Employees are responsible for protecting this right. Treatment of citizens with respect for their personal dignity, though, does not abrogate or reduce the department's expectation that employees be treated with respect to their own personal dignity. Intolerance directed at any segment of our society, even the police, is itself intolerable.

#### **1.3100 USE OF FORCE**

- A. As long as members of the public are victims of violent crimes and officers in the performance of their duties are confronted with deadly force, it will remain necessary for police officers to be properly armed for the protection of society and themselves.

- B. Officers are regularly confronted with situations where control must be exercised to affect arrest and protect the public's safety. Control is achieved through advice, warnings, persuasion, and the use of less-than-lethal force, or deadly force.
  - 1. Officers are permitted to use only that amount of force which is necessary to affect an arrest, or defend him/herself or another from bodily harm.
  - 2. Officers may use deadly force only when they reasonably believe the actions are in defense of human life or in defense of any person in imminent danger of serious physical injury or death.
- C. Officers will not use force in an arbitrary or capricious manner, or in a way that discriminates against any person because of race, gender, national origin, citizenship, religion, age, physical handicap, sexual orientation, or other improper basis.
- D. Section **2.8000 Use of Force and Weapons** contains specific directives pertaining to the use of force in this agency.

#### **1.3110 INTEGRITY**

The integrity of police officers must be above reproach. The dishonesty of a single officer may impair public confidence and cause suspicion upon the entire agency. Officers must avoid any conduct which might compromise the integrity of themselves, fellow officers, or the University Police.

#### **1.3120 ATTENTION TO DUTY**

As most police work is necessarily performed without close supervision, the responsibility for the proper performance of an officer's duty lies primarily with the officers themselves. Officers discharge their responsibilities by faithful and diligent performance of their assigned duties. Anything less violates the trust placed in the officer by the people.

#### **1.3130 COOPERATION**

All employees must establish and maintain a high spirit of cooperation within the agency.

#### **1.3140 ASSISTANCE**

- A. All employees are required to take appropriate actions toward aiding police officers exposed to danger or in situations where danger might be impending.
- B. When any person needs assistance or advice, or makes a complaint or report, either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and



will be properly and judiciously acted upon in accordance with agency directives.

### 1.3150 KNOWLEDGE OF LAWS AND REGULATIONS

All employees are required to maintain a working knowledge of, and comply with, all agency directives, laws, rules, regulations, policies, and procedures as applicable to their positions, ranks, or assignments.

### 1.3160 REPORTING VIOLATIONS OF LAWS, RULES, REGULATIONS OR ORDERS

Employees knowing of other employees violating laws, rules, regulations, policies or regulations will report the facts and circumstances using the agency complaint process consistent with **2.9000 Complaints and Discipline**.

### 1.3170 AUTHORITY AND RESPONSIBILITY

- A. Authority to execute the required activities of agency units or functions delegated by the chief through the command structure in order for responsibilities to be accompanied by commensurate authority.
- B. Employees must recognize and accept the need for individual accountability for actions resulting from delegated authority.
- C. Accountability extends to employee's delegated authority who fail to use the responsibility where warranted and/or expected or when such actions can be construed to constitute misfeasance, malfeasance, or nonfeasance.

### 1.3180 DISCRETION

- A. One of the most critical aspects of the use of police authority is in the area of discretion. The use of discretion can be a highly successful tool to resolve problems and conflicts, but only if used properly.
- B. The use of discretion involves a giving of trust and confidence which cannot be violated.
- C. Discretion becomes necessary for many reasons. Among the most predominant reasons for exercising discretion is the lack of resources to deal with violations of many laws. Police must differentiate between ambiguous and obsolete laws, the effects of enforcement on community relations, the effectiveness and efficiency of the overall police operation, and the role of the police in our community.
- D. The agency recognizes limitations to discretion. As such, officers must obtain the approval of superiors for many enforcement related decisions. Employees do not have any discretion when given lawful orders, or when dealing with compli-

ance of directives, laws, rules, regulations, policies, or procedures mandating courses of conduct or action.

- E. Officers are allowed the use of discretion in many areas, such as to arrest or release, arrest or refer to the Dean of Student's Office, cite or issue a written or verbal warning, make referrals to other university components or to other organizations better suited to address and resolve problems, etc.

### 1.3190 ALTERNATIVES TO ARREST

- A. It is agency policy that decisions for officers to arrest or not to arrest suspects should be made after consideration of circumstances that may include, but are not limited to:
  - 1. Whether arrests would cause greater risks of harm to the public than not arresting offenders;
  - 2. Whether arrests would cause harm to offenders who pose no threat of danger to the public; and
  - 3. The seriousness of crimes involved.
- B. Officers may seek alternatives to physical arrest when hazards to the community, victims, or suspects do not result. This is a natural result of officers being vested with the use of discretion within the guidelines of agency standards, statutory and case law, and to some extent, prevailing community standards.
- C. The agency recognizes that there are a variety of situations which may be resolved more suitably by exercising alternatives to arrest.
  - 1. Agency officers are encouraged to make necessary or appropriate referrals to public and private agencies that can provide services to address or solve underlying problems that cause incidents.
  - 2. **2.4160 Criminal/Civil Citations** contain specific directives relating to alternatives agency officers have to issue criminal/civil citations in lieu of custodial arrests.
  - 3. **2.4320 Student Conduct** contains specific directives relating to the referral by officers of university students to the Dean of Students.
  - 4. District Court Commissioners are permitted to issue District Court Summonses as charging documents for minor crimes. See also **2.600 Arrest Procedures** for directives related to processing individuals charged with crimes via criminal summonses.
  - 5. See also **2.2000 Traffic** for directives relating to the enforcement of traffic laws through issuing citations, written warnings, and verbal warnings.
  - 6. Maryland Court Rule 4-121 places authority for determining pretrial release and/or prearrestment confinement in District Court Commissioners.



7. Persons arrested pursuant to TR 26-202 (Authority to arrest) will be taken without unnecessary delay before District Court Commissioners, as specified in TR 26-401, unless arresting officers, in their discretion, release arrestees upon their written promise to appear for trial.
  8. Officers will immediately release prisoners/detainees from custody if it is determined that the formal placing of charges would be inappropriate, or investigations or other situations lead to the diminishment of probable cause to the point that it no longer exists.
- D. Officers will not authorize a person to violate the law. However, when the safety of victims, witnesses, suspects, and officers can be maintained and no other exceptional circumstances exist, officers resolving misdemeanor situations necessitating formal action may do so within guidelines for citations in lieu of arrest and/or referral to the Dean of Students.
- E. Officers may exercise the concept of a written or verbal warning on those traffic and simple misdemeanor offenses where the facts indicate proper resolution of the incident can be achieved without formal charge. However, officers will not evade the responsibility of properly resolving incidents or situations.

### **1.3200 THE NATURE OF POLICE OPERATIONS**

Decisions in police operations frequently must be made in an instant. The lives of officers and other members of the community may depend upon the quality of those decisions. Officers must base their conduct and actions upon the facts of the situation as they reasonably appear, relying upon their experience, training and judgment to guide them toward morally justified and lawful decisions and actions.

### **1.3210 POLICE ACTION BASED ON LEGAL JUSTIFICATION**

What is reasonable in terms of appropriate police action or what constitutes reasonable suspicion or probable cause varies with each situation. The requirement that legal justification be present imposes limitations on an officer's action. In every case, officers must act reasonably within the limits of their authority as defined by statutes and judicial interpretation, thereby insuring that the rights of both the individual and the public are protected.

### **1.3220 CALLS FOR SERVICE**

- A. The agency cannot be aware of each circumstance on the university where police action or assistance may be required. The agency is dependent

- upon members of the community for such information. The community, in return, expects the police to respond to requests for police service within a reasonable time and to satisfactorily perform the necessary service. A person calling for police assistance expects to be provided with a service. As a practical matter, the extent of the service may necessarily be limited, but, regardless of its extent, professional service must be rendered in all cases.
- B. Because it is not always possible for the agency to respond to every call for service, the agency must organize available resources to give the highest level of efficient service possible.

### **1.3230 EQUALITY OF SERVICES**

- A. The University is a large higher education community of many different races, cultures, and backgrounds. Although all communities have some unique and similar characteristics, all share the common need for protection and fair and impartial police service. To that end, employees are expected to extend an even and unbiased delivery of law enforcement services to all segments of the community.
- B. The agency conducts proactive patrol, aggressively investigates suspicious persons and circumstances, and actively enforces the law. Agency personnel must have reasonable suspicion or probable cause supported by specific articulated facts that persons contacted regarding their identities, activities, or locations have been, are, or are about to commit crimes or are currently presenting threats to the safety of themselves or others.
- C. See also **2.431 Impartial Policing**.

### **1.3240 OPENNESS OF OPERATIONS**

Agency activities must not be shrouded in secrecy. It is essential that there be a full and public disclosure of policies and openness in matters of public interest. This, though, is not in conflict with the need of the agency to protect sensitive investigations, material, and individual rights.

### **1.3250 COOPERATION WITH THE MEDIA**

- A. The Public Information Officer, through the Office of University Relations, is committed to cooperating fully and impartially with representatives from the various media. Additional information regarding the PIO can be found in directive **2.450 Public Information & Media Relations**.

### **1.3260 REFERRAL SERVICES**



- 
- A. Agency employees are responsible for referring persons in need of assistance to proper criminal justice or social service agencies or organizations. Some information is in the State of Maryland's *CRIME VICTIM AND WITNESSES* brochure to be given to victims of crimes reported to CSU officers.
  - B. Officers and dispatchers will make referrals to agencies or organizations with mission related authority or consistent with directives that include, but are not limited to:
    - 1. **1.3180 Discretion;**
    - 2. **1.3190 Alternatives to Arrest;**
    - 3. **2.3120 Victim / Witness Assistance;** and
    - 4. **2.4340 Juveniles.**
  - C. City and State referral services are contained in a reference binder at the communications desk. Communications personnel are responsible for ensuring that listings of diversion and referral services are updated as needed.



## 1.4020 DIRECTIVE SYSTEM

### 1.4020.02 Manual of Rules & Procedures

- A. The manual for the Coppin State University Police is hereby established and will be referred to as the Manual of Rules and Procedures or the "Manual."
- B. Manual directives constitute a consolidated system of policies, procedures, rules and regulations.
  - 1. Policies are broad statements of agency principles.
  - 2. Procedures establish step-by-step guidelines or requirements.
  - 3. Rules and regulations are directives to which all applicable employees must adhere.
- C. Agency employees will comply with directives contained in this Manual and all other agency directives as applicable to their positions, ranks, or assignments.
- D. Employees are personally responsible for seeking clarification from their immediate superiors when agency directives are not clearly understood.
- E. Authority to authorize, modify, or approve the Manual and other agency directives is vested solely in the Chief of Police.
  - 1. Only the Chief has the authority to authorize, modify, or approve special orders and directives contained in this Manual.
  - 2. The Chief can, at his discretion, authorize others to prepare, modify or approve rules and/or procedure.

### 1.4020.04 Specialized Manuals

- A. Specialized manuals containing standard operating procedures *may be* developed by supervisors or administrators in order to guide operations of specialized units or functions. Examples of these specialized manuals include, but are not limited to, the:
  - 1. Emergency Preparedness Plan;
  - 2. Communications Manual;
  - 3. Criminal Investigations Manual; and
  - 4. Inspections Manual.
- B. Specialized manuals and SOPs *must* be staffed through the Accreditation Coordinator to ensure compliance with existing laws, directives, and CALEA standards.

### 1.4020.06 Precedence Over Prior Manuals

As manuals, orders, or directives are prepared, staffed, approved and distributed, all "old" orders, protocols, directives, procedures and etc, which are in conflict with the contents of the **Manual** are rescinded. However, portions of any preceding manual, order, policy, protocol or directives which have

not been included will remain in effect where not in conflict with the **Manual**.

### 1.4020.08 Signatures of Approving Authorities

- A. Original signatures of approval or other approving authorities are maintained on file by the appropriate authorities.
- B. Directives, as they are distributed to agency personnel, need not contain reproduced signatures of approval in order to be in effect.
- C. Directives distributed by e-mail are considered to be signed and authorized by message senders unless otherwise specified.

### 1.4020.10 Severability (Savings Clause)

Should any part(s) of manuals or directives issued by this agency, which are found to be illegal, incorrect, or inapplicable, will not affect the validity of remaining portions of manuals or directives.

### 1.4020.12 Manuals for Internal Standards Only

This Manual, SOPs, and other agency directives are for agency use only and do not apply in any criminal or civil proceedings. Agency directives should not be construed as creating higher legal standards of safety or care in an evidentiary sense with respect to third party claims. Violations of agency directives will only form the basis for agency administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in recognized judicial settings.

### 1.4020.14 Organization of the Manual

- A. The Manual is composed of two units that are:
  - 1. **UNIT 1 - Management Directives;** and
  - 2. **UNIT 2 - Line & Operational Directives.**
- B. All Manual and SOP directives will be prepared in a standard, two column outline style format with the contents of each unit indexed sequentially in ascending numerical order.

#### EXAMPLE:

#### 1.1000 ALL CAPITALS FOR MAIN TOPICS

#### 1.1000.02 TOPICS AND INDIVIDUAL ITEMS

- A. *These sections are written as text.*
- B. *These sections are written as text.*

1.



2.
  - a.
  - b.

#### **1.1000.04 For Subtopics and Individual Items**

- A. *These sections are written as text.*
- B. *All breakdowns of paragraphs in an outline must be in two or more parts, i.e., there cannot be a "1." without a "2.", an "A" without a "B", etc.*
- C. *Outline headings should be short.*

#### **1.4020.16 Style Standards**

- A. All manuals and directives are written using standard rules of grammar using third person, active voice.
- B. The lowercase "agency" will be used to refer to the Coppin State University's Department of Public Safety. The word "agency" is preferred usage over the word "department."
- C. The term "Chief" refers to the Chief of the agency and stands alone. The full, formal title of "Chief of Police" will be capitalized when used.
- D. Generic (not specific) component titles will not be capitalized. Full, formal component titles will be capitalized, e.g., "Send to all units." v. "Send to the Records Unit."
- E. Formal titles will be capitalized when used immediately before one or more names. Titles will not be capitalized when making reference to a group or one of several persons, e.g., "Send it to Captain Jones, but not to all captains."
- F. "Will" rather than "shall" will be used to indicate imperatives.
- G. The terms "above" or "below" should not be used when referring to other sections of the Manual. Other sections will be referenced by using the specific number and letter, separated by periods, e.g., **1.2500.B.1.a**.
- H. Generally, all numbers under 10 will be written as words; however, sentences will not begin with numerals. Written numbers with numerical figures placed in parentheses following will not be used, e.g., three (3).
- I. All Statutory references are to the Annotated Code of Maryland, unless otherwise specified. Abbreviations for the various volumes of the Annotated Code are contained in the Glossary.
- J. New or revised wording to existing directives will be effective on revision dates contained within brackets on topic or subtopic title lines, e.g., [070101] or within page headers. Only the most recently new or revised wording and dates will be so noted. New or revised wording will be printed in caps, underlined.

#### **1.4020.18 Directive Staffing**

- A. Proposed Manual changes will be forwarded to the Accreditation Coordinator for review to ensure conformity with CALEA standards and consistency with existing directives and laws.
- B. The Accreditation Coordinator will prepare draft Manual directives and submit them to the Chief for distribution and staffing.
- C. The Chief will ensure draft directives are distributed to appropriate agency personnel for initial staffing and that at least five business days are allowed for review and comment.
  1. If deemed necessary, and at the direction of the Chief, the Accreditation Coordinator will place electronic copies of specific draft directives in **DRAFT FORM** in the J - Drive for access by all agency personnel.
  2. The Accreditation Coordinator will compile initial staffing comments into draft directives and forward same to the Office of the Chief the Chief for the final staffing review.
- D. If materials are not approved for implementation, the Accreditation Coordinator will maintain copies of the material with the reasons for terminating the staffing process.
- E. The Accreditation Coordinator will ensure that fully staffed directives are prepared in final format and forwarded to the Chief for final approval prior to distribution.
- G. The Accreditation Coordinator will facilitate the resolution of identified Manual conflicts.

#### **1.4020.20 Manual Distribution, Maintenance, & Revisions**

- A. Printed and/or electronic copies of all Manual directives will be accessible to all police officers and full-time civilian employees. Employees who are issued printed and/or electronic copies of Manuals are responsible for the proper care, control, and updating of their Manuals.
- B. Manual materials will not be circulated or disseminated outside the agency or other criminal justice agencies without the authorization of the Chief.
- C. A printed copy of all issued Manual material, Special Orders, and Notices will be maintained in the Offices of the Chief, the Accreditation Coordinator, the Operations and Administrative Lieutenant, the Communications Center and the Officer's computer/radio area.
- D. Approved "read only" Manual materials, Special Orders, and Notices will be maintained on the university's "J" drive by the Accreditation Coordinator for access by all agency employees.
- E. Issuers of specialty manuals may require the return of those manuals when employees transfer out of specialized components, units, or functions, as long as returning specialty manuals will not affect employees' performance.



#### 1.4020.22 Receipt & Review of Additions & Revisions

- A. The Accreditation Coordinator administers the distribution of Manual directives, Special Orders, and Notices and maintains records of acknowledgment reflecting directive receipt and review.
  - 1. Directives distributed electronically will be sent so as to generate return receipts. Each recipient is to become familiar with the directives within 5 days of issuance.
  - 2. Those with hard copy/paper manuals will be required to add or replace directives when issued. All must be familiar with the contents of any directive, SOP, memo, rule or regulation within 5 days of issuance).
- B. All agency employees are personally responsible for familiarizing themselves, and complying with, Manual directives. The directive familiarization process will be facilitated, as necessary, by the Shift Supervisor/OIC through shift briefings, unit level, or other training program/s.
- C. Employees issued printed and/or electronic copies of Manuals are responsible for purging outdated materials and placing new or amended Manual materials, properly sequenced, in their Manual binders within 24 hours of receipt of the materials.
  - 1. Most printed directives are not considered sensitive materials, and as such, may be disposed of through recycling or shredding when they are to be purged or replaced.
  - 2. Sensitive printed directives will be designated as such and will be disposed of only through shredding or other form of obliteration when they are to be purged or replaced.
- D. Manual directives will be labeled with effective dates and most recent revision dates.

#### 1.4020.24 Manuals Subject to Inspection

Manuals, including specialty manuals, are subject to inspection to ensure they are complete and current. Employees are required to have access to their manual while on-duty for inspectional purposes.

#### 1.4020.26 Indexes & Lists

The Accreditation Coordinator will update and distribute Manual indexes as necessary.

#### 1.4020.28 Additions or Changes to the Manual

- A. Commanders desiring modifications of materials pertinent to their specific commands will forward their observations, comments, or concerns to the Accreditation Coordinator and the Office of the Chief the Chief for staffing.

- B. The Accreditation Coordinator is responsible for managing a system of directive reviews. All agency directives will be reviewed and revised as necessary, mandated, or at least once every three years.
- C. All agency employees are encouraged to bring Manual inconsistencies, discrepancies, proposed changes, etc., to the attention of the Accreditation Coordinator or the Office of the Chief the Chief.

#### 1.4020.30 Non-Manual Directives

The agency's non-manual directive system is comprised of:

- A. Special Orders;
- B. Personnel Orders;
- C. Training Orders;
- D. Notices; and
- E. Memorandums.

#### 1.4020.32 Numbering & Indexing

- A. A single system of sequential numbers will be used for agency Special Orders, Personnel Orders, Training Orders, and Notices to facilitate indexing by date, type, and subject.
- B. The Office of the Chief the or designee will assign directive numbers to all Special Orders, Personnel Orders, Training Orders, and Notices. Directive numbers will consist of the calendar year of issue and a sequencing number.
  - 1. Example: 92-001  
92 = issued calendar year 1992  
001 = first directive issued in calendar year 1992.
  - 2. Addendums, amendments, revisions, and cancellations will be referred to as "Addendums," will carry original directive numbers, and will be numbered sequentially (e.g., 92-001 Addendum 1).
- C. Special Orders, Personnel Orders, Training Orders, and Notices will remain in effect until rescinded, amended by subsequent written directives, or until any given expiration dates have occurred. All addendums to written directives are rescinded when original directives are rescinded.
- D. Special Orders, Personnel Orders, Training Orders, and Notices may be amended or rescinded only at, or above, the supervisory or administrative level that initiated the directives.

#### 1.4020.34 Special Orders

- A. Special Orders are directives that are temporary and intended to address special activities, supersede other directives, and are to be issued only by the of Police.
  - 1. Special Orders may announce policies or procedures directed to specific circumstances or events or directed to specific segments of the



- agency. Special Orders may be self-canceling or canceled at the direction of the Chief.
2. Special Orders must be staffed through the Accreditation Coordinator and receive approval from the Chief.
- B. Special Orders will be:
1. Reviewed annually by the Accreditation Coordinator for incorporation into Manual directives as appropriate; and
  2. Electronically distributed to all agency personnel with document receipts being similarly documented.
- C. The Accreditation Coordinator will ensure hard copies of Special Orders are distributed to all personnel when it is necessary to include documents or information that cannot be distributed via e-mail.
- D. File copies of Special Orders are maintained by the Accreditation Coordinator and retained in;
1. Master Special Order files in the Office of the Chief the;
  2. Accreditation files; and
  3. The University's J drive under **Emergency Plans & General Orders & Memos** directory.

#### 1.4020.36 Personnel Orders

- A. Personnel Orders are directives that are issued by the Office of the Chief the concerning appointment of new personnel, Issuance of the Oath of Office, assignment or transfer of employees from one organizational component to another, promotion or demotion of members, suspension, dismissal, restoration to duty, termination, resignation or retirement.
1. Captains may issue Personnel Orders transferring employees from one organizational component to another under their command with permission of the Chief.
  2. Personnel orders *should* be staffed through and receive approval from the Office of the Chief the Chief.
- B. Personnel Orders will be electronically distributed to all agency personnel and paper copies placed in the employees' personnel file.
- C. File copies of Personnel Orders are maintained and retained in master Personnel Order files in the Office of the Chief the by the Administrative Specialist.

#### 1.4020.38 Operational Orders

- A. Operations Orders are directives authorized by Appropriate Authorities consistent with **1.2000 Organization** assigning employees to specified operations or special event activities.
- B. Operations Orders will be electronically distributed to all agency personnel.
- C. File copies of Operations Orders are main-

tained and retained in master Operations Order file retained by the Administrative Specialist.

#### 1.4020.39 Training Orders

- A. Training Orders are directives authorized by the appropriate commander.
- B. Training Orders will be electronically distributed to all agency personnel and as hard copies to affected employees' training files.
- C. File copies of Training Orders are maintained and retained in master Training Order file retained by the Administrative Specialist.

#### 1.4020.42 Notices

- A. Notices are directives that order procedures, tasks, or responsibilities in order to facilitate the performance of specific activities or increase the efficiency of actions.
  1. Notices may have agency wide impact or may be unit or function specific.
  2. Notices may be issued when relaying controlling directives issued by other authorities or agencies.
  3. Notices may be initiated and distributed as necessary by supervisory or administrative personnel having authority over personnel, units, or functions to which Notices will apply.
  4. Notices must be staffed through the Accreditation Coordinator or Office of the Chief the prior to distribution to ensure that the material does not conflict with existing directives and/or compliance with CALEA standards.
- B. Notices will be:
  1. Reviewed annually by the Accreditation Coordinator for incorporation into Manual directives as appropriate; and
  2. Electronically distributed to all appropriate personnel with document receipts being similarly documented.
- C. The Accreditation Coordinator will ensure that hard copies of Notices are distributed to all appropriate personnel when it is necessary to include documents or information that cannot be distributed via e-mail.
- D. The Accreditation Coordinator will ensure file copies of Notices are maintained and retained in;
  1. Master Notice files in the Office of the Chief the Chief;
  2. Accreditation files;
  3. The agency's J drive under **Emergency Plans & General Orders & Memos** directory.

#### 1.4020.44 Memorandums



**Coppin State University Police Department  
Manual of Rules and Procedures  
DIRECTIVE SYSTEM**

**Section: 1.4020  
Effective: January 20, 2013**

- 
- A. Memorandums are unnumbered advisories, containing general information or advisories that are of interest or pertain to specific personnel, units, or the entire agency.
  - B. Memorandums may be initiated and distributed as necessary by supervisory or administrative personnel.
  - C. Employees issuing or distributing memorandums are responsible for distributing memorandums via e-mail, and as hard copies when appropriate, to intended personnel.
  - D. Employees issuing memorandums are responsible for retaining file copies of same for at least one year from date of issue or distribution, or until the memorandums are no longer in effect, whichever is greater.



## 1.4030 IDENTITY THEFT & REPORTING

### 1.4030.02 Background Information

- A. During the 2010 legislative session the Maryland Legislature passed an amendment to the Public Safety Article, Section 3-207 of the Annotated Code of Maryland which the Governor signed into law.
- B. In part, that amendment requires the Maryland Police and Correctional Training Commission to develop, with the cooperation of the Office of the Attorney General, the Governor's Office of Crime Control and Prevention, and the Federal Trade Commission, a uniform identity fraud reporting form that:
  - 1. makes transmitted data available on or before October 1, 2011, for use by each law enforcement agency of State and local government; and,
  - 2. may authorize the data to be transmitted to the Consumer Sentinel Program in the Federal Trade Commission.

### 1.4030.04 MPCTC developed ID Fraud Reporting Form

- A. In response to this legislative mandate the Police Training Commission staff has developed, in cooperation with the Office of the Attorney General, the Governor's Office of Crime Control and Prevention and the Federal Trade Commission the Identity Fraud Reporting form.
- B. At its January, 2011 meeting the Police Training Commission approved this form, for distribution to all Maryland law enforcement agencies.
- C. As part of its discussion the Commission considered the reporting requirement set forth in Maryland Criminal Law - CR § 8-394 - Report which states in part:
  - 1. *Contact local law enforcement agency* - A person who knows or reasonably suspects that the person is a victim of identity fraud, as prohibited under this subtitle, may contact a local law enforcement agency that has jurisdiction over:
    - a. any part of the county in which the person lives; or
    - b. any part of the county in which the crime occurred.
    - c. *Preparation of report.* - After being contacted by a person in ordinance with

subsection (a) of this section, a local law enforcement agency shall promptly:

- i. prepare and file a report of the alleged identity fraud; and
  - ii. provide a copy of the report to the victim.
- D. The Commission recognizes that a number of law enforcement agencies use agency specific field reporting forms for various crimes and incidents, some of which may be generated in the field by computer and recorded and or stored electronically. It also recognized the Identity Fraud form it developed may not be compatible with those electronic report writing protocols.
- E. *While the law does not require the use of the form developed by the Commission, the Commission urges law enforcement agencies to adopt this form or a suitable facsimile that allows the identity fraud data/information captured on the uniform report to be collected in a format that is suitable for transmission to other law enforcement agencies and to the Federal Trade Commission.*

### 1.4030.06 Electronic Report Form

- A. An electronic copy of the form developed by the Commission is on the R Drive under the folder named *Departmental Forms* and called the *Identity Theft – Uniform Reporting Form*.
- B. The staff of the Commission developing instructions on the subject of identity theft/fraud that is suitable for use either in an entry-level program or for in-service training purposes.
- C. These instructions are posted with the report form on the R Drive.

### 1.4030.08 Paper Report Form

- A. The approved paper report form is found with all instructions on the following Annex Pages.

### 1.4030.10 Report Required – No Exceptions

- A. At this time, a paper form MUST be completed and furnished the victim. There are no exceptions to the protocol to complete this report and provide the victim with a copy.



+++++

See appendix for instructions and copy of the required report.

**By order of Leonard D. Hamm, Chief of Police**



## UNIFORM REPORT – IDENTITY FRAUD/THEFT INSTRUCTIONS FOR COMPLETING FORM

PAGE 1 - LINES # 1-2: Reporting Agency Identifiers.

PAGE 1 - LINE # 3: Agency Complaint/Case Number.

PAGE 1 - LINE # 4: Date report taken.

PAGE 1 - LINES # 5-11: Victim Identification – to be completed as indicated on form.

PAGE 2 - BLOCK # 12: Determine if document/information was stolen or lost.

PAGE 2 - BLOCKS # 13-14: To be completed as indicated on form.

PAGE 2 - BLOCK # 15: Determine HOW victim discovered theft/compromise occurred – check all that apply.

PAGE 2 - BLOCK # 16: Determine identity information/item compromised – check all that apply.

PAGE 3 - BLOCK # 17: Determine from victim if information/identity was used to:

- establish NEW account;
- use an EXISTING account;

★ Note: Use separate pages if multiple/additional accounts are involved.

PAGE 4 - BLOCK # 18: Obtain a detailed narrative from victim to include as much of the information contained in BLOCK # 18 as possible.

Use additional page(s) if necessary.

PAGE 5 - BLOCK # 19: Determine from victim the names/identities of any “potential suspect(s).

PAGE 5 - LINE # 20: To be completed as indicated on form.

PAGE 5 - LINE # 21: To be completed as indicated on form if known.

PAGE 6 - BLOCK # 22: Page to be given to victim as reference/resource:

★ Note: Reporting officer should explain options/recommended actions to the victim if necessary.

### ANNOTATED CODE OF MARYLAND

**CR § 8-304. REPORT.**

(a) Contact local law enforcement agency. – A person who knows or reasonably suspects that the person is a victim of identity fraud, as prohibited under this subtitle, may contact a local law enforcement agency that has jurisdiction over:

- (1) any part of the county in which the person lives; or,
- (2) any part of the county in which the crime occurred.

(b) **Preparation of report.** – After being contacted by a person in accordance with subsection(a) of this section, a local law enforcement agency shall promptly:

- (1) prepare and file a report of the alleged identity fraud; and,
- (2) **PROVIDE A COPY OF THE REPORT TO THE VICTIM.**





**PERSONAL INFORMATION - IDENTITY THEFT/COMPROMISE SUMMARY**

**12. DOCUMENT/INSTRUMENT/INFORMATION:**

LOST  STOLEN  
 UNAUTHORIZED DISCLOSURE OF PERSONAL INFORMATION FROM OTHER RECORDS:  
 TYPE OF RECORD: \_\_\_\_\_

**13. DATE IDENTITY THEFT FIRST NOTICED/DISCOVERED:**

AMOUNT OF MONEY SPENT TO DATE TO RESOLVE THEFT (ESTIMATE IF NOT SURE): \$ \_\_\_\_\_  
 AMOUNT OF TIME SPENT TO DATE TO RESOLVE THEFT (ESTIMATE IF NOT SURE): \_\_\_\_\_  
 (HOURS)

**14. LOCATION/ADDRESS IDENTITY THEFT/LOSS BELIEVED TO HAVE OCCURRED:**

\_\_\_\_\_  
 (STREET)  
 \_\_\_\_\_  
 (CITY) (COUNTY) (STATE) (ZIP CODE)  
 IF COMMERCIAL ESTABLISHMENT - NAME: \_\_\_\_\_

**15. IDENTITY THEFT/COMPROMISE DISCOVERED HOW (CHECK APPLICABLE):**

- SELF-INITIATED CREDIT REPORT CHECK
- FRAUDULENT/UNAUTHORIZED ACCOUNT:  
 OPENED  USED
- OVERDRAWN ACCOUNT
- CREDIT REPORT FINDING BY FINANCIAL/OTHER INSTITUTION
- NOTIFIED BY:  
 BANK/CREDIT UNION/OTHER TYPE OF FINANCIAL INSTITUTION  
 CREDIT CARD COMPANY/OTHER CREDITOR  
 BILL COLLECTION AGENCY/REPRESENTATIVE  
 INSURANCE COMPANY  
 UTILITY/TELEPHONE COMPANY
- DENIED LOAN/CREDIT
- ARRESTED/HAD WARRANT ISSUED/COMPLAINT FILED FOR CRIME DID NOT COMMIT
- DRIVER'S LICENSE SUSPENDED FOR ACTS NOT COMMITTED
- SUED FOR DEBT NOT INCURRED
- DENIED EMPLOYMENT FOR FINANCIAL REASONS
- THEFT OF MAIL/DIVERSION OF MAIL FROM ADDRESS
- GARBAGE/RECYCLABLES GONE THROUGH
- OTHER (DESCRIBE): \_\_\_\_\_

**16. TYPE OF IDENTITY INFORMATION/ITEM COMPROMISED (CHECK APPLICABLE TYPES):**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> SOCIAL SECURITY NUMBER</li> <li><input type="checkbox"/> DRIVER'S LICENSE</li> <li><input type="checkbox"/> BIRTH CERTIFICATE/OTHER</li> <li><input type="checkbox"/> RESIDENT ALIEN CARD</li> <li><input type="checkbox"/> PASSPORT</li> <li><input type="checkbox"/> EDUCATIONAL RECORDS</li> <li><input type="checkbox"/> MEDICAL RECORDS</li> <li><input type="checkbox"/> PROFESSIONAL RECORDS/LICENSE</li> <li><input type="checkbox"/> INSURANCE RECORDS:<br/> <input type="checkbox"/> MEDICAL<br/> <input type="checkbox"/> OTHER (IDENTIFY TYPE): _____</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> UTILITIES/TELEPHONE RECORDS</li> <li><input type="checkbox"/> ATM/BANK CARD</li> <li><input type="checkbox"/> SAVINGS ACCOUNT</li> <li><input type="checkbox"/> CREDIT CARD</li> <li><input type="checkbox"/> CHECKING ACCOUNT</li> <li><input type="checkbox"/> BROKERAGE/STOCK ACCOUNT</li> <li><input type="checkbox"/> PERSONAL COMPUTER:<br/> <input type="checkbox"/> INTERNET PURCHASE<br/> <input type="checkbox"/> FILES HACKED</li> <li><input type="checkbox"/> OTHER (PROVIDE INFORMATION): _____</li> </ul> |
|--|--|



**17. HOW INFORMATION/IDENTITY WAS USED (CHECK APPLICABLE):**

\_\_\_ **NEW** ACCOUNT:

\_\_\_ FRAUDULENTLY ATTEMPTED TO OPEN **NEW** ACCOUNT (fill in applicable information)

\_\_\_ FRAUDULENTLY OPENED **NEW** ACCOUNT (fill in applicable information)

- DATE OPENED: \_\_\_\_\_
- TYPE OF ACCOUNT: \_\_\_\_\_
- COMPANY NAME: \_\_\_\_\_
  - ACCOUNT #: \_\_\_\_\_
  - AMOUNT OBTAINED/CREDIT LIMIT: \$ \_\_\_\_\_
- COMPANY ADDRESS: \_\_\_\_\_
- COMPANY PHONE #: \_\_\_\_\_
- COMPANY "E" MAIL ADDRESS: \_\_\_\_\_
- TYPE OF FRAUD/THEFT:
  - \_\_\_ CASH OBTAINED: \$ \_\_\_\_\_
  - \_\_\_ MERCHANDISE OBTAINED: \$ \_\_\_\_\_
  - \_\_\_ SERVICES OBTAINED:
    - \_\_\_ GOVERNMENT BENEFITS;
    - \_\_\_ MEDICAL SERVICES;
    - \_\_\_ OTHER: \_\_\_\_\_

\_\_\_ **EXISTING** ACCOUNT:

\_\_\_ FRAUDULENTLY ATTEMPTED TO USE **EXISTING** ACCOUNT (fill in applicable information)

\_\_\_ FRAUDULENTLY USED **EXISTING** ACCOUNT (fill in applicable information)

- TYPE OF ACCOUNT: \_\_\_\_\_
- COMPANY NAME: \_\_\_\_\_
  - ACCOUNT #: \_\_\_\_\_
  - AMOUNT OBTAINED/CREDIT LIMIT: \$ \_\_\_\_\_
- COMPANY ADDRESS: \_\_\_\_\_
- COMPANY PHONE #: \_\_\_\_\_
- COMPANY "E" MAIL ADDRESS: \_\_\_\_\_
- ACCOUNT #: \_\_\_\_\_
- DATE(S) ACCOUNT WAS USED: \_\_\_\_\_
- TYPE OF FRAUD/THEFT:
  - \_\_\_ CASH OBTAINED: \$ \_\_\_\_\_
  - \_\_\_ MERCANDISE OBTAINED: \$ \_\_\_\_\_
  - \_\_\_ SERVICES OBTAINED:
    - \_\_\_ GOVERNMENT BENEFITS
    - \_\_\_ MEDICAL SERVICES
    - \_\_\_ OTHER: \_\_\_\_\_

**[LIST ADDITIONAL/MULTIPLE STOLEN/COMPROMISED ACCOUNTS ON SEPARATE PAGES]**



VICTIM ACCOUNT/NARRATIVE OF HOW THEFT OCCURRED OR DISCOVERED & ACTION TAKEN

18. **DETAILED NARRATIVE FROM VICTIM – INCLUDE THE FOLLOWING INFORMATION IF APPLICABLE:**

- LOCATION IDENTITY THEFT/LOSS BELIEVED TO HAVE OCCURRED
- DESCRIPTION OF PERSONAL INFORMATION LOST/STOLEN/COMPROMISED:
  - OTHER/ADDITIONAL IDENTITY INFORMATION LOST/STOLEN COMPROMISED
- DETERMINE IF VICTIM AUTHORIZED ANYONE TO USE NAME/PERSONAL INFORMATION:
  - IDENTIFY AUTHORIZED USER
- DATE THEFT/COMPROMISE OCCURRED/DISCOVERED
- EXPLANATION OF HOW THEFT/LOSS/COMPROMISE WAS DISCOVERED
- EXPLANATION OF HOW ACCESS WAS GAINED TO IDENTITY INFORMATION (if known)
- WAS IDENTITY THEFT RESULT OF ANOTHER CRIME:  
\_\_\_ BURGLARY \_\_\_ STOLEN AUTO \_\_\_ ROBBERY \_\_\_ OTHER TYPE THEFT
- DATE/TIME OTHER CRIME OCCURRED:
  - INCIDENT # (if known)
- DESCRIPTION OF HOW PERSONAL INFORMATION WAS USED/FOR WHAT PURPOSE
- AMOUNT OF FINANCIAL LOSS (known at time of this report)
- IF INTERNET PURCHASE - WEBSITE ADDRESS/COMPANY
- NAME/TELEPHONE # OF COMPANY REPRESENTATIVE/INVESTIGATOR MAKING CONTACT
- DATE THEFT/LOSS REPORTED TO COMPANY/INSTITUTION
- VICTIM IDENTITY VERIFIED BY REPORTING OFFICER AT TIME OF REPORT:
  - METHOD USED: \_\_\_\_\_
- DETERMINE IF VICTIM IS WILLING TO ASSIST IN THE INVESTIGATION/PROSECUTION IF SUSPECT IS IDENTIFIED/ARRESTED/CHARGED:  
\_\_\_ YES \_\_\_ NO \_\_\_ NOT SURE AT THIS TIME
- DETERMINE IF VICTIM HAS FILED A REPORT WITH ANY OTHER LAW ENFORCEMENT AGENCY:
  - IF YES, NAME OF AGENCY/REPORT #: \_\_\_\_\_
- DETERMINE IF VICTIM HAS ADDITIONAL DOCUMENTATION TO SUPPORT THEFT/FRAUD CLAIM THAT MIGHT ASSIST IN INVESTIGATION
  - IF YES, IDENTIFY DOCUMENT: \_\_\_\_\_

NARRATIVE:



**“POTENTIAL” SUSPECT INFORMATION**

19. **“POTENTIAL” SUSPECT IDENTIFIERS:**

SUSPECT NAME/ALIAS: \_\_\_\_\_

SUSPECT ADDRESS: \_\_\_\_\_

SUSPECT TELEPHONE #: \_\_\_\_\_

SUSPECT RELATIONSHIP TO VICTIM: \_\_\_\_\_

METHOD USED TO OBTAIN IDENTITY ITEM (if known/suspected):

AUTHORIZATION BY VICTIM TO SUSPECT TO USE PERSONAL IDENTITY INFORMATION:  
\_\_\_ YES \_\_\_ NO

IF YES, TRANSACTIONS/CIRCUMSTANCES AUTHORIZED FOR (EXPLAIN):

**OFFICER CONTACT INFORMATION**

20. NAME/ASSIGNMENT/TELEPHONE # **REPORTING OFFICER:**

\_\_\_\_\_  
(NAME) (TELEPHONE #) (E MAIL)

21. NAME/ASSIGNMENT/TELEPHONE # OF **FOLLOW-UP INVESTIGATOR** (if known):

\_\_\_\_\_  
(NAME) (TELEPHONE #) (E MAIL)



VICTIM ASSISTANCE INFORMATION/CHECKLIST

An Identity Theft Report entitles an identity crime victim to certain important protections that may help the victim eliminate fraudulent debt and restore their credit to pre-crime status. It is recommended that the victim of the identity theft be provided with the following information after the Identity Crime Report has been completed.

Briefly describe the agency investigative process that occurs after an Identity Theft Report is completed.

22. **RECOMMENDED ACTION TO BE TAKEN BY VICTIM (CHECK APPLICABLE):**

- \_\_\_ BEGIN WRITTEN LOG OF ACTION TAKEN TO INCLUDE:
  - DATES/TIMES OF CONTACTS
  - NAMES/TELEPHONE # OF CONTACTS
  - SUMMARY OF ACTION NEEDED/TAKEN
  - RECORD TIME SPENT/EXPENSES INCURRED FOR CONTACT
  - CONFIRM IN WRITING ALL CONVERSATIONS REGARDING THEFT/FRAUD/COMPROMISE
  - MAINTAIN COPIES OF ALL CORRESPONDENCE/DOCUMENTS REGARDING THEFT
- \_\_\_ OBTAIN/REVIEW COPY OF CREDIT REPORT(S):
  - EQUIFAX (800-685-1111) [www.equifax.com](http://www.equifax.com)
  - EXPERIAN (888-397-3742) [www.experian.com](http://www.experian.com)
  - TRANS UNION (800-680-7289) [www.transunion.com](http://www.transunion.com)
- \_\_\_ IDENTIFY ALL OPEN FRAUDULENT ACCOUNTS:
  - IDENTIFY FRAUDULENT ACCOUNT NUMBERS
  - IDENTIFY FRAUDULENT ADDRESSES/OTHER INFORMATION
- \_\_\_ NOTIFY ALL CREDITORS ABOUT IDENTITY FRAUD COMPLAINT:
  - AUTHORIZE ACCESS TO FRAUDULENT ACCOUNT INFORMATION FOR LAW ENFORCEMENT FRAUD INVESTIGATORS
  - DISPUTE STOLEN ACCOUNTS WITH CREDITORS
  - REQUEST CREDIT REPORTING AGENCIES BLOCK FRAUDULENT INFORMATION
- \_\_\_ PLACE FRAUD ALERT
- \_\_\_ PLACE CREDIT FREEZE
- \_\_\_ OBTAIN REPLACEMENT CREDIT ACCOUNTS WITH NEW ACCOUNT # FOR EXISTING COMPROMISED ACCOUNTS
- \_\_\_ NOTIFY AFFECTED CREDIT CARD COMPANY/BANK/FINANCIAL INSTITUTION
- \_\_\_ FILE COMPLAINT WITH FEDERAL TRADE COMMISSION (FTC):
  - COMPLETE ID THEFT AFFIDAVIT (1-877-438-4338) [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft)
- \_\_\_ OBTAIN IDENTITY THEFT PASSPORT:
  - OFFICE OF MARYLAND ATTORNEY GENERAL:
    - IDENTITY THEFT UNIT (410-576-6491) [www.IDTheft@oag.state.md.us](mailto:IDTheft@oag.state.md.us)
- \_\_\_ MONITOR CREDIT CARD BILLS FOR EVIDENCE OF FRAUDULENT ACTIVITY:
  - REPORT ACTIVITY IMMEDIATELY TO CREDIT GRANTOR
- \_\_\_ NOTIFY SOCIAL SECURITY ADMINISTRATION IF SS# HAS BEEN COMPROMISED:
  - (1-800-269-0271)
- \_\_\_ NOTIFY MOTOR VEHICLE ADMINISTRATION IF DRIVER'S LICENSE HAS BEEN LOST/STOLEN/COMPROMISED:
  - (1-800-950-1682)
  - APPLY FOR "V" RESTRICTION ON DRIVER'S LICENSE FROM MVA;
- \_\_\_ CONTACT LOCAL LAW ENFORCEMENT AGENCY IF IDENTITY HAS BEEN USED TO COMMIT CRIMINAL VIOLATIONS:
  - FILE APPROPRIATE ADMINISTRATIVE REPORT FOR MISIDENTIFICATION:
    - LOCAL STATE'S ATTORNEY'S OFFICE [www.mdsaa.org](http://www.mdsaa.org)
  - PRIVACY RIGHTS CLEARINGHOUSE:
    - (1-619-298-3396) [www.privacyrights.org](http://www.privacyrights.org)

**[ USE THIS PAGE AS A VICTIM ASSISTANCE CHECKLIST ]**



## 1.4040 ADMINISTRATIVE REPORTING SYSTEM

### 1.4040.02 Administrative Reporting

- A. The agency's administrative reporting system is established in order to:
  - 1. List critical administrative reports;
  - 2. List the persons or positions responsible for completing reports;
  - 3. List purposes of the reports;
  - 4. List report frequencies;
  - 5. List report distribution; and
  - 6. Assist in ensuring all time sensitive activities required by accreditation standards are accomplished.
- B. The listings contained in **1.4040.04**, *et seq.*, reflects time sensitive items otherwise established in agency directives.
- C. Time sensitive activities may be listed under more than one category. The categories are:
  - 1. Assessments, analyses, and surveys;
  - 2. Inspections and Audits;
  - 3. Plans;
  - 4. Reports; and
  - 5. Reviews.
- D. Agency personnel are responsible for ensuring all time sensitive activities assigned to them are completed consistent with directives establishing the time sensitive activities.
- E. The accreditation manager will, using manual and/or electronic methods, assign completion and/or suspense dates for reoccurring, and/or time sensitive activities that are assigned consistent with the Attached charts (**1.4040.10**, *et. seq.*)



**1.404.10 Assessments, Analyses, and Surveys**

CAL EA	Directive	Requirement	Purpose	Responsible	Distribu-tion	Frequen-cy
41.2.2	2.145.65	Analysis of pursuit incidents	To indicate training needs &/or policy modifications	Admin. Captain Ops. Captain	Chief	Annually
31.2.2	1.430.05	Progress towards affirmative action plan objectives	To examine if objectives in the plan are being met	HR/Chief	Chief	Biennially
32.2.7 32.2.8	1.432.20	Medical, emotional stability, & psychological fitness examination prior to appointment	To certify general medical and mental health	HR / Chief	Chief	Prior to Appointment
41.2.2	2.145.65	Critique of motor vehicle pursuits	To indicate disciplinary, training, &/or policy modifications	Operations Captain/Chief	Chief	After Each Incident
46.1.1	2.704.48	Documented analysis of Incident Command System incidents and training effectiveness	To ensure effectiveness of system and review and critique agency performance.	Administrative Captain	Chief	Triennially

**1.404.20 Inspections and Audits**

CAL EA	Directive	Requirement	Purpose	Responsible Party	Distribu-tion	Frequen-cy
1.3.9	2.840	Armorer, or designee, inspects & approves all weapons	To establish strict agency control over all firearms, weapons, and ammunition. Purchase, issue and maintenance	Firearms Sergeant	Chief	Before Carrying AND Monthly insp.
17.4.2	1.618	Cash funds accounting (Petty cash)	To ensure proper handling and accounting of cash	Prog. Adm. Spec. (PAS)	Chief	Quarterly (ongoing process)
17.5.3	1.614 2.502	Maintaining stored agency equipment in state of operational readiness	To ensure care, cleaning, preventive maintenance, repair, workability, and responsiveness	Administrative Captain	Chief	Monthly
41.3.2	2.110.05	Vehicle equipment	To ensure vehicles are properly stocked and equipped	Shift Sergeants	Chief	As Needed
53.1.1	1.456.15	Line inspections conducted	To ensure employees are acting in concert with agency requirements & as a mechanism to achieving accountability	Shift Sergeants Ops. Captain	Chief	As Assigned (Usually Monthly)
70.1.2	2.606.02	Inspections for weapons /contraband of any vehicle used for prisoner transport	To ensure officer safety & agency accountability	Assigned Officer and Shift Sergeant	N/A	Start of Each Shift , Before & After Transport
81.3.2	2.1040	Inspection & test of communications center alternate source of electrical power	To ensure continuous emergency communications capability	Facilities	Adm. Captain	Weekly (self test)
82.1.6	2.730	Audit of computer access, permissions, etc.	To ensure computer system access integrity	OTS	OTS to Admin Captain	Annually
84.1.6	2.530	Inspection by property custodian	To ensure adherence to property control procedures, property room is	Administrative Captain	Admin. Captain	Semi-Annually



CAL EA	Directive	Requirement	Purpose	Responsible Party	Distribution	Frequency
			being maintained properly, integrity of the property & evidence is maintained, property is protected from damage or deterioration, property of no evidentiary value is being disposed of promptly			
84.1.6	2.530	Inventory of property when new property custodian is appointed	To ensure continuity of custody and assure the new custodian that records are current and properly annotated	As Assigned Administrative Captain	Chief	Each Occurrence
84.1.6	2.530	Third party inspection of property & evidence	To ensure system integrity on an unannounced basis	As Assigned unannounced	Chief	Annually

**1.404.30 Plans**

CAL EA	Directive	Requirement	Purpose	Responsible Party	Frequency
15.1.3	1.406	Multiyear plan	To serve as an essential component of effective agency management	Chief	Updated Yearly
21.2.1	1.438.02	Written job classification plan	To allow the agency to achieve more efficient administration, compensation, and equitable treatment of personnel	HR/Chief	As Needed
22.1.1	1.438.04	Salary plan for agency	To ensure the plan takes into account agency employment standards, skill needs, and salary levels offered by other local employers	Chief/HR	As Needed
31.2.3	1.430.155	Equal employment opportunity plan	To ensure equal opportunities for employment	HR Chief	Annual Analysis

**1.404.40 Reports**

CAL EA	Directive	Required Report	Purpose	Responsible Party	Distribution	Frequency
11.4.1 11.4.3	1.404	Administrative reporting system	To provide information within the agency on a day-to-day operational basis as well as provide a mechanism to report agency activities outside the immediate structure of the agency	As Assigned	As Assigned	Incident
15.2.2	1.406	Evaluating progress toward meeting goals & objectives.	To provide evaluative information on progress toward meeting agency goals and objectives.	Supervisor/ Ops. Captain Admin. Captain	Chief s	Annually
33.5.1	1.520	Legal updates & firearms requalification	To conduct critical refresher training & to demonstrate weapons proficiency	Firearms Sergeant	Chief	Semi-Annually
35.1.2	1.440.05	Performance evaluation	To standardize the nature of the personnel decision-making process, ensure the public	Sergeants and Captains	Chief	Semi-Annually



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CAL EA	Directive	Required Report	Purpose	Responsible Party	Distribution	Frequency
			that the agency's personnel are qualified to carry out their assigned duties, and provide job incumbents with necessary behavior modification information to allow them to maintain behaviors that are appropriate and to eliminate inappropriate behaviors			
35.1.9	1.440.65	Evaluation of Personnel Early Identification System	To ensure the system is utilizing appropriate input & decision making criteria	Program Admin. Specialist	Chief	Quarterly and Annually
43.1.5	2.306.40	Advising chief of vice/drug/org. crime activity	To ensure the chief is aware of vice/ drug/org. crime activities & investigations	Detective Shift Sergeants	Chief	As Needed
46.1.3 h	2.704.44	After action reports following disasters, etc.	To review & critique agency performance as a critical planning component in advance of future events	Incident Commander	Chief	Each Incident
46.1.3 h	2.704.44	After action reports following hostage/barricade	To review & critique agency performance as a critical planning component in advance of future events	Incident Commander	Chief	Each Incident
46.1.3 h	2.708	After action reports following special Events	To review & critique agency performance as a critical planning component in advance of future events	Incident Commander	Chief	Each Incident
52.1.3	2.904.05	Status reports to advise progress of Internal Investigations	To ensure Chief is advised of invest. progress and outcomes	Admin Captain	Chief	Each Incident
53.1.1	1.456.15	Line inspection reports	To ensure employees are acting in concert with agency requirements & as a mechanism to achieving accountability	Shift Sergeants OIC's	Operations Captain	At least semi annually
61.4.2	2.232	Reports to appropriate authority to correct highway hazards	To ensure hazardous situations are mitigated	As Assigned	Chief	As Needed
70.1.7	2.606.10	Reports to be prepared concerning escape of prisoners being transported	To review & critique agency performance as a critical planning component in advance of future events, to promote officer and prisoner/detainee safety	Ops. Captain	Chief	Each Incident
83.2.6	2.514.45	Crime scene processing reports	To ensure an accurate record of events that transpire at scenes in connection with investigations	Detective Operations Lieutenant	Report Exec.	Each Incident
84.1.1	2.506.30	Property receipt reports	To ensure that all property & evidence coming into agency custody is accounted for & dis-	Admin Captain	As Directed	Each Incident



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CAL EA	Directive	Required Report	Purpose	Responsible Party	Distribution	Frequency
			posed of properly			
84.1.6	2.506.30	Property custodian report	To ensure adherence to property control procedures to ensure property room is being maintained properly, integrity of the property & evidence is maintained, that property is being protected from damage or deterioration, and that property of no evidentiary value is being disposed of promptly	Admin Captain	Chief	Semi-Annually
84.1.6	2.530.10	Inventory report following change in property custodian	To ensure continuity of custody and assure the new custodian that records are current and properly annotated	As Assigned	Chief	Occurrence
84.1.6	2.530.20	Third party audit of property & evidence	To ensure system integrity on a yearly basis	As Assigned	Chief	Annually
84.1.6	2.530.40	Unannounced Inspections of Property & Evidence	To ensure system integrity on an unannounced basis	As Assigned	Chief	Annually

**1.404.50 Reviews**

CAL EA	Directive	Requirement	Purpose	Responsible Party	Frequency
1.2.9	2.431	Review of agency practices & citizen concerns	To ensure agency personnel are policing impartially (RACE Based)	Program Admin Specialist	Yearly
1.3.7	2.835.70	Review use of force reports	To evaluate the use of force for compliance with respect to legal, directive, and training concerns	Operations Captain	Each Incident
1.3.9	2.840	Review & inspection of all weapons for line of duty use	To establish strict agency control over all firearms, weapons, and ammunition	Firearms Sergeant	Annually (can be done monthly)
11.1.2	1.205	Review & revise organizational chart	To ensure the chart coincides with the written description and reflects the formal lines of authority and communication within the agency	Program Admin Specialist	As Needed
11.4.2	1.420	Review of agency forms	To ensure accountability of all forms used by the agency, to ensure information is not duplicated, formats are consistent with record maintenance requirements	Program Admin Specialist	As Needed
32.2.1	1.432.18	Review criminal history record of all candidates prior to appointment to probationary status	To meet state regulatory requirements as a component of a thorough background investigation	Detective	Each Candidate
34.1.3	1.434.60	Promotional candidates may review results of each element of promotional process	To ensure fairness and impartiality	Each Candidate	Each Promotional Process
46.1.1	2.702.10	Emergency operations plans reviewed and updated	To review & critique agency performance as a critical planning component in advance of future events	Chief	Triennially
81.2.8	2.1030	Reviewing recorded audio &	To ensure reviews are necessary and	Admin.	As Needed



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CAL EA	Directive	Requirement	Purpose	Responsible Party	Frequency
1.2.9	2.431	Review of agency practices & citizen concerns	To ensure agency personnel are policing impartially (RACE Based)	Program Admin Specialist	Yearly
		video tapes consistent with directives	appropriate	Captain	
82.2.1	1.710	Review of reports by supervisory personnel	To ensure that assignments have been satisfactorily completed and reported consistent with agency report writing standards and directives	Supervisors	Each Report
91.4.1	1.750	Preparation of University's Annual Security Report, to include three years of crime statistics and policies	Remain in compliance with the <i>Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (20 USC§1092 (f))</i>	Chief of Police with input from staff and other university departments	Annually by October 1

**Crime Reports**

		Respond to calls for service, handle "on view" situations and prepare written (Report Exec) reports as required and based on the facts and circumstances at hand. Each Report Exec report must contain the next consecutive complaint number.  Assist Baltimore Police with cases (per MOU) they are required to investigate and/or handle.	Required reports are to be written to answer the Who, What, When, Where, Why and Action Taken in criminal cases and/or document other non criminal situations requiring such a written report. Administrative reports can augment a formal report but can not supersede the required report.	Officer handling the situation with "back up" officers submitting a supplement to the original report	As appropriate and necessary to document all crimes and other situations (as deemed appropriate and necessary).
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**1.404.10 Assessments, Analyses, and Surveys**

CAL EA	Directive	Requirement	Purpose	Responsible	Distribution	Frequency
41.2.2	2.145.65	Analysis of pursuit incidents	To indicate training needs &/or policy modifications	Ops. Lieutenant	Chief	Annually
31.2.2	1.430.05	Progress towards affirmative action plan objectives	To examine if objectives in the plan are being met	HR/Chief	Chief	Biennially
32.2.7 32.2.8	1.432.20	Medical, emotional stability, & psychological fitness examination prior to appointment	To certify general medical and mental health	HR / Chief	Chief	Prior to Appointment
41.2.2	2.145.65	Critique of motor vehicle pursuits	To indicate disciplinary, training, &/or policy modifications	Operations Lieutenant/Chief	Chief	After Each Incident
46.1.1	2.704.48	Documented analysis of Incident Command System incidents and training effectiveness	To ensure effectiveness of system and review and critique agency performance.	Operations Lieutenant	Chief	Triennially

**1.404.20 Inspections and Audits**

CAL EA	Directive	Requirement	Purpose	Responsible Party	Distribution	Frequency
1.3.9	2.840	Armorer, or designee, inspects & approves all weapons	To establish strict agency control over all firearms, weapons, and ammunition. Purchase, issue and maintenance	Firearms Instructor	Chief	Before Carrying AND Monthly insp.
17.4.2	1.618	Cash funds accounting (Petty cash)	To ensure proper handling and accounting of cash		Chief	Quarterly (ongoing process)
17.5.3	1.614 2.502	Maintaining stored agency equipment in state of operational readiness	To ensure care, cleaning, preventive maintenance, repair, workability, and responsiveness	Assistant to the Chief	Chief	Monthly
41.3.2	2.110.05	Vehicle equipment	To ensure vehicles are properly stocked and equipped	Shift Sergeants	Chief	As Needed
53.1.1	1.456.15	Line inspections conducted	To ensure employees are acting in concert with agency requirements & as a mechanism to achieving accountability	Shift Sergeants Ops. Lieutenant	Chief	As Assigned (Usually Monthly)
70.1.2	2.606.02	Inspections for weapons /contraband of any vehicle used for prisoner transport	To ensure officer safety & agency accountability	Assigned Officer and Shift Sergeant	N/A	Start of Each Shift , Before & After Transport
81.3.2	2.1040	Inspection & test of communications center alternate source of electrical power	To ensure continuous emergency communications capability	Facilities	Asst. to the Chief	Monthly (self-test)
82.1.6	2.730	Audit of computer access, permissions, etc.	To ensure computer system access integrity	OIT	OIT to Asst. to the Chief	Annually
84.1.6	2.530	Inspection by property custodian	To ensure adherence to property control procedures, property room is	Operations Lieutenant	Lieutenant	Semi-Annually



CAL EA	Directive	Requirement	Purpose	Responsible Party	Distribution	Frequency
			being maintained properly, integrity of the property & evidence is maintained, property is protected from damage or deterioration, property of no evidentiary value is being disposed of promptly			
84.1.6	2.530	Inventory of property when new property custodian is appointed	To ensure continuity of custody and assure the new custodian that records are current and properly annotated	As Assigned Ops Lieutenant	Chief	Each Occurrence
84.1.6	2.530	Third party inspection of property & evidence	To ensure system integrity on an unannounced basis	As Assigned unannounced	Chief	Annually

**1.404.30 Plans**

CAL EA	Directive	Requirement	Purpose	Responsible Party	Frequency
15.1.3	1.406	Multiyear plan	To serve as an essential component of effective agency management	Chief	Updated Yearly
21.2.1	1.438.02	Written job classification plan	To allow the agency to achieve more efficient administration, compensation, and equitable treatment of personnel	HR/Chief	As Needed
22.1.1	1.438.04	Salary plan for agency	To ensure the plan takes into account agency employment standards, skill needs, and salary levels offered by other local employers	Chief/HR	As Needed
31.2.3	1.430.155	Equal employment opportunity plan	To ensure equal opportunities for employment	HR Chief	Annual Analysis

**1.404.40 Reports**

CAL EA	Directive	Required Report	Purpose	Responsible Party	Distribution	Frequency
11.4.1 11.4.3	1.404	Administrative reporting system	To provide information within the agency on a day-to-day operational basis as well as provide a mechanism to report agency activities outside the immediate structure of the agency	As Assigned	As Assigned	Incident
15.2.2	1.406	Evaluating progress toward meeting goals & objectives.	To provide evaluative information on progress toward meeting agency goals and objectives.	Supervisor/ Ops. Lieutenant	Chief s	Annually
33.5.1	1.520	Legal updates & firearms requalification	To conduct critical refresher training & to demonstrate weapons proficiency	Firearms Instructor	Chief	Semi-Annually
35.1.2	1.440.05	Performance evaluation	To standardize the nature of the personnel decision-making process, ensure the public that the agency's personnel are qualified to	Sergeants and Lieutenants	Chief	Semi-Annually



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			carry out their assigned duties, and provide job incumbents with necessary behavior modification information to allow them to maintain behaviors that are appropriate and to eliminate inappropriate behaviors			
35.1.9	1.440.65	Evaluation of Personnel Early Identification System	To ensure the system is utilizing appropriate input & decision making criteria	Program Admin. Specialist	Chief	Quarterly and Annually
43.1.5	2.306.40	Advising chief of vice/drug/org. crime activity	To ensure the chief is aware of vice/ drug/org. crime activities & investigations	Detective Shift Sergeants	Chief	As Needed
46.1.3 h	2.704.44	After action reports following disasters, etc.	To review & critique agency performance as a critical planning component in advance of future events	Incident Commander	Chief	Each Incident
46.1.3 h	2.704.44	After action reports following hostage/barricade	To review & critique agency performance as a critical planning component in advance of future events	Incident Commander	Chief	Each Incident
46.1.3 h	2.708	After action reports following special Events	To review & critique agency performance as a critical planning component in advance of future events	Incident Commander	Chief	Each Incident
52.1.3	2.904.05	Status reports to advise progress of Internal Investigations	To ensure Chief is advised of invest. progress and outcomes	Sergeant Detective	Chief	Each Incident
53.1.1	1.456.15	Line inspection reports	To ensure employees are acting in concert with agency requirements & as a mechanism to achieving accountability	Shift Sergeants OIC's	Operations Lieutenant	At least semi annually
61.4.2	2.232	Reports to appropriate authority to correct highway hazards	To ensure hazardous situations are mitigated	As Assigned	Chief	As Needed
70.1.7	2.606.10	Reports to be prepared concerning escape of prisoners being transported	To review & critique agency performance as a critical planning component in advance of future events, to promote officer and prisoner/detainee safety	Ops. Lieutenant	Chief	Each Incident
83.2.6	2.514.45	Crime scene processing reports	To ensure an accurate record of events that transpire at scenes in connection with investigations	Detective Operations Lieutenant	CAD;	Each Incident
84.1.1	2.506.30	Property receipt reports	To ensure that all property & evidence coming into agency custody is accounted for & disposed of properly	Ops. Lieutenant	As Directed	Each Incident



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84.1.6	2.506.30	Property custodian report	To ensure adherence to property control procedures to ensure property room is being maintained properly, integrity of the property & evidence is maintained, that property is being protected from damage or deterioration, and that property of no evidentiary value is being disposed of promptly	Ops Lieutenant	Chief	Semi-Annually
84.1.6	2.530.10	Inventory report following change in property custodian	To ensure continuity of custody and assure the new custodian that records are current and properly annotated	As Assigned	Chief	Occurrence
84.1.6	2.530.20	Third party audit of property & evidence	To ensure system integrity on a yearly basis	As Assigned	Chief	Annually
84.1.6	2.530.40	Unannounced Inspections of Property & Evidence	To ensure system integrity on an unannounced basis	As Assigned	Chief	Annually

**1.404.50 Reviews**

CAL EA	Directive	Requirement	Purpose	Responsible Party	Frequency
1.2.9	2.431	Review of agency practices & citizen concerns	To ensure agency personnel are policing impartially (RACE Based)	Program Admin Specialist	Yearly
1.3.7	2.835.70	Review use of force reports	To evaluate the use of force for compliance with respect to legal, directive, and training concerns	Operations Lieutenant	Each Incident
1.3.9	2.840	Review & inspection of all weapons for line of duty use	To establish strict agency control over all firearms, weapons, and ammunition	Firearms Instructor	Annually (can be done monthly)
11.1.2	1.205	Review & revise organizational chart	To ensure the chart coincides with the written description and reflects the formal lines of authority and communication within the agency	Admin Assistant	As Needed
11.4.2	1.420	Review of agency forms	To ensure accountability of all forms used by the agency, to ensure information is not duplicated, formats are consistent with record maintenance requirements	Asst. to the Chief Admin Asst.	As Needed
32.2.1	1.432.18	Review criminal history record of all candidates prior to appointment to probationary status	To meet state regulatory requirements as a component of a thorough background investigation	Detective	Each Candidate
34.1.3	1.434.60	Promotional candidates may review results of each element of promotional process	To ensure fairness and impartiality	Each Candidate	Each Promotional Process
46.1.1	2.702.10	Emergency operations plans reviewed and updated	To review & critique agency performance as a critical planning component in advance of future events	Chief	Triennially
81.2.8	2.1030	Reviewing recorded audio & video tapes consistent with directives	To ensure reviews are necessary and appropriate	Sergeant Detective	As Needed



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CAL EA	Directive	Requirement	Purpose	Responsible Party	Frequency
1.2.9	2.431	Review of agency practices & citizen concerns	To ensure agency personnel are policing impartially (RACE Based)	Program Admin Specialist	Yearly
82.2.1	1.710	Review of reports by supervisory personnel	To ensure that assignments have been satisfactorily completed and reported consistent with agency report writing standards and directives	Supervisors	Each Report
91.4.1	1.750	Preparation of University's Annual Security Report, to include three years of crime statistics and policies	Remain in compliance with the <i>Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (20 USC§1092 (f))</i>	Chief of Police with input from staff and other university departments	Annually by October 1

**Crime Reports**

		Respond to calls for service, handle "on view" situations and prepare written (Report Exec) reports as required and based on the facts and circumstances at hand. Each Case Mgmt report must contain the next consecutive complaint number.  Assist Baltimore Police with cases (per MOU) they are required to investigate and/or handle.	Required reports are to be written to answer the Who, What, When, Where, Why and Action Taken in criminal cases and/or document other non-criminal situations requiring such a written report. Administrative reports can augment a formal report but cannot supersede the required report.	Officer handling the situation with "back up" officers submitting a supplement to the original report	As appropriate and necessary to document all crimes and other situations (as deemed appropriate and necessary).
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## 1.4060 STRATEGIC MANAGEMENT PROGRAM

### 1.4060.02 Strategic Management Program

- A. The agency's Strategic Management Plan (SMP) is a yearly program to affect the agency's five year plan of goals and objectives. The agency's five year plan includes:
  - 1. Long-term goals and operational objectives;
  - 2. Anticipated workload and population trends;
  - 3. Anticipated personnel levels;
  - 4. Anticipated capital improvements and equipment needs; and
  - 5. Provisions for review and revision as needed.
- B. The CSU Police Department's plan is based on the University's long range goals and requires annual planning by the Chief, Lieutenants, Sergeants, the Detective and other staff (as deemed necessary by the Chief).
- C. The goal is to formulate and annually update written goals and objectives for the agency and are published on the agency's web page

### 1.4060.04 Planning Objectives

- A. In keeping with the Coppin State University's, the agency actively develops and utilizes goals and objectives as integral components of management functions.
- B. Goals and objectives will be developed, and updated as necessary, for the agency and for all organizational components within the agency during the planning conference.
- C. After goals and objectives are established and submitted through the Lieutenants to the Chief, a single goals and objectives plan will be made available to all agency employees as well as appropriate members of the university administration and community.

### 1.4060.06 Review of Activities

- A. At the minimum, Operations Lieutenant will conduct yearly reviews with personnel from organizational components under their direction for the purpose of evaluating progress toward established goals and objectives.
- B. Shift Sergeants will ensure their respective shift's applicable goals and objectives progress is made available as source documents during yearly planning conferences.
- C. The agency's final goals and objectives progress report will be prepared by the Office of the Chief and made available to all agency employees as well as appropriate members of the university administration and community.

### 1.4060.08 Current Goals and Objectives

- A. The Coppin State University Police Department is "service" oriented agency. The manner and delivery of services directly impacts the entire university community. The core values of the department ensure that these services are carried out within professional standards, and the best interests of the Coppin State University
  - 1. Integration of technology;
  - 2. Focused policing;
  - 3. Command and supervisory accountability;
  - 4. Building cooperative relationships with the CSU community through the community policing concept;
  - 5. Recognition of the importance of a "customer service" paradigm.
  - 6. Regularly determine the needs of the CSU community; and work towards fulfilling the identified needs
- B. Listed are the current goals and objectives of the CSU Police Department:
  - 1. *University Goal 2:* Coppin State University will increase student enrollment in response to state and regional demand.

Objective 2.4: Strengthen and coordinate retention efforts in all program areas.

**STRATEGY** - Increasing flexibility in the delivery of teaching, learning and student services.

Actual crime or the perception/fear of crime on campus can adversely impact student or staff recruitment and retention. Statistically, the campus is safe but a perception may exist due to our urban location that UB is not a safe campus. Therefore, a focused campaign to negate this perception should be undertaken.

Deliverables: The creation and continued support of a Community Police Officer is essential to provide the services that will be expected by the CSU community, and to continue to keep in-step with the growth and expansion at CSU. Some examples of these services are: computerized crime mapping, crime prevention for housing on/off campus, and a public safety liaison for /university crime prevention issues. This position will dedicate a staff member and resources to that very concept – increasing the perception that CSU is a safe campus. Of course, the entire campus community shall benefit from a police officer dedicat-



ed to investigating crime and preventing crime. This position provides for a consistent proactive methodology to crime fighting. This proactive approach will improve the perception of crime on and around campus which is critical to the challenges now faced by the university.

- 2. **University Goal 3:** Coppin State University will further develop its role in community engagement and regional stewardship.

Objective 3.5: Continue to build and implement public/private development partnerships that meet University and community needs and contribute to the economic and social vitality of Coppin Heights.

STRATEGY – Strengthening participation and leadership roles in Coppin Heights Development.

Deliverables: meeting. We shall strive to continue to provide support, direction, and leadership to these important organizations that ensure the health and vitality of the community in which CSU resides.

- 3. **University Goal 4:** Coppin State University will support its educational mission through efficient structures, best practices in customer service, sound fiscal management and the retention and recruitment of a professional workforce.

Objective 4.2: Provide a supportive environment for the ongoing professional development and engagement of all staff.

STRATEGY – Enhancing staff training, professional advancement and acknowledgment initiatives

Identify cost effective or free training opportunities or methods for all Public Safety staff members to enhance their performance.

Deliverables: Increase enrollment in additional training opportunities that ultimately translates into improved quality of service to the university community and enhanced customer service skills.

Objective 4.3: Enhance customer service in all public-facing and internal operations  
 STRATEGY – Reinforce a culture of continuous quality improvement in all service areas

Work towards developing an access/security keyless plan that encompasses appropriate levels of access for all university members while providing a degree of security for the protection of persons, and the university's assets as well as personal assets.

Deliverables: Continue to expand and improve the access control system

STRATEGY – Reinforce a culture of continuous quality improvement in all service areas

Examine the functionality of the police communications center and submit staff report that will indicate where improvement, if any, is needed to continue to serve the needs of the campus community now and in the future.

Deliverables: Review processes and work towards methods to increase and improve the police communications center.

STRATEGY – Strengthening institutional research to support evidence-based decision-making.

Review/redesign current mechanisms of evidenced based data collection and dissemination relating to crime suppression, crime statistics, individual officer daily performance, specific shift/squad performance, quality assurance surveys distributed to campus community, and overall departmental functioning.

Deliverables: Ensure benchmarking tools utilized and strategic decisions that are made are fact-based and address the goals and objectives of the university.

Responsible person (s): Chief of Police, Operations Lieutenant, Detective Unit,

Timeline: On going and continuous

Other offices/departments involved: HR

Estimated Cost: Operating Budget, special requests for year-end funding when available

Success Measurements:



uniform, consistent, and meaningful data collection  
clearly defined expectation of performance levels  
increased accountability for individual officers and their supervisors  
satisfaction indices for safety and security initiatives

Objective 4.5: Increase financial resources for students to enhance available financial aid, work-study positions, graduate assistantships and stipends.

STRATEGY – Enhance initiatives for students to work in non-enforcement areas of Public Safety.

Deliverables: Review current operating budget to ascertain the feasibility of hiring work-study students to augment the police communications center, and to assist the department in its pursuit of improving the information technology advancements currently enjoyed.

4. **University Goal 5:** Coppin State University will create a welcoming, environmentally sustainable 21<sup>st</sup> century urban campus

Objective 5.4: Enhance campus green space, signage, lighting and other street scaping elements to create a safe, welcoming and defined urban campus.

STRATEGY – Strengthen and develop grant opportunities for campus safety initiatives. Apply for a grant to obtain additional T-3's for patrol activity on campus to increase the omnipresence of the police on campus. Apply for grants that encompass additional cameras for improved surveillance on and near campus; another grant for replacing bullet resistant vests for university police officers will also be submitted.

Objective 5.5: Provide parking facilities and campus residential options that meet the needs of current and future students, faculty and staff.

STRATEGY – Developing and implementing a Facilities Use Plan with the input of all stakeholders that support the core academic mission.

Deliverables: Apply for grants, expanded MOU boundaries, develop UPO 2300-0700shift

5. **University Goal 6:** Coppin State University will foster a diverse, informed and participatory community of students, faculty, staff and alumni as a core institutional strength and value.

Objective 6.1: Increase diversity in faculty and professional staff hiring.

STRATEGY – Implementing effective strategies for recruiting a diverse faculty and professional staff.

Continue to work toward a diverse department in our hiring and retention initiatives reflective of our urban setting and the principles of the university commitment to the Baltimore region.

Deliverables: Recruit, attract and retain a diverse staff that embraces and values diversity



**1.4070 MIRANDA WARNINGS**

**1.4070.02 PROTECTING RIGHTS**

- A. It is the policy of the Coppin State University Police Department to safeguard and ensure the constitutional rights of all persons.
- B. In keeping with this policy, all persons shall be advised of their constitutional rights prior to any custodial interrogation.
- C. Whenever possible, use the *Explanation and Waiver Of Rights* (Appendix A) and/or the *Miranda Rights* card (Appendix B), when advising suspects or witnesses of their 5<sup>th</sup> Amendment's Constitutional rights to counsel.
- D. Any interrogations is to be handled in [REDACTED]

Coppin State University Police Department

**1.4070.04 CUSTODIAL INTERROGATION**

- A. A Custodial Interrogation exists whenever an individual is under formal arrest or their freedom of movement is restricted to the point they are not free to leave.
- B. An interrogation includes any express questioning by a law enforcement officer or any words or actions on the part of a law enforcement officer which are reasonably likely to elicit an incriminating response.

**1.4070.06 EXPLANATION AND WAIVER OF RIGHTS**

- A. Coppin State Police Officers (UPO) are to provide a written record of the explanation of constitutional rights (MI report or a supplement to an original report) and a waiver of counsel for each suspect or witness subjected to custodial interrogation.
- B. Prior to conducting a custodial interrogation it is mandatory to verify the person to be interrogated is able to read and write.

NOTE: If the person in police custody requires the assistance of a foreign linguist or sign language interpreter, the Baltimore Police Communications Section (410) 396- 2284 is to be contacted for assistance.

- C. Read each sentence (numbers 1-5) aloud;
- D. Ask if they understand each right;
- E. Have them initial each right;
- F. Read the **bolded** waiver statement;

- G. Ask if they are willing to sign the waiver statement.
  - 1. Rights may be waived orally if they refuse to sign.
  - 2. Any refusal to sign or providing an oral waiver must be documented on the form. .
- H. The officer's name, rank, unit number and report number are to be printed on the appropriate line on the form (Appendix A).
- I. When conducting a custodial interrogation:
  - 1. Consider the age, education, and mental/physical condition of the person in custody.
  - 2. Be convinced that the person in custody fully understands their Constitutional rights.
  - 3. **Immediately stop** if the person being interviewed or interrogated expresses a desire to stop or exercise their Constitutional right to an attorney;
  - 4. Do not give legal advice or attempt to answer any legal questions. (This does not conflict with the duty to advise a person in custody of their Constitutional rights.)
- J. Maintain the original form in the case folder.
- K. Immediately transport/make arrangements to transport the suspect to the Baltimore Central Booking and Intake Facility to see a District Court Commissioner within twenty-four (24) hours after arrest unless extraordinary circumstances are present. (Documentation must account for the suspect's time in custody.) Allow sufficient time for processing at the Baltimore Central Booking and Intake Facility.

NOTE: All persons must be taken before a District Court Commissioner within twenty-four (24) hours of arrest unless extraordinary circumstances are present.

**1.4070.08 COMMUNICATION OF POLICY**

- A. Supervisors shall be responsible for communication of this directive to their subordinates and to ensure compliance.
- B. This directive is effective on the date of publication,

**1.4070.10 JUVENILES**

- A. Juveniles (persons under 18 years of age) have the same rights regarding statements as do adults.



- B. Juvenile interrogations and interviews shall be conducted in the same manner as adult interrogations and interviews, with the following additional guidelines:
1. The parent/guardian of a juvenile shall be notified of an interrogation when possible.
  2. Advance notification is not required, parental permission to interrogate is not required; however, should a juvenile request to speak with their parent/guardian prior to the interrogation, the request shall be honored or the results of the interrogation may be in jeopardy.
  3. The totality of the circumstances should be considered for parental notification, such as the age and maturity of the juvenile as well as circumstances surrounding the case.
  4. Regarding statements, a special effort shall be made to ensure that the juveniles understand their rights as well as the juvenile justice system, if applicable.
  5. The duration of the interrogation and the number of members engaging in the interrogation shall be considered as appropriate to the juvenile's age and the nature of the alleged offenses.
  6. The juvenile's personal information, pursuant to an investigation or a closed case, to anyone without a court order is NOT ALLOWED.
    - a. This applies to "juveniles charged as juveniles;"
    - b. For other cases consultation with the AG's Office may be in order.
  7. For officer safety, if the suspect has not been frisked, that should occur first.

**By order of Leonard D. Hamm, Chief of Police**



**Coppin State University Police  
Manual of Rules and Procedures  
MIRANDA WARNINGS**

**Section: 1.4070  
Effective: December 7, 2012**

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Appendix B

Miranda pocket rights cards

**MIRANDA WARNING**

1. YOU HAVE THE RIGHT TO REMAIN SILENT.
2. ANYTHING YOU SAY CAN AND WILL BE USED AGAINST YOU IN A COURT OF LAW.
3. YOU HAVE THE RIGHT TO SPEAK WITH AN ATTORNEY BEFORE OR DURING ANY QUESTIONING.
4. IF YOU CANNOT AFFORD TO HIRE AN ATTORNEY, ONE WILL BE APPOINTED TO REPRESENT YOU BEFORE ANY QUESTIONING IF YOU WISH.
5. YOU CAN DECIDE AT ANY TIME TO EXERCISE THESE RIGHTS AND NOT ANSWER ANY QUESTIONS OR MAKE ANY STATEMENTS.

WAIVER

DO YOU UNDERSTAND EACH OF THESE RIGHTS I HAVE EXPLAINED TO YOU?

HAVING THESE RIGHTS IN MIND, DO YOU WISH TO TALK TO US NOW?

**MIRANDA WARNING**

1. YOU HAVE THE RIGHT TO REMAIN SILENT.
2. ANYTHING YOU SAY CAN AND WILL BE USED AGAINST YOU IN A COURT OF LAW.
3. YOU HAVE THE RIGHT TO SPEAK WITH AN ATTORNEY BEFORE OR DURING ANY QUESTIONING.
4. IF YOU CANNOT AFFORD TO HIRE AN ATTORNEY, ONE WILL BE APPOINTED TO REPRESENT YOU BEFORE ANY QUESTIONING IF YOU WISH.
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WAIVER

DO YOU UNDERSTAND EACH OF THESE RIGHTS I HAVE EXPLAINED TO YOU?

HAVING THESE RIGHTS IN MIND, DO YOU WISH TO TALK TO US NOW?



## 1.4090 CHAPLAIN CORPS

- A. CSUPD is a small agency, it is still within the authority of the Chief, if determined feasible, to establish and appoint a volunteer chaplain corps within the agency for the purposes of:
1. Enhancing employee morale;
  2. Enhancing the emotional, moral, and spiritual health of employees;
  3. Increasing the sense of cooperation and involvement with other university departments by agency employees;
  4. Reducing demands on employees for conducting non-police services;
  5. Enhancing public relations; and
  6. Providing an avenue for expanding and diversifying the ministry of the university chaplains.
- B. The Chief, if and when determined feasible, will designate a supervisory or administrative ranked staff member to serve in an ancillary capacity as the agency's chaplain corps liaison officer. Duties and responsibilities of the chaplain corps liaison officer would include, but not be limited to:
1. Reporting directly to the Chief in matters relating to the management and operations of the chaplain corps;
  2. Presiding at any chaplain corps meetings;
  3. Coordinating and facilitating chaplain recruitment, training programs, and logistical needs;
  4. Scheduling chaplain duty hours and formal activities within the agency;
  5. Facilitating chaplain involvement in critical incident management and debriefing;
  6. Evaluating chaplain performance;
  7. Preparing activity reports at least once a semester; and
  8. Facilitating all requests for chaplain services to ensure they are responded to promptly and appropriately.
- C. In order to be considered as an agency chaplain, a person must:
1. Be certified and endorsed as a chaplain:
    - a. For the Coppin State University; or
    - b. By their respective ecclesiastical bodies; and
  2. Be certified by:
    - a. The International Conference of Police Chaplains;
    - b. The International Conference of Chaplains; or
    - c. Other similar certifying organization
  3. Undergo a background screening to ensure they have not been involved in any conduct which undermines, or is prejudicial to, the good order, efficiency, or discipline of the agency, or which reflects discredit upon the agency or the university;
- D. Chaplains would be appointed for indefinite terms by the Chief and would serve at the pleasure of the Chief.
- E. Duties and responsibilities of agency chaplains would include, but not be limited to:
1. Conforming to their professional and ecclesiastical beliefs and/or code of ethics and the agency's Chaplain Corps Manual;
  2. Building trust and rapport within the agency via participation in ride-alongs, community service presentations, and attending intra-departmental meetings as requested;
  3. Being available as a resource for employee counseling in matters potentially affecting job performance, e.g., critical incident stress, marital or relationship problems, financial troubles, unresolved feelings or issues resulting from job trauma, etc.;
  4. Possibly making recommendations for referral to the university's Employee Assistance Program;
  5. Serving as victim/witness assistance referral and/or resource point;
  6. Making or otherwise assisting with death notifications;
  7. Providing emotional/spiritual support for families of agency employees killed or seriously injured;
  8. Conducting hospital or home visitations of sick or injured employees as requested;
  9. Being present at and/or participating in funerals of employees or immediate families thereof;
  10. Coordinating and/or participating with the liaison officer in all critical incident stress debriefings;
  11. Reporting superior performance of agency employees;
  12. Being available, in an advisory capacity, to the command and senior staff in matters pertaining to the emotional, moral, and spiritual welfare of agency personnel;
  13. Making social service referrals at the request of employees;
  14. Conferring with and referring employees to other members of the clergy as appropriate;
  15. Attending in-service or other specialized training as appropriate;
  16. Familiarizing themselves with agency administration and operations;
  17. Participating in community forums and panel discussions pertaining to agency activities;
  18. Being present at agency functions such as academy graduations, award ceremonies, etc. and offering public prayer as requested;
  19. Committing to serve the agency a minimum of either two hours per week or eight hours per month;



20. Attending chaplain corps meetings, unless specifically excused; and. Completing daily activity reports when they are on-duty.
- F.** Chaplain corps members will not:
1. Unethically or illegally intrude on employee's constitutional rights of freedom of religion;
  2. Assume such a role as to interfere with the administration and operations of the agency;
  3. Unethically or illegally release information from any agency case or incident in which they were involved; or
  4. Otherwise violate terms or conditions contained in the agency's Chaplain Corps Manual.
- G.** Chaplains will provide confidential assistance to all agency employees.
1. Individual legal rights to confidentiality and privacy will be protected.
  2. Information revealed by employees to chaplains will remain confidential and will not be released unless:
    - a. Consent has been granted by involved employees; or
    - b. The information involves matters of life or death, violations of law, or threats to national security.

**By order of Leonard D. Hamm, Chief of Police**



## 1.4100 FUNERAL DETAILS

- A. Police funeral services may be provided, upon request and approval of the Chief, to any active or retired employee of this agency. Consideration for services rendered in accordance with this directive will be commensurate with family wishes and based on the employee's status as sworn or civilian, active or retired and line of duty or non-duty related death.
- B. *Support Services to Surviving Families of Line-of-Duty Death*, a Public Safety Agency Handbook, *Concerns of Police Survivors (C.O.P.S.)*, Suzanne F. Sawyer, 1992, serves as an agency recognized resource when dealing with deaths of agency personnel.
- C. The agency's logistical responses to employee deaths may be modified by the Chief taking into consideration staffing levels, unusual sizes of the funerals, types of services, physical arrangements of service locations, and etc.
- D. Any additional honors accorded to deceased officers or employees of the agency, or to deceased officers of other agencies, will be at the discretion of the Chief of Police.

### 1.4100.05 NOTIFICATIONS

- A. The Office of the Chief will be immediately notified and provided with all pertinent details on the death of active agency employees.
- B. The on-duty ranking officer will make notifications to the Chief upon deaths of active employees.
- C. Any member having knowledge of the death of retired employees may make notifications to the Office of the Chief.

### 1.4100.10 ACTIVE EMPLOYEE THEFTS

- A. The Chief or a specifically designated staff member will respond to the deceased employees' family to determine family wishes regarding agency participation in funerals or services, and to render all possible assistance.
- B. The Chief will assign a liaison officer to assist surviving family members for a reasonable period of time.
- C. The Chief will convene meetings to coordinate the agency's responses to line of duty deaths. Meetings may include, but not limited in attendance to:
  - 1. Lieutenant;
  - 2. Baltimore Police or USM Honor Guard representative;
  - 3. Deceased employees' Shift Supervisor; and
  - 4. VP Administration & Finance.

### 1.4100.15 COORDINATION MEETING TASK ASSIGNMENTS

- A. The Chief or a designated Lieutenant will discuss with appropriate agency personnel the wishes of surviving family members regarding agency participation in funerals or services.
- B. The Operations Lieutenant is responsible for the overall planning and command of funeral operations, drawing upon the resources of the agency for necessary assistance.
- C. Administrative tasks that should be considered and performed, as appropriate, during coordination meetings are:
  - 1. Designating appropriate phone numbers to be used for contacts with this agency;
  - 2. Obtaining American flags and determining if families wish flags be presented by the Chief;
  - 3. The Administrative Assistant will be responsible for making lists of:
    - a. Names and addresses of agencies sending personnel to funerals;
    - b. Names of Chiefs of police of agencies sending personnel to funerals;
    - c. Numbers of officers projected to attend funerals;
    - d. Numbers of officers projected to attend post funeral receptions; and
    - e. Numbers of vehicles projected to take part in processions and ensuring acknowledgments are sent to visiting or assisting agencies;
  - 4. The Operations Lieutenant stationed at the front door will coordinate flag lowering;
  - 5. Locating and obtaining areas for post-funeral receptions;
  - 6. Preparing and delivering burial uniforms to funeral homes;
  - 7. Removing, for return to surviving family members, personal effects from offices, desks, and lockers, paying particular attention to wedding rings, religious medals, and other jewelry items;
  - 8. Releasing appropriate information to the media, via CSU's PIO;
  - 9. Sending emails containing names of deceased, dates / times of deaths, funeral arrangements, uniform to be worn, if services will be private or open; and preferred expressions of sympathy;
  - 10. Preparing eulogies; and
  - 11. Coordinating donations for surviving family members.
- D. Burial attire for sworn employees will be the dress uniform. Burial attire for non-sworn employees will be business attire. Badges and/or other uniform accouterments may be retrieved prior to burial for eventual presentation to the family.
- E. Operational tasks that should be considered during funeral coordination meetings include, but are not limited to:



1. Designating BPD or USM honor guard detail commanders to coordinate the movements of officers, death watches, pallbearers, honor guards, color guards, and alignment of vehicles;
2. Meeting with persons, such as funeral directors, clergy, and cemetery directors, to coordinate funeral activities and establish itineraries;
3. Completing funeral day itineraries;
4. Designating reception committees for parking direction, control, and security during and after funerals and receptions;
5. Selecting staging areas;
6. Designating greeting committees for staging areas;
7. Ensuring adequate restroom facilities at staging areas;
8. Gathering information on all agencies reporting to staging areas;
9. Designating funeral ushers;
10. Assigning details to escort surviving family members to funeral homes, escort bodies from funeral homes to service locations, and escorting family members home following services;
11. Working with local law enforcement in requesting officers to reconnoiter procession routes;
12. Arranging for any necessary assistance from other jurisdictions;
13. Ensuring deployment of traffic cones, as appropriate;
14. Arranging for "crossed ladders" at cemeteries;
15. Working with BPD or USM in ensuring sufficient patrol staffing before, during, and after funerals, and tow trucks are available during processions; and
16. Ensuring agency officers are wearing black badge shrouds and white gloves.

#### 1.4100.20 DEATH WATCHES

- A. Death watches may be provided only for officers who die in the line of duty.
- B. The BPD or USM honor guard commander can coordinate staffing of death watches if insufficient CSU Police Officers are available.
  1. Honor guard officers and non-honor guard officers may staff death watches.
  2. Non-honor guard officers staffing death watch will be attired in dress uniform. Notebooks, pens, and other items that protrude from pockets will not be worn.
- C. Death watch officers will be posted at or near the head and feet of deceased officers.
  1. Death watches will be divided into shifts with two officers standing 15 minutes at a time.
  2. In accordance with family wishes, informal watches may be set in place after viewing hours.

3. Death watches move at a slow, death cadence for marching, moving, and saluting.

#### 1.4100.25 PALLBEARERS

- A. Pallbearers will be selected by the Operations Lieutenant. Pallbearers will report to funeral directors for instructions and seating arrangements.
- B. Pallbearers will be attired in dress uniforms. Notebooks, pens, and other items that protrude from pockets will not be worn.

#### 1.4100.30 GENERAL FUNERAL PROCEDURES

- A. Officers will report at a predestinated assembly points for inspection and briefing.
- B. Officers' arrivals from assembly points to service locations will be timed in order to permit immediate entries.
- C. The honor guard is responsible for ensuring proper facing and movement commands are issued during funeral details.

#### 1.4100.35 RETIRED OFFICERS DEATHS

- A. If services are held within reasonable distances, funeral procedures for retired officers will be the same as outlined for active officers.
- B. The Chief or a specifically designated liaison will contact the employee's family, determine the wishes of the family regarding agency participation in funerals or services, and render all possible assistance.

#### 1.4100.40 CIVILIAN EMPLOYEES DEATHS

- A. The Chief or a specifically named commander will contact the employee's family, determine family wishes regarding agency participation in funerals or services, and render all possible assistance.
- B. Liaison officers will be assigned by the Chief to assist surviving family members.
- C. The Chief will convene meetings to coordinate the agency's responses to line of duty deaths. Meetings may include, but not limited in attendance to:
  1. Lieutenant;
  2. Baltimore Police or USM Honor Guard representative;
  3. Deceased employees' Shift Supervisor; and
  4. HR.
- D. Funeral coordination meeting agendas may include, but are not limited to coordinating benefit processing and operational responses to funerals.
- E. Operational responses are limited to:
  1. Patrol vehicle escort for funeral processions;
  2. Pallbearers who will serve either in uniform or civilian clothing; and



3. Other reasonable requests of the family.

**By order of Leonard D. Hamm, Chief of Police**



## 1.4120 SECURITY OF AGENCY FACILITIES & EQUIPMENT

### 1.4120.02 GENERAL OF AREAS ASSIGNED CSUPD POLICE

- A. Security of, and movement within agency areas must be controlled at all times.
  - 1. All personnel will assist in control procedures.
  - 2. Supervisory and administrative personnel are particularly responsible for maintaining proper levels of adherence to security procedures of areas occupied or under control of the agency.
- B. See also **1.9220 Presence at Unauthorized Places**.
- C. All exterior doors to areas and offices must be closed and locked unless the office is occupied or doorways are monitored by on-duty personnel.
- D. Visitors, including maintenance and repair personnel, will not be allowed to enter areas controlled by the University Police Department unless escorted by a full-time agency employee.
  - 1. Maintenance personnel having work to perform in non-limited access areas may be escorted to their work sites and left unattended.
  - 2. Maintenance personnel having work to perform in limited access areas must be escorted and accompanied at all times.
- E. Some persons may be barred from agency facilities and will not be allowed to enter, regardless of escort, without the specific authorization of the chief.

### 1.4120.04 LIMITED ACCESS AREAS

- A. The chief may designate limited access areas in order to fulfill the requirements of law, rule, regulation, or to promote operational efficiency.
- B. Limited access areas include, but are not limited to:
  - 1. Communications Center;
  - 2. Records Area;
  - 3. Uniform and equipment storage areas;
  - 4. Chief's office;
  - 5. Lieutenant's Office;
  - 6. Sergeant's area;
  - 7. Investigator's Office;
  - 8. Accreditation Coordinator's Office.
- C. Personnel will not enter limited access areas to socialize.
- D. Only agency employees assigned to limited access areas are permitted to access those areas or use any equipment, files, etc., without the express permission of employees having authority in, or over, those areas.
- E. No official documents or files of any kind, whether operational, administrative, or CJIS related, will be removed from limited access areas without the express permission of employees having authority in, or over, those areas.

### 1.4120.06 COMMUNICATIONS CENTER SECURITY

- A. The Communications Center is designated as a limited access area with no immediate access to the general public. The Communications Center's door will remain closed and locked to prevent unauthorized access.
- B. On-duty PCOs are ultimately responsible for controlling and authorizing access to the Communications Center.
- C. Lieutenants, on-duty PCOs, the Accreditation Coordinator, and NCIC logon certified officers who are actively assigned to Communications duty are granted unrestricted access to the Communications Center area.
- D. Other personnel are permitted to be in the Communications Center only when:
  - 1. In the furtherance of agency business or activities that can only be conducted in the Communications facility, they are admitted and escorted by agency employees with unlimited access; or
  - 2. *Bona fide* emergencies exist.
- E. All persons, except those with unrestricted access, entering the Communications Center must announce their intent and have the PCO unlock the door to allow entrance.

### 1.4120.08 RECORD'S AREA

- A. The records area is designated as a limited access area. The personnel file cabinet will remain locked at all times to prevent unauthorized access.
- B. The chief, both Lieutenants and the Administrative Specialist are granted unrestricted access to the records area and the personnel records file cabinet.
- C. UPO personnel are granted restricted access in the records area but have no authority for access to the personnel file cabinet.
- D. Other personnel are permitted to be in the records area only when:
  - 1. In the furtherance of agency business or activities, they are admitted and escorted by agency employees with unlimited access; or
  - 2. *Bona fide* emergencies exist.
- E. All persons, excepting those with unrestricted access, entering the personnel file cabinet must be cleared by the Administrative staff.
- F. Agency employees needing to obtain printed records and documents from their personnel file kept at the agency must obtain same only from the Administrative staff.
- G. Agency employees can contact HR for access to their information maintained in the university's main personnel files by contacting HR.



#### 1.4120.10 OFFICER'S REPORT ROOM

- A. The Officer's Report Room (ORR)/Roll Call Room (RCR) is also designated as a limited access area with no immediate access to the general public. ORR doors will remain closed to prevent unauthorized access.
- B. UPO's are ultimately responsible for controlling and authorizing access to the ORR.
- C. All UPO's, regardless of rank, the Administrative Specialist, PCO's, and the Accreditation Coordinator are granted unrestricted access to the ORR/RCR.
- D. Other personnel are permitted to be in the ORR/RCR only when:
  - 1. In the furtherance of agency business or activities that can only be conducted in the ORR/RCR, they are admitted by agency employees with unlimited access; or
  - 2. *Bona fide* emergencies exist.
- E. All persons, except those with unrestricted access, entering the ORR/RCR must announce their intent to enter with the on duty communication officer or security officer handling communications.

#### 1.4120.12 INTERVIEW/INTERROGATION ROOMS

- A. The agency does have formal interview rooms that are located in the CID division
- B. This area has been used for interviewing perspective employees and the like and when occupied, all others are instructed to stay out.

#### 1.4120.14 INTERROGATION ROOM

- A. The agency does have formal interview rooms that are located in the CID division
- B. Interrogations of those taken into custody or arrested will be conducted in the interrogations rooms (REDACTED) located in the CID division of Coppin State University Police Department.

By order of Leonard D. Hamm, Chief of Police



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**1.4140 UNIT NUMBERS**

- A. Unit Numbers are the agency's official identification number and are issued to all:
  - 1. sworn police officers,
  - 2. building security officers,
  - 3. police communications officers.
- B. The Operations Lieutenant, drawing from available, unassigned Unit Numbers, will provide a number to newly hired officers during their orientation period.
- C. The issued Unit Number is retained throughout the officer's tenure with the agency.
- E. The Unit Number is the official identifier for officers and is used on reports, statement of charges, forms repair orders, citations and other official forms.
- F. Civilian employees employed by the agency are not issued Unit Numbers.
- G. All officers issued a Unit Number, will use it to identify themselves and provide it and display their CSU ID card when requested.

**NO EXCEPTIONS.**

**By order of Leonard D. Hamm, Chief of Police**



#### 1.4140 POLICE INTERN PROGRAM

- A. The chief may establish a volunteer police intern program within the agency to provide a framework to support the growth of students aspiring careers in law enforcement. It is also a goal of this program to provide a smooth transition for interns into careers in law enforcement or public safety.
- B. All employees involved in this program must observe existing departmental rules, regulations, policies, procedures, orders, and laws.
- C. The chief will designate a supervisory or administrative ranked officer to serve as the coordinator for the police intern program. The Coordinator will form an Police Intern Advisory Panel whose duties will include, but are not limited to:
  - 1. Review all questionnaires turned in by potential Police Interns.
  - 2. Determine the pool of candidates for departmental Interns
  - 3. Assist with the matching of Intern candidates with commissioned CSU police officers
- D. Duties of the Police Intern Program Coordinator include, but are not limited to:
  - 1. Reporting directly to the Chief of Police in matters relating to the management and operations of the Police Intern Program.
  - 2. Form a Police Intern Advisory Panel.
  - 3. Designing, modifying, evaluating, and facilitating training and refresher programs for Police Interns.
  - 4. Pairing Intern candidates with commissioned CSU police officers until completion of internship.
- E. Interns will be required to complete the application process which will include a criminal history check and an oral interview prior to placement into the program.
- F. Police Intern candidates will not receive any compensation for their participation in this program.
- G. Responsibilities of the Commissioned Officer include but not limited to:
  - 1. Training an assigned intern the officer **must** train the intern during the intern's assigned hours.
  - 2. Will provide supervision and direction for Interns in the performance of their duties under the general authority of the Public Safety Director at the Coppin State University Police Department.
  - 3. Commissioned Officers who refuse to carry out assigned duties (as it relates to interns) are subject to disciplinary action

By order of Leonard D. Hamm, Chief of Police



**Coppin State University Police Department  
Manual of Rules and Procedures  
BUSINESS CARDS**

**Section: 1.4150  
Effective: April 24, 2013**

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**1.4150 BUSINESS CARDS**

- A. The Coppin State University Police Department issues approved agency business cards to sworn police officers.
- B. Officers issued cards are to reasonably and prudently give their business cards to persons with whom they have official contact.
- C. Consistent with the protocol for employees to furnish their name and identification on request, employees with business cards can also provide the card when providing their names, ranks, identification numbers, and supervisors' names, unless such actions are likely to jeopardize police operations or assignments.

**By order of Leonard D. Hamm, Chief of Police**



**1.4160 MAIL BOXES**

- A. The agency provides mail distribution boxes to all police and security officers as a convenience to facilitate important and other general agency information and communications.
- B. Mailboxes are the open front type and provide no security for the contents.
- C. Agency employees are to:
  - 1. check for mail left in their respective box before and after each shift;
  - 2. clear out their mailboxes at least twice a week.
- D. Under no circumstances are mailboxes be utilized as document or property storage area.
- E. In the event a mail box becomes full or not cleared on a regular basis, contents will be pulled, sealed in an envelope and given to the member by the members respective shift supervisor.

By order of Leonard D. Hamm, Chief of Police



## **1.4180 LOCKERS**

- A. The agency has limited number of lockers and as such is available on a “first come first served” basis. Of note, these lockers belong to the University and are supplied as a convenience for employees to store agency issued equipment and/or personal property.
- B. Because lockers are limited, employees are to use one and only one locker which is their responsibility to secure.
- C. Employees are responsible for keeping slip, trip, or fall hazards from the vicinity of their lockers and know that although the lockers are for their use, they belong to the University and the chief, or specifically designated personnel, may access lockers in exigent circumstances.
- D. Should it become necessary to enter a locker, and ensure locks need not be “cut off” the locker, it is recommended officers provide the Administrative Lieutenant a key or the combination to the lock in as sealed envelope.
  - These envelopes will be secured in a locked area and opened only when other means to gain access to locked lockers have failed.

**By order of Leonard D. Hamm, Chief of Police**



**1.4240 ACCREDITATION PROCESS**

- A. The agency is an active, contractual participant in the international accreditation process through the Commission on Accreditation for Law Enforcement Agencies, Inc.
- B. The *Standards for Law Enforcement Agencies* is the cornerstone publication for CALEA.
  - 1. The standards reflect the Commission's view of the best professional requirements and practices for law enforcement agencies.
  - 2. The applicability of CALEA standards are based on the agency's size, functions, and mission.
  - 3. The *Standards Manual* is available for inspection, review, and consultation:
    - a. In the Office of the Accreditation Coordinator;
- C. All agency employees are responsible for efficiently and effectively conducting their assigned or delegated accreditation process related activities.
- D. With the exception of specific waivers granted by the Commission, agency employees will not knowingly or willingly conduct activities or create conditions that are not in compliance with applicable CALEA standards.
- E. The chief will appoint an accreditation coordinator for the agency. Duties and responsibilities of the accreditation coordinator include, but are not limited to:
  - 1. Acting as liaison to the Commission;
  - 2. Remaining thoroughly familiar with accreditation standards, processes, and proposed changes;
  - 3. Assessing the impact of new or revised standards on agency directives;
  - 4. Conducting accreditation related training for agency personnel;
  - 5. Directing and coordinating the revision and distribution of agency directives;
  - 6. Maintaining master and archive files and copies of agency directives;
  - 7. Assigning, directing, and coordinating related agency activities to achieve compliance with accreditation standards;
  - 8. Maintaining and updating information contained in the accreditation related database and reporting system;
  - 9. Ensuring the chief is regularly updated and briefed on accreditation related activities and dynamics; and
  - 10. Ensuring post-accreditation annual reports are completed and submitted to CALEA.

*State University shall receive information regarding the accreditation process as follows:*

- 1. *To all newly hired Departmental personnel within thirty days after their employment begins or within thirty days after completing the recruit academy.*
- 2. *To all Departmental personnel during the self-assessment phase associated with achieving initial accreditation.*
- 3. *To all Departmental personnel prior to an on-site assessment.*

*The intent of this Directive is twofold. First, it ensures that all employees are familiar with accreditation and what it entails during the self-assessment process. Second, familiarizing new employees with the process will provide a historical perspective and emphasize the importance of accreditation to the Department. It is recommended that familiarization include the history and background of accreditation and the Department's involvement in the process, the accreditation process, the goals and objectives of accreditation, and the advantages of accreditation and its impact on the Department. Familiarization may be achieved by such means as classroom instruction, newsletter, memo, and periodic attendance by command staff at conferences of the Commission on Accreditation for Law Enforcement Agencies, Inc. The police personnel of the Coppin*



## **1.4260 PLANNING & RESEARCH**

- A. The agency's planning and research function is coordinated and assigned through the Office of the Chief of Police. Personnel conducting planning and research activities ultimately report directly to the chief in order to develop strategies for bringing about desirable future conditions relating to the agency and the community.
- B. The planning responsibilities described herein are the agency's primary planning and research efforts, but do not constitute all planning and research efforts that may be conducted to assist the efficiency and effectiveness of the agency.
  - 1. The agency's Strategic Management Program will be conducted.
  - 2. The agency's crime analysis program will be conducted.
  - 3. The chief is directly responsible for planning the agency's responses to emergency operations and unusual occurrences.
  - 4. The chief is responsible for allocating and distributing personnel resources as the result of studies conducted through the analysis of crime.
  - 5. Lieutenant, Sergeants, and the Detective, as assigned, are responsible for planning activities that include, but are not limited to:
    - a. Ensuring special events planning is conducted;
    - b. Ensuring selective traffic enforcement is planned and conducted;
    - c. Conducting on-going reviews of the agency's information management systems to ensure its efficiency and effectiveness; and
    - d. Fiscal management functions.
  - 6. The agency's accreditation manager is responsible for researching and planning the agency's directives to ensure compliance with the CALEA accreditation processes.
- C. Employees conducting planning and research functions are responsible for:
  - 1. Contacting the Office of the Chief through the chain of command if assistance is needed in accessing necessary information resources to conduct assigned planning and research activities; and
  - 2. Ensuring any analytical reports are distributed to affected units, personnel, and organizations.

**By order of Leonard D. Hamm, Chief of Police**

**By order of Leonard D. Hamm, Chief of Police**



## 1.4280 CRIME ANALYSIS

### 1.4280.02 CRIME ANALYSIS FUNCTION

- A. The agency's crime analysis function is responsible for:
  - 1. Collecting intra-agency and inter-agency crime information from recognized or authoritative sources;
  - 2. Collecting crime data into logical reporting systems for analysis and dissemination; and
  - 3. Analyzing crime data for:
    - a. Commonality of incidents, suspects, methods, etc;
    - b. Applicability to past criminal activity; and
    - c. Relevance to future trends.
- B. Personnel assigned to conduct the crime analysis functional activities will ensure required reports are generated and submitted for review as directed.
- C. Crime analysis is facilitated by the agency's System Administrative Specialist who is responsible for designing and maintaining data entry applications and reporting systems.

### 1.4280.04 DATA SOURCES

- A. Information entered by employees into the agency's CAD and CADWIN applications during the normal course of their duties and responsibilities is the primary data source utilized to conduct crime analysis within the agency.
- B. Other sources of data or information that may be utilized in crime analysis include, but are not limited to:
  - 1. Pawn shop reports;
  - 2. E-mails;
  - 3. Information bulletins from other agencies; and
  - 4. Intelligence information from other agencies.
  - 5. Crime data from the Baltimore Police Department

### 1.4280.06 DATA ANALYSIS CAPABILITIES

- A. The agency's different databases are capable of compiling data according to key fields of information that include, but are not limited to:
  - 1. Time of day;
  - 2. Day of week;
  - 3. Location;
  - 4. Frequency of incidents;
  - 5. Interior or exterior of buildings;
  - 6. Victim or target descriptors;
  - 7. Suspect descriptors;
  - 8. Vehicle descriptors;
  - 9. Evidence or property descriptors; and
  - 11. Community survey results.
- B. Crime analysis reports can be generated to include, but are not limited to:
  - 1. Crime by Date of Week and Time;
  - 2. Clery Crime Log (on CSUPD web site);

- 3. Loss by Building name and date;
  - 4. Crimes by Month and CC#;
  - 5. Crime Totals for Day of Week for Specified Months;
  - 6. Monthly Report of Stolen Property;
  - 7. Location Totals;
  - 8. Incidents by Building Names on Specified Dates;
  - 9. Crimes by Time of Day for Given Periods;
  - 10. Disposition of Traffic Stops;
  - 11. Calls Received by Time of Day;
  - 12. Locations of Incidents;
  - 13. Location for Traffic Stops;
  - 14. Police Services from Event Files;
  - 15. Monthly UCR Count;
  - 17. Annual Totals for UCR;
  - 18. Victim descriptors; and
  - 19. Suspect vehicle descriptors.
- C. Additional data analysis reports will be designed and implemented as needed.
  - D. Analysis will be accomplished through manual and/or electronic compilation and deductive reasoning.

### 1.4280.08 DISTRIBUTION & DISSEMINATION OF CRIME ANALYSIS INFORMATION

- A. Crime analysis information will be forwarded to the Chief prior to release or dissemination.
- B. The Office of the Chief will distribute approved crime analysis information to appropriate agency personnel via e-mail or at meetings.
- C. The Public Information Officer (PIO) will distribute crime analysis information outside the agency as may be deemed appropriate or necessary.
- D. Crime analysis information released by agency personnel to other components of the criminal justice system will be consistent with applicable directives and laws.

### 1.4280.10 REVIEW CRIME ANALYSIS ACTIVITIES

- A. All agency employees are encouraged to submit crime analysis suggestions through the chain of command to the Office of the Chief.
- B. Lieutenants will solicit feedback and comments from their personnel relating to crime analysis information efficiency and effectiveness. Feedback and comments will be forwarded through the chain of command to the Office of the Chief.
- C. The effectiveness and utility of crime analysis information can be evaluated by factors that include, but are not limited to:
  - 1. Seeing reductions in criminal activities by type or frequency because of the use of crime analysis information;
  - 2. Increased arrests for crimes targeted in analytical processes; and



- 
3. Identifying problem areas or activities through analysis of information obtained from the agency's field reporting system.

**By order of Leonard D. Hamm, Chief of Police**



**1.4300 RECRUITMENT PROGRAM**

**1.4300.02 IMPLEMENTATION OF RECRUITMENT PROGRAM**

- A. The agency, in conjunction with University Human Resources (HR), maintains a recruitment program designed to fill actual or forecasted vacancies, using lists of qualified applicants.
- B. The recruitment program has as an operational goal, being the hiring of ethnic and female employees in the sworn ranks in approximate proportion to the makeup of the available work force in the agency's service community.
- C. In lieu of attaining all operational recruitment program goals, the agency actively participates in the University System's Affirmative Action and Equal Employment Opportunity plans. The director of HR maintains university objectives for these programs. The objectives include, but are not limited to:
  - 1. Statements of objectives;
  - 2. Plans of action designed to achieve identified objectives;
  - 3. Procedures to evaluate the progress toward objectives every three years and revise/reissue the plan annually.

**1.4300.04 RECRUITMENT PROGRAM ADMINISTRATIVE RESPONSIBILITIES**

- A. The agency's recruitment related activities include, but are not limited to:
  - 1. Liaison with HR to obtain information, and current innovation in their recruiting activities;
  - 2. Identifying recruitment needs within the agency;
  - 3. Coordinate recruitment goals and activities with HR;
  - 4. Implementing recruitment program activities within the agency;
  - 5. Evaluating and analyzing recruiting activities (annually); and
  - 6. Recommending and implementing improvements in recruitment efforts.

**1.4300.06 RECRUITMENT PROGRAM OPERATIONAL RESPONSIBILITIES**

- A. The Office of the Chief is responsible for overseeing the operations of the agency's formal recruitment activities.
- B. Operational duties of the recruitment program include, but are not limited to:
  - 1. Coordinating recruitment activities with the appropriate Lieutenant;
  - 2. Ensuring employees conducting formal recruiting activities are appropriately trained;
  - 3. Working with HR to ensure police officer job announcements and filing deadlines, through

- HR, are advertised in electronic, print, or other media as necessary to inform targeted applicants of actual or forecasted job vacancies;
- 4. Ensuring job announcements are posted with community service organizations; and
- 5. Working with HR in seeking cooperative recruiting assistance from community organizations and key leaders.
- C. The agency's job announcements and recruitment notices:
  - 1. Describe the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements;
  - 2. State that the Coppin State University is an Equal Opportunity Employer; and
  - 3. State any official application filing deadlines.

**1.4300.08 AGENCY PERSONNEL INVOLVEMENT IN RECRUITMENT**

- A. All agency personnel are encouraged to assist in the recruitment of qualified applicants for positions with the agency and to refer potentially qualified applicants to HR for consideration.
- B. The agency does not assign employees to full-time recruitment activities, but utilizes employees to assist in conducting formalized recruiting activities (interviews).
- C. Agency personnel assigned to formalized recruitment activities will be trained in personnel matters that may include, but are not limited to:
  - 1. Recruitment needs and commitments;
  - 2. Career opportunities;
  - 3. Salaries, benefits, and training;
  - 4. Federal and state compliance guidelines;
  - 5. Cultural awareness;
  - 6. Equal opportunity matters as they effect the management and operations of the agency;
  - 7. Applicant tracking and selection processes;
  - 8. Characteristics that disqualify candidates; and
  - 9. Medical requirements and ADA issues.
- D. Recruitment program training will be provided by the University's HR and/or other available programs or seminars.

**By order of Leonard D. Hamm, Chief of Police**



## **1.4320 SELECTION OF PERSONNEL**

### **1.4320.02 ADMINISTRATION OF SELECTION PROCESS**

- A. In accordance with University directives, the Director of Human Resources coordinates all appointments in classified service. University Human Resources forwards to the agency lists of eligible candidates from which the Chief selects applicants for appointment in accordance with this directive.
- B. Although authority for the selection process is shared with University Human Resources, the agency maintains primary responsibilities for conducting selection processes.
- C. The Chief retains responsibility for identifying specific personnel needs of the agency and determining the skills and personal attributes required for positions.

### **1.4320.04 UNIFORM CONDUCT OF SELECTION PROCESS**

- A. All elements of the selection process use only those rating criteria or minimum qualifications that are job related.
- B. All components of the selection process will be administered, scored, evaluated, and interpreted uniformly for all candidates.

### **1.4320.06 SELECTION MATERIALS SECURITY & RETENTION**

- A. The agency complies with all USM, state, and federal requirements for the privacy, security and access to information of all candidates' records and applicant materials.
- B. Selection process materials utilized by the agency will be stored in secure areas when not being used.
  - 1. Security of selection process materials is the responsibility of the Applicant Investigation Unit. Access to selection process materials will be permitted only to those agency employees who are directly involved in the administration and operation of the selection process.
- C. Selection process materials deemed sensitive, but no longer in use, will be shredded or otherwise disposed of by the Applicant Investigation Investigators.
- D. In conjunction with HR, records of applicants not selected for employment will be retained consistent with the agency's Records Retention & Destruction Schedule then destroyed unless records are subject of appeals or litigation extending past destruction timetables.

### **1.4320.08 SELECTION PROCESS INFORMATION**

- A. Applicants on eligibility lists received by the agency from University Human Resources will be contacted by agency representatives and made aware of:
  - 1. All elements of selection processes;
  - 2. Expected duration of selection processes;
  - 3. A polygraph will be required for all sworn personnel; and
  - 4. The university's and agency's policies on re-application.
- B. Agency personnel involved in management or supervision of selection processes will maintain periodic contacts with applicants from the time lists of eligible candidates are received by the agency from University Human Resources until final employment decisions are made by the Chief.
- C. Except in cases of missed deadlines, applicants will not be eliminated from selection processes because of minor omissions or deficiencies that can be corrected prior to testing or oral review boards.
- D. Applicants determined to be unsuitable for appointment will be informed in writing by the Applicant Investigation Unit within 30 days of such determinations.

### **1.4320.10 WRITTEN EXAMINATIONS**

- A. Written tests, if/when considering an applicant with no prior "certified" police experience, will be provided to measure general job related experience and police aptitude.
- B. Lateral transfers or those applicants having prior MPCTC certified police officer training will receive interviews in lieu of testing.

### **1.4320.12 ORAL INTEVIEWES**

- A. Candidates will be offered to be interviewed by oral review boards consisting of personnel approved by the Chief.
- B. Oral review board members will receive materials and instructions on the oral review board process as well as dimensions and qualities to be evaluated during interviews through HR.
- C. The agency may include members of the community on oral review boards.
  - 1. Staff members conducting oral reviews must:
    - a. Be dressed appropriately and present an appropriate demeanor;
    - c. Receive materials and training on the oral review board process as well as dimensions and qualities evaluated during interviews; and
    - d. Be approved by the Chief.



#### 1.4320.14 Polygraph Examinations/Voice Stress Analysis

- A. Polygraph and voice stress analysis instruments are used as investigative aids during selection processes for sworn personnel and **may** be used during selection processes for non-sworn personnel.
  - 1. Indications of deception during truth verification examinations will not be single determinants of unsuitability for appointment to probationary status.
  - 2. Admissions during pretests, tests, or post-test interviews, combined with other information may be sufficient to support selection status decisions.
- B. Polygraph instrument operators administering and evaluating examinations, through the vendor providing polygraph services for the agency, will have professional training in the use of truth verification instruments and evaluation of data resulting from such examinations.
- C. Applicants who are scheduled for truth verification examinations will be provided lists of areas from which questions may be asked.

#### 1.4320.16 BACKGROUND INVESTIGATION

- A. A review of any criminal record, a verification of qualifying credentials and three personal references are required for all candidates prior to appointment.
- B. Background investigations for interns will be conducted as necessary and appropriate.
- C. Additionally, applicants for sworn CSUPD positions must be the subjects of background investigations consistent with MPCTC regulations prior to probationary status appointment.
- D. As such, background investigations on applicants for sworn positions must include, but are not limited to, checks of:
  - 1. Citizenship status;
  - 2. Age;
  - 3. Criminal history through NCIC, FBI, and appropriate state and local criminal history record information repositories;
  - 4. Military records;
  - 5. Educational records;
  - 6. Credit history;
  - 7. Three personal references;
  - 8. Neighbors; and
  - 9. Employment references.
- E. Personnel utilized by the agency to conduct background investigations will be trained in collecting required information.
- F. Background investigation records will be retained in secure locations by the agency, in keeping with the University's record retention protocol, and then destroyed.

#### 1.4320.18 MEDICAL & Psychological Examinations

- A. Medical examinations designed to assess the general health of applicants will be conducted after conditional offers of employment have been made, but prior to probationary status appointments.
- B. Psychological examinations designed to assess emotional stability and psychological fitness of candidates for sworn positions will be conducted by qualified professionals after conditional offers of employment have been made, but prior to probationary status appointments.
- C. Results and recommendations of medical, emotional stability, and psychological fitness examinations sent to the agency are retained in secure locations in keeping with the University's record retention protocol, and then destroyed.

#### 1.4320.20 PROBATIONARY PERIODS

- A. All full-time employees of the agency must successfully complete probationary periods of at least six months before being granted permanent status.
  - 1. Sworn and non-sworn employee probationary periods are generally regulated by directives contained in University Human Resources. These directives address, at a minimum:
    - a. Persons subject to probation;
    - b. Persons not subject to probation;
    - c. Length of original and status change probationary period;
    - d. Termination of probation;
    - e. Extension of probation; and
    - f. Rejection on probation.
  - 2. Entry level applicants for a sworn position, having no previous MPCTC certified training must successfully complete MPCTC entry level training, field training, and a probationary period of one year from the date of completion of the entry level training before being granted permanent status.  
*(MPCTC regulations forbid sworn personnel from serving probationary periods longer than an amount of days totaling one year without completing entry level training.)*
  - 3. Applicants applying as a lateral transfer or with previous MPCTC training must complete a one year probationary period after completing any required "Field" or other "Comparative Compliance" training before being granted permanent status.
  - 4. Before being granted permanent status in new jobs, sworn personnel promoted to higher ranks must successfully complete:
    - a. Probationary periods of at least one year from date of promotion; and



- b. Any mandatory training.
5. Non-sworn personnel must successfully complete probationary periods of at least six months from date of hire or promotion.
6. The agency may obtain probationary period extensions from University Human Resources that enable employees to serve probationary periods not to exceed one year.
7. UPO I's are automatically reclassified to UPO II upon successful completion of probationary periods.
- B. The performance of probationary employees will be evaluated at least quarterly during their probationary periods.
  1. Probationary evaluations will be conducted consistent with **1.4400 Goal Setting and Evaluation**.
  2. Evaluations of probationary employees involved in field training will be conducted on a weekly basis and consistent with directives contained in **1.5000 Training**.
  3. Probationary employees have the right to appeal evaluations which they believe are not accurate or fair.
    - a. Probationary employees wanting to challenge evaluations should first discuss their evaluations with their raters and reviewers.
    - b. Formal appeals of probationary evaluations will be conducted consistent with **1.4440 Grievances** and procedures contained in the current Memorandums of Understanding

By order of Leonard D. Hamm, Chief of Police



## 1.4340 PROMOTION

USM policies recognize promotion processes as hiring processes to fill vacancies. Therefore, USM and university policies relating to hiring processes provide external control and direction on promotional processes.

### 1.4340.02 SYSTEM RESPONSIBILITY

- A. Consistent with the Personnel Policies and Rules for Classified Employees and Human Resources for Coppin State University, the Chief and those designated by the Chief are responsible for developing, scheduling, and administering the promotional process.
- B. Promotional positions vacancies will be filled by the Chief utilizing procedures contained in this directive.
- C. The Chief can appoint a Lieutenant as a promotional process coordinator. The duties and responsibilities as coordinator can include, but are not limited to:
  - 1. Managing all aspects of promotional processes;
  - 2. Reporting project progress and outcomes directly to the Chief;
  - 3. Preparing project work plans and schedules for approval by the Chief;
  - 4. Evaluating and reviewing the development of the testing instruments;
  - 5. Working with Human Resources to ensure all procedures used in the promotional process are job related and nondiscriminatory;
  - 6. Making notification of testing procedures to include:
    - a. Eligibility requirements;
    - b. Areas to be evaluated in the testing process;
    - c. Scope of any written tests to be administered, including bibliographies;
    - d. Areas to be evaluated during assessment;
    - e. Dates, times, and locations of all phases of testing processes; and
    - f. Application deadlines;
  - 7. Verifying HR has notified participants of process results; and
  - 8. Maintaining security of promotional materials and process confidentiality.

### 1.4340.04 PROMOTIONAL PROCESS ANNOUNCEMENTS

- A. All necessary forms are to be completed and forwarded to Human Resources for approval and posting of position vacancy announcements.
- B. The Chief, or the identified Promotional process managers will ensure written or e-mail promotional process announcements are made on a timely basis:
  - 1. Initially to all employees; and
  - 2. Subsequently to all process participants at reasonable, prudent, or critical points in the process.

### 1.4340.06 LIST OF ELIGIBLE CANDIDATES

- A. Minimum eligibility requirements, including time-in-grade or time-in-rank and lateral entry eligibility requirements are promulgated by USM for use by Human Resources. Copies of minimum eligibility requirements will be maintained by the agency and made available, upon requests, to interested parties.
- B. Persons interested in applying for promotional vacancies must apply on standard Coppin State University application forms or as directed by Human Resources in order to be considered for promotional vacancies.
- C. In processes where the promotion would be to a rank of an exempt employee, the employee must submit a resume to the promotional process project manager in lieu of submitting an application to Human Resources.
- D. Applications will be received by Human Resources until final posted deadlines. Applications received after deadlines will be processed in accordance with directives established by Human Resources.
- E. Basic promotional eligibility of candidates is determined by Human Resources. Lists of eligible candidates as determined by Human Resources screening processes will be forwarded to the appropriate administrator who will forward the lists to project managers.
- F. Project managers will post lists of eligible candidates in conspicuous locations and/or on e-mail to ensure lists are accessible to all agency personnel.
- G. If applicants believe they were inappropriately excluded from eligibility lists, applicants must notify Human Resources or the Project Manager for exempt promotional processes in writing within three working days of list postings to ascertain reasons



for applicants' names not appearing on lists. Applicants will forward copies to project managers.

1. Applicants may be placed on lists at the discretion of the Director of Human Resources in accordance with personnel rules and regulations.
2. Decisions from Human Resources will be requested on a timely basis to facilitate the promotion process.

H. Applicants who are not placed on final lists of eligibles cannot receive further consideration for promotion to positions in current processes.

#### 1.4340.08 PROMOTION SYSTEM COMPONENTS

A. Scoring results of each component will be made available to all candidates, via e-mail or printed copies, within five working days following completion of each component.

#### 1.4340.10 WRITTEN EXAMINATIONS

A. Written examinations are composed of questions that must be job related and nondiscriminatory.

1. Test questions:
  - a. May be both closed and open book items;
  - b. Will be true/false, multiple choice, and/or matching; and
  - c. Will be retained by the agency after testing.
2. Directives to be studied from the Police Force Manual will be announced at least four weeks prior to examinations.

B. A minimum score of 70 must be scored to proceed in the promotion process.

#### 1.4340.12 RECORDS REVIEW

A. The Chief or the identified project manager is responsible for ensuring records reviews are conducted by individuals who are not promotional candidates.

B. Components of the Records Review are:

1. Two most recent performance evaluations; and

#### 1.4340.14 INTERVIEWS

A. Interviews will be convened for the purpose of evaluating candidates for determining their suitability to assume responsibilities to higher ranks.

B. Components and dimensions of interview panels will be made available to candidates prior to their

interviews. Interviews may involve other police agency and/or community members.

#### 1.4340.16 PROMOTIONAL TRAINING

A. The Chief, or designee, will ensure promotional training materials are distributed to candidates for promotion. These materials may contain, but are not limited to:

1. A description of all elements used in the promotional process;
2. List of applicable Directives, orders, SOP's and etc.

#### 1.4340.18 RANKED LIST OF ELIGIBLES

A. The Chief or the identified project manager will compile ranked lists of qualified eligible's based on performances during each process component.

B. Rankings will be determined compiling point totals.

C. Applicants will be listed in descending order from the highest rating to the lowest. When identical ratings are received, those candidates will be considered to have equal merit and fitness for promotion. If necessary, ties will be decided by the Chief after interviewing candidates whose scores were tied.

D. Ranked lists of qualified eligible may remain in effect, subject to the approval of Human Resources, for a minimum of one year from initial dates of promotional announcement posting.

#### 1.4340.20 SELECTION PROCESS

A. In order to make final promotional decisions, the Chief will use:

1. Final ranked order lists; and
2. Sustained complaints.

B. If the Chief chooses to deviate from the numerical ranking, the Chief must notify, in writing, candidates being passed over, the Director of Human Resources, and the Office of the Vice President for Administration and Finance of the objective-based reasons for deviations.

#### 1.434.22 PROBATIONARY PERIODS

A. Newly promoted police officers will be subject to probationary periods of ONE YEAR.

B. Newly promoted officers must successfully complete any training mandated by the MPCTC during



probationary periods in order to be eligible to retain their new positions.

- C. Probationary periods are considered integral parts of the promotional process that allow officers to be trained for their new positions, to be closely observed by their immediate superior, and, if necessary, to be rejected should their performance fail to meet standards.
- D. As early as possible during probationary periods, unsatisfactory performance will be brought to the attention of probationary employees through counseling, training, or other suitable actions to safeguard against the promotion of employees beyond their capabilities.

#### 1.434.24 APPEALS AND REVIEWS

- A. Candidates may review and appeal any adverse decisions concerning their eligibility for, or appointment to, promotional vacancies.
- B. The Chief or a designated project manager will ensure review and appeal sessions are scheduled, announced to all candidates, and conducted.
  - 1. Candidates will be given controlled time periods to review test and interview materials and answer keys and prepare written appeals.
  - 2. Candidates must complete their own appeals. Collaboration between candidates during material review and appeal sessions will not be permitted.
  - 3. Test and interview packets will be retained by the agency after review and appeal sessions.
  - 4. Appeals must be based only on issues related to:
    - a. Miscalculation;
    - b. Job relatedness; or
    - c. Discrimination.
  - 5. Appeals must contain reasons, or issues, leading to appeals and requested resolutions.
  - 6. Appeals will be considered by appeal panels comprising the Chief, a Lieutenant, a Sergeant and at least one officer of equal rank appointed by the Chief.
    - a. Appeal panels will render decisions within five business days.
    - b. Successful appeals will be applied to all candidates whose initial answers coincide with appellant's answers.
    - c. Decisions of appeal panels are based on simple majority votes and will be binding.

- C. Employees who wish to formally contest their evaluations must file appeals with immediate supervisors and must specifically state the grounds for the appeal.
- D. Final standings or final promotion decisions may be appealed in writing or via e-mail only to the Chief. Appeals must be filed within five days following posting of final scores or promotional announcements.
- E. Officers failing to meet eligibility requirements or failing to be promoted may reapply, retest, and be re-evaluated during future promotional processes for which they are eligible.

#### 1.4340.26 PARTICIPANT INTEGRITY

- A. Cheating, falsification of credentials, deliberate misrepresentation of credentials, or other breaches of conduct, ethics, etc. relating to promotional system integrity will minimally result in involved candidates receiving scores of "0" in promotional system components wherein breaches occurred.
- B. All information provided by candidates in, or for, promotional process purposes is subject to investigation or verification.

#### 1.4340.27 COMPENSATION

Upon promotion, a minimum raise of 6% will be granted the promoted officer.

**By order of Leonard D. Hamm, Chief of Police**



### 1.4350 ACTING OUT OF TITLE

Acting Out Of Title is an opportunity for a UPO to fill in and assume the duties and responsibilities for an extended period of time as a supervisor. This position could become available as a result of a supervisor taking ill, being injured on the job, being promoted or retiring.

The *Acting Out of Title* is not to be mistaken for our current OIC program where an officer is selected to supervise on a temporary or short term basis.

*Acting Out of Title* is a career enhancement opportunity available for in-house UPO's who meet basic eligibility requirements.

#### 1.4350.05 SYSTEM RESPONSIBILITY

The Chief will assign UPO's through recommendation of the Operations Lieutenant and ancillary information from the shift supervisors.

#### 1.4350.10 LIST OF ELIGIBLE

- A. On notification an "Acting out of title" position has become available, interested officers are to submit an Administrative report (95) or e-mail to the Operations Lieutenant. A list of eligible candidates will be posted and/or distributed through e-mail.
- B. If an applicant believes they were inappropriately left off of eligibility lists, they must notify the Operations Lieutenant in writing or by e-mail within three working days of list postings to ascertain reasons for applicants' names not appearing on lists.
- C. Decisions must be rendered in three working days to facilitate the process.

#### 1.4350.15 REQUIREMENTS

Officers who do not meet announced requirements will not be eligible to participate in the "Acting Out of Title" selection process.

#### 1.4350.20 PERFORMANCE EVALUATION PROCESS

- A. Candidates must have at least two years of their performance evaluations reviewed, including disciplinary files, by the Operations Lieutenant to ensure candidates meet announced evaluation criteria.
- B. Candidates who do not meet announced evaluation criteria will not be eligible to continue in the current process.

### 1.4350.30 SELECTION

- A. The Operations Lieutenant will compile a list of qualified eligible members.
- B. This list will be submitted to the Chief for appointment after recommendations from the respective shift supervisor.

### 1.4350.40 ACTING SERGEANT USAGE

- A. A UPO selected to perform in the Acting Sergeant status position will perform the function only with prior approval of the Chief of Police.

### 1.4350.50 AUTHORITY

- A. An Acting Sergeant and an officer selected to Act Out of Title has all the authority of a sergeant to conduct the daily, routine patrol functions of the squad with the following exceptions:
  - 1. The Acting Sergeant may not issue discipline or suspend a sworn employee but will document any incident which could lead to disciplinary action or suspension.
  - 2. The Acting Sergeant may approve leave only for days on which they are the Acting Sergeant.
- B. The UPO selected to perform the Acting Sergeant position will be given the proper computer access levels and other authorizations needed to perform the functions of the position. These include, but are not limited to:
  - 1. Supervisor authority equal to a Sergeant with aforementioned exceptions..
  - 2. On-line timesheet approval authority
- C. UPO selected to perform in an Acting Sergeant function will be given training that includes, but is not limited to:
  - 1. Report approval requirements
  - 2. Timesheet approval requirements
  - 3. Supervisor's authority, expectations, and limitations.
  - 4. When an officer is appointed to an Acting Sergeant position for more than 30 days the officer will be eligible for a salary increase of 6% retroactive to the first day of performing Acting Sergeant duties.

### 1.4350.60 REMOVAL FROM PROGRAM

- A. The Operations Lieutenant will review, as necessary, the performance of all UPO authorized to perform the function of Acting Sergeant. Those employees not performing the functions at an acceptable level will no longer be authorized to perform the function.
- B. Any UPO having this authority removed may apply for any future appointment processes provided that they meet the eligibility requirements.



**Coppin State University Police Department  
Manual of Rules and Procedures  
ACTING OUT OF TITLE**

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**Section: 1.4350  
Effective: January 22, 2013**

**By order of Leonard D. Hamm, Chief of Police**



## 1.4360 ALLOCATION & DISTRIBUTION OF PERSONNEL

### 1.4360.02 POSITION MANAGEMENT SYSTEM

- A. The agency's position management system is the University Human Resources Classification Allocation System which controls and regulates personnel management issues that include, but are not limited to:
  - 1. The number and type of each position authorized in the agency's budget; and
  - 2. Position status information, whether filled or vacant, for each authorized position in the agency.
- B. The agency's position management system identifies the location of each authorized position within the agency's organizational structure.

### 1.4360.04 WORKLOAD ASSESSMENTS

- A. The allocation of personnel to organizational components within the agency is based on documented periodic workload assessments conducted at the request of the Chief.
- B. The allocation of personnel to patrol shifts is based on workload assessments containing analysis of information that includes, but is not limited to:
  - 1. Number of available personnel;
  - 2. Calculations of total potential person-days or hours available;
  - 3. Calculations of actual person-days or hours available for assignment as the result of time lost through days off, training, court, all types of leave, etc.;
  - 4. Numbers of incidents assigned to officers;
  - 5. Numbers of incidents initiated by officers;
  - 6. Time averages for completing incidents; and
  - 7. An unallocated time constant established by the Chief.
- C. The CAD application data reporting applications allow workload reports to be generated based on critical fields that include, but are not limited to:
  - 1. Inclusive dates;
  - 2. Days of the week;
  - 3. Time frames;
  - 4. Incident types;
  - 5. Incident locations; and
  - 6. Number of patrol officers in service.
- D. The Operation's Lieutenant, with input from the shift supervisors, is responsible for recommending the deployment of patrol personnel to the Chief. These recommendations include any minimum mandatory staffing levels predicated upon analysis of workload reports.
- E. The Operations Lieutenant is also responsible for ensuring the results of workload studies are considered as appropriate during budget request processes.

- F. The Chief is responsible for ensuring workload studies are considered as appropriate in the agency's strategic management program.

### 1.4360.06 SPECIALIZED ASSIGNMENTS

- A. The Chief has the ultimate authority to assign personnel to units and/or functions in the best interests of the agency.
- B. Vacancies in specialized assignments below the rank of sergeant will be announced throughout the agency and filled through the conduct of a selection and HR process. Specialized assignment positions include:
  - 1. Criminal Investigations;
  - 2. Accreditation Coordination;
  - 3. Bicycle Patrol.
- C. Shift supervisors anticipating or have vacancies in specialized assignments will inform the Operations Lieutenant with a request to staff the assignments.
- D. Staffing requests must contain selection criteria that should include, but are not limited to:
  - 1. Any required or preferred training, educational, or experimental requirements; and
  - 2. Skills, knowledge, or abilities which are preferred/required.
- E. Upon approval of specialized assignment staffing requests, the Chief will ensure formal announcements of specialized assignment availability are distributed throughout the agency specifying:
  - 1. Selection criteria for the positions;
  - 2. Selection process steps; and
  - 3. Deadlines for applications.
- F. Personnel must submit application requests in keeping with existing HR protocols.
- G. Selection processes for specialized assignments may include, but are not limited to:
  - 1. Reviews of applications;
  - 2. Reviews of applicant's personnel files;
  - 3. Interviews with applicants;
  - 4. Written exercises or examinations; and
  - 5. Interviews with applicant's current and former supervisors.
- H. The Chief is responsible for ensuring an annual documented review is conducted of all specialized assignments within the agency to determine if those assignments are to be continued, modified, or eliminated. Reviews must include, but are not limited to:
  - 1. Listings of all specialized assignments;
  - 2. Statements of purpose for each listed assignment;
  - 3. Evaluations of initial problems or conditions that lead to the initiation of the specialized assignments;
  - 4. Justifications for continuing, modifying, or eliminating the specialized assignments.



### **1.4360.08 NON-SWORN POSITIONS**

- A. The Chief, with input from Commanders, is responsible for ensuring full-time job assignments not requiring sworn personnel are specified as civilian positions and staffed accordingly.
- B. Studies and evaluations to effectuate civilianization of positions may take place at any time of the year or may be directed as components of the agency's strategic management program, workload assessments, or during evaluations of specialized assignments.

**By order of Leonard D. Hamm, Chief of Police**



## 1.4380 COMPENSATION & BENEFITS

- A. The University System of Maryland (USM) Policies, the Procedures Manual, the Coppin State University Human Resources, the CSU Police Department's Policies and directives, and the MOU for employees delineate the specifics of the compensation, benefits, and conditions of work system for agency employees.
- B. Agency directives relating to compensation, benefits, and conditions of work serve to complement and expand on the USM and University's HR policies. Of note, directives policies and procedures related to these topics are subject to change or interpretation without notice because they are based on regulations established outside the agency.

### 1.4380.02 JOB CLASSIFICATION PLAN

- A. The Office of Human Resources (HR) has established a written job classification plan that includes, but is not limited to:
  - 1. Categorization of all agency jobs by class on the basis of similarities in duties, responsibilities, and qualification requirements;
  - 2. Class specifications for every job within a class;
  - 3. Provisions for relating compensation to classes; and
  - 4. Provisions for reclassification.
- B. The Chief of Police is responsible for working with the University's Office of Human Resources (HR) to provide information and assistance in the development and maintenance of position specifications.
- C. The Administrative Lieutenant is responsible for ensuring current job descriptions covering all police agency employee classifications, but unavailable through the USM or Coppin State University web sites, are maintained on file with the agency and are available for inspection during normal business hours.

### 1.4380.04 SALARY PROGRAM

- A. USM and the Coppin State University's Human Resources define and describe the salary program for all employment classifications.
- B. The salary program contains provisions that include, but are not limited to:
  - 1. Entry-level salaries;
  - 2. Salary differentials within grades; if any;
  - 3. Salary differentials between grades;
  - 4. Salary levels for those with special skills; if any
  - 5. Compensatory time policies;
  - 6. Overtime policies; and
  - 7. Provisions for salary augmentation.

## 1.4380.06 BENEFIT PROGRAM

- A. Coppin State University provides a comprehensive benefit program to agency employees that is governed and defined by various statutes, USM and/or Coppin State University directives.
- B. The benefit program includes, but is not limited to:
  - 1. Health insurance;
  - 2. Prescription drug plan;
  - 3. Vision plan;
  - 4. Dental plan;
  - 5. Flexible spending accounts for health care and dependent care;
  - 6. Life insurance coverage;
  - 7. Personal accident and dismemberment insurance;
  - 8. Long term disability coverage;
  - 9. Retirement and deferred compensation programs;
  - 10. Employee Assistance Program; and
  - 11. Tuition remission.
- C. Other directives expand on CSUPD and USM leave directives.
- D. The University's Office of Human Resources has information that details all benefit program components.

### 1.4380.08 EMPLOYEE ASSISTANCE PROGRAM (EAP)

- A. Consistent with the USM Policies and Procedure Manual, Coppin State University's Office of HR recognized the balancing of the demands of work and personal lives can be challenging. As such EAP was introduced as a way of recognizing the need for work/life balance and to provide ongoing support for faculty and staff.
- B. The program is available to faculty, exempt, non-exempt, and Contingent II employees and administered by Business Health Services.
- C. EAP will provide employees and their household members with free, confidential assistance to help with personal or professional problems that could interfere with work or family responsibilities and obligations.
- D. Services are available 24 hours a day, 7 days a week via a toll-free number (800.765.3277).
- E. Employees and their household members can receive up to four counseling sessions (which includes assessment, follow-up and referral services) per person, per year, per problem/episode, which include, but not limited to:
  - 1. Stress Management
  - 2. Family Problems
  - 3. Child Care/Parenting
  - 4. Substance Abuse Issues
  - 5. Marital/Relational
  - 6. Legal/Financial Concerns
  - 7. Grief/Loss



8. Work-Related Issues
  9. Communication
  10. Time Management
- F. Employees may be referred to EAP by supervisors for mandatory or non-mandatory participation for:
1. Employee counseling;
  2. Formal counseling or corrective actions as appropriate;
  3. Formal monitoring;
  4. Mandatory remedial or additional training designed to improve employee skills, and;
  5. Corrective action as a result of **Impartial Policing**;
- G. EAP can make referrals to other services as warranted and follows up with employees to assure successful referrals were made.
- H. The staff of EAP is available to:
1. Meet with individual faculty and staff about their personal concerns;
  2. Consult with supervisors and department heads regarding concerns over one of their employees; and/or
  3. Consult with groups to enhance working relationships and to assist with the overall development of the working group;
  4. Deliver orientations to staff and faculty groups to explain the availability of services through the EAP or to address a variety of issues; and
  5. Offer financial advice to employees.
- F. All employees are encouraged to directly contact the EAP staff for detailed program information and/or assistance.

#### 1.4380.10 DEATHS & CRITICAL INJURIES OF EMPLOYEES

- A. The Chief is responsible for ensuring the agency provides reasonable and prudent liaison and support services, consistent with family wishes, to the immediate families of active agency employees who die or sustain life threatening injuries either on-duty or off-duty.
- B. Notifications will be made consistent with the **current next of kin notification protocols**.
- C. As necessary and proper, the Chief will assign officers to serve as liaisons with, and provide assistance to, immediate family members of active employees who die or sustain critical injuries either on-duty or off-duty.
  1. Liaison officers are to serve as facilitators of information and services between the agency and family members.
  2. Liaison services will be supplied as necessary and proper:
    - a. At hospitals;
    - b. During the planning and conduct of wakes and funerals; and

- c. For time periods as designated by the Chief following funerals or when injured employees have recovered to the point they are no longer in critical condition.
- D. The Office of the Chief is responsible for:
1. Coordinating any and all appropriate benefits due injured or deceased employees and their families;
  2. Ensuring applicable services are made available through the EAP; and
  3. Ensuring long-term contact is maintained with families in order to keep informed of needs that may be facilitated or addressed through resources available to the agency.
- E. The agency's Investigator is responsible for coordinating and facilitating any necessary and appropriate victim / witness services for employees and their families if injuries or deaths resulted from criminal acts.
- F. Funeral planning and details will be conducted consistent with **1.410**.

#### 1.4380.12 LIABILITY PROTECTION

- A. Agency employees receive general liability & indemnification protections afforded all state employees consistent with the SG 12, Subtitle 3.
- B. ET 13-710 provides certain liability protections for all persons, including law enforcement officers, for their good faith actions involving adult protective services.
- C. CJ 5-326 provides certain liability protections for law enforcement officers assisting victims of spousal assault.
- D. CJ 5-309 provides certain liability protections for law enforcement officers providing emergency medical care.
- E. CJ 5-309.2 provides certain liability protections for law enforcement officers acting outside their jurisdictions.
- F. Officers acting under limited extra jurisdictional authority of CP 2-102 are provided with certain immunities from liability and exemptions.

#### 1.4380.14 PHYSICAL EXAMINATIONS

- A. Pre-employment medical examinations are provided, at no cost, for police applicants, once a conditional offer of employment has been made for a full time position.
- B. Drug tests are given to Police Officers.
- C. Fitness for duty medical examinations conducted specifically at the request or order of the agency are provided at no cost to agency employees.
- D. All medical examinations required of employees by the agency, university, or the state is provided at no cost to those employees.



#### 1.4380.16 GENERAL HEALTH & PHYSICAL FITNESS

- A. All employees are required to maintain a level of fitness and general health which will permit them to carry out their duties.
  - 1. Applicants for sworn positions must be certified to be physically, mentally, and emotionally fit for the duties of a police officer by licensed physicians in accordance with MPCTC general regulations.
  - 2. Fitness for duty examinations for sworn employees utilize the same standards for physical, mental, and emotional fitness as that required for applicants for sworn positions.
  - 3. Human Recourses, in consultation with the Chief or specific designee, establishes specific fitness for duty criteria that are job related and non-discriminatory.
- B. Shift supervisors are responsible for monitoring employee's work and attendance records for signs that may be indicative of health problems and reporting same to the respective commander through the chain of command.
- C. Agency employees are encouraged to have periodic physical examinations consistent with their health care benefits and to utilize health, recreation, and wellness programs available to them through the university.

#### 1.438.18 ON-CALL STATUS

- A. Only the Chief has the authority and responsibility to designate, on a rotating basis, those individuals deemed eligible for on-call status.
- B. Employees assigned to on-call status must maintain a means of immediate contact with the agency by providing phone numbers where they can be reached.
- C. Employees will not be assigned to on-call status for a period of more than seven consecutive calendar days.
- D. On-call employees will maintain the same fitness and readiness for duty that on-duty personnel must maintain.
- E. On-call employees will be paid according to the published on-call rate in addition to any pay due for hours worked when called in. On-call pay must be included in the computation of overtime pay in accordance with the MOU.
- F. Otherwise eligible employees will not receive on-call compensation if the performance of duties is an extension of employees' regular work day or work week.
- G. On-call employees must be able to respond to the university within two hours of being ordered or needed to do so.
- H. The Chief will provide to communications, when applicable, schedules of on-call personnel and means to contact them.

- I. Supervisory or administrative personnel will notify communications when needs arise for on-call employees to be contacted.
- J. In order to contact on-call employees, communications personnel will:
  - 1. call by phone the on-call employees; and
  - 2. Relay all pertinent information so they may determine whether they need to respond to the university.
- K. Failure of on-call personnel to respond as required will be investigated as possible violation of other applicable directives.
- L. On-call employees may not consume alcoholic beverages while in the on-call status.

#### 1.438.20 MEALTIME COMPENSATION

An unpaid thirty (30) minute, duty-free mealtime period will be included in the shift of all officers assigned to call for service assignments as defined by the University.

#### 1.4380.22 CALL-BACK COMPENSATION

- A. Employees called in before their regular shift or called back after their regular shift has ended shall be guaranteed a minimum of two (2 1/2) hours pay at their regular rate of pay or the actual number of hours worked, whichever is greater.
- B. In the event an employee is called back to work after completion of their regular shift due to dereliction of duty (incomplete or inaccurate reports requiring correction or completion when there was adequate free time to complete the work and/or do it accurately during regular working hours) shall only be paid for hours actually worked.

#### 1.4380.24 SHIFT DIFFERENTIAL

- A. An employee's eligibility for shift differential shall be governed by USM.BOR Policy 206.0VII-4.60.
- B. Eligible employees shall be paid \$1.00 per hour for each hour worked on a shift that begins after 2:00 PM. and before 2:00 AM.

#### 1.4380.26 OFFICER IN CHARGE (OIC)

- A. Only the Chief has the authority to designate persons to serve in "acting" capacities. Only under unusual circumstances will acting capacities be utilized and this is covered under a separate directive.
- B. An employee assigned to perform the duties of a Corporal or higher classification for a full tour of duty shall be paid an additional ten Dollars (\$10.00) per shift worked in the higher classification effective on the ratification of the current MOU.

#### 1.4380.28 HOLIDAY PAY



- A. Employees are eligible to earn 11 holidays per year (12 during year of general or congressional elections, and any other special observance as required by the legislature and Governor. Additionally, bargaining unit employees will be granted three (3) additional University holidays. Part-time employees who are employed on at least a 50% full-time basis shall earn holiday leave on a pro-rated basis. All employees must be in a paid employment status on the calendar date that the holiday is earned, in order to be eligible for holiday pay when the holiday is observed.
- B. Holidays for Sworn Police Officers will be pre-scheduled based upon the workweek schedule rotation. The University reserves the right to assign holidays in accordance with this schedule rotation and shall make an effort to grant the Employee the day off requested, subject to operational needs.
- C. An Employee may be required to work on the Employee's prescheduled holiday. If required to work on their prescheduled holiday, the Employee will be paid at their regular straight time rate of pay for all hours worked plus any overtime pay required in accordance with the current MOU.
- F. In the event, the Officer is required to work on Thanksgiving Day and/or Christmas Day the Employee will receive pay at the rate of one and half (1½) times their regular straight time rate of pay for all hours worked on those days. In addition, the Employee shall be granted the holiday with pay on an alternative date to be scheduled by the University within ninety [90] days of the date initially pre-scheduled.
- G. Subject to operational needs, the University will make a good faith effort to schedule an employees' pre-scheduled or alternative holidays on a mutually agreeable date, however, the employee may be paid at the applicable rate for all hours worked and provided with a regular day's pay as holiday pay in lieu of being granted another day off.
- E. The amount of overtime and the selection of employees to perform such work shall be determined by the University, provided however that such overtime work shall be distributed as equally as possible among all the employees within the specific job classification and department/office deemed capable of performing the needed overtime work by the University when the need for overtime work is determined by the University to exist more than forty-eight (48) hours prior to its commencement.
- F. When the need for overtime work is determined to exist by the University more than forty-eight (48) hours in advance, such overtime shall be assigned on a rotating basis from an existing list containing the names of employees within the job classification and department/office deemed capable of performing the required work by the University. The list shall be established within thirty (30) days after the ratification of this contract.
- G. Scheduled overtime will be given out via seniority list. The list will be continually rotated from top to bottom. When the bottom is reached, rotation will return to the top (officers may opt out the list). Overtime is granted by all overtime not by single events. No employee will be allowed to work more than sixteen (16) hours in a twenty-four (24) hour period except as may be authorized by the Chief of Police or his designee.
- H. Should the employee decline such opportunity, his/her name shall be placed at the bottom of the list and the supervisor shall offer the overtime to the next person on the list. This process shall continue until an employee accepts the offered assignment.
- I. In rare circumstances, when no employee from the list is available or everyone has rejected the opportunity to perform the available overtime work, the University will assign the work to that person with the least seniority within the job classification in the department/office on the preceding shift it has deemed capable of performing such overtime work.
- J. Mandatory overtime shall only be for emergencies and special campus events (i.e. graduation/emergency school closings).

#### 1.4380.30 OVERTIME

- A. The agency may require employees to work overtime.
- B. For all hours actually worked in excess of forty (40) hours in a workweek, an employee shall be paid one and one-half (1.5) times his/her regular straight-time rate of pay for that workweek.
- C. All hours associated with paid leave (except paid Administrative Leave) shall be considered as hours worked for the purposes of computing overtime.
- D. All hours worked under the overtime provisions of the MOU shall be paid to the officer on the next regularly scheduled payday; provided that such hours of overtime took place and were reported before the payroll reporting deadline. Overtime payment *may not* be delayed for more than one(1) full pay period.

#### 1.4380.32 COMPENSATORY TIME

- A. The agency **may** offer, and employees may voluntarily accept, compensatory time in lieu of cash payments for overtime based on FLSA classifications for their individual job classifications.
- B. Employees **MUST** use compensatory time within one calendar year of accrual.

#### 1.4380.34 OVERTIME/COMP TIME DOCUMENTATION & REVIEW

- A. All overtime hours, whether compensated with cash or compensatory time, must be documented on approved agency forms or records.



1. Overtime records will be initiated at the beginning of all scheduled or assigned overtime events and completed at event conclusion.
2. Overtime records will be initiated and completed at the conclusion of non-scheduled overtime events.
- B. Initial reviews of overtime records will be performed by:
  1. The Supervisor/OIC, or designate, of scheduled or assigned events; or
  2. On-duty supervisory or administrative personnel for non-scheduled or one-officer scheduled or assigned events.
- C. For overtime activities coming directly from the Operation Lieutenant, overtime records will be reviewed only by the Operations Lieutenant.
- D. Initially reviewed overtime records will be forwarded for final review and approval to commanders for overtime resulting from their individual commands.
- E. Overtime records will be reviewed to ensure:
  1. Accuracy; and
  2. That all overtime was due to situations that warranted such expenditure.
- F. Overtime records must receive final review and be distributed no later than one business day following overtime events.

#### 1.4380.36 ELECTRONIC TIME SHEETS

- A. All agency employees are responsible for ensuring their electronic time sheet records are filled out, completed, and submitted in accordance with time sheet instructions.

#### 1.4380.38 PAY CHECKS

- A. The official, complete version of the employee's paycheck is accessible only through the Payroll Online Service Center.
- B. The agency complies with the provisions pertaining to direct deposits.

By order of Leonard D. Hamm, Chief of Police

*Amended: Sept. 30, 2014, Acting Capacity 1.4380.26;  
Subsection B*

#### 1.4380.20 Mealtime Compensation

#### 1.4380.30 Overtime Subsections D, G, and J

*Amended: OCT. 20, 2014; 4380.26 Acting Out of Title*



## 1.4390 COLLECTIVE BARGAINING

### 1.4390.02 COLLECTIVE BARGAINING AT CSU

- A. Collective Bargaining, under the law, allows the elected union and the University to meet and engage in Collective Bargaining.
- B. Collective Bargaining is a process for establishing employees' wages, hours, and other terms and conditions of employment which begins with negotiations between the elected union on one side and the employer on the other side.
- C. The results of these negotiations are set forth in an agreement, called a Memorandum of Understanding (MOU).
- D. The MOU is signed by the University President and the Union.
- E. Before the MOU can become effective, it must be approved by the Board of Regents and a majority vote of the employees in the bargaining unit.
- F. Any MOU which would change existing law or involves the expenditure of money must be approved by the General Assembly. All MOU's must have a term of at least one year, but no more than, three years.

### 1.4390.04 RIGHTS OF UNIVERSITY EMPLOYEES

- A. Except as provided in Paragraph B, below, university employees may form and join employee organizations and assist in and participate in the activities of employee organizations of their own choice for the purpose of representation on matters of employee relations.
- B. Management employees, may join, assist in, or participate in the activities of an employee organization, or an affiliate of an employee organization, that represents or seeks to represent employees under the direction of the management employees when engaging in activities of a social, charitable, or fraternal nature.
- C. University employees may elect not to join employee organizations or participate in their activities. An employee may not be interfered with, intimidated, restrained, coerced, or discriminated against because of the employee's exercise of these rights.

### 1.4390.06 ADMINISTRATION

- A. Certification of Bargaining Unit and Certification of employee organizations as bargaining units is the sole responsibility of the State Higher Education Labor Relations Board (SHELRB). The process by which employees may form bargaining units and seek certification by the University as the exclusive representative of the employees for purposes of Collective Bargaining is described in the State Higher Education Labor Relations Board procedures for elections.
- B. Coppin State University's Police Department exercises no role or authority in this process.
- C. At the date of publication of this directive, the Fraternal order of Police Lodge No. 145 Employees (FOP) have been certified as exclusive representatives for the purposes of Collective Bargaining, and are the only organizations representing the CSUPD Police Department employees with which the University will bargain:

### 1.4390.08 PROCEDURES

#### A. Good Faith Bargaining

The University and the CSUPD Police Department participate in negotiations based on the principle of "good faith" bargaining as established by the Taft-Hartley Act. [e.g. – *means oral agreements made during negotiations are reflected in written contractual language and carried out in future management labor relations.*]

#### B. Ground Rules

The ground rules for the bargaining teams are decided in advance of the process for negotiation of wages, hours, and terms and conditions of employment. The University and the agency agree to abide by these ground rules during the collective bargaining process.

### 1.4390.10 CONTRACT MANAGEMENT

- A. The University and the agency agree to abide, in both letter and spirit, by the negotiated labor agreement that has been signed by University officials, labor representatives, and ratified by the bargaining unit.
- B. The Bargaining Unit will forward copies of all ratified labor agreements to the Office of the Chief.



Selected supervisors and managers will make copies of the signed contracts available to all bargaining unit employees.

- C. The agency will review and amend affected written directives as necessary to ensure compliance with the agreements.

**1.4390.12 EXCLUSION FROM  
COLLECTIVE BARGAINING**

- A. The following employees are excluded from Collective Bargaining:
1. Faculty,
  2. Student employees (including graduate students),
  3. Contract employees,
  4. Employees whose regular place of employment is outside of the State of Maryland; and
  5. supervisory, managerial, and confidential employees.

**Amended July 26, 2014 Section 1.4390.06  
Administration; subsection C**

**By order of Leonard D. Hamm, Chief of Police**



## 1.4400 GOAL SETTING & EVALUATION

### 1.4400.02 PERFORMANCE MANAGEMENT PROCESS

- A. Performance goal setting and evaluation will be conducted for all agency employees at least annually (per standard 35.1.2). Goal setting and evaluation processes will be conducted consistent with the policies and procedures of the university's PMP - Performance Management Process.
- B. The agency's responsibility in the PMP process include, but are not limited to:
  - 1. Ensuring the PMP process is administered fairly and consistently;
  - 2. Ensuring performance expectations are established and communicated to all employees; and
  - 3. Ensuring employees attend available PMP training and/or are aware of the PMP materials found on HR's website.
- C. The agency's responsibilities in the PMP process will be carried out by employees' immediate supervisors who have considerable input into the PMP process.
- D. Supervisors are required to successfully complete performance management training administered by the University's Human Resources (HR). HR will attempt to provide refresher training at least twice annually as staffing and resources permit.
- E. Supervisors will be held accountable in their own performance evaluations for conducting the PMP process with their subordinates.
  - 1. The PMP process must be conducted competently and in a timely manner.
  - 2. Supervisors will be evaluated by their raters based on the quality of ratings given subordinates.
  - 3. Supervisors will ensure ratings are applied uniformly.
- F. Employees are expected to be active participants in the PMP process. Their PMP responsibilities include, but are not limited to:
  - 1. Familiarizing themselves with the PMP process by reading employee manuals for the system; and
  - 2. Initiating performance related discussions with their supervisors; and
  - 3. Updating skills needed to perform their jobs as necessary.

### 1.4400.04 GOAL SETTING DOCUMENTATION

- A. Raters will counsel their subordinates in one-on-one settings within the first 30 days of rating periods or transfer of employees to new units. Issues covered during these counseling sessions must include, but are not limited to:
  - 1. Duties, responsibilities, and job tasks of assignments based on established assignment descriptions;

- 2. Levels of performance expected; and
- 3. Criteria used for evaluating subordinates.
- 4. Agency and University's current strategy plans.
- B. Raters will conduct and document at least one additional performance review session with each of their subordinates approximately mid-way through rating periods.
- C. Criterion used in goal setting must be consistent with organizational and unit goals established by the agency and will be applicable across all ranks and for all personnel.
- D. Goal Setting Documents will be used as support during all goal setting sessions in order to directly inform subordinates of performance expectations.
  - 1. Goal setting documents are utilized to establish written records of goal setting, performance, and related counseling.
  - 2. Information extracted from the "Goal setting documents" will form the basis for completing the PMP. These records protect the rights of, and prevent misunderstandings by, subordinates.
- E. For initial goal setting sessions, raters will:
  - 1. Schedule sessions and notify subordinates;
  - 2. Review subordinates' last evaluations and descriptions;
  - 3. Read each rated area and decides how each area applies to subordinates' performance;
  - 4. Decide and describe what will be considered at least "Meets Expectations" ratings for each rated area;
  - 5. Describe specific examples that are observable and measurable;
  - 6. Reach consensus on special projects or goals to be accomplished; and
  - 7. Provide copies of goal setting documents to subordinates.
- F. For secondary goal setting review sessions, raters will:
  - 1. Schedule sessions and notify subordinates;
  - 2. Review working copies of standards developed during the initial goal setting sessions;
  - 3. Review any positive and negative performance;
  - 4. Decide how well subordinates have achieved each standard of performance; and
  - 5. If necessary, define actions that should be taken to improve subordinates' performance toward achieving goals.
- G. Goals may be updated or revised during rating periods so long as employees are advised of same consistent with applicable components of part **F** of this section.

### 1.4400.06 PERFORMANCE COUNSELING

- A. The agency's participation in the PMP system utilizes counseling as a function of discipline in addition to providing employees with on-going feedback and coaching.



- B. Supervisors are to document performance of subordinates on an on-going basis to assist in performance counseling.
- C. Supervisors should give subordinates opportunities to review, enter responses, and acknowledge entries after initial complaints, incidents, or activities.
- D. Before counseling subordinates in reference to performance observations, superiors should decide if incidents should be handled through the formal disciplinary process for minor or major violations.

#### 1.4400.08 PMP RECORDS

- A. PMP Records will be completed consistent with agency directives and training supplied by University Human Resources.
  - 1. The evaluation process places emphasis on agency values, subordinate responsibilities, and superior accountability.
  - 2. PMP Records will be used to evaluate all full-time, non-sworn employees and all sworn ranks through captain. Other forms, supplied by University Human Resources will be used to evaluate senior staff ranks.
  - 3. PMP Records will be completed for all subordinates at least annually.
  - 4. The Operations Lieutenant will generate and distribute evaluation forms to supervisors with time-tables for process completion.
  - 5. Supervisors will abide by process timetables.
- B. Job performance elements/criteria, which form the basis for evaluations must be specific to employees' assignments during rating periods.
  - 1. Criteria will be observable, measurable, and established prior to rating periods.
  - 2. Raters must examine and document all available sources of information relative to subordinates' ratings in all rated dimensions.
  - 3. Evaluations will cover specific time periods. Actual dates covered by evaluations will be contained in evaluation reports.
  - 4. Job performance will be based only on performance during rating periods. Job performance prior to, or following, evaluation periods will be excluded from those evaluations.
- C. Evaluations require accurate and detailed information. Raters will maintain written documentation of subordinates' job performance throughout rating periods to ensure evaluations are accurate and meaningful.
- D. At the first observation, raters will advise employees in writing whenever employees' performance is deemed to be below expectations or unsatisfactory. Notifications must be made to provide subordinates with opportunities to improve their performance before the end of rating periods.
- E. After evaluations are completed and reviewed, raters will discuss evaluations with subordinates in evaluation interviews. Subordinates will be af-

forded the opportunity to include their own comments on evaluations during evaluation interviews.

#### 1.4400.10 EVALUATION RECORD RATING LEVELS

- A. The five measurement standards used by the agency in the evaluation process are:
  - 1. Outstanding;
  - 2. Above Standards;
  - 3. Meets Standards;
  - 4. Below Standards; and
  - 5. Unsatisfactory.
- C. Each rating must be supported by comments.

#### 1.4400.12 REVIEWER'S AND RATER'S ROLES

- A. Reviewers and raters will discuss evaluations prior to the presentation of ratings to subordinates.
  - 1. In cases where there is disagreement, reviewers will discuss the matter with raters and attempt to reach agreement by consensus on appropriate evaluation ratings prior to presenting ratings to subordinates.
  - 2. If agreement cannot be reached, reviewers have authority to attach comments on evaluations.
- D. Raters will be evaluated by their raters based on the quality of ratings given subordinates and how well they provide on-going counseling, coaching, and feedback. Reviewers will ensure that raters apply ratings uniformly.

#### 1.4400.14 PMP PRESENTATION

- A. All employees will be counseled at the conclusion of rating periods.
- B. After PMPs have been reviewed, PMPs will be discussed one-on-one by raters with subordinates.
- C. Raters are responsible for explaining to subordinates information which was taken into consideration in preparing evaluations.
  - 1. Specific examples of performance should be discussed in detail.
  - 2. Employees should be commended for work well done as well as helped to understand specific ways their performance can, or must, improve.
  - 3. Plans for improvement will be developed, if necessary.
  - 4. Levels of performance expected, rating criteria, and goals for the next rating period will be discussed.
  - 5. Career counseling relative to advancement, specialization, or training appropriate for employees' positions will be discussed.
- D. After reports have been discussed with rated subordinates, subordinates will be given the opportunity to sign evaluations where indicated on the form and to make written comments to supplement completed



performance evaluation reports. Subordinates' signatures indicate only that they have read the PMP.

- E. If rated subordinates refuse to sign evaluation forms, raters will note this on the forms and record the reasons for refusal if given by subordinates.
- F. Employees are encouraged to resolve rating conflicts with their raters or through the chain of command.
- G. Employees who wish to formally contest their evaluations must file appeals with immediate supervisors. Those notices must specifically state grounds for appeals.

**1.4400.16 PMP FOR PROBATIONARY SUBORDINATES**

- A. Raters of probationary subordinates will complete PMPs at least quarterly upon assuming supervisory control of subordinates and completion of any field training programs.
- B. Quarterly evaluations will cease upon completion of employees' probationary status.
- C. Probationary evaluations apply to all personnel serving probationary periods, either as the result of hiring or promotion.

**1.4400.18 AFTER PMP PRESENTATION**

- A. Raters should make notes and record pertinent comments made during PMP presentations.
- C. PMPs will be forwarded to the Office of the Chief.

**1.4400.20 EARLY IDENTIFICATION SYSTEM**

- A. The agency has an early identification system (EIS) to provide systematic reviews of specific, significant events involving agency employees. This system is necessary for the agency to exercise its responsibility to evaluate, identify, and assist employees who exhibit signs of performance and / or stress related problems.
  - 1. The EIS is a time-sensitive system designed to effectively organize critical performance and evaluation data in a format conducive to promptly identify early indicators of certain performance and/or stress related problems and to facilitate any necessary or appropriate follow-up activities.
  - 2. The EIS is only one of the methods by which employees are identified as possibly needing assistance with performance and/or stress related problems. The EIS is intended to serve as a systematic approach to highlighting tendencies that may otherwise be overlooked.
- B. Agency directives, as specified in the accompanying table, require targeted incidents to be reported,

thereby generating basic records and reports necessary for the EIS.

- 3. Employees assigned to oversee the routine review function as described in **Reporting Uses of Force** will release necessary and required information to the Chief for the purpose of completing quarterly EIS reports.
- 4. These reports will result in the EIS follow-up notices being sent to the Chief for employees who, during the most recent 3 month period, are involved in:

Number Incidents	Type of Incident
2	Uses of Force
2	Complaints Filed
2	Traffic Accidents

- 5. Once the report has been completed, the supervisor will review the incidents and analyze the employee's performance to determine the need for any necessary or appropriate follow-up activities as listed in # E.
- 6. The sergeant will then initiate any appropriate follow-up activities as directed by the Operations Lieutenant to ensure those activities are completed in a timely manner by the employee.
- C. EIS follow-up notices will contain employees' names, ID numbers, event dates, and brief descriptions of targeted incidents.
  - 1. Follow-up notices mandate that, within one month of notice receipts, employees' raters, reviewers, and commanders review information contained in follow-up notices in addition to other recent employee performance related information provided by raters.
  - 2. Based on analyses of information presented during this review process, commanders will submit timely analyses to the Chief articulating whether formal follow-ups are recommended.
- D. Continued follow-up efforts will minimally require the Chief conduct timely EIS meetings with identified employees, their raters, reviewers, and commanders.
  - 1. EIS meetings are to be facilitative and non-disciplinary in nature.
  - 2. Employees will be informed they have been identified for follow-up in the EIS, purpose of the meetings, and that the meetings are facilitative and non-disciplinary.



**University of Baltimore Police Department  
Manual of Rules and Procedures  
GOAL SETTING & EVALUATION**

Section: 1.4400  
Effective: June 28, 2013

- E. EIS meetings will result in options or courses of actions being determined and established by the Chief with input from identified employees, their raters, reviewers, commanders and HR. Options or courses of actions include, but are not limited to:
1. No additional action;
  2. Informal counseling and informal monitoring by employees' raters;
  3. Formal counseling or corrective actions as appropriate;
  4. Formal monitoring for a minimum of 12 weeks with monthly formal reviews and reports;
  5. Mandatory remedial or additional training designed to improve employees' skills;
  6. Voluntary or mandatory referral to the university's EAP for counseling or referral assistance, etc.; or
  7. Reassignment.
- F. Employees who disagree with the results of EIS meetings may file grievances per the current MOU.
- G. Supervisors will conduct annual evaluations of the EIS in order to advise the Chief on the system's effectiveness and propose any necessary changes.

**By order of Leonard D. Hamm, Chief of Police**



### 1.4420 AWARDS AND COMMENDATIONS

- A. The agency's awards and commendations program is established to honor officers' outstanding performance that exceeds levels beyond that which is normally expected of employees or citizens.
- B. The use of awards and commendations provides tangible recognition of services rendered above normal standards. Awards and commendations are an effective means of developing high moral, initiative and esprit de corps.
- C. It is the responsibility of all command and supervisory personnel to promptly direct the attention of the Chief of Police all specific achievements of meritorious or distinguished service to the agency by its members.

#### 1.4420.02 GUIDELINES FOR AWARDS

- A. The following guidelines shall be established for the awarding of departmental commendations and the wearing of agency commendations. However, any member of this agency may recommend and other member they feel deserves commendatory recognition.
- B. It is essential that supervisory personnel realize outstanding performance by a member. Normal duties are not necessarily a basis for a departmental award. The individual must have performed acts or services well above and beyond that which is expected and which conspicuously exceeds normal assigned duties.
- C. Supervisors shall document, for administrative reference, outstanding performance of members not meeting the criteria set out in this order, but which warrants written recognition and inclusion in the member's personnel records and reference, as appropriate, in the member's PMP.
- D. Personal awards given to members of the agency by the community for a specific act or acts of meritorious service shall not be solicited, accepted or authorized for wear without specific permission of the Chief of Police.
- E. Letters received by agency officials expressing appreciation and commending a member of the Coppin State University Police Department (CSUPD), shall be appropriately acknowledged by the receiving official. The letter shall be forwarded to Human Resources with a copy of the

acknowledgement for retention in the member's personnel records, one copy to the member.

#### 1.4420.04 REQUIRED ACTIONS

- A. All actions, activities, programs or implemented suggestions are to be reported to the Commendation Review Board.
- B. EXCEPTION: All recommendations for the Citation of Valor shall be forwarded to the Chief of Police by the wounded officer's supervisor within five days. Consideration and review of recommendations for the Citation of Valor is not within the purview of the Commendation Review Board.
- C. The commendation Review Board shall review the facts and circumstances of each report and provide the Chief of Police its recommendation including the appropriate award. Cases the Board determines not consistent with commendation criteria shall be referred back to the originating supervisor.

#### 1.4420.06 COMPOSITION OF REVIEW BOARD

- A. The Chief of Police shall appoint three members of the University to serve as members of the Commendation Review Board in keeping with the following:
  - 1. At least one member shall be appointed from the Coppin State University Police Department (from opposite shifts).
  - 2. One command staff member shall be appointed from the Coppin State University Police Department who shall act as chairperson.
  - 3. One member from the civilian staff of the Coppin State University Police Department.

#### 1.4420.08 FUNCTION OF THE BOARD

- A. The Board shall meet as often as is necessary to properly perform its duties.
- B. Meetings shall be held at a time and place designated by the Chairperson
- C. Majority vote is sufficient to approve any motion before the Board.
- D. The Board is authorized and empowered to call witnesses and request reports relating specifically to the recommendation under consideration.



### 1.4420.10 AWARD DETERMINATION

- A. By majority vote the Board may select one of the following options;
  - 1. Deny commendation.
  - 2. Defer action on a particular report pending additional information.
  - 3. Recommend commendation and level of award for the Chief of Police's consideration for final approval.
- B. Board members involved in or witness to any matter under review shall not vote but may participate in related discussions or may elect to remove themselves from the Board.

### 1.4420.12 AGENCY COMMENDATION STANDARDS FOR ACHIEVEMNET

- A. Listed are the current approved Coppin State University Department awards:

- 1. **Medal of Honor**

Description— a ribbon 1 3/8" long x 3/8 wide, **three quadrants with eagle (blue on both ends with white in middle with gold eagle.** The ribbon is to be worn on the officer's left side, centered over the badge and displayed over and other lesser award.

Requirements -- Awarded by the Chief of Police to members who distinguish themselves conspicuously by gallantry and intrepidity at the risk of their own lives, above and beyond the call of duty in an extraordinary act of heroism and bravery and without detriment in any way\to their sworn oath. A member must perform an act so outstanding that it clearly distinguishes superlative courage beyond the call of duty from lesser forms of bravery.

- a. The Medal of Honor may be awarded posthumously when a member dies in the line of duty.

- 2. **Silver Star**

Description – a ribbon 1 3/8" long x 3/8" wide, **dark blue background with 2 silver stars located in the center.** The ribbon is to be worn on the officer's left side over the badge. The Silver Star ribbon may be centered over the badge unless the member has been awarded a Bronze Star. If a member has been awarded a Bronze Star, then the Silver Star ribbon must be worn to the right (inboard)

and above awards of lesser distinction.

Requirements -- Awarded by the Chief of Police for an exceptional act or execution of duty performed in the presence of great danger and personal risk and performed in such a manner as the performance must clearly indicate that the member displayed outstanding ability and judgment in the performance of duty, resulting in the prevention or solution of a crime, and the arrest of those responsible, and is thereby set apart and distinguished from other members. To merit this award the act must be heroic, but not top the degree justifying the award of the Medal of Honor. This award shall not be granted for arrests resulting solely from information of an informant.

- 3. **Bronze Star** – Description – a Ribbon 1 3/8" x 3/8" wide, **light gold background with a bronze star located in the center.** The ribbon is to be worn on the officer's left side over the badge unless has been awarded a Silver Star. If an officer has been awarded a Silver Star, then the Bronze Star ribbon must be worn to the left (outboard) and above awards of lesser distinction.

Requirements -- Awarded by the Chief of Police to members who distinguish themselves by exceptionally meritorious service to the department and the university community. The performance must clearly indicate that the member displayed abilities and exercised judgment well above the expected standard and thereby contributed materially to the success of an investigation, or incident. It may be awarded for an act involving personal danger under aggravated or hostile circumstances, and for protecting or saving the life of another.

- 4. **Commendation** – Description – A ribbon 1 3/8 x 3/8" wide, **with the entire ribbon being dark blue with a badge in the middle. The commendation ribbon will be worn on the left side, centered over the badge.**

Requirements -- To merit this award the act of service must be accomplished in a manner above that normally expected. It must be sufficient to distinguish the individual member above those of comparable position and responsibility, and reflect a highly credible accomplishment. The award may



be given for submitting and adopted suggestion which constitutes a definite contribution to the department, such as, invention or innovation resulting in an improved design, procedure, or organization, or relating to a crime prevention or crime resistance. It may be awarded when members have displayed extraordinary intelligence, courage, and ability in effecting arrests, or in preventing a crime or solving a case.

5. **Unit Citation** -- Description – A ribbon 1 3/8” long x 3/8” wide, divided into two equal sections, the first section being gold and the second section being blue. The Unit Citation will be worn on the officer’s right side, centered over the nametag.

Requirements -- For successful operations involving more than one team member, where team members work together to solve crimes and/or apprehend suspects relative to the safety of the university community. Awarded by the Chief of Police, this citation is meant to commend extraordinary performance, attention to duty, or contribution to the university. The criterion for this award is the same as that for the “commendation” when a group effort is recognized. The mutual and full participation of all unit members in the cited activity must be explained in detail to be considered for this unit distinction

6. **Letter of Commendation** – An official letter of commendation from the Chief of Police, directed to a member of this department or to a member of the community, for acts performed by the person which do not meet the criteria for the issuance of a commendation ribbon. The letter shall be made part of the employees’ personnel record.
7. **Citation of Valor** – Description – A ribbon 1 3/8” long X 3/8” wide, the entire ribbon being red.

Requirements - Wounded in the line of duty, by firearms, edged weapons, or any implement that could be considered a deadly weapon. The ribbon will be worn on the right side, centered over the officer’s name tag. The ribbon will be worn over the Unit Citation Award.

8. **Commendation Ribbon from other Police Departments** – Any member of the Department,

who has received a commendation ribbon from another police department, may wear the ribbon as part of his/her regulation uniform with approval from the Chief of Police.

#### 1.442.14 INITIATING REQUEST FOR COMMENDATION

- A. Supervisors shall record all actions, activities, programs, or implemented suggestions of their subordinates which they believe merit consideration for commendation on a Commendation Review Report Form. The Supervisor shall submit the original of this report with comments as appropriate to the Operations Lieutenant who shall convene a Commendation Review Board.
- B. Members shall provide the Board, via the Commendation Review Report, information concerning acts which warrant commendation. Any member who has knowledge of a courageous act or the valuable assistance of a community member of law enforcement officer from another jurisdiction may complete a Commendation Review Report recommending the appropriate award.
- C. The Operations Commander shall submit all reports within ten working days of receipt of the recommendation for commendation to the Commendation Review Board.
- D. Submitting personnel shall forward one request for commendation regardless of the number and nature of awards recommended. This report shall clearly indicate the level of participation of each member and the concomitant level of award recommended for each member.
- E. Any member may submit a report on the behalf of other members. The member shall forward this report to his/her supervisor for recommendations and forwarding to the Board.

#### APPENDIX

Commendation Award Report Form

By order of Leonard D. Hamm, Chief of Police



**COPPIN STATE UNIVERSITY POLICE DEPARTMENT  
COMMENDATION AWARD REPORT**

To: Commendation Report Board

From: \_\_\_\_\_

Subject: \_\_\_\_\_  
(Name of Candidate)

**Instructions:**

In order for the board to effectively evaluate the merits of an incident, case, or distinguished service a complete explanation must be submitted, containing the essential facts in detail. Field and arrest/custody reports shall be included and where applicable, include other documents pertinent to the case.

Explain in detail: (Attach additional sheets, if necessary)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Operations Commander's Remarks

\_\_\_\_\_  
Operations Commander's Signature

\_\_\_\_\_  
Action of Commendation Review Board

DATE:

Award Suggested:

Comment:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Disposition:

\_\_\_\_\_  
Chief of Police



#### **1.4440 GRIEVANCES**

A. A grievance is any cause of complaint arising between employee and employer on a matter concerning discipline, alleged discrimination, promotion, assignment, or interpretation or application of university rules or agency procedures over which the university management has control. Complaints pertaining to the general level of wages, wage patterns, fringe benefits, or to other broad areas of financial management and staffing are not grievable issues.

##### **1.444.02 GRIEVANCE PROCESS APPLICABILITY**

A. When not in conflict with LEOBR, grievances in the agency will be filed, processed, and heard consistent with the current Memorandum of Understanding (MOU) between the Fraternal Order of Police (FOP), Lodge No. 145 and the Coppin State University Sworn Police Officer Unit and Non-exempt Employees Unit.

##### **1.444.04 EMPLOYEE REPRESENTATION**

A. Employees may be represented at every step of the grievance procedure. At any point in the grievance procedure, employees may elect to obtain, change, or dismiss representatives by providing written notice of same to persons hearing the grievances. However, such actions in no way allow person filing a grievance to return to previous steps in the procedure or to delay grievances at current steps.

##### **1.444.06 GRIEVANCE RECORDS**

- A. The agency's grievance files are maintained in the Office of the Chief.
- B. General access to grievance files will be limited to the Chief and others he/she designates.
- C. Employees will be granted access to their particular grievances, but no others.

##### **1.444.08 ANALYSIS**

The Chief will ensure that an annual analysis of grievances is prepared to assist in determining what, if any, steps should be taken to minimize future causes of such grievances.

**By order of Leonard D. Hamm, Chief of Police**



## 1.4460 SECONDARY EMPLOYMENT

### 1.4460 PRIMARY DUTY & RESPONSIBILITY TO THE AGENCY

- A. The primary employment duty, obligation, and responsibility of employees of the CSUPD is to this agency and this policy is designed to protect the university and the members of the CSUPD from any liability issues arising from any secondary employment opportunities enjoyed by members of the CSUPD. Moreover, the nature of law enforcement work, with its considerable demands placed on police officers, both mentally and physically, requires the close monitoring of secondary employment issues as relating to the performance of duty. It is imperative members engaged in secondary employment are capable of performing all tasks and provide professional police service to the university community, for which they have been hired.
- B. Employees are subject to recall at any time for emergencies and other special circumstances.
- C. Employees will not engage in other employment, in any private business, or another profession during normally scheduled work hours with this agency without their supervisor's approval.
- D. In order to work secondary employment during normal scheduled work hours, employees must be on pre-approved leave. Work hours cannot be adjusted in order to accommodate secondary employment unless pre-approved by an employee's supervisor.
- E. Employees will not engage in employment, private business, or the conduct of a profession outside the hours of employment with the agency in a manner likely to adversely affect their usefulness as employees of the agency.
- F. Within the parameters established by this directive, officers are allowed to participate in secondary employment that is considered off-duty employment. Off-duty employment is that secondary employment that is not conditioned on the actual or potential use of law enforcement powers by off-duty officers.
- G. Officers are not allowed to participate in secondary employment that is considered **extra-duty employment**. *Extra duty employment which is conditioned on the actual or potential use of law enforcement powers by officers.*

- H. Listed, but by no means all inclusive, are examples of restricted secondary employment positions which are prohibited;
  - 1. bouncer or "door man" at a bar;
  - 2. bail bondsman;
  - 3. private investigator;
  - 4. civil process service;
  - 5. debt collector;
  - 6. vehicle reposessor;
  - 7. employment connected with any establishment in which the primary business is the dispensing of alcoholic beverages (on site or package goods), catered non-profit events are excepted;
  - 8. in a sales capacity if the employee divulges association with the CSUPD in order to make a sale. (Members must avoid the appearance of coercion or favoritism toward purchaser);
  - 9. jobs that are conditioned on the actual or potential use of law enforcement powers conferred on employees as the result of employment by the CSUPD;
  - 10. jobs where the employee's access to agency or other criminal justice system records, files, or information is a factor.
- I. The Chief may expressly forbid employees from secondary employment at specific locations or performing specific job tasks.

#### 1.4460.10 AUTHORIZATION

- A. Agency employees must obtain written authorization from the Chief before engaging in secondary employment by submitting University HR form **Certification for Secondary Employment**.
- B. These requests will be staffed through the employees' immediate supervisor to the Chief and are to contain:
  - 1. Names, addresses, and telephone numbers of proposed employers;
  - 2. Job titles and descriptions of duties to be performed; and
  - 3. Anticipated duration of employment.
- C. Staffing of requests at each level will be accomplished in a timely and expeditious manner.
  - 1. Comments and recommendations are to be provided at each level of staffing.
- D. The Chief will approve or reject requests for secondary employment and notify requesting employees of the action in a timely and expeditious manner.



1. In the absence of the Chief, a named representative may act on his/her behalf.
  2. The approval or rejection of secondary employment by an "Acting Chief" is contingent pending the Chief's action.
- E. Requests for secondary employment which are denied by the Chief will contain written explanations of the reasons for such denials.
- F. Approved requests for secondary employment will be valid for one year from dates of approval. Employees desiring continued secondary employment must resubmit requests to the Chief no later than 30 days prior to expiration of approved periods.
- G. Employees must resubmit secondary employment requests any time there are substantive changes in their secondary employment duties or responsibilities.
- H. Copies of secondary employment requests will be maintained in agency files by the Department's Administrative Specialist.
1. Completed originals will be placed in employees' personnel files.
  2. Employees submitting secondary employment requests will be given one copy of their completed requests.
  3. A copy of each completed secondary employment request will be maintained in the secure file cabinets. Expired requests may be purged and destroyed after three years.

#### **1.446.20 MILITARY RESERVES AND NATIONAL GUARD**

- A. Employees who enlist or reenlist in the military reserves or National Guard will submit written notice through their chain of command to the Chief. This notice must contain the:
1. Branch of the military involved;
  2. Length of commitment under contract;
  3. Proposed or new MOS, if applicable; and
  4. Probable yearly schedule and obligation of service.
  5. Submit copies of orders when required to serve on active duty or attend unscheduled training.
- B. Employees with approved military reserve or National Guard secondary employment must submit yearly notices (when not on active duty) for the duration of their enlistments to the Chief containing the:
1. Branch of the military involved;
  2. Length of commitment under contract;

3. Proposed or new MOS, if applicable; and
4. Probable yearly schedule and obligation of service.
5. Submit copies of orders when required to serve on active duty or attend unscheduled training.

#### **1.4460.30 RESTRICTIONS AND LIMITATIONS**

- A. Secondary employment authorization will be denied, prohibited, or withdrawn when they involve:
1. Employees working during hours when they are employed to work for the agency except when working approved military reserve, active, or National Guard duty;
  2. Conduct inconsistent with the objectives, directives, ethics, or reputation of the agency;
  3. The creation of a real or potential conflict of interest; or
  4. Sick leave records or other evidence indicating that secondary employment might be, or is, impairing an employees' ability to perform CSUPD duties, obligations, or responsibilities.
- B. CSUPD police officers shall not use their police powers, jurisdictional authority, uniforms and/or any equipment (i.e. weapons, ammunition, OC spray, baton, etc.) granted by, from, through the CSUPD while engaged in secondary employment. To accomplish this objective no secondary employment will be authorized unless accompanied by a valid Maryland State gun permit allowing the officer to carry a handgun beyond the authority granted by the CSUPD's Chief of Police and verification by the firing range staff that the officer has qualified with a secondary (off duty) weapon in accordance with MPTC regulations (unless no weapon is to be carried in the course of secondary employment).
- C. Members are not permitted to engage in any secondary employment while on **sick leave**.
- D. Employees will not engage in other employment, private business, or the conduct of a profession outside the hours of employment with this department in a manner likely to adversely affect their usefulness as employees of this agency.
- E. Employees will not engage in any private or public investigative activity as a secondary employment endeavor
- F. Use of any departmental files and/or records of the CSUPD and/or any files and/or records from any other allied agency is prohibited, except in the law-



ful and approved pursuit of duties performed for and at the CSUPD.

- G. Members attending court for arrests made while engaged in secondary employment shall use their own leave time if the court appearance is scheduled during the officer's shift. Employees are not entitled to receive overtime pay in connection with the court appearance. Nor are members to wear their CSUPD uniform to attend court for any arrest made in connection with secondary employment.
- H. Members engaged in secondary employment shall adhere to all policies, procedures, rules, and regulations of the University and the CSUPD.
- I. Employees engaging in secondary employment act as agents for their secondary employers. As such, liability protection, Worker's Compensation coverage, and other civil protections are the sole responsibility of the secondary employer. If the officer is an employee of a subcontractor the liability is the subcontractor's or determined by the agreement the subcontractor has with the employing entity. If the officer is working as an independent contractor (as indicated by receiving a tax form 1099 as opposed to receiving an employee tax form W-2 then the responsibility falls solely on the officer working secondary employment. This also includes any secondary employment where the officer receives no tax reporting forms.
- J. Employees sustaining significant injuries during the course of their secondary employment must notify or cause to be notified the Operations Lieutenant within 48 hours of the injury

#### **1.4460.40 ADDITIONAL RESPONSIBILITIES**

- A. Members are responsible to ensure and guarantee that their secondary employment shall in no way conflict with their duties and responsibilities to the department.
- B. If it is determined that a member's duties and responsibilities to the department are being compromised, or otherwise adversely affected by the member's secondary employment, authorization for such employment may be denied or rescinded. Officers are permitted to participate in secondary employment that is considered off-duty employment.
- C. Off-duty employment is that secondary employment that is not conditioned on the actual or potential use of law enforcement powers by off-duty officers

granted by, from or through the Coppin State University Police Department (CSUPD).

- D. An approved request for secondary employment will be valid for one (1) year. In order to simplify the renewal process, members desiring to continue an approved secondary employment job must submit renewal requests no later than the third week in January.
- E. Members must resubmit a secondary employment request any time there are substantive changes in their secondary employment.
- F. Members will work daily and cumulative hours of secondary employment in accordance with the following guidelines:
  - a. do not work more than twelve (12) collective hours in any 24 hour period.
  - b. during any one (1) working day, an employee having worked eight (8) hours with the CSUPD shall not be engaged in secondary employment of more than four (4) hours.
  - c. any overtime hours worked with the CSUPD shall be deducted on a one-to-one basis from hours permitted for secondary employment.
  - d. do not work more than 20 cumulative secondary employment hours during any one week period. However, during a week where the employee is off five (5) or more leave days, except sick leave, an employee may work approved secondary employment but shall not work more than 40 hours of secondary employment.

#### **1.4460.50 SUSPENSION/TERMINATION OF SECONDARY EMPLOYMENT**

- A. Supervisors may order emergency suspensions of employees' secondary employment.
  - 1. Suspending officers will detail circumstances leading to secondary employment suspensions on an agency 95 form.
- B. Police Officers having their secondary employment authorizations suspended have the right to administrative reviews.
  - 1. On the first business day following suspensions;
- C. Non-sworn employees having their secondary employment authorizations suspended have the right to administrative reviews.



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**1.4460.60 CONDITIONS FOR SECONDARY EMPLOYMENT**

- A. All requests for secondary employment must be accompanied by the officer's Maryland State Hand Gun Permit to be copied and returned. Or, the officer may submit a form 95 that no hand gun will be worn in the course of secondary employment.
- B. Verification will be made by the range staff that qualification of a secondary weapon (of duty) has occurred.
- C. Officers requesting secondary employment do so with the understanding that the officer's issued duty weapon may not be carried during secondary employment of any kind.
- D. The directives regarding secondary employment do not come under the "progress discipline" format due to the serious nature of a violation. Termination of employment may be determined justifiable for a violation of the directives covering secondary employment.

Revised February 9, 2016: section 1.4460.30 Restrictions and Limitations subsection B  
Added: 1.4460. 60 Conditions for Secondary Employment

**By order of Leonard D. Hamm, Chief of Police**



## 1.4480 LEAVE AND DUTY STATUS

- A. The University System of Maryland (USM) and Coppin State University (CSU) Policies, the agencies Procedures Manual and the current Memorandum of Understanding (MOU) delineates the specifics of the leave system for university employees.
- B. Agency directives relating to leave compliment and expand upon USM and CSU leave directives. Because agency directives are derived from regulations established outside the agency, they are subject to change or interpretation without notice.
- C. All leave must be approved prior to the absence, or after the fact in certain sick leave situations.

### 1.4480.02 LEAVE REQUEST AND AUTHORIZATION

- A. The agency is mandated to provide police, and security services to the university on a 24/7 basis. As such, the following procedures shall ensure that consistent planning is established to properly manage departmental staffing levels.
- B. Employees are required to follow established procedures when requesting leave (except Sick Leave) and each shares in the responsibility for ensuring the university remains compliant with the Memorandum of Understanding (MOU) between the Fraternal Order of Police Lodge #145 and Coppin State University – Sworn Police Officer Unit.
- C. The actual accrual and specifics of leave are outlined in the above referenced MOU. It is also the policy of the CSU Police Department to be compliant with the terms and conditions of the above referenced MOU and USM Policy VII-7.00.
- D. Employees will not be absent from duty, except as provided in university and agency directives. Employees who are absent without approval are considered to be in the status of "**unauthorized absence**" (UA).
  - 1. Unauthorized absences will be reported by employees' Lieutenant/Sergeant/Acting Sergeant or Officer-In-Charge, through the chain of command, to the Chief.
  - 2. The attendance records of employees who are in UA status should so indicate and should not be confused with legitimate leave of absence with pay.
  - 3. Unauthorized absences will be investigated to determine if officers failed to appear or were AWOL.

- 4. Employees taking leave without sufficient leave balance may be considered to be in a UA status.

### 1.4480.04 RESPONSIBILITIES

- A. It is incumbent on agency Lieutenants/Sergeants and Acting Sergeants to arrange work so that employees can receive leave which they are entitled and, when feasible, at times requested by employees.
- B. Employees are primarily responsible for monitoring, managing and planning their leave usage and are to submit leave requests to their Sergeants/Acting Sergeant or Lieutenants in advance of its anticipated use.
- C. To ensure staffing levels are properly distributed throughout the entire year in order to provide for the safety and security of the campus, and to properly plan and manage staffing levels the following procedures are to be followed.

### 1.4480.06 APPROVAL

- A. Leave requests will be granted on a first-come, first-served basis based on:
  - 1. Agency operational staffing levels and requirements;
  - 2. Prior commitments such as court, training, etc., of requesting officers; and
  - 3. Length of leave periods requested.
- B. The agency is responsible for announcing, in a timely manner, to all personnel dates where it is anticipated operational needs will necessitate either no or fewer leave days being granted.
  - 1. First two weeks of classes and both graduations, and others as may be deemed necessary.
  - 2. Agency personnel are responsible for being aware of agency announced no-leave or low-leave dates and scheduling their leave requests accordingly.
  - 3. Leave requests may be granted in exception to agency needs where demonstrated hardships are proven by requesting employee(s) and approved by the employees' Lieutenant/Sergeant/ Acting Sergeant.
  - 4. Leave requests may be granted in exception to agency needs where demonstrated hardships are proven by requesting employee(s) and approved by the employees' Lieutenant/Sergeant/ Acting Sergeant.
  - 5. **Corporals and Officer-In-Charge (OIC) cannot approve any form of leave; they are to submit any leave requests that they receive to the Operations Commander in the absence of their respective Sergeant/Acting Sergeant.**



C. Leave balances are on employees' timekeeping records. Employees are ultimately personally responsible for knowledge of their leave balances, leave management, and accurately documenting leave usage on their time keeping records.

#### 1.4480.08 ADMINISTRATIVE LEAVE

The President of the University may authorize administrative leave with or without pay as the result of special circumstances and upon recommendation by the Chief.

#### 1.4480.10 EMERGENCY CONDITIONS: Cancellation of Classes & Essential Personnel Requirements

- A. Closings of the university and/or release of employees due to emergency conditions, e.g., snow, ice, etc., will be announced through various news media, or by CSU Emergency Notification System.
- B. The Chief has the agency-wide authority to establish agency operational hours and modify essential/non-essential classifications of employees based on the nature of the emergency conditions.
- C. Agency personnel are designated as essential or non-essential personnel according to their assignments within the agency.
  - 1. Employees assigned to Operations are essential personnel.
  - 2. Employees will be informed of their essential or non-essential status, or changes to their status, on employment, transfer, promotion, or as otherwise appropriate.
- D. Essential personnel, as defined by the University System of Maryland is:

*"An employee of a facility who has been designated as vital to the operation of the facility, whose presence is required regardless of the existence of an emergency condition, and whose absence from duty could endanger the safety and well-being of the campus population and/or physical plant..."*
- E. The Coppin State Police Department (CSUPD) is mandated to provide 24/7 uninterrupted service to the university, and employs police officers, police communications operators and security officers to that end. The agency values the contributions of

each employee and realizes that each individual plays an integral part in the effective and efficient operation of the department. Therefore, all operational members of CSUPD are classified as "Essential Personnel."

- F. Essential personnel are expected to report for their normal tours of duty when the university is closed due to emergencies. When an "essential personnel must report" situation is announced, employees are required to report for duty as scheduled and as necessary to maintain full staffing levels to provide police service, and safety and security services as necessary. Emergency situations may arise that necessitate extending the normal work hours of an employee or it may result in a "call back" situation.
- G. In instances when the University is closed, all personnel scheduled to work are required to report unless the employee is on leave, or authorized in advance to be off.
- H. Employees are required to contact the "On Duty" Sergeant/Acting Sergeant/OIC at [REDACTED] one hour in advance of their scheduled reporting time to:
  - 1. receive reporting instructions
  - 2. advise of their "Estimated Time of Arrival"
- I. Those employees who cannot report for duty at their scheduled reporting time shall begin an 8 or 10 hour shift, depending on their respective work schedule, upon reporting to the Sergeant/Acting Sergeant/OIC at the Police Communication Center (PCC).

#### 1.4480.12 Sergeants/Acting Sergeants and Officer-In-Charge

- A. Sergeants/Acting Sergeants and Officer-In-Charge shall keep a log of personnel reporting for duty, their time of arrival, and their post assignment.
  - 1. The log should also list the personnel who called-in and provided the required information.
  - 2. This log shall be shared with the Communications Center, for input into the CAD System.

#### 1.4480.14 FAILURE TO REPORT

- A. Essential employees who do not report for duty when the university is closed due to emergencies may have their absence charged against previously



earned leave and may be subject to appropriate disciplinary actions.

- B. Personnel calling off sick (even for one day) during and “Essential Personnel” situation will be required to provide their respective Sergeant/Acting Sergeant/Officer-In-Charge with a valid doctor’s slip indicating:
  - a. date of treatment
  - b. date available to return to work.
- C. If a valid doctor’s slip is not produced upon the employee’s return to work the incident shall be handled as a performance issue. It will be noted on the next PMP which may negatively impact any merit pay increase.

#### 1.4480.16 NON-ESSENTIAL EMPLOYEES

- A. Non-essential employees who are not previously scheduled to report for duty when the university is closed due to emergencies will be paid for hours worked at their regular rate of pay and are not entitled to additional compensation.
- B. When the university is closed prior to the start of non-essential employees’ normal shifts, they will receive paid administrative leave for their normal shifts.
- C. When the university is closed after the start of non-essential employees’ normal shifts, they will be released and will receive paid administrative leave for the remainder of their normal shifts.
- D. Employees who are otherwise non-essential, but who are notified to report for duty because they were called in will be appropriately compensated.
  - 1. Employees who are unable to respond because of exigent circumstances remain non-essential and will receive paid administrative leave in accordance with this directive.
  - 2. Employees who are able to respond become essential personnel and will be compensated in accordance with this directive.
- E. Employees who do not report for duty prior to the university closing will have their hours of absence charged against previously earned leave.
  - 1. Employees in a prior approved leave status, i.e., on leave that has been approved before declared emergency conditions become effective, will have their absences charged to their preapproved leave types.

- 2. Employees who are on duty, but who request and receive approval to use earned leave prior to the university being closed due to emergencies will have their hours of absence charged against previously earned leave.

#### 1.4480.18 ANNUAL LEAVE

- A. Annual leave is cumulative and based on employment classification and length of service with the state.
- B. Annual leave with pay is available to employees to the extent earned, provided the dates for the leave have been approved.
- C. Non-Exempt staff, from the first through the sixth month of service, no annual leave is earned but is credited for record-keeping.
- D. After completion of the sixth month of service, 5 days of annual leave becomes earned and available for use.
- E. Leave may be granted generally only to the extent earned.
- F. Annual leave, up to a maximum of 400 hours, may be carried over into a new calendar year. Annual leave in excess of 400 hours will be lost at the beginning of the first full pay period of the next calendar year.
- G. There is no restriction on the number of hours/amount of time Annual Leave can be taken. It need not be in increments but in actual time
- H. **Annual leave submitted shall be submitted for approval at least 48 hours prior to the requested leave date. Approval shall be granted in keeping with manpower staffing levels and on a first come first serve basis.**
- I. The ALL request reviewed by Sergeants/Acting Sergeants shall be submitted to the Operations Lieutenant.
- J. At the sole discretion of the Sergeants/Acting Sergeants and with articulable justification, the 48 hour notice requirement may be waived PROVIDED the request (emergency or otherwise) was made within 2 hours of the beginning of the requesting employee’s shift.
- K. The Operations Lieutenant shall be responsible for preparing a departmental master schedule (vacation, personal, holiday, sick, etc.) ensuring staffing levels will not adversely impact the safety and security of the university community.
- L. Subject to personal reasons of an officer or unusual departmental/university circumstances, leave sub-



mitted and approved may be changed, provided it does not negatively impact staffing levels, and provided both parties agree.

- M. Moreover, the university will not arbitrarily cancel leave submitted and approved unless a critical situation exists at the university.
- N. If leave is denied, the employee will report for work as scheduled. Failure to do so will result in administrative/disciplinary action.
- O. ALL personnel will submit their annual leave requests to **their** respective Sergeant/Acting Sergeant.
  - 1. 2. When this is not possible due to an unusual circumstance, ALL personnel will PERSONALLY submit their leave requests to the Operations Lieutenant.
  - 3. The Operations Lieutenant taking such requests shall make every effort to ascertain if the request can be honored without adversely impacting staffing levels. Additionally, the Operations Lieutenant will contact the appropriate Sergeant/Acting Sergeant as soon as possible and advice of the leave request.
  - 4. POLICE COMMUNICATIONS OFFICERS DO NOT APPROVE ANY TYPE OF LEAVE.

#### 1.4480.20 PERSONAL LEAVE

- A. Personal leave shall be submitted for approval 24 hours prior to the requested leave date.
- B. At the sole discretion of the Sergeant/Acting Sergeant and with articulable justification, the 24 hour notice requirement can be waived PROVIDED the request (emergency or otherwise) was made within 2 hours of the beginning of the requesting employee's shift.
- C. If leave is denied, the employee will report for work as scheduled. Failure to do so will result in administrative/disciplinary action.
- D. ALL personnel will PERSONALLY submit their personal leave requests to their respective Sergeant/Acting Sergeant. When this is not possible due to an unusual circumstance, ALL personnel will PERSONALLY submit their personal leave requests to the Operations Lieutenant. The Operations Lieutenant taking such requests shall make every effort to ascertain if the request can be honored without adversely impacting staffing levels.
- E. Additionally, the "The Operations Lieutenant will contact the appropriate Sergeant/Acting Sergeant as soon as possible and advice of the leave request.

**POLICE COMMUNICATIONS OPERATORS DO NOT APPROVE ANY TYPE OF LEAVE AND WILL NOT ACCEPT ANY CALL OFFS OR LEAVE REQUESTS FROM CSUPD PERSONNEL. ALL REQUESTS FOR A DAY OFF; WHATEVER THE REASON, MUST BE SANCTIONED BY THE RESPECTIVE SERGEANT/ACTING SERGEANT OR LIEUTENANT.**

**REMINDER: Personal Leave is to be used within the calendar year. Failure to use the personal leave within the prescribed time may result in forfeiture of any remaining time.**

#### 1.4480.22 HOLIDAY LEAVE

- A. Generally, the university will be closed on specified State/University holidays. However, due to the CSUPD's mission, our personnel are required to work on these specified holidays to meet operational needs. CSUPD personnel holidays are prescheduled based upon the workweek schedule rotation. Nevertheless, all CSUPD personnel covered by the MOU are entitled to 14 holiday days (15 during a Presidential election year). As a result, CSUPD personnel scheduled to work on a specified, prescheduled holiday and are not able to observe the holiday on the day of observance shall comply with the following protocols.
- B. Non-essential staff will take holiday leave when the holiday is celebrated by the university unless specifically authorized by the Chief.
- C. Essential personnel who work the holiday are paid at their regular straight time rate of pay for all hours worked plus any overtime so worked to perform their duties.
- D. CSU Police Department personnel who must work a holiday may observe/take-off that holiday with pay on an alternative date. **HOLIDAY LEAVE WILL ONLY BE TAKEN IN 8 HOUR BLOCKS.**
- F. Receiving this extra "holiday" pay in lieu of receiving a day off is not a standard option to be selected by the employee or university. Rather, it is a protection for the employee to ensure he/she receives proper compensation for having to work on a holiday and not granted another day off due to exigent circumstances.



- G. Every effort MUST be made to avoid carrying over any holidays more than 30 days into the next calendar year.

#### 1.4480.24 APPROVAL FORM

- A. All leave (annual, personal, sick, holiday, contingent, etc.) will be submitted on the Employee Leave Request (ELR) Form. No other form is to be used when submitting leave.
- B. If for any reason an employee elects not to take a previously approved leave day, the employee shall submit to their Sergeant/Acting Sergeant a form 95 and a new leave request form denoting the cancellation, indicating a request to “cancel” approved leave.
- C. Sergeant/Acting Sergeant shall make TWO copies of the request form. One copy is to remain with the Sergeant/Acting Sergeant; the second copy is to be provided to the Operations Lieutenant.
- D. The Operations Lieutenant shall initial the Employee Leave Request Form and mark the departmental master schedule. He will then forward the Employee Leave Request Form to the Sergeant/Acting Sergeant.

#### 1.4480.26 ILLNESS IN EMPLOYEE’S IMMEDIATE FAMILY

- A. Leave is granted to afford employees the opportunity to care for members of their immediate families. Immediate family members are:
1. spouse,
  1. child,
  2. step-child,
  3. foster child,
  4. grandchild,
  5. mother,
  6. father,
  7. mother-in-law,
  8. father-in-law,
  9. brother,
  10. sister,
  11. grandparent, or
  12. legal dependent of the employee irrespective of residence.
  13. Use of sick leave may also be granted to care for any other relative who permanently resides in the employee’s household for whom the employee has an obligation to provide care.

- B. Sick leave for instances of illness in employee’s immediate family leave will be accounted for, managed, and documented in a similar manner, but separately, as regular sick leave.

#### 1.4480.28 FAMILY LEAVE WITHOUT PAY

- A. The agency complies with directives established by the federal Family and Medical Leave Act (FMLA).
- B. Qualified employees may receive up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons. When requested by employees, unpaid leave must be granted:
1. To care for children born into, adopted into, or placed as foster children into employees’ families;
  2. To care for employees’ spouses, sons or daughters, or parents who have serious health conditions; or
  3. For serious health conditions that make employees unable to perform their jobs.
- C. Employees are eligible for family leave without pay if they have worked for the agency or university for at least one year and for 1,040 hours during the previous 12 months.
- D. Certain kinds of paid leave may be substituted for unpaid leave at the option of employees or the agency.
- E. Employees may be required to provide advance leave notices and medical certifications in order to be granted family leave without pay.
1. Employees must ordinarily provide 30 days advance notice when leave is foreseeable.
  2. The agency may require:
    - a. Medical certificates to support requests for leave because of serious health conditions;
    - b. Second or third opinions at the agency’s expense; or
    - c. Fitness for duty reports for employees to return to work.
- F. For the duration of FMLA leave, the agency must maintain employees’ health coverage under any group health plan. Employees are responsible for continuing the employees’ portion of health coverage premiums.
1. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.



2. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of employees' leave.
- G. The FMLA makes it unlawful to:
  1. Interfere with, restrain, or deny the exercise of any right provided under the FMLA; or
  2. Discharge or discriminate against persons for opposing practices made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.
- H. Requests for family leave without pay will be submitted through the chain of command to the Chief who will make recommendations and forward requests to University Human Resources.

### **1.4480.30 JURY DUTY**

- A. This paid leave is available to all regular employees who are selected for jury duty provided the employee notifies the Sergeant/Acting Sergeant immediately upon selection.
- B. Since employees now submit a web timesheet, the jury duty documentation must be provided to the Sergeant/Acting Sergeant before submission of the timesheet.
- C. If employee's services are not required and employee is dismissed for the day, return to work is required.
- D. If documentation is not submitted with the timesheet, jury duty leave cannot be used.
- E. Use of jury duty leave provides for an absence from work without loss of pay or charge to any leave for the day(s) of the jury duty service.

### **1.4480.32 SUBPOENAS**

- A. If an employee is summoned to appear in court, grand jury, or for a deposition, and is either not a party to neither the action nor a paid witness, the employee may be absent from work without loss of pay or charge to any leave.
- B. The employee must provide documentation to the Sergeant/Acting Sergeant that verifies attendance and attach to the timesheet when the leave is taken.
- C. If documentation is not provided, the employee may not use Legal Actions Leave.

### **1.4480.34 MILITARY LEAVE**

- A. An employee who is a member of the Army, Navy, Air Force, Marine or Coast Guard reserve is entitled to a leave of absence with pay for military training up to 15 work days in a calendar year.
- B. A copy of military orders must be submitted in advance to the Sergeant/Acting Sergeant at least 60 days in advance of the leave.
- C. The employee's leave will not be charged

### **1.4480.36 SICK LEAVE**

It is the policy of the CSUPD to be in compliance with the current MOU between the Fraternal Order of Police Lodge #145), 1 and the Coppin State University (Sworn Police Officer Unit). Moreover, this policy is established to verify an employee's use of sick leave to wit: ensure employees seek proper medical attention for illnesses, to prevent the abuse of sick leave usage, and to establish that any requirement for certification is not a disciplinary action, in and of itself. Such a requirement, if necessary, is a performance issue.

- A. Sick leave is designed to provide paid leave when employees or their immediate family members are sick, disabled, injured, or need to attend necessary medical appointments.
- B. Employees will not abuse sick leave.
- C. Employees may be required by the Chief or designee to submit to physical examinations by a university designated physician to determine fitness for duty.
- D. There is no maximum accumulation level for sick leave.
- E. The sick leave rate of accrual equals 120 hours a year.
- F. Upon separation from university service, employees will have unused sick leave converted to count toward service credit with the university at the rate determined by University Human Resources. Unused sick leave is not converted to cash payment.
- G. Employees are allowed to utilize sick leave when they are unable to report for their regular tours of duty as the result of:
  1. Their own illnesses or non-duty related injuries;
  2. Duty related illnesses or injuries prior to approval of accident leave;
  3. Illness in employees' immediate families;
  4. Medical appointments;
  5. Deaths in employees' immediate family;
  6. Childbirth related disabilities; or



- H. If an employee becomes ill, injured or disabled during annual or personal leave usage, the employee may charge such an incident to sick leave. However, such illness, injury or disability will require verification from a certified medical provider as defined in the MOU.
- I. Employees are encouraged to schedule medical appointments so as not to conflict with work schedules.

**1.4480.38 VERIFICATION FOR ABSENCES FOR FIVE (5) or MORE CONSECUTIVE DAYS**

- A. Any CSUPD employee who is out sick for five (5) or more consecutive days will:
  - 1. Upon returning to work provide a certificate (doctor's note), signed by a certified medical provider, to their respective Sergeant/Acting Sergeant or Lieutenant in the absence of the Sergeant/Acting Sergeant.
  - 2. The certificate will show all dates of absences AND the date available to return to work.
  - 3. Failure to do so will result in administrative/disciplinary action.

**1.44840 OCCURENCES/ABSENCES REQUIRING A SICK SLIP**

- A. When an employee has a consistent pattern, in a "rolling" twelve (12) month period, of maintaining a zero or near zero sick leave balance without documentation of the need for such relatively high utilization. A "rolling" twelve month period is **NOT** a calendar year.
- B. When an employee has unusual absence pattern such as: calling off sick immediately before or after their regular scheduled days off; or calling off sick the day before and/or the day after a holiday or annual leave.
- C. When an employee has five (5) or more occurrences of undocumented sick leave usage within a "rolling" twelve (12) month period.
  - 1. The supervisory oral counseling mentioned in "A" below will take place upon the employee reaching the fourth (4<sup>th</sup>) undocumented sick leave usage within a "rolling" twelve (12) month period.

- D. When an employee has three (3) or more occurrences of undocumented sick leave usage of two (2) or more consecutive days within a "rolling" twelve (12) month period.
  - 1. The supervisory oral counseling mentioned in "A" below will take place upon the employee reaching the second (2<sup>nd</sup>) undocumented sick leave usage within a "rolling" twelve (12) month period.

**1.4480.42 Supervisory Counseling for Sick Leave Usage for Absences of Less than Five (5) Consecutive Days**

- A. Prior to imposing a requirement for an employee to document sick leave usage (one-day sick slip) the Sergeant/Acting Sergeant will orally counsel the employee that future undocumented absences will trigger a one-day sick slip requirement.
- B. If the employee has another undocumented absence after such counseling the employee will be provided with a written notice that he/she will be placed on a one-day sick slip requirement for a period of six (6) months.
- C. If the employee has complied with the certification requirement for a period of six (6) months, the one-day sick slip requirement shall be rescinded.
- D. However, if the employee has not been in compliance, the one-day sick slip requirement shall be extended for six (6) months from the date of non-compliance.
- E. Failure to provide the required certification will result in administrative/disciplinary action.

**1.4480.44 PRE-SCHEDULED MEDICAL APPOINTMENTS FOR EMPLOYEE AND/OR IMMEDIATE FAMILY**

- A. As outlined in current MOU.

**1.4480.46 Use for Death of a Close Relative and/or Death of Spouse's Aunt, Uncle, Niece or Nephew**

- A. As outlined in current MOU.

**1.4480.48 USE IN ACCORDANCE TO FMLA RULES**

- A. As outlined in current MOU.



#### 1.4480.50 UNION LEAVE

- A. FOP may request that bargaining unit employees be released from their normal duties for the purpose of participating in approved union activities.
- B. The total amount of paid Union Leave days granted by the University each fiscal year covered by this MOU shall not exceed 112 hours..
- C. All requests for Union Leave shall be submitted to the University Chief of Police or his/her designee, no later thirty(30) in writing by Lodge #145 fifteen (15) working days in advance of the day on which the leave is to begin and shall include:
  - 1. A general description of the activity and its purpose;
  - 2. The date and location of the activity;
  - 3. The name(s) of the employee(s) for whom union leave is being requested.
- D. After verifying the validity of the request with a staff union representative and the accuracy of the time being requested, the institution Director of Human Resources may approve union leave if the employee's services can be spared without impairing the services of the department and union leave is available. Approval of leave under this section shall not be unreasonably denied.
- E. If the employee organization needs to substitute an employee or employees for those previously granted union leave, or substitute new dates, such requests will be submitted as soon as possible to the institution Director of Human Resources for approval. Such substitutions may be approved if the substitution will not impair the services of the unit. Approval of substitutions or dates shall not be unreasonably denied.

#### 1.4480.52 COMMUNICATIONS RESPONSIBILITY – Sick Leave/Sick Call

- A. Communications personnel:
  - 1. **WILL** receive calls of CSU personnel calling out sick for recording purposes only.
  - 2. **WILL** request phone number of employee who is calling off for shift.
  - 3. **WILL** enter type of leave being used for call off into CAD
  - 4. **WILL** make notifications to the On-Duty affected Sergeant/Acting Sergeant/Officer-In-Charge.
- B. Employees calling in sick are:

- 1. To notify the Sergeant/Acting Sergeant or Officer-In-Charge or the Operations Lieutenant an hour before scheduled shift.

#### 1.4480.42 ACCIDENT LEAVE

- A. As per the current MOU, and USM policy, accident leave is available only to those employees who are appointed on a permanent basis and who are otherwise eligible for leave.
- B. Accident leave is leave with pay that is granted to employees who sustain injuries or occupational diseases that are determined to:
  - 1. Be compensable according to the Maryland Workers' Compensation Law; and
  - 2. Have occurred in the actual performance of job duties.

#### 1.4480.44 BEREAVEMENT LEAVE

- A. Per the current MOU, Bereavement Leave is taken from an employee's available sick leave balance, and is used for the death of a close relative.
- B. Up to 3 days may be used for a spouse, child, step-child, mother, father, or someone who took the place of a parent, mother-in-law, father-in-law, grandparent, grandchild, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, or other relative permanently residing in the employee's household.
- C. If bereavement leave is used frequently, the employee may have to produce documentation when requesting this leave.
- D. If travel is involved, up to 5 days may be granted. One day of bereavement leave may be used for the death of the employee's aunt, uncle, niece, nephew, or employee's spouse's aunt, uncle, niece, or nephew.
- E. No additional time is granted if travel is involved.
- F. Bereavement leave is part of the sick leave that employees earn, and when it is used, it reduces from the sick leave balance.

**By order of Leonard D. Hamm, Chief of Police**



## 1.4500 ACCIDENT LEAVE MANAGEMENT

- A. The USMH 224.0 VII-7.40- POLICY ON ACCIDENT LEAVE FOR EXEMPT AND NONEXEMPT EMPLOYEES provides the basic, controlling directives for the university and the agency's management of accident leave.
- B. The directives contained in this section are applicable for on-duty related accidents and injuries only.

### 1.4500.02 IMMEDIATE CARE

- A. All employees will immediately report injuries sustained on-duty to an agency supervisor. The supervisor will respond to injured employees' locations and ensure they are diagnosed and treated.
- B. Injured employees or superiors, acting on behalf of injured employees, will provide written notices to the agency of injuries, in the form of a Miscellaneous Incident Report (MIR) and an administrative (95) report as soon as reasonably possible after injuries occur but no later than the end of the shift.
- C. When injuries occur, the first consideration is the immediate care of the employee.
  - 1. If injuries are very minor, employees may receive in-house first aid treatment utilizing agency first aid supplies.
  - 2. Agency employees trained and certified in first aid, First Responder, EMT, etc., may provide appropriate first aid treatment to injured employees.
  - 3. If injuries require the attention of certified medical providers, injured employees' immediate supervisors, or designees, will use agency vehicles, if appropriate and available, to transport injured employees to either the closest hospital or other appropriate health care facility.
  - 4. If injuries are serious and/or appear to be life threatening, assistance will be requested through 911.
- D. After immediate care has been arranged, if possible, accident scenes will be secured for accident investigations.
- E. For vehicle injury accidents, have the Communications Officer call for a Baltimore Police Department's Accident Investigation Unit (AIU) officer.

### 1.4500.04 REPORTING INJURIES

- A. Within one working day, injured employees or superiors, acting on behalf of injured employees, will

obtain and forward to the Workers' Compensation Coordinator, in HR, medical certificates provided by certified medical providers. Medical certificates must contain:

1. Date injuries occurred;
  2. Diagnosis and any incapacitations;
  3. Prognosis and any projected lengths of incapacitations;
  4. How injuries were duty related;
  5. Any physical limitations;
  6. Next medical appointment dates or anticipated duration of absences.
- B. Draft copies of an Employer's First Report of Injury reports will accompany written medical certifications.
  - C. Within 24 hours after injuries, injured employees' supervisor/OICs will review written medical certificates for sufficiency as described in this directive. Supervisor/OICs will obtain from injured employees or someone on the employees' behalf written or oral statements which provides descriptions of how injuries occurred. The information will be entered on Employee's First Report of Injury by injured employees' supervisor.
  - D. Supervisor will identify any witnesses to accidents causing injuries request written statements as to how injuries occurred, and investigate causes of accidents.
  - E. Supervisor will complete Supervisor's First Report of Injury forms in which employees' versions of incidents are verified, supported, questioned or contradicted by the supervisor.
    1. These findings are:
      - a. **Verified:** If supervisor witnessed injuries and agree with injured workers' statements, the description is verified.
      - b. **Supported:** If supervisor did not witness accidents, but witness statements coincide with injured workers' descriptions and supervisor believe these accounts to be accurate, the description is supported.
      - c. **Questioned:** If there are discrepancies between witness statements and/or injured workers' statements, or supervisor have reasons for doubting injured workers' statements; supervisor should indicate those doubts and describe the incidents as questioned. Accident investigations will continue until sufficient facts have been determined to resolve as many of the doubts as possible.



- d. **Contradicted:** If supervisor witness accidents and do not agree with injured workers' descriptions, or if witness statements do not support injured workers' descriptions, this contradiction will be described in Supervisors First Report of Injury.
- 2. If the cause of the accident findings cannot be determined because there are no witnesses to accidents and the injured employee is unable to provide information relating to injuries, the supervisor will gather information to the best of their abilities, and include the information with Supervisor's First Report of Injury.
- F. The University's Workers' Compensation Coordinator will approve or deny accident leave in accordance with Maryland State Law and notify the **Injured Workers' Insurance Fund (IWIF)** of their decision.
- G. The Workers' Compensation Coordinator will ensure that complete, final copies of the Employer's First Report of Injury are sent to **IWIF**. If immediately available, copies of all statements regarding injuries, as well as the results of the investigation, will accompany the copies of Employer's First Report of Injury to the **IWIF**. If not immediately available, they will be sent as soon as possible. All pages of every report must be identified with injury dates and injured workers' Social Security numbers.
- H. Copies of all materials related to injuries are to be placed in employees' personnel files.

#### 1.4500.06 ACCIDENT INVESTIGATION

- A. There are four major groupings of causes that need to be examined during accident investigations.
  - 1. **Hazardous conditions** examine the environment and the work area to determine if all working conditions were safe and adequate. Some hazardous conditions may involve:
    - a. Unsafe housekeeping;
    - b. Environmental toxins;
    - c. Defective equipment;
    - d. Excessive noise/heat/cold;
    - e. Lack of safety devices;
    - f. Flammables or combustibles;
    - g. Inadequate space/light; or
    - h. Handling or storage issues.
  - 2. **Dangerous acts** are conditions that are difficult to determine, especially if employees' actions violated safety rules or procedures. Many employees think that their negligence could affect

worker's compensation benefits, which is not true. Some dangerous acts may involve;

- a. Inattention while working;
  - b. Failing to use proper equipment;
  - c. Improper use of equipment;
  - d. Using defective equipment;
  - e. Unsafe work practice;
  - f. Not using protective gear;
  - g. Unsafe speed/load; or
  - h. Improper use of materials.
- 3. **Human factors** are the most difficult to obtain information and the easiest to overlook. Some human factors may be:
    - a. Personal problems;
    - b. Poor motivation;
    - c. Physical problems;
    - d. Lack of knowledge;
    - e. Inappropriate behavior/attitude;
    - f. Lack of skill;
    - g. Fatigue; or
    - h. Mental problems.
  - 4. **Personal injuries** that describe exact natures of accidents may assist in identifying patterns of accidents. Some personal injuries may be caused by:
    - a. Falls;
    - b. Being struck;
    - c. Exposure (internal, external);
    - d. Exertion by overload;
    - e. Contact (by, with, in);
    - f. Physical trauma; or
    - g. Psychological trauma.
- B. Investigations of accidents involving injuries to employees are to be thoroughly investigated. Some important steps in investigating injuries to employees are:
    - 1. Securing accident scenes;
    - 2. Taking photographs as appropriate;
    - 3. Obtaining witness statements; and
    - 4. Completing thorough ROIs.
  - C. **ROIs** will contain:
    - 1. Descriptions of accidents in detail;
    - 2. Witness statements;
    - 3. Investigation summaries;
    - 4. Conclusions;
    - 5. Recommendations; and
    - 6. Attachments, if any (photos, diagrams, etc.).

#### 1.4500.08 MEDICAL MANAGEMENT



- A. The Workers' Compensation Coordinator, assigned to HR, facilitates and coordinates the review of all medical reports and certifications regarding cases of sick and accident leave usage, contacting certified medical providers, making referrals to certified medical providers, providing the **IWIF** with reports of injuries.
- B. Payroll will maintain records of all lost days charged to accident leave and the amount of wages paid for those days.

#### 1.4500.10 MANAGING INJURED EMPLOYEES DURING RECOVERY

- A. The Workers' Compensation Coordinator will work with **IWIF** to monitor care provided to injured workers and to identify situations in which injured workers may be receiving under-treatment or over-treatment.
- B. Injured employees will contact designated superiors at least once during each pay period to communicate injured workers' conditions and most likely return to work dates.
  - 1. In the event the injured workers fail to call the agency to speak with a supervisor, the employee's supervisor will contact injured workers.
  - 2. Documentation of all such contact will be sent to the Workers' Compensation Coordinator.
  - 3. Superiors will strive to show compassion during these calls and communicate concern for injured workers. Harassment must be avoided.
- C. HR's Workers' Compensation Coordinator will periodically contact health care providers furnishing treatment, as appropriate, until return to work dates are projected. During these contacts, the certified medical providers and agency representatives need to know **there is no light duty** and the employee must be fit and able to perform their duties.
- D. Agency employees will notify the Workers' Compensation Coordinator if they believe injured employees are malingering, being over-treated, under-treated, or that second medical opinions are warranted for other reasons.
  - 1. If injuries are orthopedic, the Workers' Compensation Coordinator may contact **IWIF**'s monitoring service directly to discuss the need for independent medical examinations.
  - 2. If injuries are not orthopedic, the Workers' Compensation Coordinator has the authority to require injured employees to undergo medical examinations by certified medical providers

chosen by the agency. **IWIF** may be contacted for assistance in obtaining independent medical examinations.

- 3. If injured employees have been observed performing activities that are possibly incompatible with their medical conditions, the agency may contact the **IWIF** Claims Department to discuss the need for surveillance of injured employees.
- E. Employees sustaining numerous injuries (accident prone) will be provided additional training in the safe conduct of their work activities.
- F. If patterns of injuries are identified, e.g., specific times of year, etc., the appropriate commander will initiate discussions with employees regarding the patterns.

#### 1.4500.12 WORKER'S COMPENSATION

The Labor and Employment (LE) Article, Title 9, *et seq.*, establishes employee's coverage under the Worker's Compensation Law of Maryland.

#### 1.4500.14 EMPLOYEE'S COVERAGE AND RESPONSIBILITY

- A. Employees who, in the actual performance of job duties, sustain accidental personal injuries which are determined to be compensated under Worker's Compensation laws will be granted accident leave if, after medical examinations, certified medical providers certify injuries or accidents have disabled employees.
- B. Accident leave will be granted from dates of the job-related injuries until certified medical providers certify that employees are healed or recovered to the point of being able to perform their job duties and responsibilities, but may not be extended beyond one year from injury dates.
- C. Employees become ineligible for accident leave, regardless of the one year from date of injury maximum accident leave availability, when it is determined by certified medical providers that employees have reached their maximum medical improvement.
- D. Injured employees will not receive temporary total benefits under Workers' Compensation while receiving full pay.
- E. All employees injured in the line of duty have the right to file claims with the Workers' Compensation Commission.



- F. Employees on accident leave status will continue to earn sick and annual leave credits. Holiday leave will be taken on the day accrued during periods of accident leave.
- G. Injured employees exhausting all available accident leave and not receiving temporary total benefits may use other accrued leave with pay.
- H. After injured employees have used accident leave and all other leave with pay, they may be placed on leave of absence without pay for periods not to exceed two years. During these periods of leave without pay, employees will be responsible for paying their own, as well as the university's portion, of their health insurance payment.

#### 1.4500.16 AGENCY'S RESPONSIBILITY

- A. The Workers' Compensation Coordinator is responsible for ensuring Employer's First Report of Injury (ROI) forms are filed with the Injured Workers' Insurance Fund (IWIF), the Workers' Compensation Commission, and the Department of Labor and Industry immediately after report of the notice of employees' injuries.
- B. Injured employees may be granted accident leave, not to exceed 30 days, beginning on the first day of absence from work because of work related accidental personal injuries. If either the IWIF or the Workers' Compensation Commission determine that injuries are not compensatory, then employees' leave records will be corrected to reflect other leave with pay or leave of absence without pay.
- C. Injured employees may be referred to certified medical providers for periodic examinations to determine:
  - 1. The nature and extent of injuries;
  - 2. The employees' progress toward recovery;
  - 3. The length of time necessary for recovery; and
  - 4. Projected return to work dates.
- D. Employees may be referred to the state medical director for disability evaluations only after employees have been examined by physicians of the Workers' Compensation Commission or by certified medical providers to whom the IWIF has referred employees. In such cases, the agency will:
  - 1. Provide the State Medical Director with copies of all medical evaluations and determinations made by those certified medical providers; and
  - 2. Provide reports stating the circumstances of referral and the prognosis stated by certified medical providers.

- E. Advanced and extended sick leave may be granted at the discretion of the Director-Human Recourses.
- F. The Assistant to the Chief will ensure that a supply of Workers' Compensation claims and other related forms are available at the Police Roll Call Room..

#### 1.4500.18 NOTIFICATION OF IWIF

IWIF regulations mandate that, when applicable, written notifications of injury that are non-compensatory will be provided to the agency within 30 days after the IWIF receives the Employer's First Report of Injury.

#### 1.4500.20 CONSTRAINTS

- A. Injured employees are not entitled to accident leave after one year has passed from injury dates.
- B. The CSU HR will notify the IWIF when injured employees are no longer eligible for accident leave. At that time, the IWIF may commence paying temporary total payments at two-thirds of the injured employees' average weekly wages. From this point on, the IWIF monitors and adjudicates periods of disability until cases are concluded.

#### 1.4500.22 BENEFITS

- A. Accident leave, with associated salary and benefits, is received in lieu of temporary total benefits for injuries that are deemed compensatory by the IWIF or the Workers' Compensation Commission and are deemed to have arisen out of the actual performance of employees' duties.
- B. Death benefits are paid when deaths are due to work-related accidents. The surviving dependents would be eligible for compensation. Wholly dependent or partially dependent persons, i.e., surviving spouses or children, are entitled to benefits.
- C. Appointment of permanent disabilities due in part to pre-existing diseases or infirmities are awarded when pre-existing diseases or infirmities combined with current injuries result in permanent disabilities. In these cases, the Workers' Compensation Commission will determine employees' compensation based on that portion of disabilities that are solely attributable to the accidents.
- D. Permanent partial disability is awarded when employees' injuries have resulted in disabilities leaving some existing damage as based on final ratings of certified medical providers.



- E. Permanent total disability is awarded when employees' disabilities result in permanent and total disabilities.
- F. Temporary total disabilities may be awarded to employees who have exceeded a year from accident dates and have used all possible sick leave.
- G. Vocational rehabilitation may be awarded to employees who, as the result of injuries, are unable to perform those duties or any other duties the agency may provide. In these cases, employees are entitled to vocational rehabilitation as reasonably necessary to restore employees to suitable employment. The agency /insurer pay the expense of vocational rehabilitation ordered by the Workers' Compensation Commission.

**By order of Leonard D. Hamm, Chief of Police**



# IWIF Employee's Report of Injury

(To be completed by the employee)

Employee's name: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
Last First Middle

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Home Telephone # (\_\_\_\_) \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Present classification: \_\_\_\_\_ How long employed here: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Bi-weekly salary: \_\_\_\_\_

Location of accident: \_\_\_\_\_  
Name of building Area (bathroom, etc.)

Date of accident: \_\_\_\_\_ Time of accident: \_\_\_\_\_

Describe fully how accident occurred: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(continue on other side, if necessary)*

Describe bodily injury sustained (be specific about body part(s) affected): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendation on how to prevent this accident from recurring: \_\_\_\_\_  
\_\_\_\_\_

*(continue on other side, if necessary)*

Name of Supervisor: \_\_\_\_\_  
Last First Middle

Name(s) of Witness(es): \_\_\_\_\_  
(Attach witness(es) report(s))

When did you report the accident to your supervisor? \_\_\_\_\_

Signature of employee: \_\_\_\_\_ Date: \_\_\_\_\_



# IWIF Supervisor's Accident Investigation

(To be completed by the employee's supervisor or other responsible administrative official)

Location where accident occurred		Employer's Premises: Yes <input type="checkbox"/> No <input type="checkbox"/> Job site: Yes <input type="checkbox"/> No <input type="checkbox"/>		Date of accident or illness
Who was injured?		<input type="checkbox"/> Employee <input type="checkbox"/> Non-Employee		Time of accident a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>
Length of time with firm	Job title or occupation	Name of dept. normally assigned to		How long has employee worked at job where injury or illness occurred?
What property was damaged?			Property owned by	
What was employee doing when injury/illness occurred? What machine or tool? What operation?				
How did injury/illness occur? List all objects and substances involved.				
Part of body affected		Any prior physical defects? If so, what? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Nature and extent of injury/illness and property damaged (be specific)				

**PLEASE INDICATE ALL OF THE FOLLOWING WHICH CONTRIBUTED TO THE INJURY OR ILLNESS**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Improper instruction          | <input type="checkbox"/> Failure to lockout            | <input type="checkbox"/> Unsafe arrangement or process |
| <input type="checkbox"/> Lack of training or skill     | <input type="checkbox"/> Unsafe position               | <input type="checkbox"/> Poor ventilation              |
| <input type="checkbox"/> Operating without authority   | <input type="checkbox"/> Improper dress                | <input type="checkbox"/> Improper guarding             |
| <input type="checkbox"/> Horseplay                     | <input type="checkbox"/> Improper protective equipment | <input type="checkbox"/> Improper maintenance          |
| <input type="checkbox"/> Physical or mental impairment | <input type="checkbox"/> Unsafe equipment              | <input type="checkbox"/> Inoperative safety device     |
| <input type="checkbox"/> Failure to secure             | <input type="checkbox"/> Poor housekeeping             | <input type="checkbox"/> Other _____                   |

Supervisor's corrective action to insure this type of accident does not reoccur: \_\_\_\_\_

Was employee retrained in the appropriate use of Personal Protective Equipment/Proper safety procedures? Yes \_\_\_ No \_\_\_

Was employee cautioned for failure to use Personal Protective Equipment/Proper safety procedures? Yes \_\_\_ No \_\_\_

Supervisor's name \_\_\_\_\_

Supervisor's signature \_\_\_\_\_

Date \_\_\_\_\_



# IWIF Accident Witness Statement

(To be completed by accident witness)

Injured Employee's name: \_\_\_\_\_  
Last First Middle

Name of Witness: \_\_\_\_\_  
Last First Middle

Job title of Witness: \_\_\_\_\_ How long employed here? \_\_\_\_\_

Home address of witness: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Location of accident: \_\_\_\_\_  
Address/Name of building Area (bathroom, etc.)

Date of accident: \_\_\_\_\_ Time of accident: \_\_\_\_\_

Describe fully how accident occurred: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(continue on other side, if necessary)

Describe bodily injury sustained (be specific about body part(s) affected): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Recommendation on how to prevent this accident from recurring: \_\_\_\_\_

\_\_\_\_\_  
(continue on other side, if necessary)

Name of Supervisor: \_\_\_\_\_  
Last First Middle

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_



## 1.4540 PERSONNEL FILES & RETENTION SCHEDULE

A. The agency maintains personnel files on all full-time employees of the agency. The files are segmented into categories that are:

1. Time;
2. General & Miscellaneous Information;
3. Ratings & Training;
4. Commendations/Discipline.

B. Category 1 material is retained for 3 years following termination of employment then destroyed. The files consist of materials that include, but are not limited to:

1. Leave requests
2. Jury duty notices
3. Any document explaining or accounting for an employee's scheduled duty time

C. Category 2 material is retained permanently in Human Resources. Copies of these files are retained in their file cabinets and consist of materials that include, but are not limited to:

1. Hiring notices;
2. Promotional announcements;
3. Transfer announcements;
4. Modified duty assignments;
5. Suspension notifications;
6. Agency committee assignments;
7. Ancillary duty assignments; and
8. Separation notices of resignation, retirement or termination.

*These agency files are to be retained for three years following termination of employment, and then destroyed.*

D. In house Category 2 files, also retained for three years following termination of employment then destroyed, consist of materials that include, but are not limited to:

1. Position descriptions;
2. Transfer requests;
3. Secondary employment authorizations; and
4. Miscellaneous correspondences to and from the Office of the Chief.
5. Employment applications.
6. Copies of Employee's First Reports of Injury;
7. Copies of Supervisor's First Reports of Injury;
8. Copies of medical practitioner's reports or certifications relating to the management of employee sick or accident leave;

9. Copies of agency correspondence to and from employees relating to the management of employee sick or accident leave; and

10. Other miscellaneous correspondence relating to the health, safety, & well-being of employees.

E. Category 3 material is retained for 3 years following termination of employment then destroyed. The files consist of materials that include, but are not limited to:

1. Employee evaluation reports;
2. PMP ratings; and
3. Probationary employee reports.

F. Category 4 material is retained for 3 years following termination of employment then destroyed. The files consist of materials that include, but are not limited to:

1. Agency letters, certificates, and commendations;
2. Agency awards and medals;
3. Letters of appreciation from civilians; and
4. Length of service certificates.

G. Other Category 4 material which are retained for three years following termination of employment then destroyed consist of disciplinary files. These files must be consistent with LEOBR and other applicable administrative disciplinary processes, such as MOU with the Union; and no material will be placed in or removed from this Category without the permission of the Chief.

H. Personnel files are located in the locked file cabinets in PEC room 237H.

I. Requests to access and examine personnel files will be honored and processed on a need-to-know basis.

1. The Chief, the Lieutenants Administration and Operation, and the Lead Detective are authorized to access and examine the personnel files of any agency employee.
2. Shift supervisors are authorized to access and examine the personnel files of any subordinate under their chain of command.
3. Employees are authorized to access and examine their own personnel files.
4. The officer assigned to conduct an internal investigation will be permitted to access and examine personnel files of involved employees in specific, need-to-know instances as approved by the Chief.
5. Requests from personnel outside the agency to access and examine personnel files will be granted based on the legal sufficiency or need to know basis of their request as determined by the Office of the Attorney General (OAG).



6. Requesters will be allowed to examine their own personnel files during normal business hours without formal requests needing to be processed so long as the records are examined in the immediate area of the files.
7. Shift supervisors should routinely review the personnel files of subordinates:
  - a. When subordinates are transferred into new assignments; and
  - b. As a component of the goal setting and evaluation process.

#### **1.4540.02 RESPONSIBILITY**

- A. It is the responsibility of the agency's Administrative Assistant to:
  1. Place materials in personnel files within 30 days from receipt or generation of the materials;
  2. Process personnel file access requests; and
  3. Ensure personnel files are made available to authorized requesters.
- B. All supervisors and commanders will provide copies (paper or electronic) of any personnel documents to the Administrative Assistant for inclusion in the employees respective personnel file which is maintained in PEC 273H.
- C. The Administrative Assistant will maintain control of a centralized, departmental personnel filing system, and will ensure all personnel files are maintained and properly secured.
- D. In keeping with this directive, Trainers will ensure all "original" training records (electronic and/or paper) are forwarded to the Administrative Assistant via the Operations Lieutenant to ensure these records are retained in the department's official records area.
  1. Copies, if deemed necessary, can be retained by the Operations Lieutenant and trainers.

**See 1.7000A for a File Schedule Retention chart**

**By order of Leonard D. Hamm, Chief of Police**



## 1.4560 STAFF AND LINE INSPECTIONS

### 1.4560.02 AUTHORITY

- A. For the purpose of inspections, as described in this directive, officers conducting inspections will be given access to all agency facilities, information, and records, except such deemed confidential by the Chief.
  - 1. Questions relating to whether or not particular records or information will be opened to inspections will be referred to an appropriate commander or the Chief for resolution.
  - 2. All agency employees will assist and cooperate with an inspection process as requested.
- B. Officers conducting inspections may issue orders during inspections in circumstances where failure to do so might immediately jeopardize the agency's reputation, the accomplishment of its mission, or the safety of personnel. In such instances, orders will be issued by the authority of the Chief.
- C. The focus of the inspections function is on programs, procedures, and directives, NOT ON personnel. Inspections are primarily concerned with determining whether programs are being conducted efficiently and effectively or if procedures are being followed, not whether a particular person is or is not violating laws or directives.
- D. Inspecting officers must maintain independent thinking; conduct objective based inspections, and will not overlook matters which may engender controversy.

### 1.4560.04 STAFF INSPECTIONS

- A. Staff inspections are performed in order to review the operations and administration of all organizational components at least every three years.
- B. The conduct of staff inspections is guided by, but are not limited to:
  - 1. Procedures to be used in conducting staff inspections;
  - 2. Procedures for submitting written reports identifying deficiencies, making recommendations for improvement and/or correction, and identifying positive aspects of areas being inspected; and
  - 3. Procedures for follow-up inspections and written reports to address deficiencies that cannot be immediately corrected.

- C. Special inspections review and evaluate administrative and/or operational matters specifically identified by the Chief of Police. Special inspections may be announced or unannounced.
- D. Follow-up inspections are announced inspections which review and evaluate those items which were identified during previous inspections as requiring attention or corrective actions.
- E. Spot inspections are unannounced inspections validating previously submitted inspection reports or closely examine performance standards.

### 1.4560.06 LINE INSPECTIONS (IACLEA 1.2.2)

- A. The agency's line inspection program is designed to:
  - 1. Monitor and evaluate subordinates' activities;
  - 2. Ensure compliance with agency directives;
  - 3. Provide the Chief with objective overviews of the state of the agency; and
  - 4. Facilitate operational responses to changing needs of the agency and community.
- B. The conduct of the agency's line inspection program is guided, but is not limited to:
  - 1. Procedures to be used in conducting line inspections;
  - 2. Inspection frequency;
  - 3. Supervisory responsibilities in each organizational component for conducting inspections and correcting conditions discovered by inspections;
  - 4. Criteria identifying those inspections that require written reports; and
  - 5. Follow-up procedures to ensure corrective actions are taken.
- C. The Operations Lieutenant is responsible for coordinating line inspections and ensuring inspection reports are completed and forwarded to his/her office.
  - 1. The Operations Lieutenant will review inspection reports with emphasis on:
    - a. Ensuring that deficiencies are properly addressed;
    - b. Ensuring that sufficient corrective actions are implemented; and
    - c. Identifying and correcting problems that may be relevant to more than one function or unit.
  - 2. The Operations Lieutenant may request, through the Chief, that special line inspections



are conducted into functions or units under their control.

- D. Officers assigned to the inspection function will conduct periodic, unannounced spot inspections covering performance indicators. Spot inspection results will be submitted to The Operations Lieutenant with copies sent to appropriate shift supervisors.

#### **1.4560.08 INSPECTIONAL INTERVIEWS**

Employees wishing to be interviewed in conjunction with inspections may make their requests known through the chain of command or by contacting inspectional personnel directly.

#### **1.4560.10 MAINTENANCE OF FILES**

- A. Information gathered during inspections is confidential and inspecting officers will hold in strict confidence all information which may have any bearing whatsoever on the results of inspections.
- B. Inspectional report information will be released only on a need to know basis.

**By order of Leonard D. Hamm, Chief of Police**



## 1.4580 AGENCY CORRESPONDENCE

### 1.4580.02 COMMUNICATIONS SYSTEM

- A. The agency utilizes various communications systems for the mutual benefit of the agency and its employees. Those communications systems include, but are not limited to:
  - 1. Telephones and facsimile (FAX) devices;
  - 2. Email systems and internet access;
  - 3. Voice and video recorders and players;
  - 4. Radio communication systems;
  - 5. Bulletin boards; and
  - 6. Other miscellaneous locations where documents, paper mail, and messages are posted, retained, or stored.
- B. All agency employees are responsible for the efficient, effective, ethical, and lawful use of the agency's communications systems.
- C. Consistent with CJ 10-402 and applicable case law, employees have only limited expectations of privacy from intrusion when using electronic communications systems that are agency authorized or are provided for the mutual benefit of employees and the agency.
- D. Agency employees will not access communications intended solely for other employees or persons unless required or requested to do so by intended recipients, as authorized by lawful processes, or for bona fide, work related reasons. Applicable statutes include, but are not limited to:
  - 1. CR 8-606 - False entry in public record, altering, defacing, destroying, removing or concealing public record; accessing public record;
  - 2. CR 7-302 - Unauthorized access to computers prohibited;
  - 3. CR 3-905 - Opening letters without permission;
  - 4. CR 3-804, CR 3-805, CR 8-210, CR 9-602, and CR 9-603 pertaining to surveillance, telephone misuse, etc.; and
  - 5. CJ 10-401 thru 10-414 - Wiretapping and electronic surveillance.
- E. All agency communications will be in English unless specifically authorized by the Chief or University Administration for use by non-English speaking recipients.
- F. Encryption programs will not be used unless specifically authorized by the Chief, OTS or HR.
- G. Classified, confidential, sensitive, proprietary, or private information or data will not be dissemi-

- nated to unauthorized persons, organizations, or agencies.
- H. Except in the furtherance of bona fide police duties, agency employees will not utilize correspondence or communications systems to:
  - 1. Violate the University's Guidelines for the Acceptable Use of Computing Resources;
  - 2. Send messages that threaten, harass, or intimidate others;
  - 3. Send images that contain nudity, images or words of a prurient or sexually suggestive nature, even if recipients have consented to or requested such material;
  - 4. Send unbecoming communications; or
  - 5. Send communications in violation of laws or directives, including, but not limited to:
    - a. The Coppin State University Policy on Sexual Harassment;
    - b. The Coppin State University policy and procedures on Sexual Harassment;
    - c. The Coppin State University Human Relations Code; or
    - d. CR 10-301 and 10-304 - Religious and ethnic crimes.

### 1.4580.04 ELECTRONIC MAIL

- A. The University maintains and operates an email system as a primary means of facilitating official agency communications and actions.
- B. Agency correspondence conducted via email carries the same effect and importance as hard copy correspondence.
- C. Emails must conform to the same efficiency, effectiveness, ethical, and lawful standards as hard copy correspondence.
- D. The secondary purposes of the agency's email network are to encourage and facilitate intra-agency communications.
- E. All employees, per university policy are responsible for reading their email on a "frequent and regular basis". Since information in Public Safety is critical, all officers and staff are to check their mail **at least once each tour of duty**.



#### 1.4580.06 CORRESPONDENCE REFERRALS FROM THE OFFICE OF THE CHIEF

- A. Correspondence received by the Office of the Chief is tracked and accounted for consistent with acceptable business practices.
- B. When appropriate, Correspondence Referrals will be attached to correspondence sent from the Office of the Chief to subordinate commands within the agency. Referrals will be used to indicate:
  - 1. The subject of correspondence;
  - 2. To whom the correspondence is directed;
  - 3. Assigned suspense dates and actual completion dates; and
  - 4. The actions to be taken with respect to the correspondence.

#### 1.4580.08 CORRESPONDENCE DIRECTED TO SUPERIORS

- A. All routine correspondence originating from subordinate commands and directed to superiors will be prepared in a standard intra-agency memorandum format (hard copy or email) and be staffed through Sergeants/OIC's.
- B. Unit commanders are responsible for reviewing, commenting on, and endorsing (either positively or negatively) correspondence submitted to them prior to forwarding the correspondence through the chain of command.
- C. Once correspondence has been initiated, it should be endorsed and forwarded to the next level within five working days. When requested by a superior, the endorsement will contain an accurate, factual reason for any delays.
- D. Correspondence endorsements will be in the same form (hard copy or email) as the original correspondence.
  - 1. Hard copy endorsements will be attached to the front of the original correspondence.
  - 2. Correspondences reviewed without endorsements are not acceptable.
  - 3. Correspondences marked "approved" are acceptable only if reviewing superiors are satisfied with the content and quality of the work and are willing to accept the document as if it were their own.
  - 4. Suggestions and opinions submitted into the chain of command at any level, having the final destination of the Office of the Chief, must

have full recommendations from all unit commanders performing reviews.

- E. Recipients of correspondence will provide a timely response as necessary and appropriate to originators via the chain of command.
- F. Personnel submitting correspondence utilizing the chain of command may submit courtesy copies for informational purposes, with "cc" indicated thereon, directly to the Chief. The Chief will not normally specifically address subject matter contained therein until the correspondence has been staffed through the chain of command.

#### 1.4580.10 TRANSFER REQUEST

- A. Requests for transfer will generally be prepared, submitted, and responded to similar to all other agency correspondence directed to superiors. Transfer requests should be submitted by email with all persons in employee's chains of command receiving courtesy copies. Transfer requests may be submitted as hard copy documents.
- B. Transfer requests should contain information that includes, but is not limited to:
  - 1. Employee's current assignments;
  - 2. Positions to which employees wish to be reassigned; and
  - 3. Reasons for transfer requests and/or special skills, knowledge, and abilities that may be utilized in proposed assignments.

#### 1.4580.12 PERSONAL OR CONFIDENTIAL CORRESPONDENCE

- A. Personal or confidential correspondence may be directed to a higher level of command without being staffed through the chain of command.
- B. The intent of allowing personal or confidential correspondence to be directed to a higher level of command is to insure that the lines of communication between the Chief, command ranked officers, and all personnel are maintained.
- C. Personal or confidential correspondence directed to a higher level of command will be prepared in a standard intra-agency memorandum format (hard copy or email).
  - 1. Hard copy correspondence will be placed in an envelope, addressed to the intended recipient, marked "Personal" or "Confidential," and placed in the recipient's mail distribution box.



2. Email correspondence will have subjects listed as "Personal" or "Confidential" and sent to intended recipients.
3. The first paragraph of personal or confidential correspondence to a higher level of command will contain an explanation of why the correspondence needed to be routed outside the chain of command.
- D. The process of corresponding directly with a higher level of command outside the chain of command will not be used to circumvent agency directives or practices regarding the chain of command in routine matters.

**1.4580.14 PREPARING  
AGENCY CORRESPONDENCE**

In keeping with the University Policy on Inclusive Language, agency correspondence will be written in a style intended to be as bias free as possible, thereby reflecting the diversity of our community.

**1.4580.16 CORRESPONDENCE PROTOCOL**

- A. Correspondence going to directors, chiefs, and CEOs of any agencies, departments, organizations, etc., will be drafted for the signature of the Chief.
- B. Correspondence written over the Chief's signature to another police agency will always be addressed to the CEO of the other agency.
- C. Employees with duty assignments or responsibilities that involve normal or routine contact and correspondence outside the agency may do so, so long as the correspondence is within the limits and scope of the employee's normal or routine duties and in accordance with this directive.

**1.4580.18 OFFICIAL AND HONORARY  
TITLES OR POSITIONS**

- A. When persons are serving in acting capacities, the word "acting" precedes the title in the inside address, but not in the salutation.
- B. Persons who have held positions entitling them to be addressed as "The Honorable" continue to retain that title after retirement.
- C. Retired members of military services retain their titles, but with their retirement status indicated, e.g., Admiral J. P. Jones, U.S.N., Retired.

**1.4580.20 MAILING SERVICES**

- A. Outgoing U.S. Mail will be forwarded or brought to the agency's out-going mail box and placed in the appropriate section for pick up.
- B. Campus mail will be forwarded or brought to the agency's out-going mail box and placed in the appropriate section for pick up. Confidential or limited access correspondence may be forwarded in sealed, plain brown envelopes. All other materials and/or correspondence will be forwarded in reusable mailing envelopes currently in university inventory.
- C. Intra-agency mail will be placed by the sender or a designate in the receiver's agency mail slot.

**By order of Leonard D. Hamm, Chief of Police**



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**1.4590 ABUSED CHILDREN**

**1.4590.02 LETTER FROM CHANCELLOR ON  
NEW USM Policy**

- A. On December 14, 2011, Chancellor William E. Kirwan sent a letter to the USM Community in which he informed of the implementation of a new policy regarding abused children.
- B. In lieu of “paraphrasing” the letter, it is attached, along with the policy, so all CSU Police employees are aware of the importance of this USM policy.
- C. This policy is effective January 31, 2012.



OFFICE OF THE CHANCELLOR

December 14, 2011

Dear Members of the USM Community:

- 1807  
University of Maryland,  
Baltimore
- 1846  
University of Maryland,  
College Park
- 1845  
Bowie State University
- 1866  
Towson University
- 1886  
University of Maryland  
Eastern Shore
- 1898  
Frostburg State University
- 1990  
Coppin State University
- 1925  
Salisbury University
- 1925  
University of Baltimore
- 1925  
University of Maryland  
Center for Environmental  
Science
- 1947  
University of Maryland  
University College
- 1996  
University of Maryland,  
Baltimore County

I am writing to inform all members of the University System of Maryland (USM) community of an important new policy approved on December 9, 2011, by the Board of Regents regarding requirements for reporting suspected child abuse and neglect. We all have moral and legal responsibilities to make sure that children who come into contact with persons and programs connected with our institutions can do so in complete safety. As the recent events at Penn State University demonstrate all too clearly, the failure to take those responsibilities seriously can have tragic consequences.

The attached USM Policy on the Reporting of Suspected Child Abuse and Neglect is intended to reaffirm our commitment to protecting children from abuse and neglect. It explains the reporting obligations of members of the USM community under Maryland law, as well as the protections given to those who in good faith make reports from any kind of reprisal at our institutions. The policy also establishes critical measures that each institution must have in place to respond effectively to such reports.

All of us have duties under the child abuse and neglect reporting laws:

- Faculty members, administrators, health practitioners, police officers and other professional employees have heightened obligations to report if, in the course of their work at any USM institution, have reason to believe that a child has been subject to abuse or neglect. That includes a duty to make an oral and written report within 48 hours to the local department of social services or police department and to an individual or individuals named by the President of the institution to receive the reports.
- All other members of the USM community—other employees, students, volunteers and others on our campuses—must report suspected child abuse or neglect, whenever and wherever it occurs, to the local social services department or police. If the abuse or neglect incident involves an institution employee or student, or if it occurred on campus or in connection with an institution-sponsored, off-campus event, the policy also requires that the institution be informed.

The Regents and I cannot emphasize enough the importance of reporting suspected



child abuse or neglect, or our assurance that you will have the full support of the USM should you make a report. State laws provide immunity from any legal liability for making a good faith report, and the new policy protects those who report from any kind of reprisal on campus as the result of such a report. In addition, strong federal and state laws safeguard the confidentiality of child abuse and neglect reports and investigations, including the identity of the individual making the report. With these protections in place, no member of the USM community should have any reservations about swiftly informing local authorities and, when appropriate, institution representatives, whenever they have reason to believe that a child has been subject to abuse or neglect.

During the coming weeks, your institution will provide you with the comprehensive information you need to meet your responsibilities and develop a system to respond effectively whenever a report is made or an incident of suspected abuse or neglect occurs under this policy. As the policy mandates, the USM and your institution will work together to:

- provide contact information on all institution websites for local child abuse and neglect reporting hotlines across the state;
- identify those individuals on your campus who will be charged with receiving and responding to reports;
- establish relationships with local child protection authorities for a coordinated response to any report from our campuses;
- provide training to key individuals at each institutions; and
- ensure that appropriate personnel actions can be taken in the event of a violation of state child abuse and neglect laws or this policy.

We also will work with the Office of the Attorney General to develop detailed guidelines to both protect the confidentiality of reports and investigations and support effective responses of suspected abuse and neglect.

We will have much of this in place when we return from the winter break. At this time, I ask that you familiarize yourself with the new policy and any interim reporting information provided by your President. I am confident that the entire USM community shares a commitment to safety of children on our campuses and in our communities, and I hope that this policy will be useful as we all work together to protect children from the tragedy of abuse and neglect.

Sincerely yours,

William E. Kirwan  
Chancellor



## VI – 1.50 Policy on the Reporting of Suspected Child Abuse and Neglect

(Approved by the Board of Regents on December 9, 2011)

### I. PURPOSE

The purpose of this policy is to provide guidance to staff, faculty, and students of the University System of Maryland (USM) community regarding the mandatory requirements in Maryland law that govern the reporting of suspected cases of child abuse and child neglect; and to affirm the commitment of the USM to the protection of the safety and welfare of children who come into contact with the USM community.

### II. AUTHORITY

The reporting requirements addressed in this policy implement the mandatory child abuse and neglect reporting provisions of the Family Law Article of the Maryland Annotated Code, Sections 5-701 through 5-708, as they apply to the USM.

### III. DEFINITIONS

#### A. “Abuse” means:

1. The physical or mental injury of a child by a parent or other person who has permanent or temporary care or custody of the child, or by any household or family member, under circumstances indicating that the child’s health or welfare is harmed or at substantial risk of being harmed; or
2. Sexual abuse of a child, whether physical injuries are sustained or not, defined as any act that involves sexual molestation or exploitation of a child by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member.

#### B. “Child” means any individual under the age of 18 years.

#### C. “Local department of social services” means the department of social services for the jurisdiction in which:

1. The child resides; or
2. The abuse or neglect occurred, or,
3. If neither location is known, the jurisdiction in which the institution is located.

#### D. “Mental injury” means the observable, identifiable, and substantial impairment of a child’s mental or psychological ability to function.

#### E. “Neglect” means the failure to give proper care and attention to a child, including leaving the child unattended, by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of the child under circumstances indicating:

1. That the child’s health or welfare is harmed or placed at substantial risk of harm; or
2. Mental injury to the child or a substantial risk of mental injury.

#### F. “Professional employee” means a person employed by the USM as a:

1. Faculty member;
2. Administrator;
3. Coach; or
4. Other employee who provides academic support, student service, or institutional support activities, whose duties require either a college degree or comparable experience.

### IV. REPORTING REQUIREMENTS

#### A. Reporting Requirements for USM Professional Employees.

A USM health practitioner, police officer, or other professional employee (“the professional employee”) of a USM institution, when acting in a professional capacity, who has reason to believe that a child has been abused or neglected, shall report this suspicion as follows:



1. An oral report shall be made as immediately as is practicable, within 48 hours of the event that caused the employee to believe that a child has been subject to abuse or neglect:
  - a. To the local police department or the local department of social services; and
  - b. When acting as a staff member of a USM institution, to the President of the institution, or the person or persons designated by the President to receive such reports (“the President’s Designee”).
2. A written report shall also be provided to the local department of social services within 48 hours of the event that caused the employee to believe that a child has been subject to abuse or neglect.
  - a. The employee shall provide a copy of the written report to the institution President, or the President’s Designee.
  - b. The report shall include the following information, to the extent that it is known by the employee:
    - i. The name, age, and home address of the child;
    - ii. The name and home address of the parent or other person responsible for the care of the child;
    - iii. The child’s whereabouts;
    - iv. The nature and extent of the suspected abuse or neglect, including any information regarding possible previous instances of abuse or neglect; and
    - v. Any other information that may help to identify the person responsible for the abuse or neglect or determine the cause.
3. A copy of the written report also shall be sent to the local State’s Attorney, if abuse is suspected.
4. The above reporting requirements apply regardless of generally accepted confidentiality privileges otherwise applicable to professional-client relationships, except that they may not apply to attorneys or members of the clergy under the specific circumstances described in Family Law Article Section 5-705(a)(2) and (3).

#### B. Reporting Requirements for All Other Persons.

Members of the USM community other than a USM professional employee acting as a staff member of a USM institution, including other staff, students, and contractors on campus, are also required to report suspected child abuse or neglect as follows:

1. Such individuals shall report orally or in writing to:
  - a. The local department of social services or local law enforcement agency; and
  - b. The President of the institution or the President’s Designee, if the suspected child abuse or neglect:
    - i. Took place in institution facilities or on institution property;
    - ii. Was committed by a current or former employee or volunteer of the USM;
    - iii. Occurred in connection with an institution sponsored, recognized or approved program, visit, activity, or camp, regardless of location; or
    - iv. Took place while the victim was a registered student at the institution.
2. The report shall include the information listed in Section IV.A.2 above, to the extent that it is known by the individual making the report.
3. The requirement to report suspected abuse or neglect to the President or the President’s designee under section B.1.b, above, is subject to generally accepted confidentiality privileges applicable to professional client relationships.

#### C. Questions Regarding the Reporting Requirements.

Questions regarding the applicability of these requirements to a particular individual or situation may be directed to the local department of social services or the President’s Designee for the reporting of suspected abuse or neglect.



#### D. Reporting of Past Abuse or Neglect.

The obligation to report suspected child abuse or neglect applies, even if the individual who may have been the victim of past child abuse or neglect is no longer a child at the time when the past abuse or neglect is disclosed or otherwise suspected.

### V. POLICY IMPLICATIONS AND CONSEQUENCES

- A. Immunity. Under State law (Family Law Article Section 5-708), any individual who in good faith makes or participates in making a report under the law shall be immune from any civil liability or criminal prosecution. In addition, any person who in good faith makes or participates in making a report under this policy shall be free from any reprisal at the institution that might otherwise result from compliance with the policy.
- B. Failure to Report. Any employee of the USM who fails to report suspected child abuse or neglect in violation of this policy may be subject to discipline for professional misconduct, up to and including termination of the employee's employment with or appointment to the USM.
- C. Confidentiality. The confidentiality of a report of suspected child abuse or neglect, including the identity of an individual who makes a report under this policy, the individual suspected of abuse or neglect, and the child who may have been abused or neglected, will be protected consistent with relevant federal and state laws.

### VI. RESPONSIBILITIES OF THE INSTITUTION

Each institution of the USM shall take the following actions to implement this policy and support compliance with State law requirements:

- A. President's Designee. The President of the institution shall designate the person or persons to receive oral and written reports of suspected child abuse or neglect from employees, students, and others at the institution.
- B. Information Dissemination. Employees, students and other members of the campus community shall be informed through employee or student handbooks, institution websites, and other appropriate means of communication of:
  - 1. The requirements of this policy and relevant state law requirements;
  - 2. Institution policies and procedures for compliance with the policy; and
  - 3. Contact information for the local department of social services, local law enforcement agency, State's Attorney, and the President's Designee for the reporting of suspected child abuse or neglect.
- C. Training. Employees and students who have regular contact with children shall receive periodic training in the requirements of this policy.
- D. Cooperation with Other Agencies. The institution shall cooperate fully and appropriately with any investigation of suspected child abuse or neglect by a local department of social services or law enforcement agency. If the individual suspected of child abuse or neglect is an employee, student, or contractor of the institution, the institution shall coordinate its own investigation or other activities in response to a report with the appropriate local agency.
- E. Disciplinary Action. Each institution shall ensure that its own policies and procedures for addressing alleged employee and contractor misconduct include provisions and measures to respond swiftly and appropriately to reports of suspected child abuse and neglect.
- F. Reporting to the Chancellor. The President shall inform the Chancellor of any serious incident arising at an institution under this policy, consistent with the confidentiality requirements of federal and state law.



## VII. IMPLEMENTATION

A copy of this policy shall be provided to all faculty, staff, and students of each USM institution within one week of the Board's approval of the policy. All other requirements of the policy shall be implemented at each institution no later than January 31, 2012.



## 1.5000 TRAINING

### 1.5000.02 TRAINING ADMINISTRATION & FUNCTION

- A. The agency's primary training function includes, but is not limited to:
1. Planning, developing or identifying available training programs;
  2. Ensuring lateral entry candidates or recently retired police officers applying for an open police officer position in the agency meet the requirements as stipulated by the Maryland Police and Correctional Training Commission.
  3. Notifying personnel of required training, and training that is made available to agency personnel;
  4. Maintaining training records;
  5. Ensuring that required and assigned training programs are attended;
  6. Implementing training programs;
  7. Selecting evaluating and supervising instructors;
  8. Evaluating training programs;
  10. Coordinating training programs; and
  11. Identifying potential resources within the university community and the public sector that enhances the training of the agency's employees.

### 1.5020 OPERATIONS LIEUTENANT

- A. The Lieutenant of Administration serves as the agency's Training Coordinator. The goals and objectives of the agency's Training Coordinator include, but are not limited to:
1. Serving in a formal advisory capacity for training issues to the Chief.
  2. Assisting in the development, screening, and evaluation of training programs for the agency based on:
    - a. Legal or regulatory requirements;
    - b. Assessed agency or personnel needs; and
    - c. Input provided by sworn and non-sworn officers;
  3. Serving as a focal and informational point for training opportunities;
  4. Recommending the selection of personnel for specified training programs;
  5. Facilitating training schedules and the tracking and documentation of all training hours; and

- B. The Lieutenant of Administration acts as the primary liaison between the agency and the Baltimore City Police Department and Baltimore City School Police Training Division for In-Service matters.
- C. Agency employees becoming aware of training opportunities will forward same to the Operations Lieutenant for screening, evaluation, and recommendation.

## 1.5040

### 1.5040.02 ATTENDING TRAINING PROGRAMS

- A. Training orders will be:
1. Distributed to designated agency personnel via e-mail; and
  2. Provided to the Administrative Assistant and placed in the training files of designated personnel.
- B. Agency employees assigned to attend training will do so unless excused because of court, illness, or other reasonable or prudent conditions.
1. Personnel unable to attend training due to illness will comply with 1.4480.34 Employee's Responsibility and personally notify the agency employee conducting the training, or the agency, or organization hosting the training of their inability to attend.
  2. Personnel with training schedule conflicts due to court appearances will contact their immediate supervisor or the Operations Lieutenant for directions on how to resolve the conflicts.
  3. Personnel with training schedule conflicts, due to other than illness or court appearances, will contact the Operations Lieutenant for directions on how to resolve the conflicts.
  4. It is the responsibility of the employee to "make up" mandatory training missed due to absences.
- C. Employee attendance at, and successful completion of, agency sponsored, authorized or annual training programs will be documented either by training program instructors or other persons responsible for training programs. This documentation and syllabus of the program must be submitted to and retained by the Lieutenant of Administration.
- D. Documentation verifying successful completion of agency sponsored or authorized training pro-



grams will be submitted to the Lieutenant of Operations for inclusion in employees' training files.

#### 1.5060

##### 1.5060.02 REIMBURSEMENT FOR TRAINING EXPENSES

- A. The reimbursement for employee's training related expenses will be consistent with USM VIII - 11.00 - POLICY ON UNIVERSITY SYSTEM TRAVEL.
- B. Training fees and fees for books or materials for agency approved training programs are normally paid by the agency.
- C. Employees requesting reimbursement for training related expenses must submit their requests for pre-approval authorizations, via official channels, to the agency's Program Administrative Assistant who will handle them consistent with university procedures.

#### 1.5080 PERFORMANCE OBJECTIVE BASED TRAINING

##### 1.5080.02 LESSON PLANS

- A. Lesson plans are required for all training programs conducted by the agency. Lesson plans are also required of non-agency personnel and retained by the Lieutenant of Administration in a secure location or electronically. Lesson plans will:
  - 1. Contain performance & job related objectives;
  - 2. Contain the content of the training;
  - 3. Contain specifications of appropriate instructional techniques;
  - 4. Establish the purpose of the instruction;
  - 5. Relate training to critical job tasks; and
  - 6. Identify matters that will be taught.
- B. Lesson plans should also, as applicable, include:
  - 1. References;
  - 2. Teaching techniques to be used, e.g., lecture, group discussion, panel, seminar, or debate;
  - 3. Plans for evaluation of the participant; and
  - 4. Handouts for the program.
- C. Unless lessons plans are developed and mandated by external sources, all instructors are responsible for developing the content of their lessons based on training mandates or directions from the appropriate supervisor or the Lieutenant of Administration.

- D. Instructors will submit lesson plans to the Lieutenant of Administration, or a designee if unavailable, for review and approval prior to conducting the training.
- E. The Lieutenant of Administration will evaluate, and approve as appropriate, lesson plans to ensure they are consistent with agency directives and/or external training mandates.
- F. The Lieutenant of Administration retains file copies of all lesson plans consistent with the agency's records retention and destruction schedule.

##### 1.5080.04 TESTING

- A. Instructors will prepare testing mechanisms which utilize performance objectives and measure trainees' knowledge of, and ability to use, job related skills.
- B. The Lieutenant of Administration will evaluate, and approve as appropriate, testing mechanisms to ensure they:
  - 1. Are competency based;
  - 2. Use performance objectives; and
  - 3. Measure trainees' knowledge of, and ability to use, job related skills.
- C. Scores necessary to pass tests will be established in accordance with directives from MPCTC, directives of proprietary lessons such as CPR, or in accordance with the nature of the material being taught. Scores necessary to pass tests will be announced in advance to trainees.

##### 1.5080.06 REMEDIAL TRAINING

- A. Remedial training will be provided to employees when it becomes necessary to improve employees' performance in identified areas.
- B. Remedial training needs may be developed from multiple indicators within the agency. The need for remedial training may be indicated by situations or conditions that include, but are not limited to:
  - 1. Deficiencies noted during inspections or performance evaluations;
  - 2. Sustained complaints against employees;
  - 3. Poor performance in training programs; and
  - 4. Recommendations of the Operations Lieutenant, a shift supervisor, or Chief of Police.
- C. Remedial training should be conducted as soon as reasonably possible following the determination that remedial training is necessary.



- D. The agency may utilize shift briefings, other courses of instruction inside or outside the agency in order to address remedial training needs of employees.
- E. Agency employees who fail to attend or successfully complete remedial training may be reassigned to other duties until the training is successfully completed, undergo appropriate evaluations to determine possible causes for training failure, and/or discipline.
- F. Remedial firearms training is conducted in accordance with MPCTC Chapter .02 regulations and 2.8100.08 Remedial Training.

#### 1.5100 TRAINING RECORDS

##### 1.5100.02 RECORDS

- A. Training records for all agency employees are maintained by the Lieutenant of Administration. A central training file will be retained by the Administrative Assistant. Training records should contain information that includes, but is not limited to:
  - 1. Training dates;
  - 2. Training syllabus to include training topics;
  - 3. Attendance records;
  - 4. Copies of certificates or other documentation to show completion of training programs; and
  - 5. Test scores.
- B. Training records will be updated with necessary and relevant information by the Lieutenant of Administration within 30 days of completion of training programs.
- C. The Lieutenant of Administration will maintain informational files on all training programs conducted by the agency. Training program files contain information that includes, but is not limited to:
  - 1. Course content and/or lesson plans;
  - 2. Names of employees attending the training;
  - 3. Performance of individual attendees as measured by tests, if administered.
- D. All training records (Firearm, In-service, Accreditation, other specialized, and etc.) will be maintained in a central location administered by the PAS.
  - 1. All training records held by other department members will be provided to the Administra-

tion Lieutenant for recording and documentation purposes.

- 2. The Administrative Lieutenant will provide (paper and/or electronic) copies of all training records to the PAS for inclusion in the Central Training File. The retention of ancillary training records by department members is permissible.

#### 1.5120 POLICE ACADEMY

##### 1.5120.02 NEW OFFICER TRAINING

- A. The agency does not have a certified academy but hires officers who were or are certified through an academy which has been approved by MPCTC as a full-service, police academy.
- B. The goals and responsibilities of a police academy is to:
  - 1. Provide training in accordance with standards established by the MPCTC and the administration of the agency;
  - 2. Provide administration and operations that facilitate adult education;
  - 3. Maintain an environment that is safe and conducive to learning;
  - 4. Improve police services to the community; and
  - 5. Enhance police-community relations.
- C. These Maryland academies are administered by a designated commander and develop training on approval of their respective Chief and in compliance with MPCTC requirements.
- D. Operational and administrative procedures are established by these agencies directives, memos, general orders and MPCTC regulations.
- E. All training facilities used to conduct academy training comply with MPCTC Regulation .08. Their facilities include, at a minimum:
  - 1. Classroom space consistent with the curriculum being taught;
  - 2. Office space for administrators and support personnel;
  - 3. Office resources for instructors;
  - 4. Physical training facilities;
  - 5. Libraries;
  - 6. Driver-training area; and
  - 7. Firing range.

##### 1.5120.04 POLICE RECRUIT TRAINING



- A. All police officers hired by the agency are required to have completed or are expected to complete a recruit training fulfilling the requirements of MPCTC Regulations .03 and .04 prior to assignment in capacities where they are armed and authorized to make arrests.
- B. The agency can elect to send police officer candidates through a minimum standards training academies in order for them to receive training that includes, but is not limited to:
  - 1. Minimum hours and content requirements established by the MPCTC;
  - 2. Instruction in subject areas mandated by CALEA;
  - 3. Curriculums based on tasks most frequently performed by police officers; and
  - 4. Use of evaluation techniques designed to measure competency in required skills, knowledge, and abilities expected of police officers.
- C. The agency prefers to hire lateral officers or those previously trained and certified police officers. If circumstances exist that preclude hiring previously certified officers, and on approval of the Chief of Police, candidates hired will be sent only to police academies certified by the MPCTC.
- D. Individuals hired as a lateral transfer from a certified police department or those previously certified and eligible for Comparative Compliance<sup>™</sup> training, will be trained in compliance to requirements as stipulated by MPCTC.

#### 1.5140 SELECTION, TRAINING, & SUPERVISION OF INSTRUCTORS

##### 1.5140.02 TRAINERS

- A. The Chief will designate agency personnel to serve as training instructors for the Coppin State University Police Department.
- B. Employees desiring to serve as instructors must submit a request in an administrative (95) report via their supervisor.
- C. Supervisors are to comment on the request report and forward to the Operations Lieutenant (who can/may solicit agency employees to become instructors).
- D. Prior to serving as instructors in any MPCTC mandated training programs, employees must be certified as instructors in accordance with re-

quirements contained in MPCTC Regulation .09. Instructor training includes, at a minimum:

1. Lesson plan development;
  2. Performance objective development;
  3. Instructional techniques;
  4. Testing and evaluation techniques; and
  5. Availability and use of resources.
- E. Because the agency does not maintain personnel in full-time instructor assignments, employees selected to serve as instructors are expected to do so in ancillary assignment capacities at least for the duration of their MPCTC instructor certifications unless:
    - 1. They are removed by the Chief; or
    - 2. They submit requests, subject to approval by the Chief, requesting their instructor certifications be rescinded.
  - F. Personnel conducting training for the agency, regardless of their full-time assignments, will report to and be supervised by the Operations Lieutenant when teaching.

#### 1.5160 FIELD TRAINING OFFICER PROGRAM

##### 1.5160.02 PROGRAM ADMINISTRATION

- A. Presently, the Coppin State University Police Department (CSUPD) does have a certified Field Training Officer (FTO). In addition, CSUPD does assign seasoned officers to "work with" and train probationary officers in the protocols, procedures and duties assigned the areas the new employee could be assigned.
- B. This is attributed to the fact that CSUPD primarily hires certified police officers or previously certified police officers who will complete the MPCTC's Comparative Compliance program to re-activate their certification.
- C. In the event CSUPD would consider hiring a non-certified candidate, the certified FTO would be assigned to "work with" and train probationary officers in the protocols, procedures and duties assigned to the trainee.
- D. The Administration Lieutenant, being the agency's training coordinator, is responsible for administering the New Officer Orientation Program, which includes, but not limited to:
  - a. Providing day-to-day direction and oversight of the program;



- b. Selecting officers to conduct orientation training for new officers;
  - c. Coordinating the assignment of officers to be trained;
  - d. Maintaining an active liaison with the Operations Lieutenant; and
  - e. Periodically reporting to the Chief on the progress of the newly hired officers currently in the program.
- E. The duties of shift commanders regarding the new officer orientation program include, but are not limited to:
- 1. Promoting the goals and operations of the program;
  - 2. Supporting training officers by providing necessary direction, counseling, and encouragement;
  - 3. Identifying officers likely to serve as a trainer;
  - 4. Monitoring and evaluating the conduct of officers under their command who are serving as Trainers;
  - 5. Monitoring recruit officer performance and progress;
  - 6. Reviewing, signing, and forwarding daily observation sheets completed by Trainers under their command;
  - 7. Assigning alternate Trainers in the temporary absences of Trainers;
  - 8. Recommending remedial training, counseling, extension of training periods, or recommending termination of the probationary officer during field training as necessary;
  - 9. Working with Trainers under their command to counsel and develop remedial training which addresses performance deficiencies of probationary officers under their command; and
  - 10. Meeting at least weekly with their Trainers to review the performance of the Trainers and the probationary officers under their direction.
- F. The duties of Trainers include, but are not limited to:
- 1. Promoting the goals and operations of the Orientation Program;
  - 2. Providing the probationary officers with necessary and appropriate training experiences and opportunities, guidance, counseling, and remedial training;
  - 3. Accurately and fairly complete a daily observation record, documenting the performance and progress of the probationary officer; and

- 4. Meeting at least weekly with their shift supervisor to review the performance of probationary officer under their direction.

#### 1.5160.04 NEW OFFICER TRAINING PROGRAM ELEMENTS

- A. The New Officer Training Program takes approximately 30 days for lateral transfers and new officers having completed the MPCTC's Comparative Compliance Program.
- 1. Newly hired officers are assigned to, and work with; their primary trainers for a minimum of four weeks, to ensure all aspects of on campus duties are covered. Officers can be reassigned to other trainers in the instance where initial trainers are absent for extended periods of time (illness, injury, etc.).
  - 2. During the New Officer Training Program shift commanders will evaluate the probationary officers.
- B. These probationary officers will be evaluated by their Trainers every duty day of their training.
- 1. Trainers will discuss daily observation records with new officers under their control.
  - 2. Daily observation sheets are to be signed by the shift supervisor, the trainer and the probationary officer to acknowledge their performance was reviewed.
  - 3. Probationary officers and their shift commanders are encouraged to write comments on all daily observation sheets.
- C. Trainers will test the probationary officers at least once a weekly on what was learned in order to assess job knowledge and determine possible topics or subject areas for remedial or other training.
- D. At the conclusion of the New Officer Training Program, the trainers and shift commanders are to complete an administrative (95) report to recommend the officer be:
- 1. Retained;
  - 2. Extend training;
  - 3. Provide information needed to terminate; or
  - 4. Provide information to praise the officer's attitude, demeanor, abilities, etc.
- E. Decisions to extend New Officer Training will be made by the Operations Lieutenant, based on recommendations of trainers, shift commanders/OIC's and input from other officers as may be provided.



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1. Extensions may be automatic due to periods of absence by training officers.
  2. Probationary Officers performances, evaluated as unsatisfactory, may be recommended for termination by the Operations Lieutenant.
  3. Nothing in any directives pertaining to the New Officer Training Program precludes or prevents the Chief from dismissing probationary officers in keeping with university policy.
- F. Upon completion of the New Officer Training Program, all evaluations, records, reports and etc. pertaining to the training will be retained in the officer's training file by the Administrative Lieutenant.
- 1.5160.06 TRAINER SELECTION,  
(Training & Removal)**
- A. Primary Trainers/FTO's are those officers who are responsible for conducting and overseeing the day-to-day training of probationary officers.
1. Primary Trainers/FTO's will be officers who volunteer or are solicited to work with Operation Lieutenant and manage the day-to-day process and activities related to training probationary officers.
  2. Trainers must have at least one year of experience with the agency and must not have had any evaluation dimensions scored lower than meeting standards" in their most recent evaluations.
- B. Police FTO's/Primary trainers are selected by the Chief with input from the Operations Lieutenant and shift commanders.
1. Only senior officers, and corporals assigned to one of the agency's shifts are eligible to serve as trainers.
  2. To be considered, officers must submit a request through their chain of command to the Operations Lieutenant.
  3. The shift commanders of officers applying to serve as Trainers will attach endorsements recommending or not recommending applicants. Endorsements must contain objective based reasons for the recommendation or non-recommendation.
  4. Officers solicited to serve as Trainers/FTO's must similarly receive endorsements from their shift commanders.
5. Officers not recommended as a trainer may appeal the decisions in writing to the Operations Lieutenant. In such cases, the burden of proving the recommendations is incorrect rests with the applicants.
- C. Prior to serving as Trainers/FTO's, employees will receive training conducted, organized, or authorized by the Operations Lieutenant. Initial New Officer Training should include, but not limited to:
1. Goals of the New Officer Training Program;
  2. Essential steps for new officer training;
  3. Effective communication skills;
  4. Concepts of adult education;
  5. Goal setting and evaluation processes, including daily observation records;
  6. Remedial training strategies; and
  7. Discipline and discharge principles.
- D. Trainer selections will be noted in personnel and training files of officers selected.
- E. Officers wishing to be voluntarily separated from the Trainer program will submit an administrative (95) report, explaining the reason for the request, via channels to the Operations Lieutenant.
- a. Shift commanders of officers requesting to be separated from the New Officer Training Program will provide their recommendations.
  2. The Operations Lieutenant may involuntarily separate Trainers/FTO's from the program based on written and objective based recommendations from shift commanders.
  3. Information documenting voluntary or involuntary removal of Trainers/FTO's will be placed in affected employees' personnel and training files.
- G. The Operations Lieutenant will complete reviews of officers completing the New Officer Training Program, within 30 days following completion of training.
1. New Officer Training Program reviews will contain information which includes, but not limited to:
    - a. Overall compliance with these New Officer Training directives;
    - b. Structured, written evaluations from Operations Lieutenant who completed the most recent active New Officer Training Program;



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- c. Structured, written evaluations from a random sampling of primary Trainers/FTO's and their supervisors; and
  - d. Recommendations from the probationary officer completing the New Officer Training Program.
2. Completed New Officer Training Program reviews will be provided to the Chief.

**1.5180 IN-SERVICE TRAINING**

**1.5180.02 ANNUAL TRAINING**

- A. All CSUPD police are required to undergo and successfully complete daylight and reduced-light firearms requalification on a yearly basis. Firearms requalification will be consistent with MPCTC approved weapons course.
- B. All sworn employees will attend and successfully complete an annual retraining program. Retraining programs must include legal updates.
  - 1. Other In-service training subjects may include, but are not limited to:
    - a. Agency directives;
    - b. Criminal and motor vehicle law updates;
    - c. Liaison with other local criminal justice agencies;
    - d. Exercise of police discretion;
    - e. Interrogation and interview techniques;
    - f. Weapons and use of force;
    - g. EMS and fire services;
    - h. Goal setting and evaluation;
    - i. Investigative methods and techniques;
    - j. Contingency plans and planning for unusual occurrences;
    - k. Crime prevention techniques;
    - l. Collection and preservation of evidence;
    - m. Report writing, systems, and requirements;
    - n. Accreditation process;
    - o. Ethics and integrity; and
    - p. participation in video training series.
  - 3. Non-sworn personnel will attend training programs to update their skills, knowledge, and abilities commensurate with their responsibilities as determined and ordered by the Chief.

**1.5200 SQUAD BRIEFINGS/ROLL CALL**

**1.5200.02 OFFICER INFORMATION**

- A. This directive specifically addresses the agency's squad briefing policy and does not preclude supervisory or command personnel from conducting informal or impromptu shift training at their discretion. However, Shift Commanders are directed to meet, one on one, with their subordinates on a daily basis. This meeting can occur prior to the officer beginning patrol or early in the shift to ensure useful and/or training information is provided them.
- B. The university's e-mail system is utilized to further train and provides timely information on a daily basis to each agency officer. These shift briefings and e-mail delivery of information are established as a required component of the agency's training function.
  - 1. Shift briefings and e-mails are designed to deliver training to all officers, sworn and non-sworn.
  - 2. Shift briefing and/or e-mail training programs will be designed to be covered in short periods of time and cover subjects that directly assist officers in the performance of their duties.
- C. The shift commander is responsible for preparing and delivering squad briefings. These responsibilities include, but are not limited to:
  - 1. Designing a system to furnish day-to-day direction and oversight of the pertinent information;
  - 2. Suggesting, selecting, or approving training topics;
  - 3. Evaluating squad briefing information to ensure proper coordination and effectiveness; and
  - 4. Periodically reporting to the Chief, the progress, conduct, and effectiveness of squad briefings.
- D. The shift commander in charge of newly hired officers has squad briefing responsibilities for that officer which include, but not limited to:
  - 1. Maintaining an active liaison with the Operations Lieutenant to ensure effectiveness;
  - 2. Suggesting, selecting, or approving squad briefing topics;
  - 3. Providing logistical and resource support; and
- E. Occasionally and on an "as needed" basis, agency instructors will be assigned to conduct squad briefings or other training, predicated on the subject matter, instructor qualifications, and the time when training can be conducted.



G. Any agency employee may propose squad briefing training topics through the chain of command to the Training Coordinator/ Administrative Lieutenant.

### 1.5220 ACCREDITATION FAMILIARIZATION

#### 1.5220.02 ACCREDITATION COORDINATOR & TRAINING

A. The Accreditation Coordinator is responsible for ensuring all agency personnel are familiarized with the accreditation process. Familiarization will be provided:

1. To all newly hired agency personnel within thirty days after their employment begins or within thirty days after completing the recruit academy;
2. To all agency personnel during self-assessment phases of initial accreditation; and
3. To all agency personnel just prior to on-site assessments of initial accreditation and reaccreditation.

B. Accreditation familiarization includes, but is not limited to:

1. The history and background of accreditation and the agency's involvement in the process;
2. The process of accreditation and reaccreditation;
3. The goals and objectives of accreditation; and
4. The advantages of accreditation and its impact on the agency.

C. Accreditation familiarization may be achieved by mechanisms that include, but are not limited to:

1. Power Point Presentations;
2. Newsletters;
3. Memos; or
4. Periodic attendance by command ranked officers at CALEA meetings.

D. All agency employees assigned to the position of accreditation manager shall receive specialized accreditation manager training within one year of being appointed to the position.

### 1.5240 ANCILLARY TRAINING

#### 1.5240.02 SPECIALIZED TRAINING

A. Specialized training programs provide necessary skills, knowledge, and abilities in addition to

those received through basic recruit and in-service training. Specialized training includes, but is not limited to:

1. Job related training to all newly promoted personnel;
2. Management, administration, supervision, personnel policies, and support services of the functions or components;
3. Performance standards of specializations;
4. Agency directives specifically relating to specializations;
5. Executive development training and education;
6. Technical and specific training pertinent to particular assignments; and
7. Supervised on-the-job training.

B. Specialized training will be provided to employees assigned to duties that include, but are not limited to:

1. First line supervisor;
2. First line administrator;
3. Instructor;
4. Classroom;
5. Firearms;
6. Skills
7. Police bicycle operator;
8. Investigator;
9. Accreditation Manager;
10. Police Communications Operators;
11. Any other positions required by MPCTC to receive mandated training.

C. Efforts will be made to initiate specialized training within 30 days of personnel being assigned to certain specialized functions.

1. First line supervisory and administrative personnel will attend MPCTC mandated training at the earliest opportunity following promotion.

D. All agency employees are encouraged to develop specialty skill areas as components of their individual career development efforts.

1. Shift Commanders are encouraged to allow the development of the skills, knowledge, and abilities of personnel under their command.
2. Employees developing specialized skills are reasonably expected to utilize their specialized skills and teach these skills if certified or authorized to do so.
3. Opportunities for specialized skill training should be filled on the basis of both unit and individual officer needs and preferences.



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4. Subsequent opportunities for advanced skill development should be sought for employees having achieved basic skill performance levels.

E. Agency employees will be provided with specialized retraining, if required consistent with 1.5260.10 **Specialized Training Descriptions.**

**1.5240.04 ORIENTATION TRAINING**

- A. University Human Resources conducts regular orientation programs for newly hired classified employees of the university. Specific information is provided concerning university regulations, campus practices, and a broad range of employee benefits such as retirement, health insurance, other insurance programs, credit unions, and recreational facilities.
- B. The agency provides orientation programs for all newly hired employees that includes, but are not limited to:
  1. Orientation to the agency's role, purpose, goals, and directives;
  2. Working conditions;
  3. Responsibilities and rights of employees;
  4. Crime prevention; and
  5. Security related topics.

**1.5240.06 SPECIALIZED TRAINING DESCRIPTIONS**

- A. The matrix on the next page provides a brief description of some of the departmental training and re-training requirements.
- B. The last page contains the FTO Training form to be completed by the trainer and trainee daily for each assignment.

By order of Leonard D. Hamm, Chief of Police



	REQUIRED TRAINING	RETRAINING REQUIREMENTS
Criminal Investigators	<p>New Criminal Investigator (Detective) must have prior criminal investigation training and/or have served as a detective in another police/security department to be considered for this position.</p> <p>If available, a new investigator will be provided on-the-job training to determine when he/she is able to function on their own. They will also be scheduled to attend an investigator training program/s as soon as a class is available.</p>	<p>While there are is no formal re-training requirements for investigators, specialized training will be as directed/authorized by their immediate supervisor.</p>
Instructors	<p>Instructors certified by the Maryland Police and Corrections Training Commission (MPCTC) must successfully complete their basic instructor training program.</p> <p>Firearms instructors must successfully complete the instructor training program that meets the MPCTC requirements.</p> <p>Non-MPCTC-certified instructors, or those instructors not assigned as a "regular" instructor, must successfully complete the instructor training for the topic/s to be taught.</p>	<p>Re certification as mandated by the MPCTC is required for instructors to remain in the capacity of an instructor.</p>



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Supervisors	<p>Pursuant to MPCTC regulations, first-line supervisors shall successfully complete an approved supervisor or administrator program within one year of the effective date of their respective promotion.</p> <p>Civilian supervisors will receive training and orientation via their Commander/ Supervisor.</p>	<p>There are no formal retraining requirements; however, supervisors are afforded training opportunities through Department and through the University's Human Resources Department.</p>
Administrators, Managers and the Program Administrative Specialist	<p>Administrators, Managers and the Program Administrative Specialist should receive leadership training pertinent to their respective positions or as are required by university and/or MPCTC regulations.</p>	<p>To stay current with accreditation issues and standards, the Accreditation Manager is to participate in mock assessments and attend accreditation-related seminars and meetings.</p> <p>The Chief should also attend accreditation-related seminars and meetings.</p> <p>Although there is no retraining requirements beyond the in-service level, retreats and other specialized training will be conducted on an ongoing basis as directed.</p>
Accreditation Coordinator	<p>All Accreditation Coordinators and any related staff are to receive training on the accreditation process and file maintenance within one year of appointment.</p>	<p>To stay current with accreditation issues and standards, Accreditation coordinators and any staff participate in mock assessments and attend accreditation-related seminars and meetings.</p>
New Officer Training	<p>Newly selected Training Officers are to be trained and/or receive information on how to best teach probationary officers in duties and expectancies required for completion of an approved training program.</p>	<p>Initial training and debriefing sessions are conducted specifically for Training Officers, as scheduled by the Administrative Lieutenant.</p>
Bicycle Officers	<p>Officers new to the Bicycle Program must successfully complete an approved Basic Bicycle Program.</p>	<p>While there are no formal refresher training requirements for these assignments, bicycle officers receive refresher training as deemed necessary or appropriate.</p>
Building and Parking Security Officers	<p>Security Officers are to complete the agency provided training series, complete the tests and view all other computer based training as prescribed by the Administrative Lieutenant.</p>	<p>Each security officers is required to complete the p and selected computer based training programs.</p>



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Police Communications Operators	Police Communications Operators must complete NCIC certification and a Basic Telecommunication Course within their first year of employment.	Recertification is required for NCIC operators to meet the requirements of the State of Maryland every two years.
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**COPPIN STATE UNIVERSITY POLICE DEPARTMENT  
TRAINING PROGRAM  
DAILY OBSERVATION REPORT NO. \_\_\_\_\_ PHASE \_\_\_\_\_**

OIT'S LAST NAME, FIRST INITIAL \_\_\_\_\_ UNIT # \_\_\_\_\_ FTO'S LAST NAME, FIRST INITIAL \_\_\_\_\_ UNIT # \_\_\_\_\_ DATE \_\_\_\_\_

RATING INSTRUCTIONS: RATE OBSERVED BEHAVIOR USING THE SCALE BELOW PER THE STANDARD EVALUATION GUIDELINES. COMMENT ON THE SATISFACTORY AND UNSATISFACTORY PERFORMANCES OF THE DAY ON PAGE 2. COMMENT ON ANY BEHAVIOR YOU WISH, BUT A SPECIFIC COMMENT IS REQUIRED FOR RATINGS OF "1" OR "7". CHECK "N O" BOX IF NOT OBSERVED. IF TRAINEE FAILS TO RESPOND TO TRAINING, CHECK "N R T" BOX AND COMMENT. [TO MOVE BETWEEN BOXES, POINT YOUR MOUSE AND CLICK, USE THE TAB KEY, OR USE THE ARROW KEYS. TO PLACE AN X IN THE N O AND N R T BOXES, POINT THE MOUSE AND CLICK THE LEFT MOUSE BUTTON OR HIT THE CROSS OF THE BOX AND HIT THE CROSS BAR. TO LEAVE AN AREA BLANK, TAB THROUGH IT.]

**RATING SCALE**

BELOW SOLO OFFICER STANDARDS	ACCEPTABLE LEVEL	SUPERIOR BY FTO PROGRAM STANDARDS
→ 1 2 3	4	5 6 7 ←
Grade	N.O.	N.R.T.
Remedial Training Time		

Reason for no evaluation: \_\_\_\_\_

<b>APPEARANCE</b>			
1. GENERAL APPEARANCE	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ATTITUDE</b>			
2. ACCEPTANCE OF FEEDBACK FTO/FTO PROGRAM	<input type="checkbox"/>	<input type="checkbox"/>	
3. ATTITUDE TOWARD THE JOB	<input type="checkbox"/>	<input type="checkbox"/>	
<b>KNOWLEDGE - Reflected in Field Performance</b>			
4. DEPT. ADMINISTRATIVE/FIELD MANUALS	<input type="checkbox"/>	<input type="checkbox"/>	
5. CRIMINAL, TRAFFIC, & CITY STATUTES	<input type="checkbox"/>	<input type="checkbox"/>	
6. CODES OF CRIMINAL PROCEDURE	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PERFORMANCE</b>			
7. DRIVING SKILL: normal & stress conditions	<input type="checkbox"/>	<input type="checkbox"/>	
8. ORIENTATION/RESPONSE TIME TO CALLS	<input type="checkbox"/>	<input type="checkbox"/>	
9. ROUTINE FORMS: accuracy/completeness	<input type="checkbox"/>	<input type="checkbox"/>	
10. REPORT WRITING: organization/details	<input type="checkbox"/>	<input type="checkbox"/>	
11. REPORT WRITING: grammar/spelling/headings	<input type="checkbox"/>	<input type="checkbox"/>	
12. REPORT WRITING: appropriate time used	<input type="checkbox"/>	<input type="checkbox"/>	
13. FIELD PERFORMANCE	<input type="checkbox"/>	<input type="checkbox"/>	
14. INVESTIGATIVE SKILL	<input type="checkbox"/>	<input type="checkbox"/>	
15. INTERVIEW/INTERROGATION SKILL	<input type="checkbox"/>	<input type="checkbox"/>	
16. SELF-INITIATED FIELD ACTIVITY	<input type="checkbox"/>	<input type="checkbox"/>	
17. OFFICER SAFETY	<input type="checkbox"/>	<input type="checkbox"/>	
18. CONTROL OF CONFLICT: voice command	<input type="checkbox"/>	<input type="checkbox"/>	
19. CONTROL OF CONFLICT: physical control	<input type="checkbox"/>	<input type="checkbox"/>	
20. DECISION MAKING	<input type="checkbox"/>	<input type="checkbox"/>	
21. RADIO: appropriate use - codes/procedures/listens/comprehends	<input type="checkbox"/>	<input type="checkbox"/>	

**Commented [p1]: 1. GENERAL APPEARANCE** - Evaluates the OIT's physical appearance, dress, demeanor, and equipment

- (1)Below Solo Officer Standards:
- Dirty shoes or wrinkled uniform
  - Uniform fits poorly or is improperly worn
  - Hair not groomed or in violation of department policy
  - Dirty weapon or equipment is missing or inoperative

- (4)Acceptable:
- Uniform neat and clean
  - Uniform fits and is properly worn
  - Weapon, leather/nylon gear, and equipment are clean and operative
  - Hair meets requirements in Administrative Orders, shoes are

**Commented [p2]: ACCEPTANCE OF FEEDBACK FROM FTO/FTO PROGRAM** - Evaluates the way an OIT accepts criticism

**Commented [p3]:** Evaluates how the OIT views the new career in terms of personal motivation, goals, and his acceptance of the training

**Commented [p4]:** Evaluates OIT's knowledge of Department Administrative/Field Orders and ability to apply this knowledge

**Commented [p5]:** Evaluates the OIT's knowledge of state statutes and city codes and his ability to apply them properly in the field

**Commented [p6]:** Evaluates OIT's awareness of surroundings, procedures including laws of arrest, search and seizure, warrants, etc.

**Commented [p7]:** Evaluates OIT's skill in the operation of department vehicles under normal and stress driving conditions

**Commented [p8]:** Evaluates OIT's awareness of surroundings, ability to find locations, and arrive at destination in an acceptable time

**Commented [p9]:** Evaluates OIT's ability to properly utilize the forms and RMS system that Mesa PD uses to accomplish reports

**Commented [p10]:** Evaluates the OIT's ability to prepare reports accurately reflecting the situation and in a detailed, organized manner

**Commented [p11]:** Evaluates the OIT's ability to use proper grammar, spell correctly, and prepare reports neatly and legibly

**Commented [p12]:** Evaluates the OIT's efficiency relative to the amount of time taken to accurately complete a report writing

**Commented [p13]:** Evaluates the OIT's ability to perform routine and stressful police activity

**Commented [p14]:** Evaluates OIT's ability to conduct a proper investigation with an emphasis on crime scene investigation procedures

**Commented [p15]:** Evaluates OIT's ability to use proper questioning techniques, to vary techniques to fit persons being interviewed

**Commented [p16]:** Evaluates OIT's interest and ability to initiate police-related activity and to be able to recognize suspicious activity

**Commented [p17]:** Evaluates OIT's ability to perform police activity without injuring himself or others. Assesses their ability to control situations

**Commented [p18]:** Evaluates the OIT's ability to gain and maintain control of situations through verbal command and instructions

**Commented [p19]:** Evaluates the OIT's ability to use the proper level of force for the given situation

**Commented [p20]:** Evaluates the OIT's performance in terms of ability to perceive accurately, form valid conclusions, arrive at decisions

**Commented [p21]:** Evaluates the OIT's use of the police radio in accordance with Department policy and procedure





## **1.6000 FISCAL MANAGEMENT**

### **1.6020 FISCAL MANAGEMENT RESPONSIBILITY**

- A. The Chief is responsible for the overall fiscal management of the agency.
- B. The agency's fiscal management function includes, but is not limited to:
  - 1. Annual budget development;
  - 2. Expenditure control; and
  - 3. Liaison with other university fiscal related units and departments.

### **1.6040 BUDGET PREPARATION**

- A. The Assistant to the Chief, Lieutenants, and shift supervisors participate with the Chief in the development of the agency's budget consistent with applicable university and state level procedures.
- B. Lieutenants are responsible for assisting with budget recommendations related to their areas of organizational and functional management.
- C. All budget recommendations will be the logical result of analytical, statistical, or programmatic activities. The analysis will include assessments of both present and future needs in order to ensure that resources allocated to agency functions are appropriate.

### **1.6080 AGENCY ACCOUNTING SYSTEM**

- A. Responsibilities of the CSU Budget Office include providing account approval as well as the accounting and auditing of funds.
- B. Accounting services provided by the university and by the agency's accounting system generate daily reports that provide statuses that include, but are not limited to:
  - 1. Initial appropriations for each account;
  - 2. Account balances at the commencement of the period;
  - 3. Expenditures and encumbrances made during the period; and
  - 4. Unencumbered account balances.
- C. The agency's accounting system is fed by the Budget Office

## **1.6100 INDEPENDENT AUDITING**

- A. All agency fiscal activities may be audited regularly by authorized or approved auditors.
- B. All agency funds are open for inspection and audit by University System Auditors or other duly appointed or authorized auditors at any time.
- C. All agency personnel will cooperate with, and provide assistance to, auditors.

### **1.6120 PURCHASING & PROCUREMENT**

- A. The purchasing of agency supplies and equipment will be in compliance with procedures established by the Office of Procurement.
- B. Department of Procurement will develop specifications for items requiring standardized purchases, bidding procedures, and criteria for selecting vendors and bidders.
- C. All agency related purchases must be formally submitted for approval to authorized agency buyers.
- D. The agency's Lieutenant of Administration is, per the Chief, designated as the agency's buyer, and is responsible for ensuring appropriate and required information is entered and updated in electronic filing application for all purchases  
Plus:
  - 1. Purchase requests must contain information that includes, but is not limited to:
    - a. Proposed or actual vendor information of names, addresses, FEIs or SSNs, phone and fax numbers, and contact persons;
    - b. Projected orders, pick-up, and/or delivery dates;
    - c. Requester's names, phone numbers, and locations or rooms for delivery or receipt purposes; and
    - d. Item quantities, unit prices, and total costs.
- E. In the event that emergencies (e.g. fires, collisions, disasters, accidents, and etc.) require the purchase or rental of equipment or supplies, the Chief will be contacted to authorize any such acquisitions consistent with university policies.
- F. Supplemental or emergency fund requests may be made to meet circumstances affecting life, health, or property that could not be anticipated by prior fiscal planning efforts.
- G. The Chief may request the Vice President for Administration and Finances assist in facilitating supplemental or emergency fund transfers.



### 1.6140 PROPERTY & EQUIPMENT INVENTORY CONTROL

- A. The Lieutenant of Administration is responsible for:
  - 1. Establishing and maintaining the inventory control system for university assets with a value of at least \$5000.00 or other specified articles.
  - 2. Administrating, managing and operating the agency's in-house inventory control system for property and equipment.
  - 3. Distributing, issuing, and reissuing agency equipment and supplies (The Security Specialist assists with the issuance of certain equipment).
- B. The Security Specialist is responsible for:
  - 1. Properly reporting the acquisition, modification, and disposition of damaged, excess, and surplus assets as required by the Chief, with input from the Lieutenant of Administration;
  - 2. Maintaining copies of Inventory Control records of agency assets.
  - 3. On-line record keeping applications which will be accurately and thoroughly utilized in order to conduct and document the distribution, issuance, and reissuance of agency equipment and supplies.
  - 4. Invoice documents for agency purchased property and supplies must be submitted to the Comptroller's Office. Agency employees who maintain stored agency expendable supplies are responsible for keeping those supplies in states of operational readiness.
  - 5. Managing and operating the agency's expendable supplies.

### 1.6160 COLLECTION & DISBURSEMENT OF FEES

#### 1.6160.02 AUTHORIZATION FOR COLLECTION & DISBURSEMENT OF MONIES

- A. The Comptroller's Office has responsibility for overseeing the collection and disbursement of monies and the development of procedures to assure the accurate accountability of all money transactions. Each cash fund or account is required to have, as applicable:

- 1. A system that identifies balances, cash on hand, credits, and debits;
- 2. Receipts or other documentation for cash received;
- 3. Authorization methods for disbursements;
- 4. Records, invoices, or other documentation for cash disbursements;
- 5. Persons or positions authorized to disburse or accept cash;
- 6. At least quarterly accounting of cash activities; and
- 7. Listings of all funds.
- B. The agency is authorized to collect monies for:
  - 1. Special events (reimbursable police and security services);
  - 2. Report requests;
  - 3. Reimbursement to the agency by employees for use of services or equipment.
- C. Acceptable forms of monies or payment are:
  - 1. Money orders;
  - 2. Personal and organizational checks;
  - 3. Interdepartmental billing through the Comptroller's Office; and
  - 4. STARS (State Accounting and Reporting System) transfers.
- D. The Administrative Assistant and the Security Specialist are authorized to accept or receive monies and will do so in accordance with these and other applicable university directives or administrative policies.
  - 1. The Administrative Assistant and the Security Specialist are responsible for recording transactions, providing receipts, and providing security for monies until the funds are transferred to other authorized persons or levels of responsibility.
  - 2. Payments will be collected only for the exact amount or the estimated amount of services.

#### 1.6160.04 Responsibilities of the Administrative Assistant and Security Specialist Collecting or Receiving Monies

- A. On collecting or receiving monies will:
  - 1. Accurately determine amounts to be collected based on services provided;
  - 2. Accurately record amounts, the payee, and the service rendered.
  - 3. Provide receipts or records of billing as appropriate;



4. Secure monies or transactions in accordance with specific guidelines based on the types of transactions; and
5. Ensure the Administrative Assistant and Security Specialist receives the monies and associated documentation. If received after hours, place money and documentation in a secured envelope and secure envelope before the end of the recipient's tour of duty.

#### 1.6160.06 TRANSACTION AUTHORITY

- A. Checks and money orders may be accepted for all transactions.
  1. Payments must be for exact amount of billings.
  2. Receipts must be provided, payments made, and documentation generated consistent with agency and university directives.
- B. When accepting checks and money orders:
  1. Ensure they are made payable to "Coppin State University;"
  2. Complete a receipt for any check or monies received;
  3. Record check or money order number on the receipt; and
  4. Complete a deposit form and submit with moneys to the Bursar's office for deposit into the agencies account..
- C. Interdepartmental billings through the Comptroller's Office may be accepted for all transactions so long as the transactions are authorized by persons with budgetary authority.
  1. Agency account numbers must be provided.
  2. Final billings resulting from preliminary cost estimates are the responsibility of the Assistant to the Chief.

#### 1.6160.08 FINGERPRINTING SERVICES

- A. The agency does provide fingerprinting services.
- B. Requests for fingerprinting are referred to the agency's trained personnel via appointment.

#### 1.6160.10 SPECIAL EVENTS FEES

- A. The Security Specialist, with input from the Assistant to the Chief, is responsible for calculating and collecting fees associated with special events.
- B. All requests for police and security services beyond the normal scope of services supplied by

the agency require payment of fees for the services.

- C. A fee schedule will be used for services requested.

#### 1.6160.12 REPORT FEES

- A. The Security Specialist will respond to all requests for reports and assess a \$10 fee per request
- B. Fees will not be charged when:
  1. Agency employees, students or other authorized law enforcement officers request services; or
  2. University departmental representatives submit written requests on letterhead or e-mail.
- E. Exceptions to this fee payment directive may be made by the Chief.
- F. Police reports will not be disseminated unless:
  1. Dissemination is consistent with **1.7040.15 Release of Criminal History Report Record Information (CHRI)**;
  2. Is ordered by the courts;
  3. Agency or other law enforcement personnel request copies for bona fide law enforcement purposes; or
  4. Ordered by the Chief.
  5. Properly redacted for privacy purposes.
- G. Collected fees will be maintained in a secure area and submitted to the Budget Office within five business days.

#### 1.6160.14 EVIDENCE LOST AND RECOVERED PROPERTY

Employees taking custody of money or negotiable instruments will comply with **2.500 Evidence and Property Management** in order to ensure the safety and accountability of the monies.

#### 1.6160.16 DISBURSEMENT OF CASH FUNDS

- A. The agency currently *does not* disburse cash funds to compensate confidential informants.
- B. The Chief is responsible for determining if/when the agency will begin a compensation program for confidential informants.
- C. At that time, a separate accounting system will be developed and maintained for this compensation.



### **1.7000 RECORDS**

- A. The agency's record storage area is located in room [REDACTED] (secure file room).
- B. This area consists of a number of locking file cabinets and is used for storage of departmental files, case folders and other police related files.
- C. Certain sensitive files and results of background polygraphs and psychological pre-employment evaluations are stored in a locked file cabinet in the Detective Division.
- D. Sensitive internal investigation files and other criminal investigation files are stored in the Investigator's office.
- E. Official personnel files are retained in Human Resources with the agency maintaining a file for each public safety staff member. (Information regarding personnel files retained by the agency is addressed under directive **1.4540 – Personnel Files & Retention Schedule**)

### **1.7020 DEFINITIONS**

- A. Criminal Justice Agency – applies to any governmental agency or subunit which has at its principal function the performance and administration of criminal justice activities.
- B. Central Records – the repository in the State, operated by the Maryland State Police, which receives, identifies and maintains individual criminal history records from criminal justice agencies throughout the state.
- C. Criminal History – any records and/or data collected by criminal justice agencies on adults with specific identifiable descriptions, notation of arrest, detentions, indictment information, formal charges and/or any disposition arising. Criminal History does not include juvenile record information, criminal justice intelligence information, criminal justice investigative information or correctional status information.
- D. Conviction Data – information in the custody of any criminal justice agency relating to a judgment of conviction and/or subsequent consequences arising in any court.
- E. Dissemination – transfer of information (oral, in writing or electronic means) but does not exclude access to the information by any officer or employee of a criminal justice agency maintaining the information who has both a need and a right to the information

- F. Expunge – removal of specific criminal history information as defined by a court order.
- G. Public Service Company – includes gas, pipeline, electric light, heat, power and water supply companies, sewer companies, telephone companies, telegraph companies, and all persons authorized to transport passengers or property as a common carrier and shall exclude all municipal corporations, other political subdivisions and public institutions owned or controlled by the State of Maryland.
- H. Purge – removal by court order from public inspections or access.
- I. Seal – to secure in order to prevent inspection, except where specified by court order.
- J. Criminal History/Information Area – any areas in which criminal history records information is collected, stored, processed or discriminated.

### **1.7040 RECORDS ACCESS**

- A. File cabinets containing personal and departmental related information must remain locked at all times when not in use.
- B. The Chief of Police, the Lieutenant of Administration as well as the Administrative Assistant have unlimited access to this area, the file cabinets and their contents.
- C. The Lieutenant of Administration has functional responsibilities for files maintained in the records storage area. This responsibility includes, but is not limited to the storage, control, retrieval, routing, review, and maintenance of the agencies police related records and reports.
- D. Agency employees needing documents stored in these file cabinets must submit a written request to the Lieutenant of Administration; Lieutenant of Administration will retrieve the requested file folders and place the written request in the file folder's place.
  - 1. For requests made by staff from evening or overnight shift, the Lieutenant of Administration will place them in a sealed envelope and put in a secure area for later retrieval by the requesting staff member.
- E. Other sworn, non-sworn or security personnel are prohibited from being in the record storage area. The exception is when the individual is there in the:



- a. furtherance of agency business/activities, and after admission and/or escort by agency employees with unlimited access; or
- b. response to a “*bona fide*” emergency.

## 1.7060 RECORDS ADMINISTRATION

### 1.7060.02 PRIVACY AND SECURITY OF RECORDS

- A. All agency personnel are responsible for compliance with applicable laws, regulations, etc., pertaining to the privacy, security, and dissemination of information maintained by the agency.
- B. Applicable laws, regulations, etc. pertaining to record privacy, security, and dissemination include, but are not limited to:
  - 1. CR 8-606 (making false entries in public records);
  - 2. CR 7-302 (unauthorized access to computers and related materials) ;
  - 3. CP Title 10 (evidence);
  - 4. State Government Art. 10-611 *et seq* (Pt III - access to records);
  - 5. COMAR 12.06.08.01 through 12.06.08.13 (Dept. of Public Safety & Corrections);
  - 6. COMAR 12.11.02.01 through 12.11.02.15(Dept. of Public Safety & Corrections); and
  - 7. Code of Federal Regulations Title 28, Part 20.

### 1.7060.04 CRIMINAL HISTORY FILES

- A. After an arrest, a single criminal history file is established when the arrested is processed as an adult at the *Baltimore Central Booking Intake Facility (BCBIF)*. BCBIF follows a protocol regarding retention, discrimination and destruction of criminal history files originated at this site.
- B. Documents contained in these arrest records can include, but are not limited to:
  - 1. Final disposition finger print cards;
  - 2. Criminal history transcripts;
  - 3. Photographs; and
  - 4. Copies of charging documents.
- C. All persons arrested by agency officers are assigned a State identification Number (SID).
  - 1. The SID is person-oriented and individual specific.
  - 2. Subsequent arrests of persons will be linked to individual’s SIDs.

- D. While at Central Booking, and in an attempt to improve the accuracy of booking information, and to the extent possible and working within the parameters that University Police Officers may actually control, UPO’s will endeavor to submit accurate booking information.
- E. UPO’s will ensure all information originating from them and submitted to CBIF personnel is accurate and timely; to include the CSU Police Department’s ORI # **MD0041000**.
- F. Under no circumstances, will a university police officer spend unnecessary time at CBIF to ensure accuracy of information if the circumstances precluding such an attempt are out of the UPO’s control or scope of authority.
- G. UPO’s are to obtain photographs of the arrestee from CBIF for retention in case folder/s.
  - 1. If practical and without jeopardizing officer or citizen safety, UPO’s shall use the digital camera to take photograph/s of the arrestee prior to transport to CBIF and/or any person issued a trespass warning and allowed to leave
  - 2. All “on scene” photographs are to be entered into the CAD by following the on line instructions.
- H. All case folders, with the exception of internal or sensitive inquiries conducted by the CSU detective, are to be stored in the file storage area, in the secure *active adult* case folder’s file cabinet drawer, in chronological order by CC number.

### 1.7060.06 CRIMINAL HISTORY RECORD IN FORMATION (CHRI)

- A. Only the detective, the Police Communication Officers (PCO’S), and the agency’s command level staff are authorized to print a CHRI check.
- B. All other CSU Police Officers must go through the Police Communication Officer.
- C. **Not every arrest or every field investigation requires a CHRI check and if not an absolute necessity for a case, no copy of a CRHI is to be printed.**
- D. If a CSU Police Officer determines a copy of a CHRI is **ABSOLUTELY NECESSARY** for a case, a written Administrative Report is required.
  - 1. The administrative report is to be addressed to the Administrative Lieutenant via the PCO and must contain the name and address of the person checked, the



- CC number of the incident/crime report and the **articulable reason** for the report;
- i. For investigation is insufficient.
  - ii. The report must contain specific reasons for the perceived need.
2. On receipt of the report, the PCO will initial the administrative report, print the CHRI and forward the report to the Administrative Lieutenant;
  3. The Lieutenant will place the Administrative report in the case folder's file cabinet drawer, in chronological order by CC number.
  4. On receipt of the officer's case folder, this report will be put in the folder and the folder placed in the drawer, in chronological order by CC number for retention.
- E. If it is determined the printed CHRI sheet is in fact not needed, it is to be immediately shredded in the presence of another agency staff member.

#### 1.7060.08 INCIDENT REPORT FOR (CHRI) CHECK REQUIRED

- A. All requests for a **printed** copy of a CHRI also require an incident report.
- B. ALL incident reports with the CHRI must be placed in a case folder and retained in the file area – The only exceptions are sensitive or internal inquiries\*.
- C. Officers are reminded case folders **MUST** be submitted to the D for filing in the "Open Case Folder", locking file drawer in room 128.
  1. The investigator, because of the ability to print a CHRI report without going through the PCO, may print them **only** with an **articulable reason** and knowledge it is an **ABSOLUTE NECESSITY** for the investigation conducted.
  2. \*Once printed, the CHRI is to be retained in the investigator's developing case folder and stored in a locked file cabinet in the Investigator's secured office.
  3. As noted above, copies of CHRI checks must be made a part of a case folder with an incident report which is needed to obtain a CC number. For confidential

and/or internal inquiries, numbers can be obtained by noting the reason as such, noting the date of the incident.

- D. **If not an absolute necessity for a case, no copies of a CHRI will be printed.**
- E. **Once it is determined a CHRI is no longer needed, it must be immediately shredded in the presence of another agency staff member.**
- F. **Under no circumstance will an officer retain any copy of a CHRI in a briefcase, bag, box, desk, locker, office, house, garage, vehicle or any other unauthorized record storage area.**

#### 1.7060.10 REQUESTING FILES FOR COURT

- A. For court, officers are to submit a request for the applicable case folder but no later than three (3) days prior to the court date as case folders will not be released any earlier than three days before trial.
- B. The Administrative Report requesting a file or case folder must contain the CC number of the report, the court and trial date. A copy of the summons is to be attached this request.
- C. This Administrative Report will be placed in the file cabinet in lieu of the removed folder.
- D. On return of the folder, the request and supplement report and/or any other ancillary report/s written will be placed inside the folder and the case folder returned to the drawer.
- E. The supplement report must contain the court's findings, fines, fees, probations, Nolle prosequi, probation, jail time or a postponement date Case folders **must** be returned within three days after the trial, and
- F. The Operations Lieutenant will ensure this report is placed in the case folder.
- G. Once adjudicated, the file will be removed from the "active" case folder drawer and placed in the "closed" case file drawer and filed chronologically by CC number.
- H. **Case folders no longer needed are to be immediately shredded in the presence of an agency staff member.**

#### 1.7060.12 Release of CHRI

- A. Criminal history record information will not be released by agency personnel, except to other criminal justice agencies, consistent with CP 10-219, CJIS directives, and NCIC directives.



- B. Persons may inspect their own CHRI.
- C. CHRI may be released when officers or agents of federal, state, or local criminal justice agencies request CHRI providing they are:
  - 1. State's Attorneys records checks for court;
  - 2. Court Commissioners' inquiries relating to bail hearings; or
  - 3. Request from officers of other agencies regarding CHRI in reference to ongoing investigations.
- D. The Security Clearance Information Act (SCIA) requires that agency point of origin CHRI be provided to investigators from certain agencies.
  - 1. CHRI covered in SCIA includes arrests or other formal charges and any disposition information available. It does not include juvenile information, sealed record information, non-criminal fingerprint information, or intelligence or investigative file information. Requests for statewide CHRI must be referred to the CID Sergeant or the department's Security Specialist.
  - 2. The agencies covered by SCIA are:
    - a. Department of Defense (DOD);
    - b. Office of Personnel Management (OPM);
    - c. CIA;
    - d. FBI;
    - e. Secret Service; and
    - f. Naval Investigative Service.
- H. The CID Sergeant will check agency records when a *bona fide* request for CHRI held by the agency is received.
  - 1. On finding the CHRI an administrative report identifying what was found, to whom given and the reason for the request is to be prepared and retained in a separate file appropriately marked.
  - 2. A CHRI is not to be released if the information is not recorded in the administrative report.
  - 3. Dissemination Requests will be completed and copies of release forms provided by non-agency personnel will be placed in arrest jackets of applicable persons.
  - 4. Agency employees receiving requests are to refer the requesting person to the CID Sergeant.
  - 5. Requests will be marked "No Record" and returned to requesting agencies or persons if no CHRI is found.

#### 1.706.14 JUVENILE RECORDS

- A. Juveniles taken into custody and processed at the *Baltimore City Juvenile Justice Center (BCJJC)* will have their criminal history researched at that facility and retained or transferred per their protocols.
- B. Copies of custody information necessary for Juvenile Court are to be retained in the juvenile's "case folder", filed chronologically by CC number, in a file cabinet drawer which is separate from adult cases. This drawer is conspicuously labeled "Juvenile Case Folders".
  - 1. To obtain a case folder for court or a continuing investigation, an Administrative Report, addressed to the CID Sergeant noting the need and anticipated return date must be submitted before any folder is pulled.
  - 2. For court, officers should submit their request no later than three days before the court date.
  - 3. Case folders will not be released any earlier than three days before trial.
  - 4. The Administrative Report requesting a file must contain the CC number of the report, the court and date. A copy of the summons is also to be attached the request.
  - 5. This Administrative Report is to be placed in the file cabinet in place of the removed folder.
  - 6. On return of the folder, the request and any ancillary reports will be placed inside the folder and it replaced in the drawer.
  - 7. Case folders must be returned within three days after the trial, and
    - a. A supplement report completed to record the findings. It is to include the fines, fees, probations, jail time or if the case was not tried or postponed.
    - b. The CID Sergeant will ensure this report is placed in the case folder.
  - 8. Once adjudicated, the file will be removed from the "active" case folder drawer and placed in the "closed" case file drawer and filed chronologically by CC number.
  - 9. Case folders no longer needed are to be immediately shredded in the presence of an agency staff member.



- C When juveniles are arrested and charged as adults, their arrest records for their specific adult arrest incident will be filed with adult arrestee records.
- D. Motor vehicle arrest information when juveniles are taken before District Court Commissioners will be treated as adult arrest information.
- E. Requests for information regarding juveniles involved in minor motor vehicle collisions may be released if the charges do not involve actual or potential incarceration. The juvenile cannot be charged as a juvenile but is issued a Maryland Uniform Complaint and Citations for a non-jailable motor vehicle offense.
- F. The contents of juvenile arrests records may not be divulged to the public, except by court order. Copies of court orders will be placed in the arrest jackets of applicable juveniles.
- G. Parents or guardians of arrested juveniles are not entitled to review or receive copies of juvenile arrest records.
- H. Federal agencies, military recruiters, and private sector employees cannot access juvenile arrest records to conduct security clearances or background investigations for employment purposes.
- I. DJS personnel may access juvenile arrest records for confidential uses.
- J. Law enforcement personnel may access juvenile arrest records in order to investigate or prosecute juveniles.
- K. Juvenile arrest records will be removed from active juvenile arrest files and stored separately when the juveniles reach the age of 18. Inactive juvenile records may be accessed only for investigative purposes by law enforcement personnel and DJS personnel.
- L. The CID Sergeant will check agency records on receipt of *bona fide* requests for juvenile arrest information held by the agency.
  - 1. Dissemination Requests will be completed by all non-agency requesters when juvenile arrest information is found. Completed Dissemination Requests and copies of any court orders will be placed in juvenile arrest jackets of applicable persons.
  - 2. Agency employees must initiate records and/or CHRI requests. Completed dissemination reports will be placed in juvenile arrest jackets of applicable persons.
- M Juvenile records may be sealed at any time and may be sealed after a youth turns 21 years old con-

sistent with Courts and Judicial Proceedings 3-8A-27c. If sealed, the court records of a child may not be opened, for any purpose, except by order of the court.

- N. Criminal Procedure 10-105 and 10-106 provides for expungement of records for charges that were transferred back to the juvenile court from adult court.

### 1.706.16 RECORDS RETENTION & DESTRUCTION

Coppin State University Police Department is currently developing its records retention and destruction scheduled.

### 1.706.18 UCR

The agency actively participates in the UCR system by submitting required data through MSP to the FBI consistent with procedures established by those agencies for the collecting and submitting of crime data.

### 1.7080 REPORTING SYSTEM

- A. The agency's primary field reporting system is CAD and Mobile CAD case management. As such, officers are trained and use the program to "write" reports which are stored in the program's database. Supervisors enter the program to approve reports and print and distribute reports, as may be needed..

- 1. The agency's police officers have been trained in report writing and are aware of:
  - a. when reports must be written;
  - b. Specific applications used in recording necessary and/or required information;
  - c. Information required in reports;
  - d. Procedures for completing reports;
  - e. Procedures for submitting, processing, distributing, supervisory review and approval; and
  - f. Procedures for accounting for the status of reports.

- B. Other forms or reports required by other departments, agencies, or other organizations which are used by the agency are to be completed consistent with guidelines supplied by them. Examples:

- Maryland Uniform Complaint and Citations



- Maryland Safety Equipment Repair Orders
- DR-15- DUI Advice of rights
- DR-15A - Officer Certification and Order of Suspension
- Certification of Police Officer Violation of Alcohol
- Restriction
- Request for Witness Service and etc.

#### 1.708.02 CASE NUMBERING SYSTEM

- A. Central Complaint Numbers (CCN) are unique numbers generated by the Police Officer from PCO and entered into CAD for each call for service or on view situation where a report is required.
1. The first letter represents the month of the case (A=January; B=February; C=March and etc);
  2. The second two digits represent the year in which the case, incident, or operational activity was recorded by the agency;
  3. The last digits is the sequence or the incident with each month beginning with 001.
- B. Entries are to be made for all cases and incidents investigated by the agency and a report required.
- C. The CCN system is designed to ensure that each entry receives a number.
1. no numbers are omitted, and
  2. no numbers are duplicated.

#### 1.708.04 REQUIRED REPORTING

- A. Officers are to document activities in the Report Exec either on view or as a result of a communication from the PCO, a supervisor or agency command staff.
- B. CAD case management is configured to ensure agency records are made of actions taken by agency personnel whether in response to requests for service which require reporting on:
1. Citizen reports of crimes (including identity theft);
  2. Citizen complaints;
  3. Incidents wherein agency employees were dispatched and/or assigned;
  4. Criminal and non-criminal cases initiated by officers; and
  5. Incidents involving arrests, citations, or summonses.

- B. Minimal reporting of all cases and incidents investigated by the agency and operational activities conducted by the agency is accomplished via data entry into the system.
- C. Full reports in the agency's Report Exec are usually not required when:
1. Complaints are unfounded or are handled exclusively by another agency;
  2. Complaints are canceled by Communications or supervisory or administrative ranked personnel;
  3. Complaints are not verified, cannot be located, or are gone on arrival;
  4. Alarms are the result of equipment malfunctions or human error; or
  5. Incidents or operations are of a purely service nature.
- D. All agency reports will be processed and submitted for supervisory review.
- E. Reports and all related paperwork must be completed and submitted by the end of the officer's tour of duty unless an extension is authorized by a supervisor. If an extension is authorized, the authorizing supervisor must notify the oncoming shift supervisor and send an e-mail to inform the Operations Lieutenant.
- F. Under no circumstances will an offense report be provided, in any format, to anyone without first ensuring:**
- 1. Report has been reviewed and approved by a supervisor;**
  - 2. The person/company making such a request has legal standing and;**
  - 3. All personal information redacted from the report by either the Operations Lieutenant, Assistant to the Chief, the Security Specialist or the Agency's Administrative Assistant.**
- G. **Redacted personal information includes, but is not limited to, dates of births, social security numbers, cell phone numbers, e-mail and etc.**
- H. **The ONLY possible exception to the redacting requirement is for a request from a law enforcement officer investigating a criminal offense.**

#### 1.7080.06 RECORDS INDEXING

- A. The agency's CAD system contains a master name\_index that allows searches and retrieval of



names, personal descriptor information, CCNs, and/or citation numbers of persons identified in agency reports.

- B. The system also contains searchable fields that include, but are not limited to:
  - 1. CCN;
  - 2. Crime codes;
  - 3. Incident locations;
  - 4. Stolen, found, recovered, and evidentiary property.
- C. Software design permits customized data searches in any report field.

### **1.708.08 TELEPHONE REPORTING**

- A. Agency officers are permitted to take reports over the phone when:
  - 1. Suspects are unknown and are not on the scene;
  - 2. Incidents occurred earlier;
  - 3. No tangible evidence is on the scene; and
  - 4. Damage has not been incurred to university property.
- B. Incidents that may be reported over the phone include, but are not limited to:
  - 1. Misdemeanor theft, except shoplifting;
  - 2. Auto theft;
  - 3. Malicious destruction of property, excepting hate related incidents;
  - 4. Telephone misuse provided there is no apparent danger to complainants;
  - 5. Supplemental reports.
- C. Under no circumstances will officers who respond to incidents requiring reports request that victims file their initial reports over the telephone.
- D. No more than one report call will be stacked awaiting telephone reporting unless victims specifically agree to wait the extra time necessary to call them back.
- F. Initial reports cannot be taken over the telephone unless the victim's telephone numbers can be verified or by calling victims back on phone numbers provided by them.
- G. Narratives of initial reports taken over the phone must clearly indicate that the information was reported via telephone.

### **1.7100 TRAFFIC RECORDS SYSTEM**

- A. The agency does not handle motor vehicle accidents which require MAARS reporting or an in-

vestigation. For minor "fender benders" occurring on university property and do not involve personal injury or the vehicle being towed, officers can prepare a Miscellaneous Incident report to cover the incident. Officers can also assist Baltimore City Police at an accident scene, on a request/need basis.

- B. Traffic information that would be needed would require a formal request in writing to that agency.
- C. Traffic enforcement data that is collected by the agency includes, but is not limited to traffic citations, arrests, dispositions, and locations.
- D. Roadway hazard information provided to the agency is entered into the system when a report is generated. Hazard information is relayed by communications personnel to appropriate departments, units, or organizations.
- E. Traffic enforcement analysis reports may be generated and disseminated as necessary and prudent to facilitate management decisions and the agency's traffic related efforts.

### **1.7120 TRAFFIC CITATION RECORDS**

- A. The Operations Lieutenant is responsible for:
  - 1. Ensuring an overall, sufficient supply of Maryland Uniform Complaint and Citations and Safety Equipment Repair Orders are maintained by the agency within the secure area; and
- B. To be issued traffic citations, officers will:
  - 1. Complete the required Citation Registry information after taking the next citation book in sequence;
  - 3. Ensure the supply area is re-secured;
- C. Citation Registry pages that have been filled to capacity will be retained by the Operations Lieutenant. .
- D. The CID Sergeant is responsible for:
  - 1. The transmittal and retention of citation copies in accordance with established procedures and court directives; and
- E. Final traffic citation dispositions are provided to the agency by the courts.

### **1.7140 RECORDS MAINTAINED INDEPENDENTLY**

- A. Certain operational records are maintained independently from the record storage area in order to



more appropriately restrict or facilitate record security and control.

1. Active criminal investigation files are maintained by the agency's detective.
2. Internal inquiries, handled by officers assigned by command personnel, retained in the locked file cabinet in the office occupied by the Chief of Police
3. Polygraph results and psychological evaluations of new hires are retained in the locked file cabinet in the office occupied by the Chief of Police.

**By order of Leonard D. Hamm, Chief of Police**



## 1.7500 Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (20 USC§1092 (f))

### 1.7500.02 JEANNE CLERY ACT

- A. Coppin State University maintains compliance with the Federal Student Right-to-Know, Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542) as amended. This law was renamed in 1998 to "*Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC§1092 (f))*" and is referred to as the "CLERY ACT."
- B. The "CLERY ACT" mandates all Title IV institutions publish and distribute an annual report ("Clery Report"). This report identifies campus crime statistics and security policies.
- C. This act also mandates institutions receiving federal funds provide certain policy disclosures, collect and retain certain records, and provides for the dissemination of information, to include "Timely warnings".
- D. It also establishes the rights of victims of sexual assaults and meets other operational and reporting requirements as stipulated by the US Department of Education.1.7500.04 Preparation of Annual Campus Security Report
- A. Coppin State University Police Department (CSUPD), through the Office of the Chief, collects all required data and crime statistics for preparation of the institution's Annual Campus Security Report.
- B. The report contains information about campus security, including campus security programs, recommended personal safety practices, the authority of the university police, campus disciplinary procedures, alcohol and drug policies, sexual assault/offense programs, crime reporting procedures, emergency operations plan, timely warning, the alert notification system, crime alerts and campus crime statistics for the most recent three year period. The report also contains other operational and reporting requirements.
- C. The crime data found in this annual report is also entered into the U.S. Department of Education's data base.
- D. The report is prepared by the Chief of Police, with input from shift supervisors, Lieutenants, the investigator and the Program Security Specialist.
- E. All enrolled students, faculty and staff receive notification that the report is found on the CSUPD's

website, the contents of the report and how to obtain a paper copy.

- F. Potential students and employees are also informed of the location of the report and how to obtain a copy.

### 1.7500.06 TIMELY WARNINGS

- A. The Clery Act requires all Title IV institutions, without exception, to issue "Timely Warnings" for Clery crimes occurring on campus or at locations where it is considered by the institution to represent a serious or continuing threat to the campus community's students and employees.
- B. Because the intent of the warning is to enable members to take measures to protect themselves, the warning is timely and include pertinent information which promotes safety and could assist in the prevention of similar crimes
- C. In the event a situation arises, either on or off campus, and requires a timely warning to the campus community, the CSU Police Department will activate the CSU alerts in keeping with the existing protocol

### 1.7500.08 EMERGENCY NOTIFICATIONS

- A. "Emergency Notifications" are required in the case of an immediate threat to the health and safety of the campus community.
- B. An Alert System has also been established by the university and is capable of furnishing timely information to the campus community.
- C. These alerts will be activated when the university community needs to be directed to seek shelter and receive information in the event of an emergency.
- D. CSU Alerts will be activated for, but not limited to, the below situations:
  - 1. Dynamic life threatening emergencies that require the campus community to take action;
  - 2. These actions will be to seek shelter and seek information regarding the emergency;
  - 3. Impending tornado;
  - 4. Impending hurricane;
  - 5. Dispersal of chemical/biochemical agents (HAZMAT);
  - 6. Active Shooter;
  - 7. Arson;
  - 8. Homicide; and
  - 9. Robbery.
- F. In the event a situation arises, and requires an



emergency notification, the CSUPD Police Department, in concert with the Director of Public relations, will activate the CSU alert system in keeping with the existing protocol.

1.7500.10 DAILY CRIME LOG

- A. The CSU Police Department maintains a daily crime log which is accessed through the Department’s website or viewed at the Academic Center’s Police Communication Center, Room 100..
B. The log lists crime reported to the agency by Incident type, case number, date, time, general location and disposition. Daily crime logs from previous years are also available on the website.
C. The daily crime log is maintained in accordance with Clery Act guidelines.

1.7500.12 DAILY CLOSURES

- A. In compliance with the “CLERY ACT”, the CSUPD will publish within its Annual Clery Report, policies and practices related to (1) Policies and procedures for students and others, (2) criminal actions or other emergencies occurring on the CSU Campus, (3) policies for providing Timely Warnings to members of the campus community regarding the occurrence of “CLERY ACT” reportable crimes and threats to public safety of an ongoing nature, (4) security of and access to campus facilities, (5) sexual offense policies and programs, as well as Hate Crimes policies and procedures and other policies concerning campus law enforcement and security services at the university as stipulated by the US Department of Education (ED).

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Applicable Federal Registers are found in the Department of Education’s Handbook for Campus Safety and Security Reporting which provides guidance on complying with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

By order of Leonard D. Hamm, Chief of Police



## **1.8000 UNIFORMS & GROOMING**

### **1.8000.02 UNIFORMS, GENERAL PROVISIONS**

- A. The agency will:
1. Provide uniforms and equipment necessary to perform assigned tasks, as enumerated in the MOU;
  2. Determine specifications and authorize all personal equipment and apparel used or worn by officers to ensure uniformity and prevent use of unauthorized or substandard items;
  3. Maintain accurate records of equipment and apparel issued to each employee;
  4. Ensure that officers keep uniforms and uniform accessories neat, clean and in proper state of repair;
  5. Use health, comfort, appearance, budget, and utility as the basis for design of uniforms and equipment; and
- B. Unless otherwise directed by a supervisor or a command official of the agency, members, **while on duty**, will wear the prescribed uniform, accessories, equipment and maintain personal appearance standards in keeping with agency policy. **The uniform, accessories, and equipment will not be altered or changed in any manner without the express permission of the Chief of Police.**
- C. All members of the CSUPD Police Department shall:
- Be neat, clean, and well groomed;
  - Uniforms and civilian clothes shall be clean and pressed;
  - Shoes, boots, leather and metal equipment shall be regularly polished; and
  - Handguns (police only) clean, rust free and serviceable
  - Not use any agency uniforms or equipment while off duty without prior approval of the Chief of Police.
  - Not sell, exchange, lend, or borrow any part of the prescribed uniform and equipment, nor wear uniforms and equipment or any part thereof in any private performance, exhibition, or parade without permission of the Chief of Police.

### **1.8020 CARE AND RESPONSIBILITY**

### **1.8020.02 OFFICER'S RESPONSIBILITY**

- A. Officers will assume personal responsibility for all agency property issued or placed in service for use or convenience, and notify their immediate supervisor immediately when such property or equipment requires repair or replacement.
- B. When it is determined that agency property is stolen, lost or damaged through negligence, the officer concerned shall be obligated to replace it at their own expense, and subject to disciplinary action.
- C. Be responsible for equipment stored in desks, lockers, etc., and inspect daily to insure its presence and condition.
- D. Relinquish custody of issued equipment as directed by the suspending authority, when suspended from duty with or without pay, or when police powers have been suspended.
- E. Do not change or alter the style of uniform garments in any manner except:
- a. Uniform clothing which is no longer serviceable due to improper fit or minor damage, may be altered or repaired at officer's expense, provided the style of the garment is not altered.
- F. Wear the prescribed uniform corresponding to the dates for seasonal changes as communicated by the Operations Lieutenant.
- G. Recognize CSUPD is a "mandatory wear" agency and unless a medical condition prohibits the wearing of body armor, all police are required to wear the armor while on duty.

### **1.8040 SUPERVISOR/OIC**

#### **1.8040.02 SUPERVISOR/OIC RESPONSIBILITIES**

- A. Inspect the members of the shift daily and ensure:
- Uniforms and equipment are clean and in good order
  - Each officer is properly equipped and attired, in keeping with their prescribed duty assignment
- B. Inspect members to ensure they are wearing issued body armor (police only) or verify they have a medical exemption on file.



- C. Maintain constant vigilance of uniformed/non-uniformed personnel under your supervision, and report any officer wearing garments not in conformity with agency requirements to the Operations Lieutenant.

### 1.8060 CLOTHING INSPECTION

#### 1.8060.02 ANNUAL INSPECTIONS

- A. Annually, around February, then again in August/September, the Administrative Specialist contacts shift supervisors who prepare a list of their respective shift's uniform needs. These items, based on available funds, are purchased and dispersed.
- B. Uniforms in need of immediate replacement are purchased on a need basis.
- C. Soft body armor is, on average, purchased every 5 years.

### 1.8080 OVERSIGHT

#### 1.8080.02 OPERATIONS LIEUTENANT

- A. The Operations Lieutenant is to ensure periodic inspection of all uniforms and equipment issued to members to assure availability and serviceability.
  - 1 Report all unserviceable uniforms and equipment to the Administrative Specialist.
  - 2. Ensure a thorough investigation is conducted of any suspected abuse or neglect of agency uniforms and/or equipment.
  - 3. Whenever agency uniforms and/or equipment are lost, neglected or misused, submit a report to the Chief of Police.
  - 4. When a member dies, resigns, retires, terminated or is suspended without pay:
    - a. Ensure all agency uniforms and equipment issued to the member are returned to the custody of the agency. If all or any part of the issued uniform or equipment is not returned, promptly forward a written report to the CID Supervisor.
  - 5. Ensure all sworn members wear issued soft body armor while on duty, unless officially exempted.
  - 6. Ensure that supervisors periodically physically inspect soft body armor of subordinates for signs of wear, abuse or misuse.

- 7. In cases of suspected wear, abuse or misuse to the Operations Lieutenant for appropriate protocol.
- 8. Whenever a member has justification in writing from a personal physician for exemption from wearing soft body armor:
  - a. Maintain a copy of the exemption letter in file
  - b. Forward the exemption letter, via official channels, to the Chief of Police.
  - c. Whenever a member is injured/assaulted and the soft body armor is involved:
    - 1. Ensure an immediate medical examination is afforded them. (Trauma may exist even though the vest has not been penetrated.
    - 2. Ensure a detailed written report is submitted, via official channels, to the Chief of Police
    - 3. Arrange for the immediate submission of soft body armor, which has been involved in the protection of a member, to the Range Instructor for examination and analysis
    - 4. Ensure the issuance of new soft body armor to the assaulted member, prior to the officer returning to full duty.
- 9. Announce the seasonal change of the Uniform of the Day. Long sleeve shirts must be worn when the temperature falls below 40 degrees. (The following is a season dress guide):

#### DATE AND UNIFORM

##### **15 October to 14 April**

Long sleeve shirt/winter coat  
(Sweater Optional)

##### **15 April to 14 October**

Short sleeve shirt

### 1.8100 AGENCY UNIFORMS

#### 1.8110 1.8100.02 UNIFORM DESCRIPTIONS

- A. Every uniformed member of the agency issued a badge of authority shall wear it at all times while on duty and POLICE ONLY may carry their badge off duty, except for special operational reasons at the direction of the member's supervisor or when the member, off duty, is engaged in such activities as a prudent person would reason-



ably conclude the carrying of a badge to be inappropriate. Every member shall also furnish their name and badge number to any person upon request. Uniformed members shall display their badges on the outermost garment, over their left breast. Plainclothes officers while acting in their official capacity at the scene of a serious crime or other police emergency where their identity should be known, shall affix their badges in a similar manner on the left side of their outer garments, or wear them around the neck on a secure chain or similar device. This does not apply to routine investigations in which they must perform their duties in an inconspicuous manner.

**B. Identification Card**

Every member of the agency, shall be issued an identification card which shall be carried at all times while on duty and police and security personnel may carry their identification card while off duty, except for special operational reasons at the direction of the member's supervisor or when the member, off duty is engaged in such activities as a prudent person would reasonably conclude the carrying of an identification card to be inappropriate.

**C. Maryland Police and Correctional Training Commission Certification Card.**

The Certification Card shall be carried by members at all times when on duty except those otherwise exempted.

**D. Maryland/CSU State Driver's License**

Members who operate CSU/State vehicles shall carry valid licenses at all times while on duty.

**E. Agency Gas Card**

The agency gas card shall be carried by members who operate CSU/State vehicles at all times while on duty.

**F. Shirt and Tie**

All members in uniform shall wear the issued or otherwise approved shirt. In the summer season, issued short sleeve shirts, when worn without a coat, sweater or a blouse shall be worn without a tie. The French blue short sleeve shirts may be worn with a white tee-shirt under the shirt. The white tee-shirt will not extend below the sleeves of the French blue shirt. Black clip-on ties, with a four-in-hand knot (or CSUPD dickey), are to be worn with long sleeve shirts. The French blue shirt is the uniform of the day for all uniformed functions except dress occasions. White shirts

will be worn by officers when wearing the Class A uniform.

**G. Sweater**

Officers may wear issued uniform sweaters as an outer garment. The sweater shall only be worn with the tie. When wearing the sweater, members must display badge, name plate, Agency shoulder patch and rank insignia as outlined in this order. It shall be worn tucked in and in such a manner that the service weapon is not covered, or the sweater material bunched up around the gun belt or waist belt

**H. Winter Coat and Nylon Coat**

Members in uniform shall wear the issued jacket. The jacket, whenever in public view, shall be buttoned or zippered giving a professional appearance.

**I. Uniform Trousers**

Members in uniform shall wear the issued trousers.

**J. Uniform Belt**

Uniform trouser belts shall be blue in color with a French blue stripe.

**K. Shoes**

Shoes of black leather or leather-like synthetic, low or high-cut, plain-cut, plain-toe and lace type shall be worn at all times while in uniform. Black shoes/boots with side panels of black nylon (e.g. Hi-Tec's) are permitted for street wear, but shall **not** be worn as part of the Class A uniform. Members may wear military-style black leather boots that retain a shine, except when the Class A Uniform is worn. Alternative footwear may be worn for medical reasons only upon written authorization from the member's physician. Shoes shall be shined when reporting for duty.

**L. Socks**

Socks worn with the uniform shall be black or dark blue in color without design. Exceptions may be granted for medical reasons only upon written authorization from the member's physician or where the socks cannot be seen when wearing approved boots.

**M. Name Plate**

Personnel in uniform shall wear the issued name plate. This name plate shall be engraved with the first initial and the full last name. The name plate shall be worn on the right breast area of the outermost garments, rain coat excepted.



#### N. **Shoulder Patches**

The agency patches shall be affixed to the left and right sleeve of each uniform coat, sweater, blouse and shirt; raincoat excepted.

### 1.8120 UNIFORM CLASS

#### 1.8120.02 UNIFORM CLASSIFICATIONS

- A. **Summer** consists of an issued polyester uniform short sleeve shirt (French) blue, a pair of blue trousers(with French blue stripe), hat (if issued), and if necessary, the light-weight patrol jacket, black shoes, and all issued equipment necessary to perform assigned duties (see seasonal change for the Uniform of the Day).
- B. **Winter** consists of an issued polyester uniform long sleeve shirt (French) blue, a pair of trousers(with French blue striping), hat (if issued), a black necktie, winter jacket (if issued), and/or issued sweater or turtleneck/dickey, black shoes, and all issued equipment necessary to perform assigned duties. The “artic” hat with ear flaps (if issued) may be worn during periods of exceptional cold weather and/or during lengthy assignments outdoors on foot patrol (see seasonal change for the Uniform of the Day).
- C. **Police Communications Officers, Building Security Officers** consists of an issued polyester uniform short sleeve shirt (light blue), a pair of blue trousers, hat (if issued), and if necessary, the light-weight patrol jacket, black shoes, and all issued equipment necessary to perform assigned duties (see seasonal change for the Uniform of the Day).
- D. **Reflective Security Vests** are issued to all PSO’s who shall wear them as their outermost garment when performance of duty requires vests to be worn.
- E. **Fall** The summer or winter class uniform may be worn (see seasonal change for the Uniform of the Day).
- F. **Spring** The summer or winter class uniform may be worn (see seasonal change for the Uniform of the Day).
- G. **Bicycle Uniform:** will ONLY be worn when the officer is actually assigned to bike patrol duties (trained) and actually riding the bike during his/her tour of duty.
- . **The Class A Uniform** shall consist of the summer blouse, French blue shirt, uniform trousers,

eight-point uniform cap, and uniform tie. Black plain-toe I shoes, highly polished, with no design on same, shall be worn. *Combat boots, “tennis shoe”-type and any other footwear other than leather, leather-like synthetic, either lo- or high-cut are strictly prohibited.*

#### **Occasions to wear Class A Uniform**

- Class A uniforms should be worn for graduations, and any other time when so designated by the Chief of Police.

### 1.8140 MISCELLANEOUS UNIFORM

#### 1.8140.02 MISCELLANEOUS INFORMATION ON UNIFORMS

##### A. **Gloves**

Officers on patrol duty during cold and inclement weather may only wear black or dark (Navy) blue gloves. White gloves shall be worn by all uniformed members, when so ordered, while attending important events and assemblies. Gloves with the fingers cut off, and weighted or “sap” gloves are strictly PROHIBITED. Bike Patrol Officers, actually on bike patrol, may wear issued bike gloves.

##### b. **Turtleneck Shirt or Dickey**

Uniformed police personnel may wear a pullover turtleneck dickey or a turtleneck shirt. The turtleneck dickey or turtleneck shirt will be navy blue in color and removable over the head. The turtleneck dickey or turtleneck shirt will be embroidered with the initials CSUPD in white thread of the same colors as our agency issued patch. The letters will be 1” in height, ¾” in width and offset to the left (as worn) by 1” from the center line of the neck.

This is an optional item and is not required. Officers may wear the turtleneck dickey or turtleneck shirt only while in complete uniform, due to the identifying lettering on the garment. The turtleneck dickey or turtleneck shirt **will only be worn underneath a long sleeve uniform shirt without a tie.** When wearing a turtleneck dickey or turtleneck shirt, officers are permitted to also wear an agency sweater or jacket. The turtleneck dickey or turtleneck shirt may not be worn with a Class A uniform. All personnel assigned to bicycle patrol may continue to



wear the regular issued turtleneck shirt while in their work uniform. Each turtleneck dick-ey or turtleneck shirt must be inspected by the respective supervisor to ensure each garment meets color and other appearance requirements before it may be worn.

**B. Undershirt**

Undershirts worn with short sleeves shirts should be plain white, navy blue, and black crew or “v” neck, with no visible design. The white tee-shirt will not extend below the sleeves of the navy/light blue shirt.

**C. Scarf**

Scarves worn by uniformed officers shall be black or dark blue in color with no designs.

**D. Ear Coverings**

Plain black or dark blue ear muffs or ear flaps are acceptable for use during cold weather.

**E. Ear rings**

Male and female personnel shall be permitted to wear one earring in each ear lobe. Earrings shall be of the small post type or screw-on style. Any earring/ornament that extends below the ear lobe is strictly prohibited due to officer safety issues.

**F. Piercings**

Any other ring, stud, or ornament placed through a pierced visible body part is prohibited for males and females while on duty.

**G. Sunglasses**

Mirrored lenses are not to be worn.

**H. Inclement Weather Clothing**

Issued rain coats may be worn during inclement weather. The use of footwear covering boots during inclement weather is acceptable, provided they are black in color. Inclement weather clothing should be stored at the officer’s place of assignment or other place where it will be readily available for use.

**I. Court Attire**

Officer appearing in any court shall wear either the uniform of the day or appropriate business attire. Casual dress is not permitted. The agency Identification Card shall be affixed at all times to the outermost garment of all sworn personnel appearing in court in civilian attire.

**J. Mourning Bands**

In the event of a line of duty death of a member of the CSUPD Police Department or an allied law enforcement agency; mourning bands will be worn on the badge by each uniformed officer.

- Member of our agency – for a period of two weeks from the date of death
- Member of another jurisdiction in the state of Maryland – for a period of seven days from date of death

**1.8160 INSIGNIA OF RANK**

**1.8160.02 INSIGNIA OF RANK**

**A. UNIVERSITY POLICE OFFICER**

Maryland State Shield collar pins on the uniform shirt. Uniformed officers’ trousers side seams have a 1” wide French blue stripe.

**B. CORPORAL**

Two chevron collar pins (silver) shall be worn on uniform shirt. Two blue and white chevrons on each sleeve of the uniform coat, sweater and shirts. Chevrons placed on the coat sleeve shall be centered midway between the elbow and shoulder seam. Trousers side seams have a 1”french blue stripe.

**C. SERGEANT**

Three chevron collar pins (silver) or on the uniform shirt. Three blue and white chevrons on each sleeve of the uniform coat, sweater and shirts. Chevrons placed on the coat sleeve shall be centered midway between the elbow and shoulder seam. Trousers side seams have a 1”black stripe.

**D. LIEUTENANT**

Single gold bar collar pins on the uniform shirt. Single gold bars on each epaulet of the uniform coat and sweater. . Trousers side seams have 1” wide French blue stripe.

**E. BUILDING SECURITY**

Maryland State shield collar pins (if issued) shall be affixed to the light blue uniform shirt.

**F. COMMENDATIONS**

Agency commendation ribbons, and other ribbons authorized by agency policy shall be worn on the outermost garment, according to established policies and procedures.

**G. OTHER**

The wearing or displaying of emblems or tie clips denoting civic, fraternal, religious or employee organizations on agency uniforms is *STRICTLY PROHIBITED*, except as provided for by this order. Additionally, any article of decorative jewelry (including bracelets and



neckwear), which is visible when wearing the uniform is prohibited. This does not prohibit the wearing of the medic alert tags on the wrist or around neck.

## 1.8180 HAIR STYLE GUIDELINES

### 1.8180.02 MALE PERSONNEL

- A. Do not adopt hair styles and hair colors which would likely be regarded as excessive, or otherwise inappropriate to a uniformed appearance and shall not interfere with the proper wearing of any authorized headgear.
- B. The hair on top of the head and the sides and back shall be neatly trimmed with a well groomed appearance.
- C. Hair may touch the shirt collar, but *shall not fall below the collar's lower edge*.
- D. Sideburns shall be neatly trimmed, with straight lines and no flair at the base.
- E. A professional neatly trimmed mustache is permitted, but goatees and beards are not authorized. Uniformed members who may be suffering from the skin condition Pseudo folliculitis Barbae and are unable to shave shall submit medical documentation to the Chief of Police stipulating a prognosis of when the member can resume shaving. The medical documentation shall also include a statement from the doctor explaining why a depilatory cannot be used. Upon authorization from the Chief, they will be excused from shaving while continuing to perform their normal duties. Members excused from shaving will be expected to clip their beards as close as medically permitted (normally ¼" in length).
- F. Hairpieces or wigs, if worn while on duty, shall be of good quality and fit, shall present a natural appearance, shall not interfere with the proper performance of duty and shall not present a safety hazard. If worn while in uniform, the hair from the hairpiece or wig shall not fall below the shirt collar's lowest edge.

### 1.8180.04 FEMALE PERSONNEL

- A. Adopt hair styles and hair colors that are neatly arranged and not regarded as excessive, or otherwise inappropriate to a uniformed appearance and shall not interfere with the proper wearing of any authorized headgear.

- B. Hair may touch the shirt collar, but *shall not fall below the collar's lower edge*.
- C. When wearing the uniform cap, hair shall be arranged neatly. (Neatly arranged braids are acceptable).
- D. Objects worn in the hair shall serve the primary purpose of holding the hair in place. Do not wear hair ornaments for adornment purposes. Pins, combs, barrettes or any other device for holding the hair shall be similar in color to the individual's hair color. Do not wear hair nets.
- E. Hairpieces or wigs, if worn while on duty, shall be of good quality and fit, shall present a natural appearance, shall not interfere with the proper performance of duty and shall not present a safety hazard. If worn while in uniform, the hair from the hairpiece or wig shall not fall below the shirt collar's lowest edge.

### 1.8200 FINGERNAIL GUIDELINE

- A. Officer's fingernails *shall not extend more than ¼" from the tip* of the finger or interfere in any way in the performance of the primary task for which they were hired. Uniformed members wearing fingernail polish shall use a clear polish only. *No decals or applications are permitted when in uniform.*

### 1.8220 MATERNITY LEAVE

- A. Upon notification of command that they are temporarily disabled due to pregnancy, female members of this agency shall be exempt from wearing the agency uniform.

### 1.8240 AGENCY EQUIPMENT

#### 1.8240.02 LOST OR STOLEN EQUIPMENT

- A. Every member of the Agency shall promptly report the loss or theft of, and any damage incurred to, any agency equipment or property which has been issued to him/her or is under his/her control. The initial notification of such an incident will be made without delay to the Shift supervisor.
- B. The involved officer will expeditiously submit a detailed report, through the chain of command, to the Chief of Police explaining all of the circumstances surrounding the incident. The ap-



appropriate field report will be filed as the circumstances warrant.

- C. An incident resulting in any agency property being stolen or damaged by a criminal act outside our jurisdiction will be expeditiously reported to the local police agency. The involved officer will obtain the local agency's report number and include this information in the required agency report(s).

#### 1.8240.04 HANDGUNS

- A. Approved handguns shall be inspected and approved by the armorer prior to issue to sworn members. Uniformed members shall be issued four-inch barrel 40 caliber Glock 23 handguns. Sworn members shall carry their handguns in accordance with all rules, applicable regulations, policies and procedures, and in conformance to all laws. Supervisors shall ensure that sworn members under their command submit their duty handgun for a monthly inspection. However, handguns may be inspected more often depending upon inclement weather conditions. Any modification or addition to the trigger or hammer of any handgun to be used on or off duty is specifically prohibited without the prior approval of the Chief of Police. Any repair, disassembly, rebluing, etc., of any issued handgun by other than authorized personnel is prohibited. Sworn personnel shall be responsible for maintaining their agency and personal handguns in proper operating condition. They must ensure it is always clean and ready for use. All handguns must be worn in a holster. A member of the force going out of state on vacation leave or other extended leave of absence shall ensure their *service* handgun is properly secured. When a firearm is not being carried, it shall be kept in a secure place, inaccessible to persons not members of the agency.

##### 1. AUTHORIZED OFF DUTY HANDGUN

- a. Officers are authorized to carry privately owned handguns while off-duty or for non-operational, non-uniform temporary duty assignments such as training days, providing the UPO qualified with same..
- b. Officers must obtain written approval before carrying an off-duty pistol by the Operations Lieutenant.

#### B. AMMUNITION

Forty rounds of agency ammunition, in 3 magazines (two magazines of 13 rounds to be in the magazine holders, and one magazine of 13 rounds in the handgun with one round in the chamber) shall be issued to all personnel who are permitted to carry the 40 caliber semi-automatic handgun. Personnel whose duties bring them into contact with the criminal element shall carry all issued ammunition while on duty. Personnel assigned to administrative and/or non-enforcement positions need only carry a fully loaded weapon. Only issued ammunition shall be carried or fired in the issued handgun. However, the use of commercially available ammunition meeting agency specifications may be used during practice or training. *Only issued Glock magazines shall be used in Glock weapons.* If the 40 caliber weapon is unloaded daily for safety reasons, eject the chambered cartridge onto a soft surface. Take care to prevent these cartridges from striking any hard surface.

- Supervisors shall inspect all ammunition for serviceability and conformity to agency standards. These inspections shall be done monthly in conjunction with handgun inspection.
- Ammunition shall be kept clean and free from oil and grease. Ammunition should be removed from the handgun prior to application of any oil or spray lubricant to the handgun. A light coat of rust-inhibiting grease should be left on the weapon.
- When in uniform, ammunition shall be carried on the uniform belt in ammunition pouches. Forty caliber semi-automatic pistol ammunition shall be carried in the issued magazines.

Authorized ammunition for **off-duty** pistols must meet the following criteria:

- 1. Carry only approved ammunition in secondary (off duty) handgun.

#### C. HOLSTERS

Holsters for the service handgun shall be issued to all sworn members of the agency. Issued holsters shall not be altered in any way. Members working in uniform shall wear only the issued holster. Off-duty members may wear other than a agency issued holster, provided the holster



worn is not a style or model prohibited by agency directive.

**D. ASP BATONS**

ASP batons shall be carried during all shifts by members in uniform authorized to carry the ASP baton.

**E. PEPPER MACE/OC SPRAY**

Issued pepper mace shall be carried by sworn members in uniform. The mace canister shall be carried in the **UPRIGHT** position in the issued mace belt holster. Members, through periodic inspection, shall ensure the mace canister is fully operational at all times.

**F. HANDCUFFS**

Handcuffs and keys shall be issued to all sworn members. All sworn personnel serving in uniformed patrol, or in any other field operation (including overtime and voluntary assignments) which may bring the member in contact with the criminal element, shall carry their issued handcuffs and keys. Members, through periodic inspection and care, shall ensure issued handcuffs are fully operational at all times.

- Members may carry an additional set of handcuffs at their own expense of the same make and model as agency issue. *Other makes and/or models of handcuffs are strictly prohibited.*

**G. GLOVE POUCH**

A glove pouch shall be issued to all sworn members. This pouch shall contain one pair of rubber gloves.

**H. EQUIPMENT BELT**

Agency equipment belts shall be issued to, and worn by, all uniformed police members. The belt shall be worn at waist height, covering the uniform belt. Belt keepers may be worn to ensure that the belt remains stationary.

**PLACEMENT OF EQUIPMENT ON UNIFORM EQUIPMENT BELT**

- The handgun shall be placed on the equipment belt on the strong side of the body. The walkie-talkie is then placed on the opposite side of the belt for balance, zipper location compatibility for the winter coat, and to keep the gun hand free. The extra magazines should be located on the front of the belt closest to the weak hand for quick reloading. The pepper mace is to be located on the front

of the belt for easy access and to prevent accidental discharge. The handcuffs should be in the issued case and located on the back of the belt over the kidney. A second set of handcuffs, (if carried), should be kept in an accessible location on the belt. The ASP baton holder should be located on the side of the belt opposite the firearm. The glove pouch should be kept in an accessible location on the belt.

- Members shall follow the described placement of equipment on their uniform belt, unless otherwise directed (in writing) by the Chief. No equipment, other than issued or approved, should be carried on the belt.

**I. FLASHLIGHT**

Members may have a flashlight of good quality while on night patrol duty. A three (3) battery D-Cell size flashlight is the maximum allowable size.

**J. BLACKJACKS/SLAPJACKS/IRON CLAWS**

The carrying and/or use of blackjacks/slapjacks and iron claws is **STRICTLY PROHIBITED**.

**K. SHOCK DEVICES**

At this time, the carrying and/or use of any shock emitting devices such as Tasers, etc., is **STRICTLY PROHIBITED**.

**L. SOFT BODY ARMOR: FACTS ABOUT YOUR BODY ARMOR**

**THERE IS NO SUCH THING AS A BULLET-PROOF VEST.**

**The Coppin State University Police Department is a “Mandatory Wear” agency.**

The issuance of body armor is not intended to create in our personnel any feeling of invulnerability to injury from any firearm or other weapon. The armor is not a replacement or substitute for the use of common sense and good judgment. Secure cover, where available, is always the best alternative to personal exposure, regardless of the presence of soft body armor. The soft body armor is intended to provide additional insurance that our personnel may survive a sudden, unexpected or unprovoked attack with minimal or no injury.



- Wear agency approved body armor at all times while on duty (including overtime and voluntary assignments), except when:
- A letter of exemption from a personal physician has been approved by the Chief. When requesting an exemption from wearing soft body armor for medical reasons, forward a letter of exemption from your personal physician through official channels to the Chief.
- Properly wear and maintain body armor and approved carriers to ensure effectiveness. **READ AND FOLLOW THE INSTRUCTIONS ISSUED WITH THE BODY ARMOR.**
- Report improperly fitting armor to your supervisor.
- Approved armor is designed to provide protection against:
  - A specific range of weapons (including .357 magnum and 40 caliber handguns).
  - Known commercially manufactured ammunition.
  - Armor will not protect against:
  - High-powered shoulder weapons (center fire rifled).
  - Specially coated ammunition
  - Hand-loaded “hot” ammunition
  - Weapons powered beyond the designed protection of the vest.

## 1.8260 CARE AND MAINTAINANCE OF SOFT BODY ARMOR

### 1.8260.02 PROTECTIVE SYSTEMS

- A. The carriers and protective panels are like belt; holsters and handguns, a “system” which must be cared for, maintained and worn properly to function as intended, as a protective “system” for added safety.
- B. Care and cleaning is achieved for the Kevlar Ballistic Insert (inner panels) by:
- Hand washing - - separately from other clothing.
  - **DO NOT MACHINE WASH, OR SCRUB WITH BRUSH.**
    - **DO NOT SEND TO COMMERCIAL LAUNDRY OR DRY CLEANER.**
    - Use Woolite or bath soap.

- **DO NOT USE BLEACH, FABRIC SOFTENER OR HARSH DETERGENTS.**
- Rinse thoroughly after washing to remove all traces of soap which might remain on the inner panels.
- Wash at minimum intervals consistent with good hygiene. (Normal perspiration sometimes produces certain chemicals which, if allowed to accumulate and remain on the panels, cause a damaging chemical reaction on the material).
- Drip-dry armor panels inside and away from direct sunlight. Panels must be thoroughly dry before wearing. Spread panels on towels on a flat surface to dry, or line dry inside.
  - **DO NOT USE DRYERS OR HOT AIR.**

#### C. **Armor Carriers** are to be:

- Washed by hand or automatic machine, using only **DURABLE PRESS** cycle at medium water temperature (approximately 120 degrees F). *Carrier only* may be commercially dry cleaned.
- When machine washing and drying carrier, the Velcro fastener should be in closed position.
- Use low sudsing detergent according to detergent manufacturer’s directions. **DO NOT USE BLEACH.**
- Rinse thoroughly after washing to prevent irritation to the skin which may be caused from contact with soap.
- Wash at frequent intervals consistent with good hygiene.
- *Carrier only* may be tumble-dried at medium temperature setting, or line dried.
- Carrier must be completely dry before inserting inner panels.

#### D. **Maintenance/Inspection**

- Visibly inspect the armor at frequent intervals
- Check for separation of the “ply” and the weave of the protective material.
- Check for torn bindings on the Kevlar panels.



- Inspect the carriers for wear, torn or separated seams. The carrier performs the important function of keeping the protective panels properly placed on the body. Damaged carriers may allow the protective panels to move from position of optimum protection.
- Immediately report any suspected defects to the shift supervisor on a Form 95
- Do not test fire on a vest
- Do not separate ply or remove panels.

**E. FIT/WEARING**

- The soft body armor should fit in accordance with the following specifications: from side seam line to side seam line, and from collar bone to approximately one inch above the belt when standing and even with the navel when seated.
- The armor units fit into the front and back “pockets” of the carrier and are sealed in with a strip of Velcro. The carrier has four laterally-fastened adjustment straps and two shoulder straps of Velcro.
- Adjustment should be made to the lateral straps only. Shoulder straps should be left closed unless emergency removal of the armor is required.
- Proper fit is essential. Do not accept a vest that is improperly fitted. A vest should not:
  - Ride up to your chin when you are seated. (DO NOT OVER-TIGHTEN ADJUSTMENT STRAPS).
  - Catch on belts or other equipment
  - Unreasonably bind or restrict your movement.

**F. STORAGE**

- Always store body armor flat or on a hanger.
- DO NOT FOLD.
- Do not store in vehicle’s interior or trunk.

*Amended on Oct.23, 2014: Miscellaneous Uniforms; Section 1.8140.02 K. Piercings*

**By order of Leonard D. Hamm, Chief of Police**



**1.9000 STANDARDS OF CONDUCT**

**1.9020 APPLICABILITY OF DIRECTIVES**

- A. Directives contained in this Manual are applicable to all agency employees.
- B. Agency employees will comply with all applicable agency directives even when off-duty or outside jurisdiction when;
  - 1. In uniform;
  - 2. Identifying themselves as employees of the agency; or
  - 3. Taking police action.

**1.9040 COURTESY**

- A. The practice of courtesy in all official contacts encourages understanding and appreciation. While the urgency of situations may preclude normal social amenities, discourtesy under any circumstance is indefensible. Employees will treat citizens, supervisors, subordinates, and peers with courtesy and respect at all times.

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- B. Officers will be referred to by their rank when on duty and particularly in the presence of community members.

**1.9060 COMPLIANCE WITH ORDERS**

- A. The agency is an organization with a clearly defined hierarchy of authority. This is necessary because the obedience of lawful commands issued by supervisors is essential for the safe and prompt performance of police operations. All employees will perform their duties as required or directed by law, rule, regulation, policy, or by order of supervisors.
- B. Employees will be considered “insubordinate” by deliberately failing or refusing to obey lawful orders or instruction by supervisors
- C. Orders from supervisors must be clear, understandable, civil, and issued in keeping with agency business. Orders *relayed from* supervisors, including orders *relayed from* supervisors by employees of the same or lesser rank, will be followed as if issued by supervisors directly.
- D. Supervisors will not knowingly issue unlawful orders.
- E. Employees are not required to obey unlawful orders. Responsibility for refusing to obey orders rests with employees who will be required to justify their actions.

- F. Employees receiving unlawful orders will, at first opportunity, report to the supervisor of the employee who issued the order. This report will ask for relief from such orders and will contain incident facts and the unlawful orders believed issued.
- G. Upon receipt of orders conflicting with previous orders, employees affected will advise persons issuing second orders of these facts. Responsibility for countermanding original orders rests with individuals issuing second orders. If so directed, latter commands will be obeyed first. Orders will be countermanded or conflicting orders will be issued only when reasonably necessary for the good of the agency.
- H. Employees in doubt as to the nature or details of orders or assignments will seek clarification from supervisors by going through the chain of command. Questions will receive a timely response.

**1.9080 ABUSE OF POSITION**

- A. Employees will not seek or accept personal advantages which might reasonably be interpreted as attempts to influence them in the conduct of their university duties. Such personal advantages may be gifts, personal loans, advances or accommodations, financial or other, not readily available to other persons on similar terms.
- 1. While deprived of police powers, officers will not wear the uniform and will not represent themselves in an official capacity as CSU employees with police powers.

**1.9080.02 IMPROPER TRANSACTIONS**

- A. Employees are prohibited from buying or selling anything from or to complainants, suspects, witnesses, defendants, detainees, or others involved in cases which have come to their attention or which arose out of their agency employment except as may be specifically authorized in writing by the Chief.

**1.9080.04 ACCEPTANCE of GIFTS, GRATUITIES, LOANS, FEES, REWARDS, BRIBES, etc.**

- A. Agency employees will not solicit nor accept any gifts, gratuities, loans, fees, rewards, or other considerations benefiting employees or the agency, if it



may be reasonably inferred that the actions were made to:

1. Influence actions of an official nature;
2. Affect the performance or non-performance of official duties; or
3. Affect directly or indirectly the interests of the persons, organizations, or businesses involved.

B. Bribery, as described in CR 9-204 a-c, is prohibited conduct for agency employees and punishable by law.

#### **1.9080.06 DISPOSITION of UNAUTHORIZED GRATUITIES, REWARDS, etc.**

A. Unauthorized gifts, gratuities, loans, fees, rewards or other items in these categories and coming into possession of employees will be forwarded to the Chief augmented with written reports explaining the circumstances connected therewith.

#### **1.9080.08 PERSONAL INFLUENCE**

A. Employees will not seek the influence or intervention of persons outside the agency for purposes of obtaining preferential treatment, advantage, transfer, or advancement.

#### **1.9100 TESTIMONIALS AND ENDORSEMENTS**

- A. Employees will not use their official positions, official identification cards, or badges for identification as agency employees in connection with testimonials or advertisements of commodities or commercial enterprises without prior approval of the Chief.
- B. Agency uniforms, vehicles, equipment, facilities, and on-duty personnel will not be used for commercial purposes without approval of the Chief.

#### **1.9120 ASSOCIATIONS**

A. Employees will avoid associations or dealings with persons that would bring discredit upon the agency or with persons involved in criminal behavior, except as may be necessary in connection with official duties or where unavoidable because of other personal relationships.

#### **1.9140 NATIONAL COLORS AND ANTHEM**

A. Uniformed employees will render full military honors and employees in civilian dress will render proper civilian honors to the national colors and anthem at appropriate times.

B. Employees in uniform will render military salutes to the flag when it is carried by color bearers in marching formations or when being hoisted or lowered from flagstaffs during ceremonies.

C. During the rendition of the national anthem, employees in uniform will face the flag and render military salutes at the first note of the anthem and retain their position until the last note. Employees in civilian clothes will place their right hand over their heart at the first note of the anthem and retain this position until the last note.

#### **1.9160 RELIEF**

A. Employees are to remain on duty and at their assignments until properly relieved by other employees or until dismissed by competent authority.

#### **1.9180 REGULAR WORK WEEK**

A. Unless modified by the University, the standard workweek consists of forty (40) hours of actual work in a seven day period. The University has the right to implement any work schedule change (workdays and/or scheduled shifts) it deems appropriate to meet the operational needs of the University.

#### **1.9200 INTOXICANTS, DRUGS, AND NARCOTICS**

##### **1.9200.02 PROHIBITED CONDUCT**

A. Consistent with the University's Employee Drug and Alcohol Abuse Policy, employees are prohibited from:

1. Abusing alcohol or drugs;
2. Committing a controlled dangerous substance offense;
3. Committing an alcohol driving offense;
4. Working under the influence of alcohol;
5. Working under the inappropriate influence of prescription drugs or over-the-counter drugs; and
6. Working under the influence of a controlled dangerous substance.



- B. Employees will not drink intoxicating beverages on-duty except in performance of police duties, and then only in context of police duties and with specific consent of the Chief.
- C. Employees will not be under the influence of intoxicating beverages while on-duty without specific consent of the Chief.
- D. Employees, whether on-duty or off-duty, will not purchase or consume intoxicating beverages while in uniform, or recognizable parts of issued uniforms.
- E. Unless authorized by the Chief, employees will not store or bring into any police facility or vehicle intoxicating beverages, controlled substances, narcotics, or hallucinogens except those items which are to be held as evidence or are to be used in the course of authorized police business.
- F. Employees will not operate agency vehicles after consuming alcoholic beverages while on duty or in uniform unless such consumption is necessitated by the nature of duty assignments. Employees will not operate agency vehicles after consuming alcoholic beverages to the point of impairment or intoxication.
- G. Use of intoxicating beverages on property owned, operated, leased, or under control of Coppin State University will be consistent with state law, agency directives, and university regulations.
- H. Employees will not possess any narcotic, hypnotic, amphetamine, barbiturate, hallucinogenic drug, tranquilizer medication, or other controlled dangerous substance except in the performance of their lawful duties or if prescribed by licensed health care practitioners.
- I. Use of any narcotic, hypnotic, amphetamine, barbiturate, hallucinogenic drug, tranquilizer medication, or other controlled dangerous substances by agency employees is prohibited unless uses are in accordance with lawful prescriptions obtained from licensed health care practitioners.
- J. Employees are responsible for the timely notification of their shift supervisor whenever they are taking prescription or over-the-counter medications that have the potential for rendering them unable to perform their assigned duties and responsibilities.
- K. Shift supervisors/OIC's are responsible for making notifications to their appropriate Lieutenant or the Chief if employees are not physically or mentally fit for duty.

#### 1.9200.04 IMPAIRED EMPLOYEES

- A. While in agency facilities, employees will neither have contact with the public nor be within public view while under the influence of intoxicating beverages or controlled dangerous substances.
- B. Unless ordered by supervisors or forced to act in defense of self or others, employees under the influence of intoxicating beverages or controlled substances, whether on-duty or off, will not utilize agency equipment or exercise police powers. In such cases, the standard of conduct will be the authorized and allowed behaviors of non-impaired employees. Impairment will not be a defense of employees' actions.
- C. University employees learning of or suspecting that other employees have violated laws, policies, or directives relating to controlled dangerous substances or alcohol will refer same to appropriate supervisory or administrative ranked employees for further investigation and appropriate actions.
  - 1. University employees may voluntarily submit to breath or blood analysis for administrative investigation purposes.
  - 2. Consistent with LEOBR, supervisors may order other officers to submit to breath or blood analysis for administrative investigation purposes.

#### 1.9200.06 EVIDENTIARY PRESUMPTIONS

- A. Evidentiary presumptions are consistent with CJ 10-307.
- B. Persons are presumed to **not** be under the influence of alcohol if, at the time of testing, persons tested have less than 0.02% Blood Alcohol Content (BAC).
- C. *Prima facie evidence of impairment.* - If at the time of testing a person has an alcohol concentration of at least 0.07 but less than 0.08, as determined by an analysis of the person's blood or breath, it shall be prima facie evidence that the person was driving while impaired by alcohol
- D. If at the time of testing a person has an alcohol concentration of 0.08 or more, as determined by an analysis of the person's blood or breath, the person shall be considered ***under the influence of alcohol*** per se as defined in § 11-174.1 of the [Transportation Article](#).



**1.9220 PRESENCE AT UNAUTHORIZED PLACES**

- A. Employees will not be present at any place while on duty except for legitimate purposes. Employees will not use master keys to access areas except in the normal course of duties or with permission of controlling agents of facilities. Mere presence in unauthorized places or areas is *prima facie* evidence of a violation of this section.
- B. Employees will comply with university regulations governing the use of university facilities. However, it is recognized that the agency maintains exceptions with other university components relating to the use of certain facilities. Use of facilities in these situations must be in accordance with written agreements or permission from controlling agents of the facilities.

**1.9240 ADDRESS & TELEPHONE NUMBERS**

Employees are required to have a working telephone service, whether it is a land line at their residences or cell phone. As such, employees will ensure their notification information is updated within 24 hours of changes in addresses, telephone number/s, or emergency notification information.

**1.9260 USE OF AGENCY ADDRESS**

Employees will not utilize the agency mailing address as a private mailing addresses, addresses for purposes of motor vehicle registrations, or addresses on their driver's licenses. Nor will they use the agency address for insurances or any other mail which is not university or agency related.

**1.9280 REPORTING FOR DUTY**

- A. Employees will report for duty at times and places designated by assignments or orders and will be physically and mentally fit to perform their duties.
- B. Employees reporting for duty will be equipped for the proper performance of their duties and in the approved uniform of the day.
- C. Judicial subpoenas and administrative notices constitute orders to report for duty.

**1.9300 IDENTIFICATION**

**1.9300.02 SWORN vs. SECURITY**

- A. All agency personnel are issued an official agency photo identification card and shall carry their photo identification cards on their persons at all times while on duty.
- B. Sworn police officers are to be armed with their issued weapon, ammunition and spare magazines, as well as having their badge and MPCTC certification cards and CSU Police identification cards, at all times when on duty, except when impractical or inconsistent with duty assignments.
- C. All agency personnel will provide their photo identification card when requested, unless such actions would likely jeopardize a police operation or assignment.

**1.9300.02 PROVIDING NAME & IDENTIFICATION**

- A. Employees will politely provide their name, rank, Unit Number, and supervisors' names to persons, on request, unless such action would likely jeopardize a police operations or assignments.

**1.9300.04 UNAUTHORIZED USE OF IDENTIFICATION**

- A. Employees will make every effort to ensure the security and safekeeping of their police identification and badge at all times. Employees will not lend to other persons their identification cards, badges, or other forms of police or security identification, or permit them to be photographed or reproduced without the approval of the Chief.
- B. An employee is prohibited from using his official position

**1.9310 RECOMMENDING ATTORNEYS & BONDSMEN**

- A. Police employees will not suggest, recommend, advice, or otherwise counsel another in the retention of a specific attorney or bail bondsmen.

**1.9320 NEGLECT OF DUTY**

- A. Employees will not engage in any activities or personal business which would cause them to neglect or be inattentive to their duties.



- B. Employees will remain awake while on duty. If unable to do so, they will contact supervisors who will determine a proper course of action.

**1.9340 INJURY OR ILLNESS REPORT**

- A. All employees will immediately report to their supervisors any health conditions which might adversely affect employees' abilities to perform their duties. This includes notifications of prescription or over-the-counter medications which might adversely affect employees' performance.
- B. Employees will not feign illness or injury, falsely report themselves as ill or injured, or otherwise deceive or attempt to deceive the agency as to the condition of their health.

**1.9360 PERFORMANCE LEVEL**

- A. Employees will maintain competence to perform their duties and to assume responsibilities of their assignments. They will perform their duties commensurate with standards established by the agency.
- B. Unsatisfactory performance may be demonstrated by lack of knowledge, unwillingness or inability to perform assigned tasks, failure to conform to established requirements for positions or ranks, or by failure to take appropriate actions when required.
- C. Unsatisfactory evaluations or a record of repeated infractions of agency orders or directives will be *prima facie* evidence of unsatisfactory performance.
- D. Actions taken as the result of unsatisfactory performance levels will be consistent, as applicable, with agency directives, University HR regulations, and LEOBR.

**1.9380 LOITERING**

- A. Employees are not permitted to loiter while on-duty.
- B. Off-duty employees will not disrupt the activities of on-duty personnel.

**1.9400 PUBLIC STATEMENTS & APPEARANCES**

- A. Employees will not address public gatherings, appear on radio or television, prepare articles for publication, act as correspondents to publishers, or otherwise appear in public or present themselves as

representing the agency without the approval of the Chief or a designee.

- B. Employees are prohibited from using their official capacities, titles, or positions to endorse products, organizations, programs, or services without the permission of the Chief or a designee.
- C. Employees are prohibited from representing themselves in official capacities, either in or out of uniform, before hearing or licensing boards, when their appearances before such boards are not official acts required of them as employees of the agency or authorized by the Chief or a designee.

**1.9420 POLITICAL ACTIVITY**

- A. Employees retain all rights and obligations of citizenship provided in the Constitution and laws of the State of Maryland, and in the Constitution and laws of the United States of America.
- B. Participation in politics or political campaigns and free expression of political opinions by employees of this agency is not prohibited. However, with respect to political activities, employees will not:
  1. Engage in political activities while on-duty;
  2. Advocate overthrow of the government by unconstitutional and violent means;
  3. Be obligated to contribute or render political services; or
  4. Indicate they are representing the agency, the university, or the state.

**1.9440 CIVIL ACTIONS**

- A. Employees will not volunteer to testify in civil actions relating to their employment with the agency and will not testify unless properly subpoenaed or when directed to do so by the Chief.
- B. If subpoenas arise out of agency employment or if employees are informed that they are parties to civil actions arising out of agency employment, they will immediately initiate notification to the Office of the Chief along the chain of command.
- C. Employees will not enter into financial understandings for appearances as witnesses prior to trials except in accordance with other directives or law.
- D. Employees will confer with the Office of the Chief before giving depositions or affidavits in civil matters arising from job performance.
- E. Employees will inform the Office of the Chief when filing civil actions arising out of job performance or affiliation with the agency or the university.



**1.9460 TRUTHFULNESS**

- A. Employees will be truthful when answering questions relating to their duties or employment which are asked of them except in the furtherance of a bona fide police duty.
- B. Employees will not knowingly or deceptively make any false statements, reports, or records relating to their employment except in the furtherance of bona fide police duties.
- C. Employees will not misrepresent fact by submitting inaccurate or improper statements, reports, or records relating to their duties or employment except in the furtherance of *bona fide* police duties.

**1.9480 CONFLICT OF INTEREST**

- A. Conflicts of interest arise when employees' private interests, whether of financial natures or otherwise, conflict with employees' impartial conduct of official duties and responsibilities.
- B. Personal activities or associations of officers that create apparent or real conflicts of interest with conduct of official duties are prohibited.
- C. Employees will notify supervisors when they receive assignments involving persons or groups with whom employees have had social, business, or other relationships that might impair or give appearances of impairing employees' impartiality or independence in the conduct of assignments.

**1.9500 AGENCY INFORMATION**

- A. Employees will treat official business, evidence, records, documents, and photographs of the agency as confidential. Information regarding official business will be disseminated in accordance with directives.
- B. Employees will not divulge identities of persons giving confidential information except as authorized by proper authorities or release items of evidence, documents, photographs, etc., to news media or others outside the criminal justice system without the expressed written permission of the Chief.

**1.9520 HARASSMENT**

- A. Agency employees will not engage in any illegal harassment that has the effect of unreasonably interfering with persons work performance and/or creat-

ing an intimidating, hostile, or offensive work environment.

- B. All agency employees are responsible for compliance with the CSU Human Relations Code. This Code contains policies and procedures that include, but are not limited to:
  - 1. Prohibition of improper discrimination in the work place; and
  - 2. Means by which improper discrimination can be reported, even if offending parties are in complainants' chains of command.
- C. All agency employees are responsible for compliance with the Coppin State University Policy and Procedures on Sexual Harassment. These directives contain policies and procedures that include, but are not limited to:
  - 1. Prohibition of sexual harassment in the work place; and
  - 2. Means by which sexual harassment can be reported, even if offending parties are in the complainants' chains of command.

**1.9540 COMPLIANCE WITH LAWS**

- A. Employees will obey laws of the United States and local, state and foreign jurisdictions in which they are present.
- B. Misdemeanor convictions adversely affecting performance of employees' official duties will be *prima facie* evidence of violations of this section.
- C. Felony convictions for any offenses will be *prima facie* evidence of a violation of this section.

**1.9560 SUPERVISORY & ADMINISTRATIVE RESPONSIBILITIES**

- A. Supervisors are responsible for their subordinates' job performance and adherence to agency rules, regulations, policies, orders, directives, and procedures.
- B. Supervisors are responsible and accountable for the maintenance of discipline and will provide leadership, supervision, and example to ensure efficiency of agency operations.
- C. Authority and functions may be delegated to subordinates, but responsibilities remain with supervisors who make assignments. Supervisory personnel remain answerable and accountable for all job related failures on the part of their subordinates when they were aware of potential failures and did not take appropriate actions to correct deficiencies.



**1.9580 TIMELINESS**

- A. Agency employees are expected to complete tasks for which they are responsible in reasonable and prudent time frames or as otherwise specifically directed by orders, laws, regulations, or directives.
- B. Agency employees will seek the assistance and guidance of supervisors as necessary to clarify time frame performance expectations.

**1.9600 RESPONSIBILITY FOR ACTIONS**

- A. Agency employees who initiate operational or administrative actions and activities are responsible for ensuring all required, necessary, or appropriate actions are conducted thoroughly, accurately, and on a timely basis.
- B. Agency employees will seek the assistance and guidance of supervisors as necessary to clarify what actions must be taken consistent with initiated activities.

**1.9610 CAUSE FOR ACTION**

**1.9610.02 REGULATIONS**

- A. All CSU police and security personnel are reminded there is no smoking or chewing tobacco products in uniform while on patrol duty or at public gatherings.
- B. Smoking and/or chewing tobacco products are NEVER permitted in any agency vehicle or building.
- C. All CSU police and security personnel must adhere to the University's smoking policy.
- D. Additionally, the below acts are also strictly prohibited:
  - 1. Theft (any form);
  - 2. Willful destruction of university property;
  - 3. Chronic or habitual absenteeism or unauthorized tardiness;
  - 4. Unauthorized absence from work area;
  - 5. Altercations, whether verbal or physical that create a disturbance which is clearly beyond duty assignments or expectations.

**1.9612 CONDUCT**

- A. Agency employee in uniform or while on duty shall refrain from coarse, profane, or insolent lan-

- guage, demeaning gestures or inflammatory slang expressions.
- B. Agency employee shall courteously and promptly accept any allegation or complaint made by a citizen or employee against them. All received complaints will be processed in conformance with established police manual procedures.
- C. No agency employee shall at any time be insubordinate or disrespectful to a supervisor.
- D. No agency employee shall willfully disobey any lawful command or order, either verbal or written, of any superior or other member designated to command.
- E. Agency employee shall be civil and respectful to officers of superior rank.
- F. No commander or supervisor will injure or discredit a subordinate through unreasonable, unjust, arbitrary, or tyrannical conduct, or abusive language.
- G. No agency employee shall maliciously threaten, strike, or assault any other member of the CSU police force. Agency employees who aid, abet, or incite any altercation between members of CSU police force shall be held responsible along with those actually involved.
- H. Agency employee shall conduct themselves both on and off duty, in such a manner as to reflect most favorably on CSU police force. Conduct unbecoming an agency employee shall include that which bring the CSU police department into disrepute or reflects discredit upon the employee as a representative of CSU police force, or that which tends to impair the operation or efficiency of the CSU police force or employee.
- I. Agency employee shall not criticize or ridicule the CSU police department, any other State agency, or Maryland Judiciary; whether in oral or written expression, and such expression is defamatory, obscene, unlawful, exhibits a reckless disregard for truthfulness, or tends to undermine the operation of CSU police force, any State agency, or the Maryland Judiciary by impairing their efficiency interfering with their operation or interfering with operation or maintenance of discipline.
- J. No agency employee shall violate any Federal or State law or city ordinance.
- K. Agency employee shall avoid associations or dealings with persons whom he knows, or should know, are racketeers, gamblers, felons, or persons under criminal investigation or indictment,



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or others who have a reputation in the community for felonious or criminal behavior, except as directed otherwise by a superior.

- L. CSU police force members must refrain from using unnecessary force or violence, and shall not strike a prisoner or any other person, except in self-defense and then only use force necessary to overcome the assailant.
- M. An agency employee is prohibited from using his official position or his official identification card or badge for personal or financial gain or as a means of obtaining privileges not otherwise available to him, or for avoiding consequences of illegal acts. An employee may not lend his identification card or badge to another person, or permit it to be photographed or reproduced without the approval of the Director of Public Safety.
- N. An agency employee shall not acknowledge another police employee who is civilian clothes and assigned to investigative or other types of covert work, unless such member acknowledges him/her first.



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## **2.1000 COMMUNICATIONS**

### **2.1000.02 COMMUNICATIONS FUNCTIONS**

- A. The agency's functions are performed by Police Communications Officers (PCO's) assigned to the Communications Center (UPO's)
- B. The agency maintains a 24-hour communications operation for:
  - 1. Providing two-way radio capability, providing continuous communication between the communications center and on-duty personnel;
  - 2. Receiving telephone calls for administrative and operational needs, including emergency calls for service;
  - 3. Conducting NCIC and automated data communications; and
- D. The agency's emergency and non-emergency phone numbers can be dialed on a 24-hour basis from all phones within the primary and concurrent jurisdiction of the agency.
- E. The Operations Lieutenant serves as the agency's radio system administrator.

### **2.1000.04 PCO RESPONSIBILITIES**

- A. Written job descriptions are provided to all PCO's in order to standardize services, reduce errors, aid in training efforts, and reduce confusion during emergency situations.
- B. Personnel performing communications duties will be familiar with and utilize this directive, augmented by procedures as set forth in the, when published, the **Communications Manual**. All are located at the communication's console desk. . Included in the Communications Manual are procedures to be followed in responding to victim/witness calls for information or services, including, but not limited to:
  - 1. Assessing characteristics of calls to determine whether emergency or non-emergency responses are required; and
  - 2. Informing victims/witnesses of the agency's response, including direct law enforcement services and/or referrals to other agencies.
- C. Responsibilities of PCOs include, but are not limited to:
  - 1. Receiving incoming telephone calls;
  - 2. Obtaining essential information;
  - 3. Evaluating service needs; and without delay

- 4. Initiating appropriate responses that include, but are not limited to:
  - a. Transferring calls to other parties;
  - b. Dispatching police officers; or
  - c. Taking other actions that result in the satisfactory completion of requests for service.
- D. Response assignments conforming to dispatching protocols established in the Communications Manual are based on:
  - 1. Officer safety considerations;
  - 2. Emergency situations;
  - 3. Crimes in progress; and
  - 4. Citizen safety.
- 1. Post boundaries are to be respected to the extent they do not interfere with the efficient delivery of service.**  
**Shift supervisors/OIC may change any personnel assignments originally dispatched if the changes improve operational efficiency.**
- F. Communications personnel have immediate access to:
  - 1. Shift supervisors/OIC;
  - 2. Current duty rosters of all on-duty personnel;
  - 3. Current home telephone numbers and emergency contacts of all agency personnel;
  - 4. Maps showing the agency's areas of primary and concurrent jurisdiction;
  - 5. Officer status indicators;
  - 6. Written procedures and telephone numbers for obtaining emergency and necessary external services to the agency;
  - 7. Any special event assignment plans;
  - 8. Current notification listings for monitored alarms; and
  - 9. Current notification listings for selected university personnel and departments.
- G. Certifications, training, familiarizations and authorizations for PCOs include, but are not limited to:
  - 1. NCIC logon certification;
  - 2. 911 operations;
  - 3. Video recording system operations;
  - 4. Alarm system operations;
  - 5. CAD operations and applications
  - 6. Applicable in-house, on-line applications; and

### **2.1000.06 UPO'S SUBSTITUTING FOR PCO'S**

- A. Shift supervisors/OIC's are responsible for ensuring the communications function is staffed on a



regular basis as well as planned absences of PCO's or during periods of exigency.

- B. Communications trained UPO's may fill in for PCO's when no other reasonable alternatives exist to staff the communications function. Examples are:
  - 1. Exigent, short notice situations caused by emergencies, illnesses, or other unexpected absences of PCO's; and
  - 2. Prearranged situations requiring the presence of all available PCO's at other locations.
- C. On-duty, trained and certified UPO's may be readily substituted for PCO's in exigent or planned circumstances when doing so would not affect any operational minimum mandatory staffing levels.
  - 1. Further substitutions of UPO's for PCO's should be regarded as the last and final alternative to the ordered staffing protocol of:
    - a. Modifying PCO schedules to obtain communications coverage on a regular duty basis;
    - b. PCO personnel providing communications coverage on a regular duty basis;
    - c. Ordering off-duty PCOs to provide communications coverage on an overtime basis; and
  - 2. Following the failure of a shift supervisors/OIC to staff the communications function as described in **C.1**, overtime can be used to provide minimum mandatory communications or shift coverage following the failure of the ordered staffing protocol.
- D. When exigent, short notice situations occur that cause unexpected absences of PCO's, shift supervisor/OIC will:
  - 1. Notify the Operations Lieutenant if PCO personnel cannot be contacted;
  - 2. Facilitate ordered staffing protocol notifications; and
  - 3. Document the incidents and the resolution.
- E. The Operations Lieutenant, with advance notice, is responsible for ensuring substitute UPO's:
  - 1. Are selected from non-supervisory or administrative ranks;
  - 2. Obtain necessary certifications;
  - 3. Receive necessary training;
  - 4. Are assigned to all patrol squads; and
  - 5. Regularly demonstrate their communications functional proficiencies.

- F. Certifications and training for communications substitute UPO's include, but are not limited to:
  - 1. NCIC logon certification;
  - 2. 911 operations;
  - 3. Video tape system operations;
  - 4. Alarm system operations;
  - 5. CAD operations and applications
  - 7. Back-up system operations for telephones, radios, and computers.

## **2.1002 RADIO PROCEDURES**

### **2.1002.02 GENERAL PROCEDURES**

- A. Employees will adhere to Federal Communications Commission (FCC) regulations. Under the rules of the FCC, it is unlawful to:
  - 1. Transmit superfluous signals or messages of a personal nature;
  - 2. Transmit false calls or distress signals;
  - 3. Use profane, indecent, or obscene language;
  - 4. Willfully damage or permit radio equipment to be damaged;
  - 5. Cause unlawful or malicious interference with other radio communications;
  - 6. Intercept and use or publish the contents of radio messages without expressed written permission of proper authorities;
  - 7. Make unnecessary or unidentified transmissions;
  - 8. Transmit without first making sure that the transmission will not cause harmful interference;
  - 9. Make adjustments, repairs, or alterations whatsoever to radio transmitters without correct licenses;
  - 10. Transmit call signals, letters or numerals which have not been assigned; or
  - 11. Deny access to radio equipment if properly identified representatives of the FCC ask to inspect it at reasonable times.
- B. Patrol officers and others monitoring or assisting in field assignments will maintain radio communications at all times during their tours of duty.
- C. Officer status indicators will be utilized by Communications personnel to note the status of officers. Officers will keep Communications advised of their status at all times by:
  - 1. Informing Communications of all changes in duty status;



2. Clearing assignments through Communications as quickly as practical;
  3. Informing Communications of any arrest as reasonably practical after placing arrestee in handcuffs;
  4. Notifying Communications of the arrival of any other responding department (i.e. Fire Department, City Police, Facilities Mgmt., Student Affairs staff, etc.);
  5. Advising Communications when responding to, arriving at or being present at incident scenes;
  6. Notifying Communications on leaving their vehicles to conduct business;
  7. Requesting permission to change channels or advising Communications a channel change is occurring.
- D. Radio transmissions will be as clear, precise, and calm as possible.
- E. Only pertinent information is to be transmitted to minimize use disruptions and maximize radio use for efficient delivery of police services.
- F. Background noises will be minimized, if at all possible, before transmitting.
- G. It is preferred that employees will use "unit" numbers instead of names when transmitting.
- H. In order to minimize repeat broadcasts, officers should either write down or take other steps to record or retain necessary information from Communications.
- I. Confidential information, i.e. criminal arrest records, or other information which is unusually sensitive, will not be routinely transmitted unless immediate communication is essential for officer safety purposes.
- J. Personal information about employees, including home addresses and telephone numbers, will not be transmitted over the radio.
- K. Employees will not knowingly transmit with the intent of interfering with other units, i.e., covering other units or microphone clicking.
- L. Employees will attempt to prevent radio feedback with volume control and radio positioning.
- M. **Only PCO's or supervisors/OIC's can cancel units which have been dispatched to calls.**
1. In order to ensure closest units handle priority calls, unit cancellations may be made only after all responding units have stated their locations.
  2. Cancellations suggested by responding units must be confirmed by Communications.

3. Officers arriving at scenes may notify Communications of needs to cancel or modify response by other units.
- N. The agency regularly utilizes an open radio network with unit to unit transmissions permitted.
- O. Incident commanders will ensure radio network ICS communications protocols are announced and utilized as necessary. Employees will conform to announced open or closed radio network protocols.

#### 2.1002.04 REQUESTING EMERGENCY SERVICES

- A. The Communications Manual contains directives and procedures for obtaining services from outside agencies.
- B. When requesting emergency assistance from other agencies, Communications personnel must be prepared to accurately and effectively communicate types of assistance requested and exact locations of incidents.
1. Cross street locations should be given when requesting assistance for incidents outside the primary jurisdiction of this agency.
  2. It is the responding jurisdiction's responsibility to determine and dispatch the assistance needed.
- C. Most agencies commonly called for assistance are, but not limited to:
1. Baltimore City 911 for fire, rescue, ambulance, bombs, HAZMAT, etc.;
  2. Baltimore City Public Works/Transit & Traffic;
  3. BGE
  4. Contracted commercial towing service;
  5. METERS assistance; and
  6. NCIC assistance.
  7. Taxi services;
  8. Road services;
  9. Counseling and psychological services;
  10. Social services;
  11. Homeless shelters;

#### 2.1002.06 MISDIRECTED CALLS FOR SERVICE

The agency will accept misdirected emergency and non-emergency calls for service. Employees will assist callers by re-routing misdirected calls by the telephone transfer option, informing callers of cor-



rect numbers to call, or by taking information and calling the correct agencies.

### 2.1002.08 COMPALINT CONTROL SYSTEM

- A. The agency utilizes the CAD to:
  - 1. Issue and control Central Complaint numbers (CCN's);
  - 2. Record information at the time of requests for services;
  - 3. Record the status of officers;
  - 4. Record information on officers assigned as primary and back-ups;
  - 5. Record information tracking the progress and conduct of the delivery of police services; and
  - 6. Assist in evaluating staffing use and allocation.
- B. Personnel performing communications duties will initiate the system and enter all appropriate information consistent with their training and CAD's protocol for incidents which require police assistance, action, involvement and/or a report. Information recorded in system includes, but is not limited to:
  - 1. CCN's;
  - 2. Dates and times of requests;
  - 3. Names, addresses, cell phone numbers and e-mail addresses of the complainant and/or witness providing information;
  - 4. Types of incidents reported;
  - 5. Locations of reported incidents;
  - 6. Primary and secondary officers assigned to incidents;
  - 7. Times calls are dispatched;
  - 8. Times officer arrive;
  - 9. Times officers return to service; and
  - 10. Dispositions or status of reported incidents.
- C. At the conclusion of the incident, the PCO "saves" the information in CAD, which ensures permanent storage of the information entered.
- D. Officer status indicators may be viewed using the CAD side of the program.
- E. At the conclusion of call for service, officers will open the report writing side of case management in CAD and prepare their reports and save their information and, if required, print a copy of the report.

### 2.1002.10 RESPONSE TO SECURITY ALARMS

- A. The agency does not monitor private security company alarms.

### 2.1002.12 ACCEPTING & DELIVERING EMERGENCY MESSAGES

- A. Requests to deliver emergency messages will be accepted:
  - 1. In cases of obvious emergencies, i.e., death, illness, medical, or family related; or
  - 2. As necessary to facilitate institutional needs, i.e., class cancellation notices.
- B. Requests to deliver non-emergency messages will be referred to appropriate departments.
- C. PCO's will request supervisory approval to deliver sensitive or unusual messages.
- D. No class information brought to PCC's will be disclosed.

### 2.1002.14 INTERAGENCY COMMUNICATION

- A. Coppin State University Police radio frequency is through Baltimore City Police Department (radio licensing agreement with Baltimore City Police). A radio is kept at and monitored by the on duty by the Sergeant/OIC and is use for emergency use only.
- B. On hearing a serious call which is in the agencies patrol area or on campus, the PCO immediately notifies the officer working that area. By this broadcast, building security and parking security officers are able to hear the information.
- C. On receiving information of a call being dispatched to BPD, UPO's will respond to the area to assist.
- D. When communicating via radio with city officers or dispatchers, CSU officers will adhere to proper communications protocols being:
  - 1. Clear speech,
  - 2. utilizing no 10-codes or signals,
  - 3. ensure that messages are accurately transmitted and received.

### 2.1002.16 COMMUNICATIONS, FACILITIES & EQUIPMENT SECURITY

- A. The Communications Center is designated as a limited access area.



- B. The agency's fixed radio base station is located at Baltimore City Police Communication Center located at 601 E. Fayette St. in Baltimore City.

**2.1002.18 RECORDING RADIO & PHONE CONVERSATIONS**

- A. This agency at this time does not record agency radio transmissions in addition to all telephone conversations.

**2.1002.20 CCTV MONITORING/ RECORDING**

- A. The agency's in-house CCTV system is utilized to monitor and record activities in critical locations of movement in and around university property.
- B. Routine CCTV operations are to be conducted only by on-duty ASG personnel and shift supervisors/OIC.
- C. ASG personnel are responsible for ensuring proper recording and system operations.
- D. Video recordings are official agency records and will not be removed, altered, degaussed, tampered with, or accessed contrary to directives.
- E. Video recordings are saved on the camera's respective computer server which yields a shelf life between 3 and 6 days before the disk will be "written over" by other recordings.
- F. If a recording is required for an investigation, court or determined to have training potential, the protocol to copy requires the system to be up and running at the PCO's station.
- F. By following this process this will save the images on the desk top until they can be copied onto a disk.
- G. Personnel needing to review recordings of "other than tactical emergencies" will submit a request through the Operations Lieutenant.
- H. CCTV system malfunctions will be reported immediately to the on-duty shift supervisor/OIC and the Assistant to the Chief by e-mail.

**2.1002.22 TELEPHONE**

Agency employees will comply with university directives relating to telephone system usage.

**2.1002.24 USE OF RECORDED LINES**

This agency currently does not have recorded telephone lines.

**2.1002.26 GENERAL PROVISIONS FOR TELEPHONE USE**

- A. Unless assigned to Communications, employees will not use the Communications facility as places to make or receive phone calls.
- B. Except for exigent circumstances, phone calls received in Communications will be transferred to employees' dedicated phones or to general access phones.
- C. General access phones are available in the Police Officer's radio/computer area;
- D. Use of employees' dedicated phones is restricted to those employees to whom the phones have been dedicated unless expressed permission has been granted by the employees.
  - 1. Supervisors and administrators may use phones in any area that they are authorized to be in during the normal conduct of business.
  - 2. Supervisors and administrators may authorize the use of other phones as required to facilitate agency business.

**2.1002.28 CELLULAR TELEPHONES**

- A. Coppin State University Police Communications Operators are not equipped with departmental issued cell phones.

**2.1002.30 TELEPHONE COURTESY**

- A. Employees answering agency telephones will do so promptly and courteously.
- B. Unless precluded by tactical or investigative considerations, employees answering phones will identify their location or assignment and name. For example:
  - 1. For 410-951-3900, answer "Coppin State University Police. Operator #199"
  - 2. For 3911 or red emergency phones, answer, "Operator # 199. What is the nature of your emergency?"
- C. Employees will attempt to obtain sufficient information to facilitate appropriate responses. Callers refusing to identify themselves will nei-



ther preclude attempts to assist them nor inhibit responses to calls for service.

### **2.1002.32 BACK-UP RESOURCES**

A. The agency's fixed radio network equipment (console) is located in the Communication Center in the offices of the Department of Public Safety. Coppin State University Police radio frequency is through Baltimore City Police Department (radio licensing agreement with Baltimore City Police). A radio is kept at and monitored by the on duty Sergeant/OIC and is used for emergencies only.

### **2.1002.34 COMMUNICATIONS EQUIPMENT & MAINTAINENCE**

A. The Lieutenant of Administration coordinates the maintenance of, and service to, all communication related equipment, including, but not limited to:

1. Portable radios;
2. Fixed network equipment, Police Communication Center's Console, and telephones.

B. Personnel assigned to Communications coordinate the maintenance of, and service to, communications related equipment, including, but not limited to:

1. Alarm monitors;
2. CCTV monitors and recording systems;
4. METERS terminal and printer; and
5. Telephones.

### **2.1002.36 PORTABLE RADIOS**

A. Each officer is issued a portable radio, battery, detachable microphone, radio holder and charger.

1. Officers assigned to uniformed field duties are strongly encouraged to use their detachable microphones. Unit, event, or incident commanders may mandate the use of detachable microphones.
2. Radios will be placed in agency chargers during off-duty hours. Radios will not be utilized while off-duty without permission from administrative ranked officers.
3. Radios issued to non-patrol personnel may be secured in officers' work spaces.

B. Portable radios needing repair or maintenance will be submitted to the Administrative Lieutenant with a written administrative report explaining the reason for repair or maintenance.

1. If repairs are needed because of damage, employees will comply with **2.4480 Property Care and Maintenance**.
2. When issued portable radios have been submitted for repair, spares will be checked out on a shift-by-shift basis. Replacement portable radios are to be returned promptly by employees at the end of their tours of duty.

### **2.1004 OTHER COMMUNICATIONS DEVICES**

#### **2.1004.02 SMART PHONES**

Currently, there are no smartphones issued to agency members.

#### **2.1004.04 SATELLITE TELEPHONES**

Coppin State University Police Department does not have satellite telephones.

### **2.1006**

#### **2.1006.02 RESPONSE STATUS & CLASSIFICATION**

A. Information contained in the Communications Manual includes, but is not limited to:

1. Dispatching protocols;
2. Tactical dispatching plans; and
3. Circumstances that require the presence of patrol supervisors at incident scenes for the purpose of assuming command.

B. All incidents requiring police responses will be dispatched over the radio even if responding officers are leaving from Headquarters. This is necessary to provide officer safety, to ensure that taped records of incidents exist from beginning to end, and to inform supervisory and patrol personnel of the status and locations of all personnel.

C. Incidents dispatched with a priority response are:

1. All incidents involving life-threatening circumstances;
2. In-progress crimes against persons or property; and



3. Crimes that have just occurred against persons or property with suspects on or near the scenes.
- D. All other incidents will be dispatched with routine responses unless sufficient information is known by Communications personnel or officers to justify upgrading response classifications.
  1. Communications personnel receiving calls for service will prioritize the calls based on information obtained by employees receiving the calls.
  2. If employees have doubts concerning the exigent nature of calls, the doubt will be resolved in favor of the higher priority.
  3. Patrol squad supervisory personnel, unless overridden by orders of administrative ranked officers, may upgrade or downgrade response modes based on circumstances that include, but are not limited to:
    - a. Type and seriousness of possible violations or crimes;
    - b. Possibility of apprehensions;
    - c. Incident locations;
    - d. Locations of responding officers;
    - e. Pedestrian and vehicular traffic levels;
    - f. Weather conditions; and
    - g. Conditions of police vehicles.
- E. All calls will be handled in order of highest to lowest priority. Calls will be dispatched as soon as units are available. At no time will calls be held when units are available to respond. Squad commanders will be advised of calls that are held in excess of 15 minutes.
- F. Only units dispatched to respond priority to incidents will respond in priority modes.
  1. Communications will specify which units will respond and the response classification.
  2. Other officers responding as back-up units will respond in routine modes unless directed otherwise.
  3. First units arriving at incident scenes will immediately notify Communications if changes in response classification or number of units are necessary.
  4. When on-scene units advise that others units may cancel their response, those units will not respond to the scene and will go in-service.

**2.1008**  
**2.1008.02 RADIO UNIT IDENTIFICATION**

- A. The base radio is referred to as KGA.
- B. Officers will use their unit numbers as radio unit identifiers.

**2.1010**  
**2.1010.02 METERS**

- A. The METER terminal may be utilized for, but is not limited to:
  1. Inquiring and updating data in the METERS computer system as appropriate;
  2. Accessing files in the NCIC database;
  3. Accessing data files of the Maryland Motor Vehicle Administration (MVA);
  4. Accessing Computerized Criminal History (CCH) files;
  5. Communicating with the National Law Enforcement Telecommunications System (METERS).
- B. All messages must be as brief as possible.
- C. METERS is for official use only. No personal or private messages or inquiries will be sent.
- D. Messages will not be sent except upon authority of designated operators.
- E. Messages must be in forms prescribed by the METERS Manual.
- F. Messages transmitted over METERS are considered confidential and will be divulged only to those authorized by message instructions.
- G. Message reviews by terminal operators made consistent with job performance requirements do not constitute breeches of confidentiality directives.
- H. Information obtained through METERS will not be sold.
- I. Employees will utilize the METERS system and disseminate information obtained through the METERS system in accordance with applicable laws and regulations.

**2.1012**  
**2.1012.02 NCIC**

Agency employees will utilize NCIC functions and disseminate information obtained by NCIC functions in accordance with laws, rules, directives, and the NCIC manual.

**2.1012.04 INTEGRITY OF NCIC RECORDS**



- A. Agencies that enter records in NCIC are responsible for their accuracy, timeliness, and completeness.
- B. The FBI, as manager of the NCIC System, helps maintain system integrity through:
  - 1. Automatic computer edits which reject certain common types of errors in data;
  - 2. Automatic purging of records after they are in files for prescribed periods of time;
  - 3. Quality control checks by FBI personnel; and
  - 4. Periodically furnishing lists of all records on file for validation by the agencies that entered them.

### **2.1012.06 ACCURACY & VALIDATION**

- A. Officers needing NCIC entries, removals, or locate messages sent will provide Communications personnel necessary information to be entered.
- B. For entry and locate messages, Communications personnel will:
  - 1. Make the NCIC entry;
  - 2. Make a copy of the NCIC information;
  - 3. Write the Central Complaint Number (CCN) on the copy;
  - 4. Store the copy in the appropriate VALIDATIONS file consistent with message category type.
- C. For removal messages, the copy of the original message must be attached to the removal message and filed in the "CLEAR" section of the corresponding message type file.
- D. Copies of locate messages will be filed in the "CLEAR" section of the corresponding message type file.
- E. Supervisors will:
  - 1. Review the report consistent with reporting directives;
  - 2. Conduct a third-party check of the NCIC supporting documentation;
  - 3. Ensure third party check is included in the report; and
  - 4. Forward the NCIC documentation to Communications for filing consistent with message category type.

### **2.1012.08 TIMELINESS**

- A. PCO's are responsible for performing prompt modifications, locations, and clearances of NCIC entries as necessary.

- B. Upon receiving reports of stolen property meeting the criteria to be entered into the NCIC database files, the Coppin State University Police Department will:
  - Enter all property reported to its jurisdiction into the NCIC.
  - Forward a copy of the Coppin State University Police Incident Report and NCIC message to Baltimore City Police, Central Records within 24 hours of entry, to be kept on file for confirmation
  - In the event of a request from another jurisdiction to confirm stolen property, the CSUPD will initiate confirmation within the specified time, if a certified dispatcher is on-duty. If a second confirmation is initiated, the Baltimore Police Department will complete the confirmation in accordance with the exchange agreement on file.

### **2.1012.10 QUALITY CONTROL**

FBI NCIC personnel periodically check records entered in the system for accuracy. Errors discovered in records are classified as serious errors or non-serious errors. The type of error classification determines the actions taken by FBI NCIC.

### **2.1012.12 NCIC FILES**

Files supported by the NCIC include:

- A. Vehicle file;
- B. Boat file;
- C. Gun file;
- D. Article file;
- E. Securities file;
- F. Wanted person file;
- G. Missing person file;
- H. Foreign Fugitive file; and
- I. US Secret Service (USSS) protective file.

### **2.1012.14 NCIC QUERIES**

NCIC query functions include, but are not limited to:

- A. Entry files described in **2.1070.25**;
- B. Computerized Criminal History (CCH) file;
- C. Automated ID Section; and
- D. Federal Offender File.



**2.1012.16 MVA FUNCTIONS**

- A. METERS users are able to interface with the MVA computer for inquiries into the Maryland Registration File and the Maryland Driver Information File. METERS functions will be utilized for official uses only.
- B. METERS headquarters has no control over the ability of MVA computers to stay operational.
- C. MVA inquiry functions include, but are not limited to:
  1. Query Maryland registration and/or operator's license;
  2. Browse for identification and address data;
  3. Request for certified copy of registration;
  4. Request for certified copy of driver record;
  5. Query junked vehicle;
  6. Query Maryland registration by partial license or VIN; and
  7. Send one page administrative message to MVA.

**2.1014**

**2.1014.02 METERS**

- A. METERS is a message switching network that is a computer to computer interface. METERS functions will be utilized for official uses only.
- B. METERS headquarters has no control over the ability of METERS member computers to stay operational.
- C. Services provided by METERS on a nationwide basis include, but are not limited to:
  1. Query out-of-state registration/driver record;
  2. Query out-of-state driver history record
  3. Send out-of-state administrative message;
  4. List nationwide APB messages waiting for review;
  5. Query out-of-state road/weather information;
  6. Query out-of-state boats/snowmobile registration;
  7. Query FAA aircraft registration system;
  8. Query FAA aircraft tracking system;
  9. Query Hazardous materials file;
  10. METERS Canadian interface; and
  11. Query CHRI for identification or record.

**2.1016**

**2.1016.02 PHONETIC ALPHABET**

It is recommended that agency employees utilize this phonetic alphabet during radio transmissions for identification of registration plates, spelling names, and other applicable situations.

A	Adam	J	John	S	Sam
B	Boy	K	King	T	Tom
C	Charles	L	Lincoln	U	Union
D	David	M	Mary	V	Victor
E	Edward	N	Nancy	W	William
F	Frank	O	Ocean	X	X-Ray
G	George	P	Paul	Y	Young
H	Henry	Q	Queen	Z	Zebra
I	Ida	R	Robert		

**2.1018**

**2.1018.02 10-CODES AND SIGNALS**

Agency employees will use plain "Talk" communications during incidents that require assistance by responders from other agencies, jurisdictions and functional disciplines. Agency employees will also use plain "Talk" for internal operations but are still authorized to use the following 10-codes and signals during radio transmissions.

KGA

- 10 – 1 TRANSMISSION CHECK
- 10 – 2 SIGNAL GOOD
- 10 – 3 SIGNAL POOR
- 10 – 4 ACKNOWLEDGEMENT (OK)
- 10 – 5 FAILED TO ACKNOWLEDGE
- 10 – 6 STAND BY
- 10 – 7 OUT OF SERVICE
- 10 – 8 IN SERVICE
- 10 – 9 REPEAT
- 10 – 11 MEET \_\_\_ AT \_\_\_
- 10 – 12 NOT AVAILABLE
- SIGNAL 13 OFFICER NEEDS ASSISTANCE**
- 10 – 14 WAGON RUN
- 10 – 15 URGENT WAGON RUN
- 10 – 16 BACK UP UNIT REQUEST
- 10 – 17 CALL WHATEVER YOU ARE ASSIGNED TO
- 10 – 18 GO TO WHATEVER YOU ARE ASSIGNED TO
- 10 – 19 RETURN TO
- 10 – 20 LOCATION
- 10 – 21 CALL \_\_\_ BY TELEPHONE
- 10 – 22 DISREGARD
- 10 – 23 ARRIVED ON SCENE
- 10 – 25 STOPPING SUSPICIOUS VEHICLE
- 10 – 27 DRIVERS LICENSE INFORMATION



**Coppin State University Police Department  
Manual of Rules and Procedures  
COMMUNICATIONS**

Section: 2.1000  
Effective: July 25, 2013

- 10 – 28 VEHICLE REGISTRATION NUMBER
- 10 – 29 CHECK FOR WANTED
- 10 – 30 SUBJECT WANTED
- 10 – 31 IN PROGRESS
- 10 – 32 SUFFICIENT UNITS ON SCENE
- 10 – 33 EMERGENCY
- 10 – 34 CIVIL DISTURBANCE
- 10 – 35 MAJOR CRIME ALERT
- 10 – 36 DESCRIPTION
- 10 – 37 REQUEST TOW TRUCK
- 10 – 38 REQUEST AMBULANCE
- 10 – 39 DISABLED DEPARTMENTAL VEHICLE
- 10 – 40 REQUEST CRIME LAB
- 10 – 41 REQUEST IMPOUND TRUCK
- 10 – 42 REQUEST ANIMAL SHELTER
- 10 – 43 MALFUNCTIONING TRAFFIC SIGNAL
  1. A-Signal Completely Out
  2. B-Red Signal Out
  3. C-Signal Sticking
  4. D-Stop Sign or Yield Sign Down or Missing
- 10 – 44 REQUEST TO PATROL ON FOOT (GIVE 10-20)
- 10 – 45 PERMISSION DENIED
- 10 – 46 PERMISSION GRANTED
- 10 – 47 NEGATIVE
- 10 – 48 POSITIVE
- 10 – 49 HOURLY CALL

**By order of Leonard D. Hamm, Chief of Police**



## **2.1100 BEHAVIOR EVALUATION AND THREAT ASSESSMENT MANAGE- MENT (BETA)**

### **2.1100.02 PURPOSE**

- A. The agency's Behavior Evaluation and Threat Assessment Management Program is a uniform procedure for addressing threats or other incidents concerning behavior generating a concern for the personal safety of community members while on the property of the Coppin State University.
- B. The BETA program is coordinated by the CSUPD's Director of Threat and Risk Management.

### **2.1100.04 DEFINITIONS**

- A. Targeted Violence is any incidence of violence where a known or unknown attacker selects a particular target prior to a violent attack.
- B. "*Concerning Behavior*" is any range of behaviors falling along a spectrum that, due to their nature or severity, affect or potentially affect the campus or the workplace, generate a concern for personal safety, or result in physical injury.
- C. Threats are inappropriate behaviors, verbal or non-verbal communications, or expressions that lead to the reasonable belief that an act has occurred or may occur that may lead to physical harm to the threatened, to others, or to property.

### **2.1100.06 GENERAL INFORMATION**

- A. Violence is a process as well as an act. Careful analysis of violent incidents shows that violent acts often are the culmination of long-developing, identifiable trails of problems, conflicts, disputes and failures.
- B. Traditional law enforcement activities aim at apprehending and prosecuting perpetrators of violence after the commission of their crimes. Coppin State University's (CSU) endeavors to proactively identify potential acts of targeted violence and attempts to reduce or recommend actions to reduce a threat. Members of the agency, when presented with information or concerns about a possible future violent crime, must understand their responsibilities, authority, and tools.

## **2.1100.08 DOCUMENTING BEHAVIOR**

- A. Officers will document behavior that is reported or deemed threatening. Certain acts also require preliminary investigation. Examples include:
  - 1. Acts of violence;
  - 2. Threats, whether direct, indirect, implied, or veiled;
  - 3. Harassment;
  - 4. Homicidal/suicidal thoughts or actions;
  - 5. Intimidation;
  - 6. Stalking or unwanted pursuit; and
  - 7. Mental health concerns, including voluntary or involuntary commitment.
- B. Other behavior that may require documentation and preliminary investigation include:
  - 1. Weapons on campus;
  - 2. Belligerence or angry outbursts;
  - 3. Preoccupation with violent themes;
  - 4. Apparent obsession with someone;
  - 5. Domestic disputes; and
  - 6. Intentional destruction of personal property.

## **2.1100.10 PRELIMINARY INVESTIGATIONS**

- A. Threat assessments will be performed by sworn officers of the Coppin State University Police Department.
- B. Officers will take appropriate initial action based on the nature of the call.
- C. Officers will attempt to find the following indicators of risk of violence:
  - 1. Involvement of/possession of/access to Weapons or Weapons Training;
  - 2. Escalating Aggression, which includes an increase concerning behavior that increases in frequency, intensity, or physical contact;
  - 3. "*Negative Mental Status*", may indicate a mental disorder such as depression, paranoia, suicidal or homicidal thoughts.
    - a. This may include feelings of injustice, humiliation, and anger.
    - b. Officers should recognize that negative mental status may be the result of drug or alcohol use.
  - 4. Negative Member Status, which may be indicated by unemployment, termination, suspension, disciplinary action, negative performance review, unstable employment, demotion, being passed over for promotions or pay raises, or ejection or sanctions from a group.



5. Personal Stressors, as related to relationships, physical health, financial status, legal issues, family concerns, coping styles and support system availability.
  6. History of Violence and Conflict, which can be detected by a criminal history, direct communication, or being a victim of or a witness to family violence.
- D. Officers should search for necessary information about a suspect by checking databases and other resources available to them. These may include, but are not limited to:
1. Criminal History;
  2. NCIC;
  3. Case management check in CAD;
  4. Social networking web sites;
  5. Statements/interviews from victims or witnesses;
  6. Statements/interviews of others, such as:
    - a. co-workers;
    - b. friends;
    - c. roommates;
    - d. supervisors;
    - e. resident life staff
- E. Officers will include information concerning these checks in their report narratives.
- F. The preliminary investigation needs to be completed to include the collection of evidence or property that corroborates the incident, including but not limited to:
1. email messages;
  2. letters or papers;
  3. Instant Messaging messages; and
  4. Any other items that may be of evidentiary value.
- G. The preliminary investigation must be worked until complete. If an officer will be on days off, the case may be handed over to another officer **or immediately assigned to the detective.**

#### **2.1100.12 THREAT ASSESSMENTS**

- A. Basic threat assessments are initially managed through the shift supervisor while keeping the Operations Lieutenant and Chief informed of the status.
- B. Cases requiring a full threat assessment will involve a more in-depth investigation. This may include, but is not limited to:
  1. Searches of other databases;

2. Contacting law enforcement agencies where the suspect lives or lived;
3. Conducting a canvass of the suspect's neighborhood to question them about the suspect's behavior.
4. Conducting an analysis of the potential for the case to escalate in violence;
5. Case assigned to BETA Team.

#### **2.1100.14 WORKING WITH THE CAMPUS COMMUNITY**

Threat Assessments may require other departments on the University to act in support of the victim. These may include:

- A. Academic Affairs, if the victim needs a change in classes;
- B. Department of Resident Life, if the victim needs a change in housing;
- C. Department of Transportation Services, if the victim needs a change in parking location;
- D. Counseling Center, if the victim is a student and needs counseling;
- E. Faculty/Staff Assistance Program, if the victim is an employee and needs counseling;
- F. Office of Student Conduct, if the suspect is a student and the student behavior is a violation of the Code of Student Conduct.

#### **2.1100.16 BETA TEAM INVOLVEMENT**

- A. The University has a multi-disciplinary team of campus personnel who meet on a regular basis to address issues of threats and concerning behavior.
  1. Nursing Center;
  2. Counseling Center;
  3. Academic Affairs
  4. CSU Police;
  5. Student Affairs;
  6. Residence Life and
  7. Human Resources.
- B. Either the Chief or a designee will be identified as a standing member of the BETA team and represents the agency.
- C. BETA team communications will be kept confidential and communicated only to persons who have a need to know.

**By order of Leonard D. Hamm, Chief of Police**



## **2.1020 VEHICLE OPERATIONS**

### **2.1020.02 VEHICLE USE, AUTHORIZATION, & OPERATION**

- A. All agency employees are responsible for the proper care, operation, and cleanliness of agency vehicles under their direct and/or indirect care.
- B. State vehicles shall not be used to conduct personal business, or to transport unauthorized personnel.

### **2.1020.04 AUTHORIZED DRIVERS**

- A. Only authorized employees may operate agency vehicles. Vehicle use authorization is delegated from the Chief to Shift Supervisors.
- B. Every vehicle operator must possess a valid operator's license for the vehicle class to be driven.
  - 1. All agency employees may operate agency vehicles consistent with use restrictions.
  - 2. Persons with six or more points against their license are not permitted to drive state vehicles until the accumulated point total is reduced to less than four points in according to state fleet regulations.
- C. Civilian CSU police personnel may operate agency vehicles consistent with their duties and responsibilities.

### **2.1020.06 RESTRAINT DEVICES**

- A. All persons driving or riding in agency vehicles will wear seat belts/shoulder harnesses in compliance with provisions of the Transportation Articles.
- B. Employees will not take actions that will lessen the effectiveness of vehicle passenger restraint systems.

### **2.1020.08 SECURING VEHICLES**

Unattended agency vehicles will be appropriately secured.

### **2.1020.10 TRANSPORT OF PASSENGERS**

- A. In keeping with policy, escorts for faculty, staff and students formally begin when shuttle service ends at 10:15 pm and not withstanding exigency, University Officers/Police will **not** decline an escort any time requested.

### **2.1020.12 AGENCY IS NOT RESPONSIBLE FOR CERTAIN LOSS**

- A. The agency is not responsible for damages to, or loss of, personal property by fire, theft, or collision due to the negligence of operators of agency vehicles.

### **2.1020.104 OBEDIENCE TO VEHICLE LAWS**

- A. Employees will operate agency vehicles responsibly, courteously, and in obedience to all regulations and traffic laws.

## **2.1040 VEHICLE EQUIPMENT**

### **2.1040.02 GENERAL EQUIPMENT & SUPPLIES**

- A. Marked agency vehicles used for patrol are:
  - 1. Emergency vehicles and equipped with lights and sirens in accordance with the Transportation Articles;
  - 2. Equipped with supplies that facilitate general or routine patrol services.
- B. The unmarked agency vehicle is not an emergency vehicle and not to be used as such.
- C. Standard equipment for all marked police vehicles should include:
  - a. First aid kit;
  - b. Fire extinguisher;
  - c. Spare tire and jack with tools;
  - d. Road flares;
  - e. Reflective traffic vest;
  - f. "Police Line" or "Caution" tape; and
  - g. Traffic cones; and
  - h. Supply kit (containing blankets, tape, flex-cuffs, evidence bags, gloves, marking crayons, hazmat book, and other misc supplies)

### **2.1040.04 EQUIPMENT USE**

- A. Equipment assigned in vehicles are to be inspected daily by each shift and items used, replenished.

### **2.1040.06 NON-TRANSFERENCE OF EQUIPMENT**

- A. Equipment assigned to a particular vehicle will not be changed, traded with, altered, or removed without permission from the shift supervisor/OIC.



## 2.1060 OBEDIENCE TO PARKING REGULATIONS

- A. Agency vehicles will be parked in accordance with parking regulations during regular operations. Emergency or exigent circumstances allow for the temporary violation of parking regulations.
- B. Agency vehicles parked in restricted areas will not be parked so as to unnecessarily interfere with traffic or impede emergency vehicle response during emergencies.
- C. **The agency will not be responsible for parking tickets or traffic violations received in violation of law or agency directives. Operators will be responsible for any parking, traffic violations/fines or storage charges as applicable.**

## 2.1080 FLEET VEHICLE OPERATIONS

### 2.1080.02 VEHICLE AVAILABILITY

- A. Agency owned vehicles do not have mileage limitations.
- B. Special use vehicles, such as bicycles, will be utilized only by personnel as authorized by training, certification, or assignment.
- C. Vehicles taken out of service because of maintenance related needs, high mileage, prior reservations for use, or other reasons will not be placed in service without the permission of Operations Lieutenant. Factors that must be considered when requesting a release of vehicles placed out of service include, but are not limited to:
  - 1. Verifying listed reasons for placing vehicles out of service by on-duty patrol squad supervisors; and
  - 2. Documenting vehicle inspections conducted by on-duty patrol supervisors or designates.

### 2.1080.04 VEHICLE INSPECTIONS

- A. Employees will thoroughly inspect vehicles prior to driving them, or, because of exigent circumstances, as soon as practical; deficiencies and/or damages discovered will be immediately reported.
- B. Shift supervisors/OIC's will ensure weekly vehicle condition reports are completed and forwarded to the Operations Lieutenant.
- C. Vehicles will be inspected for:
  - 1. Cleanliness;

- 2. Damage;
- 3. Tire conditions;
- 4. Oil level;
- 5. Condition and status of assigned equipment and supplies; and
- 6. Property left by others.
  - a. If contraband or weapons are recovered, recovering officers will obtain CCNs and write an incident report.
  - b. Recovered personal property belonging to agency employees will be submitted to LOST AND FOUND for return in keeping with agency protocol – an e-mail notifying the owner may be in order.
  - c. Personal property belonging to citizens will be documented and submitted to the Lost and Found as recovered property and in keeping with agency protocols.

- D. Officers are responsible for restocking expendable vehicle supplies from on-hand reserve supplies.
- E. Previously undocumented deficiencies discovered during vehicle inspections will constitute *prima facie* evidence that the immediate, prior operators are responsible for deficiencies and improper inspections and may be held responsible for the deficiencies.
- F. At the end of all tours of duty, the officer will:
  - 1. Remove personal property;
  - 2. Ensure the interior of the vehicle is clean and trash free;
  - 3. Inspect the interior for articles left by others;
  - 4. Ensure that the vehicle is at least 3/4 fueled; and
  - 5. Secure the vehicle.
- H. Vehicles deemed unsafe or not road-worthy by employees will be immediately reported to supervisory personnel.
  - 1. Unsafe or non-road-worthy vehicles will be placed out of service with concurrence of supervisory personnel.
  - 2. Originals of Vehicle Condition Reports will be submitted to Operations Lieutenant.

### 2.1080.06 VEHICLE MAINTENANCE

- A. Vehicle Maintenance is the responsibility of the Lieutenant of Administration who coordinates the general maintenance, repairs, and modifications to agency vehicles.
  - 1. Routine maintenance schedules are furnished to the shift supervisor/OIC to have the vehicle transported to the facility performing the work.



2. Inspectional information from daily activity sheets is consolidated into maintenance requests as needed.
  3. Shift supervisors/OIC's coordinates vehicle pick-up from and delivery to appropriate maintenance facilities.
  4. Officers picking up vehicles from maintenance facilities will, as practical, inspect the vehicles to ensure requested maintenance has been completed and return any copies of work receipts to the Assistant to the Chief.
  5. Without first notifying the Assistant to the Chief, officers will not accept custody of vehicles or sign for vehicle maintenance charges if they believe the maintenance is incomplete or incorrect.
- B. Day shift supervisors/OIC's are responsible for ensuring vehicles are washed on an as-needed basis.
1. Vehicles will be washed in preparation for major special events.

#### **2.1080.08 OPERATIONAL EQUIPMENT IN VEHICLES**

- A. Officers are not allowed to use in agency vehicles:
1. Non-issued earphones, electronic ear pieces, or headsets, excludes hearing aids;
  2. Televisions;
  3. Equipment, uniform items, or other articles or substances specifically prohibited by laws or directives.

#### **2.1100 VEHICLE FUELING PROCEDURES**

##### **2.1100.02 FUELING PROGRAM RESPONSIBILITIES**

Immediate oversight and management of the agency's fueling program is the responsibility of the Assistant to the Chief.

##### **2.1100.04 FUELING PROCEDURES**

- A. Each of the agency's vehicles are issued a Wright's Express Universal Fleet gas card.
1. Agency employees, permanently assigned to drive vehicles, are authorized to use gasoline card. Each operator is directed to obtain fuel from specified gas stations. Each is responsible for the proper use, security, and use of these cards.

2. Loss or theft of cards must be reported and immediately investigated.
- B. Employees operating agency vehicles are responsible for:
1. Ensuring vehicles are returned from usage with at least 3/4 tank of fuel, or as near as possible as time permits;
  2. Ensuring vehicles are fueled with gasoline conforming to minimum octane ratings;
  3. Checking, and adding necessary oil from agency supplies;
  4. Verifying information contained on credit card receipts;
  5. Documenting on their Daily Activity sheet:
    - a. Vehicle numbers; and
    - b. Odometer readings (mileage).
    - c. Amount of gasoline purchased.
  6. Monthly, Physical Plant pays for gas purchases then submits a transmittal report for the agency to reimburse them for the payment made.

#### **2.1120 RESPONSE PROCEDURES**

- A. Consistent with agency directives and Maryland TR 21-106, officers may use vehicle emergency equipment when:
1. Warning persons of hazardous conditions;
  2. Signaling persons of a police presence;
  3. Directing the movement of persons, animals, or vehicles;
  4. Providing supplemental lighting;
  5. Effecting traffic stops;
  6. Pursuing violators or suspected violators of the law;
  7. Responding "priority" to emergency calls.
- B. All calls for service have response classifications as "routine" or "priority."
1. Routine response to calls:
    - a. Is the response mode for all calls, unless otherwise ordered; and
    - b. Involves normal vehicle operations in compliance with all traffic laws.
  2. Priority response gives authorization, but not a mandate to use emergency lights and siren while responding in an agency vehicle. Routine response is included within this definition.
    - a. When facts known to the officer indicate that a priority response would be more appropriate. As such, the officer would advise Communications of their intent to respond priority.



- b. Officers responding priority are granted certain privileges under the Transportation Articles and as such are responsible for compliance to them with respect to operation of emergency vehicles.
- C. Response classifications will be modified as incident dynamics dictate to ensure safety of citizens and officers.
  - 1. Initial units arriving at incident scenes will notify Communications if changes are needed to response classifications.
  - 2. Units receiving response cancellations **will not** respond to incident scenes.
  - 3. Officers unable to notify Communications of their presence at emergency scenes will notify Communications when returning to service.
  - 4. Officers needing assistance may request either priority or routine back-ups. Only calls of a "Signal 13" are automatically priority back-up requests.

#### 2.1120.02 RESPONDING TO EMERGENCY CALLS FOR SERVICE

- A. When responding to an emergency call for service (dispatched or on view) describing incidents involving personal injury or the potential for personal injury, reported to be in-progress or having just occurred, or engaging in a vehicle pursuit based upon exigent circumstances, and upon activating the vehicle's EMERGENCY LIGHTS AND SIREN officers must adhere to the following:
  - 1. Exceed the maximum speed limit, by no more than TEN MILES AN HOUR,
  - 2. Slow down and proceed with caution at red automatic signals, stop signs, yield signs, and before entering intersections to ensure safe passage of other vehicles and pedestrians. (TR21-106)
  - 3. Notify supervisor and communications IMMEDIATELY.
  - 4. CSU Police Officers who are engaged as back-up units shall obey the procedures stated within this directive as relating to pursuits and/or emergency vehicle operation.

#### 2.1140 ESCORTS OF NON-EMERGENCY VEHICLES

- A. Priority escorts of non-emergency vehicles are generally prohibited. In the event of medical emergen-

cies, 911 will be notified and EMS assistance requested.

- B. Non-emergency escorts for parades, special events, over-sized loads, dignitaries, funerals, hazardous or unusual cargo, etc. may be provided with the approval of the Chief. Persons requesting such escorts must possess appropriate permits and/or authorization from the university.
- C. The **Operations Lieutenant** is responsible for the planning and coordinating any requested escorts.
- D. Communications will be notified prior to the beginning of any escorts and at the end of escorts.

#### 2.1160 VEHICLE PURSUITS

- A. Members of the department shall operate agency vehicles with the utmost care and caution, complying with all traffic laws, and **SHALL NOT BECOME ENGAGED IN HIGH-SPEED PURSUIT DRIVING**, except under EXIGENT circumstances.
- B. Exigent circumstances exist when a suspect uses a vehicle to elude apprehension, and;
  - Insufficient time exists to resort to other alternatives; and
  - Violator has committed any violent arrestable offense resulting in or threatening death or serious physical injury; or
  - The violator is driving in a manner which would indicate the driver is under the influence of alcohol or drugs; or
  - Violator presents a clear threat to public safety
- C. Officers will not initiate or continue pursuits if they believe pursuits would unnecessarily endanger property, officers, violators, or innocent citizens.
- D. Police vehicles carrying civilian observers, detainees, or other non-agency personnel are prohibited from participating in pursuits unless failure to initiate pursuits would pose immediate risks of death or great bodily harm.

#### 2.1160.02 PURSUIT FACTORS

- A. Participation in pursuits must be weighed against the mission of the agency. If efforts to enforce the law unnecessarily place at risk lives and property, then pursuits should either be canceled or not initiated.
- B. Justification for participating in pursuits must be limited to what reasonably appears to be the facts



known or perceived by officers at the time they decide to pursue. Facts unknown to officers, no matter how compelling, cannot be considered at a later time in determining whether the pursuit was justified.

- C. Some, but not all of the factors to be considered by primary officers, secondary officers, and shift supervisors when deciding to initiate, continue, or terminate pursuits are:
  - 1. Probable cause existing to believe crimes has been or is being committed;
  - 2. Type and seriousness of violations or crimes;
  - 3. Officers having jurisdictional authority to take action;
  - 4. Possibility of apprehensions;
  - 5. Locations;
  - 6. Pedestrian and vehicular traffic levels;
  - 7. Weather conditions;
  - 8. Conditions of police vehicles;
  - 9. Reasonable expectations that vehicles and/or drivers can be identified later.

#### **2.1160.04 VEHICLE USE RESTRICTIONS**

- A. Agency vehicles may be utilized in pursuits only if they have been designated as emergency vehicles consistent with the Transportation Articles and are equipped with emergency lights and sirens.
- B. Since the unmarked departmental vehicle does not meet the precise definition of an emergency vehicle (TR22-218 (b)(1)) it shall not be used as an emergency vehicle - - unless a situation presents a clear and articulable imminent threat to public safety

#### **2.1160.06 PRIMARY OFFICER'S RESPONSIBILITY**

When initiating a pursuit, primary officers will:

- A. Activate and use emergency lights and sirens throughout pursuits;
- B. Make notifications to communications relating to:
  - 1. Unit or ID numbers;
  - 2. Pursuit is in progress;
  - 3. Location, direction of travel, and speed;
  - 4. License number and description of suspect vehicle;
  - 5. Number & description of occupants; and
  - 6. Reasons for pursuit;
- C. Transmit pursuit progress updates while within radio range.

#### **2.1160.08 SECONDARY OFFICERS' RESPONSIBILITY**

Secondary officers involved in pursuits will:

- A. Activate and use emergency lights and siren throughout pursuits;
- B. Make notifications to communications relating to:
  - 1. Unit or ID numbers; and
  - 2. Their participation as secondary units;
- C. Assume positions of support to the rear of primary officers;
- D. Ensure on-duty command is notified of the pursuits;
- E. If requested, take over primary responsibilities for pursuit progress communications; and
- F. Assist with arrests if apprehensions are made.

#### **2.1160.10 SHIFT SUPERVISOR'S RESPONSIBILITY**

The shift supervisor/OIC will:

- A. Assume command of the pursuit;
- B. Not relinquish command until the pursuit is concluded, canceled, or until relieved by a superior;
- C. Monitor the pursuit for adherence to agency directives;
- D. Maintain control of the number of vehicles involved in the pursuit by considering:
  - 1. Type, nature, and severity of crimes;
  - 2. Number of personnel needed to safely affect arrests;
  - 3. Numbers of occupants in suspect vehicles;
  - 4. Possession and type of weapons;
  - 5. Requests by pursuit units for additional units; and
  - 6. Violence exhibited by suspects;
- E. Ensure notifications are made to other jurisdictions; and
- F. Determine the merits of pursuits as the individual ultimately responsible for the decision to continue or discontinue pursuits.
- G. When necessary, cancel or alter the conduct of the emergency response.
- H. Emergency responses shall be discontinued when:
  - 1. Risk to the officer and public is unnecessary
  - 2. Risk is inconsistent with the severity of the violation
  - 3. Street and environmental conditions are not conducive to rapid emergency response.



### 2.1160.12 COMMUNICATIONS RESPONSIBILITY

- A. When advised by CSUPD officers of a pursuit or need to operate in an emergency manner shall:
- Clear ALL radio traffic and channels
  - Notify operator's supervisor
  - Notify Operations Lieutenant
  - Notify the Baltimore Police Communications Supervisor at [REDACTED] radio traffic and keeping all responding units advised, and;
  - Ensure all requested resources are properly and immediately dispatched to scene.
- B. Request assistance at the console as may be deemed necessary.
- C. Begin to compile a chronological list of events as they occur (easel & flip chart).

### 2.1160.14 OTHER AGENCY PURSUIT INTO JURISDICTION

- A. Communications personnel will attempt to establish and coordinate communications between agencies when other agencies pursue suspect vehicles into this agency's jurisdiction.
- B. Officers will attempt to locate and assist.
- C. The actions of agency employees becoming involved in other agency pursuits into the jurisdiction of this agency will conform to related directives of this agency.

### 2.1160.16 ABANDONMENT OR CANCELLATION

- A. Pursuit will be abandoned or canceled by pursuing officers or a superior when:
1. Weather, traffic, or roadway conditions make the pursuit unsafe;
  2. It becomes apparent that the immediacy of the apprehension is outweighed by a clear and present danger to the officer or others;
  3. The pursuit is actively assumed by another agency and University Police Officers continue along the pursuit route to assist in the identification of the vehicle or operator;
  4. The identity of the violator is known to pursuing officers and immediate apprehension is not necessary to ensure the safety of the general public; or
  5. Agency vehicles become involved in accidents.

- a. If suspect vehicles continue to flee, pursuits may continue with supervisory or Command permission.
  - b. In this event, the vehicles involved in accidents will be checked by secondary units.
- B. Pursuing officers are considered to be no longer involved in the pursuit when:
1. Overheads and sirens have been turned off; and
  2. The operation of the vehicle is in compliance with the Transportation Articles as a non-emergency vehicle.
- C. If, after a superior issues an order to discontinue a pursuit and the pursuit is continued because of facts known to the pursuing officers but not able to be communicated to a supervisor, the officers involved must be able to subsequently justify the non-compliance with the order.

### 2.1160.18 POST PURSUIT DISCIPLINE

Officers will maintain post pursuit discipline once the stop is made. No other units will respond to the termination point unless requested by the pursuing officer or supervisor. The supervisor will clear any units that are not required at the scene.

### 2.1160.20 ROADBLOCKS & FOERCED STOPPING

- A. Roadblocks or forced stopping may be authorized:
1. Only by supervisory or command personnel after considering facts known to them at the time decisions are made;
  2. Only when no other means are available to stop pursued vehicles; and
  3. When the continuation of pursuits outweighs the potential hazards of utilizing roadblocks or forced stopping.
- B. Facts to be considered when requesting or authorizing roadblocks or forced stopping include, but are not limited to:
1. Types of incidents;
  2. Presence of hostages;
  3. The likelihood of injuries resulting from roadblocks or forced stopping;
  4. Hazards to the public and agency personnel if the pursuit is continued; and
  5. Traffic conditions.
- C. Sworn agency personnel will be trained in the use of agency-authorized roadblocks and forced stopping techniques.



- D. **Cordon roadblocks** allow vehicles to be checked for proper identification. They permit non-suspect vehicles to continue. Cordon roadblocks could be utilized in hostage situations that do not involve pursuits.
- E. **Rolling roadblocks** utilize agency vehicles to surround and stop suspect vehicles by slowing to a halt or forcing suspect vehicles off the road. Rolling roadblocks are preferred in pursuit situations because fleeing vehicles are often able to find ways to avoid barrier roadblocks.
- F. **Barrier roadblocks** seal off roadways utilizing only police vehicles to stop or apprehend suspect vehicles. Barrier roadblocks are the choice of last resort because of a high potential of damage or personal injury. Barrier roadblocks will not be utilized if hostages are involved.

**2.1160.22 ADMINISTRATIVE ANALYSIS OF PURSUITS, ROADBLOCKS AND FORCIBLE STOPPING**

- A. All pursuits, roadblocks and forcible stopping will be documented, reviewed, and analyzed annually.
- B. Reviews are made in order to:
  1. Determine if the pursuit, roadblock or forcible stopping was carried out within existing directives;
  2. Re-examine the pursuit, roadblock or forcible stopping directive in light of a specific incident;
  3. See the need for additional training, or to revise training for officers and supervisors; and
  4. Provide data necessary to establish and maintain a management information system for pursuit driving, roadblocks or forcible stopping,

**2.1160.24 POST-PURSUIT MAINTENANCE**

- A. Supervisory personnel will inspect all agency vehicles involved in pursuits in order to determine road-worthiness and/or pursuit related maintenance needs.
- B. Vehicles requiring post-pursuit maintenance will be placed out of service. Replacement vehicles will be assigned depending on availability.

**2.1180 LEGAL INTERVENTION**

**2.1180.02** Legal Intervention is defined as the deliberate action on the part of a member to strike or act as a roadblock against another vehicle or individual

attempting to elude apprehension, with the intent to stop and apprehend the operator or other individuals.

- A. The use of a departmental vehicle to deliberately strike or act as a roadblock (Legal Intervention) is **strictly limited** to **exigent** circumstances and may **ONLY** be used when:
  1. The suspect vehicle is being operated in such a manner to pose an **IMMINENT** threat of death or serious physical injury to the officer or others **AND**
  2. Insufficient time exists to resort to other alternatives.
- B. Accidents resulting from the stationary placement of a departmental vehicle to protect an accident or crime scene **shall not** be considered Legal Intervention.
- C. Under **NO CIRCUMSTANCES** will an officer or anyone remain inside a departmental vehicle when used as a roadblock relative to the issue of Legal Intervention?

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By order of Leonard D. Hamm, Chief of Police



**2.2000 TRAFFIC**

**2.2020 TRAFFIC ENFORCEMENT**

- A. The responsibility for enforcing traffic laws and regulations (moving violations / equipment in need of repair) is shared by all Coppin State University Police Officers.
  - 1. All enforcement actions will be conducted firmly, fairly, impartially, and courteously.
  - 2. Enforcement actions should take into account the degree and severity of the violations. As such University Police Officers are to:
    - a. operate on the premise that deliberate violations of traffic laws, and hazardous violations, deserve more vigorous enforcement efforts than do inadvertent violations or non-hazardous violations.
    - b. use discretion wisely; a verbal warning or the issuance of a “Traffic Violation Warning” can be substituted for arrests or citations when circumstances warrant, especially inadvertent violations.
  - 4. The decisions regarding enforcement options are to be based on laws, directives, training, experience and good “common sense.”
  - 5. Both qualitative and quantitative analysis is integral facets of the agency’s traffic enforcement.
- B. University Police Officers’ traffic related duties and responsibilities include, but are not limited to:
  - 1. Conducting traffic safety education and public information sessions;
  - 2. Enforcing state and local motor vehicle laws;
  - 3. Enforcing parking regulations;
  - 4. Assisting Baltimore Police, as requested, with vehicular collisions;
  - 5. Directing traffic as needed to ensure the free flow of pedestrian and vehicular traffic in the area adjacent to campus, specifically during large events held on and around campus.
- C. Enforcement actions consist of verbal warnings, issuance of a written “Traffic Violation Warnings”, equipment repair orders, uniform citations, and custodial arrests.
  - 1. University Police Officers may give verbal warnings or issue a written “Traffic Violation Warnings”, to violators whenever minor traf-

- fic infractions are committed in areas where traffic collisions are minimal, when acts may be due to ignorance of the law, or situations which are not readily apparent to drivers. Similarly, verbal warnings or written “Traffic Violation Warnings”, may be appropriate when drivers are unaware of minor equipment violations.
- 2. Repair orders may be issued in accordance with Title 23 of the Transportation Article.
- 3. Maryland Uniform Complaint and Citations should be issued to violators who jeopardize the safe and efficient flow of vehicular and pedestrian traffic.
- 4. Physical arrests for violations of the Transportation Articles will be made in accordance with Article 26, Subtitle 2.

**2.2020.02 OPERATIONAL TACTICS**

- A. Traffic enforcement tactics may vary depending on the nature of violations and their potential for creating hazards to persons or property or obstructing the free flow of traffic.
- B. Enforcement tactics may include, but are not limited to:
  - 1. Roving patrol between points on targeted roadways;
  - 2. Patrols of defined problem areas;
  - 3. Stationary observation with agency vehicles being concealed or readily visible;
  - 4. Use of marked or unmarked vehicles; and
- C. Under normal conditions, only vehicles equipped and authorized as emergency vehicles will be used for stopping vehicles or traffic enforcement.
  - 1. Officers involved in uniformed bicycle patrol may request assistance from officers operating emergency vehicles, or utilize whistles, bells, lights or other modes of signaling drivers to stop for enforcement purposes.
  - 2. Uniformed officers operating non-emergency vehicles may attempt to stop drivers for enforcement or other purposes utilizing horns, requesting the assistance of officers operating emergency vehicles, or by reasonably following drivers until they stop or park.



#### 2.2020.04 USE OF EMERGENCY EQUIPMENT FOR TRAFFIC ENFORCEMENT

- A. Members of the agency shall operate departmental vehicles with the utmost care and caution, complying with all traffic laws, and **SHALL NOT BECOME ENGAGED IN HIGH-SPEED PURSUIT DRIVING, except under EXIGENT circumstances** - - Exigent circumstances exist when a suspect uses a vehicle to elude apprehension, and;
- Insufficient time exists to resort to other alternatives; and
  - Violator has committed any violent arrestable offense resulting in or threatening death or serious physical injury; or
  - Violator is driving in a manner which would indicate the driver is under the influence of alcohol or drugs; or
  - Violator presents a clear threat to public safety
- B. Emergency lights will be utilized consistent with **2.1120 Response Procedures** and TR 21-106 Emergency Vehicles in conjunction with sirens when;
1. Signaling drivers and pedestrians that emergency conditions exist and the right-of-way should be relinquished to emergency vehicles;
  2. Engaging in pursuits;
  3. Responding to crimes in progress;
  4. Stopping traffic violators;
  5. Assisting motorists parked/stopped in hazardous locations; or
  6. Responding to emergency situations.
- C. The Coppin State University campus is located in a highly congested urban area which necessitates driving a vehicle in a safe manner. Before deciding to initiate pursuit or respond to other emergency calls for service, officers must consider the ability to apprehend the suspect without vehicular pursuit (i.e., by knowing the suspect's identity, by using police helicopters, communications or other equipment, by the strategic positioning of other area officers, etc.), the nature of the offense, the driving ability of the officer, marked versus unmarked vehicles, the performance characteristics of the police vehicle, the characteristics of the roadway, the weather con-

ditions, location and neighbor hoods, and the density of vehicle and pedestrian traffic.

- D. Consistent with **2.1120 Response Procedures** and TR 21-106 Emergency Vehicles, in order for a departmental vehicle to be considered operating in an **EMERGENCY MODE, BOTH ROOF MOUNTED EMERGENCY LIGHTS AND ELECTRONIC SIREN MUST BE ACTIVATED.** Additional, headlights, spotlights, grille lights, etc. should be turned on as well.
- E. COPPIN STATE UNIVERSITY POLICE OFFICERS
1. Must possess a valid Maryland driver's license AND a Coppin State University I.D.
  2. When responding to an emergency call for service (dispatched or on view) describing incidents involving personal injury or the potential for personal injury, reported to be in-progress or having just occurred, or engaging in a vehicle pursuit based upon exigent circumstances, and upon activating EMERGENCY LIGHTS AND SIREN an officer may:
    - Exceed the maximum speed limit, **BY NO MORE THAN TEN MILES AN HOUR,**
    - Slow down and proceed with caution at red traffic signals, stop signs, yield signs, and before entering intersections to ensure safe passage of other vehicles and pedestrians. (TR21-106)
  3. IMMEDIATELY notify supervisor/OIC and /or the Police Communication Operators.
  4. University Police Officers who are engaged as back-up units shall obey the procedures stated within this directive as they relate to pursuits and/or emergency vehicle operation.
- F. PROHIBITIVE PURSUITS OR EMERGENCY VEHICLE OPERATIONS
1. When non-departmental/civilian passengers are present in vehicle
  2. When a supervisor orders the pursuit/emergency operation terminated
  3. When the danger of emergency operation of a vehicle outweighs the necessity to immediately apprehend the fleeing suspect.
  4. When operator has been involved in a collision



G. COPPIN STATE UNIVERSITY POLICE DEPARTMENT SUPERVISORS

1. Supervisors/OIC will be held strictly accountable for the emergency response conduct of their subordinates.
2. Supervisors will closely monitor the emergency response driving of your personnel and when necessary, cancel or alter the conduct of the emergency response.
3. Emergency responses shall be discontinued when:
  - Risk to the officer and public is unnecessary
  - Risk is inconsistent with the severity of the violation
  - Street and environmental conditions are not conducive to rapid emergency response.

H. POLICE COMMUNICATIONS OFFICERS

1. When advised by CSUPD officers of a pursuit or need to operate in an emergency manner shall:
  - Clear ALL radio traffic and channels
  - Notify operator's supervisor
  - Notify Operations Lieutenant
  - Notify the Baltimore Police Communications Supervisor at [REDACTED]
  - [REDACTED] operator with relaying radio traffic and keeping all responding units advised, and;
  - Ensure all requested resources are properly and immediately dispatched to scene

I. LEGAL INTERVENTION

1. Defined:  
 the deliberate action on the part of a member to strike or act as a roadblock against another vehicle or individual attempting to elude apprehension, with the intent to stop and apprehend the operator or other individuals. The use of a departmental vehicle to deliberately strike or act as a roadblock (Legal Intervention) is **strictly limited** to **exigent** circumstances and may **ONLY** be used when:
  - a. The suspect vehicle is being operated in such a manner to pose an **IMMINENT** threat of death or serious physical injury to the officer or others **AND**

- b. Insufficient time exists to resort to other alternatives.

Accidents resulting from the stationary placement of a departmental vehicle to protect an accident or crime scene **shall not** be considered Legal Intervention.

Under **NO CIRCUMSTANCES** will an officer or anyone remain inside a departmental vehicle when used as a roadblock relative to the issue of Legal Intervention.

**2.2020.06 UNKNOWN RISK VEHICLE STOPS**

- A. When observing traffic violations for which contacts are going to be initiated, officers will notify communications of the:
  1. Vehicle' make, model and color;
  2. Vehicle's license number;
  3. Vehicle descriptions;
  4. Locations of the stop.
- B. Officers should also provide to communications other relevant information that may include, but is not limited to:
  1. Number of vehicle occupants;
  2. Suspicious or furtive activities of vehicle occupants; or
  3. Reasons for stops.
- C. Stops should be made in areas which afford officers and violators the greatest safety while minimizing disruptions of normal traffic flow.
  1. Emergency lights will remain activated until stops are completed.
  2. When situations allow, officers should direct violators to move to more desirable locations when violator vehicles are stopped in unsafe locations or where they unreasonably impede normal traffic flow.
  3. Additional considerations should be given to stop locations, positioning of police vehicles, and police vehicle lighting effects on oncoming traffic during night time stops.
- D. Officers approaching vehicles and coming in contact with violators will:
  1. Have a certainty of probable cause or observation of violations;



2. Have necessary forms and equipment available;
3. Use caution and alert to suspicious movements, contraband, and/or weapons;
4. Take a position consistent with current training to allow for changing tactical options;
5. Be alert and courteous;
6. Present a professional image in language, dress, grooming, and bearing;
7. Identify themselves and greet violators courteously;
8. Request the violators' drivers licenses and registrations;
9. Inform drivers of the reason/s for the stop;
10. Check for signs of physical impairment, emotional distress, and/or alcohol/drug use;
11. Take appropriate enforcement actions and complete required forms;
12. Explain charges and/or other enforcement actions and required actions with drivers; and
13. Facilitate violators re-entering traffic flow safely.

#### **2.2020.08 HIGH RISK VEHICLE STOPS**

- A. Because of officer safety concerns, special procedures will be used during vehicle stops when vehicle occupants are suspected of being armed, dangerous, or who are suspected of committing serious crimes.
- B. When conducting high risk vehicle stops, officers will, as necessary and practical:
  1. Notify communications immediately of locations and give thorough descriptions of vehicles and occupants;
  2. Keep suspect vehicles in view and request sufficient assistance in making stops - - BPD if necessary;
  3. Keep support units informed of locations and direction of travel to aid their approach with minimal use of emergency equipment;
  4. Not stop vehicles unless absolutely necessary until adequate support is available and in position;

5. Plan to stop suspect vehicles in locations which present minimal dangers to other citizens;
  6. Move vehicles into position to the rear of suspect vehicles;
  7. Use emergency equipment to stop violators;
  8. Direct support units to stop on-coming traffic and control down range pedestrian traffic;
  9. Attempt to stop violators on the extreme right side of the road;
  10. Turn off sirens and turn on PA when suspect vehicles have stopped;
  11. Position their vehicles to provide maximum protection, cover, and concealment;
  12. At night, focus lights on the interiors of suspect vehicles;  
and
  13. Position themselves inside the vehicle, to the left edge of the seat, behind the engine block, and remaining accessible to the PA microphone.
- C. Officers initiating high risk vehicle stops are in command of the incident, and will:
    1. Direct each occupant out of the vehicle by using the PA system if available and expedient;
    2. Order the driver to turn off the engine and put the ignition keys on the roof of the vehicle;
    3. Order all occupants to place their hands on the ceiling of the vehicle, or on the windshield, or out a window;
    4. Order occupants – ONE - AT - A - TIME to exit the vehicle from the most optimal side; and
    5. Ensure occupants are ordered to positions where they will be placed on the ground and handcuffed.
  - D. If PAs or bull horns are unavailable, officers will give voice commands. If officers are unable to be heard by voice, commands may be given by another officer who has access to a PA or bull horn.
  - E. To reduce confusion, officers initiating stops will be the only ones to direct suspects, unless control is given to another officer on the scene.
  - F. Support officers will cover arresting officers, as well as suspect vehicles, when suspects are brought back to the police vehicles for handcuffing.
  - G. Officers will not get within each other's line of fire.



- H. When all occupants have been removed from suspect vehicles, support officers will move to cover and search the vehicle.
- I. All persons in suspect vehicles will be searched and handcuffed before being placed in police vehicles and transported.

**2.2020.1 TRAFFIC STOPS BY OFFICERS IN PLAIN CLOTHES**

- A. Plainclothes officers making traffic stops will identify themselves verbally and by displaying their police credentials.
- B. Although the Transportation Articles requires drivers to produce and display their licenses only to uniformed police officers, plainclothes officers will request drivers produce and display their licenses and registration cards, and advise them of violations.
- C. If violators refuse to present their licenses, officers will call for uniformed assistance and request that violators await arrival of uniformed officers.
- D. If violators await the arrival of uniformed officers, plainclothes officers may have uniformed officers write citations following receipt of the driver’s license and registration card. If violators refuse to wait, they may be detained until uniformed officers arrive on the scene.
- E. When violators fail to stop for unmarked vehicles operated by officers in plain clothes, uniformed officers in marked vehicles will be requested to respond and assist in stopping violators.

**2.2040 ENFORCEMENT PROCEDURES**

**2.2040.02 NONRESIDENTS**

- A. In keeping with current reciprocity agreements, nonresidents of Maryland may be issued traffic citations in the same manner as residents, but consistent with TR 26-201.
- B. Officers may, consistent with provisions contained in TR 26-202, arrest nonresidents and take them before District Court Commissioners for pretrial dispositions.

**2.2040.04 JUVENILES**

- A. Juveniles 16 or 17 years of age are to be charged on

- Maryland Uniform Complaint and Citations for all non-jailable traffic offenses. Should the juvenile to be concurrently charged with criminal offenses or other jailable traffic offenses, ALL charges will be placed on juvenile custody reports and NOT on traffic citations.
- B. When juveniles commit minor traffic offenses such as negligent operation of a bicycle, operation of an off-road vehicle upon the roadway, or negligent operation of an off-road vehicle, UPO’s are to either:
  1. give a verbal warning and complete a traffic stop sheet, allowing the juvenile to leave with no further interaction.
  2. issue a written “Traffic Violation Warning.”

**2.2040.06 LEGISLATORS**

United States Senators and Representatives shall in all cases, except treason, felony and breach of the peace, be privileged from arrest during their attendance at the session of their respective houses, and in going to and returning from same; and for any speech or debate in either house, they shall not be questioned in any other place (Article 1, Section 6, United States Constitution.).

***NOTE: The Supreme Court has ruled on several occasions that the “constitutional freedom from arrest does not exempt Members of Congress from the operation of the ordinary criminal law, even though imprisonment may prevent or interfere with the performance of their duties as a “Member.” (Gravel v. United States, 92 S.CT 2614, 408 US 606, 33 L. Ed. 2d 583 (1972)***

Members of the Maryland General Assembly, the elected members of city or county governments, the federal or state judiciary, and the executive branches of government enjoy no immunity from citation or arrest under Maryland law.

In all cases, Agency employees will address office holders with the respect customarily accorded to their offices or standings within the community.

**2.2040.08 FOREIGN DIPLOMATS & CONSULAR OFFICIALS**

- A. Friendly foreign Sovereigns and their attendants, their Ambassadors and other diplomatic agents, public ministers and their attendants, household,



and retinue are exempt from arrest, entry of their houses, or subjection to the process of law of the country visited.

- B. Those entitled to diplomatic immunity will not be compelled to take any sobriety or otherwise mandatory tests, and, except in extreme cases, should not be restrained.
- C. The property of persons enjoying full immunity, including vehicles, may not be searched or seized. Vehicles will not be impounded, but may be towed a distance necessary to remove them from obstructing traffic or endangering public safety.
  - 1. If diplomats' vehicles are suspected of being stolen or used in the commission of crimes, occupants may be required to present vehicle documentation to permit police verification of vehicle status through computer checks.
  - 2. Vehicles verified to have been stolen or to have been used by unauthorized persons in the commission of crimes may be searched. (U.S. Department of State, Office of Foreign Missions, Guidance for Law Enforcement Officers).
- D. All serious motor vehicle infractions committed by persons with alleged, or true diplomatic immunity require a written report, of which a copy is to be forwarded to the United States Department of State through the Office of the Chief.
- E. Officers may contact the Office of Foreign Missions during regular business hours or the Command Center of the Office of Security, Department of State during non-business hours in order to verify diplomatic status.
- F. Other directives related to diplomatic immunity are contained in **2.4180**.

#### 2.2040.10 MILITARY PERSONNEL

- A. Military Personnel are required to obey the rules of the road while operating vehicles in Maryland.
- B. Military personnel are exempt from certain licensing requirements consistent with TR 16-102 and 16-115, and vehicle registration requirements consistent with TR 13-402.1.

***NOTE: A member of the organized militia may not be arrested on any process not issued by a military authority while going to, remaining at, or returning from a place that member is required to attend for military duty. (Public Safety Article 13-905)***

- B. At other times, and if taken into custody, the Officer is to ensure the Officer on Duty (OD) or the military police of the military reservation, ship, or installation to which the military person is assigned is notified.

#### 2.2040.12 DRIVING SUSPENDED or REVOKED

- A. TR 16-202 Power of Arrest authorizes officers to make full, custodial arrests of drivers consistent with TR 16-303 Driving while privilege is canceled, suspended, refused or revoked.
- B. Officers should take into consideration drivers' prior driving histories and reasons for license suspensions, revocations, etc., when determining to make full, custodial arrests. However, officers will not allow drivers who are suspended, revoked, etc. to continue to drive.
- C. Officers may attempt to place appropriate charges against drivers if their license status cannot be determined upon initial contacts, but are subsequently determined to be suspended, revoked, etc.

#### 2.2040.14 SPEED VIOLATIONS

- A. Excessive speed is one of the primary causes of death and injuries on highways. Officers are to enforce speed laws within agency jurisdiction where those violations pose threats to persons or property.
- B. Officers should base the enforcement of speed limits upon violation locations, time of day, traffic volume, proximity of pedestrians, and danger caused to other motorists.
- C. Police vehicle speedometers may be used to measure violator speeds ***BUT only*** if certified as calibrated.
- D. In cases where exact speed cannot be determined, it is appropriate to charge the violator with **Transportation Article 21-801 a - Speed Greater Than Reasonable and Prudent For Existing Conditions**, being prepared to articulate the existing conditions.

#### 2.2040.16 OFF-ROAD VEHICLES

- A. Officers will enforce laws pertaining to off-road vehicles. To be operated on roadways, off-road vehicles must be registered or exempted in ac-



cordance with TR 13-402, Vehicles Subject to Registration; Exceptions.

- B. Unregistered or unauthorized off-road vehicles may be impounded and towed consistent with **2.4580** if found in violation of the Transportation Articles and in operation on public highways or on university property.
- C. Persons illegally operating off-road vehicles on public high ways should be charged on appropriate charging documents.
  - 1. Officers may exercise discretion for off-road vehicle violations and issue verbal warnings or written "Traffic Violation Warnings",
  - 2. Off-road vehicle violations endangering lives or property should result in appropriate charges being placed rather than verbal or written "Traffic Violation Warnings",.
- D. Juveniles contacted as the result of off-road vehicle violations will be dealt with consistent with **2.2040.04**.

#### **2.2040.18 EQUIPMENT VIOLATIONS**

- A. Officers should consider the continued safe operation of vehicles, general conditions of vehicle equipment, and types of vehicle equipment defects when enforcing vehicle equipment laws and regulations.
- B. Officers should issue Safety Equipment Repair Orders for equipment violations on vehicles registered in Maryland.
- C. Verbal warnings or written "Traffic Violation Warnings" for equipment violations may be issued to drivers of vehicles not registered in Maryland.
- D. Uniform citations for equipment violations may be issued to drivers of vehicles consistent with the Transportation Articles.

*See 2.208 0 - Maryland Safety Equipment Repair Orders (MSP 157) for protocol for issuance*

#### **2.2040.20 Public Carrier and/or Commercial Vehicle Violations**

- A. Officers taking enforcement actions against public carriers or commercial vehicles should consider factors that include, but are not limited to:
  - 1. Extra space and stopping requirements of oversized vehicles;

- 2. Possible traffic congestion caused by improper stopping, standing, or parking of commercial vehicles;
  - 3. Delivery access for commercial vehicles;
  - 4. Severity of violations;
  - 5. Whether violations were willful or inadvertent;
  - 6. Whether violations posed immediate threats to persons or property; and
  - 7. If enforcement actions are prompted by citizen complaints or repeat or chronic offenders.
- B. Commercial vehicles may be stopped for inspectional purposes without probable cause in accordance with TR 25-111, Motor Carrier Safety Inspections.
  - C. Consistent with TR 16-813, persons licensed as commercial drivers may not drive, operate, or be in physical control of commercial motor vehicles while they have any alcohol concentration in their blood or breath.
    - 1. Officers will complete DR-102 forms when alcohol tests of commercial drivers result in findings of 0.04% or above.
    - 2. Officers will complete DR-15A forms when alcohol tests of commercial drivers result in findings of 0.08% or above.

#### **2.2040.22 MULTIPLE VIOALTIONS**

- A. Officers stopping violators for multiple violations may issue citations for all violations or exercise discretion by issuing citations only for the most serious violations and issuing (verbal or written) warnings or taking no formal actions on lesser violations.
- B. Multiple citations issued to violators must have their numbers loop recorded in accordance with citation guidelines.

#### **2.2040.24 NEWLY ENACTED LAWS & REGULATIONS**

- A. Grace periods are frequently established or accepted relating to newly effective traffic laws or regulations.
- B. Officers will not issue citations for violations occurring during legally established grace periods; instead officers are to give (verbal or written) warnings.



C. Officers may issue citations during informal or accepted grace periods if violations are serious, hazardous, or contribute to collisions.

#### 2.2040.26 VIOLATIONS RESULTING IN TRAFFIC COLLISIONS

- A. University police officers witnessing, driving up to or receiving a call to a motor vehicle accident will, per the MOU with Baltimore Police, ensure the Baltimore Police Department is contacted to have a City officer investigate.
- B. CSU police will, in personal injury accidents, provide First Aid and if determined necessary, direct communications to call the Baltimore Fire Department for an ambulance.
- C. On arrival of City Police and/or ambulance, the CSU officer on the scene will provide his/her name and unit number and other pertinent information as requested.
- D. If summonsed as a witness, the CSU officer/s will follow the standing orders regarding court appearance and overtime.

#### 2.2040.28 PEDESTRIAN AND BICYCLE LAW ENFORCEMENT

- A. Officers will monitor pedestrian, scooter, bicycle, moped and motor scooter movements to ensure compliance with the Transportation Articles.  
NOTE: a bicycle is considered a vehicle per Transportation Articles.
- B. Enforcement actions involving violations by pedestrians, individuals on scooters, bicyclists and operators of motor scooters and mopeds are to receive equal enforcement with regard to regular traffic enforcement.

#### 2.2040.30 OCCUPANT PROTECTION ENFORCEMENT

- A. Seat belt usage is the single most effective way to prevent injuries and fatalities in the event of a motor vehicle accident. Child safety seats and booster seats help protect the lives of children in the event of an accident.
- B. The goal of the agency's occupant protection strategy is to reduce the risk of serious injuries and death to members of the community. Officers should take appropriate enforcement action in

situations involving violations of occupant protection laws.

#### 2.2040.32 CELL PHONE USE AND TEXTING WHILE DRIVING

A. Maryland law, taking effect October 1, 2013, states it is illegal to use cell phones while operating a vehicle **UNLESS** a hand free device is used. It is classed as a "Primary enforcement" issue, fines range between \$83 and \$160.

*1st Offense is an \$83.00 FINE, including court costs*

*2nd Offense is a \$140.00 FINE*

*3rd and Subsequent Offense is a \$160.00 FINE*

*If the violation contributed to an accident, **THREE (3) POINTS** will also be assessed in addition to the fine.*

C. Maryland Distracted Driving law, which took effect October 1, 2009, outlaws the *writing* of text messages while driving, but *not* the *reading* of them. This is a "primary" violation with fines up to \$500.

E. Additional "Concurrent" prohibitions:

- a. Text messaging is prohibited for all drivers.
- b. Handheld cell phone use banned for all drivers.
- c. Drivers under the age of 18 and drivers on learner's permits or intermediate licenses are prohibited from using cell phones while operating a vehicle.

#### 2.2040.34 TRAFFIC ARRESTS

A. Officers may arrest persons without warrants for violations of the Transportation Articles consistent with TR 26-202.

B. When motorists are operating vehicles in violation of TR 16-303 Driving while privilege is canceled, suspended, refused, or revoked, officers may determine that this meets the provisions of TR 26-202 (a)(2)(ii) when deciding whether to make full, custodial arrests.

C. The manner of arresting traffic violators is the same as for making other arrests. Directives related to processing of traffic arrestees are contained in **2.6000 Arrest Procedures**.



- D. Vehicles under the control of persons arrested for motor vehicle offenses will be processed in accordance with **2.4580.10 Arrestee Vehicles**, **2.4580.16 Violations of Transportation Articles**, and **2.4580.55 Assistance to Citizens**.
- E. Vehicles under the control of persons arrested for DUI or DWI are to be processed in accordance with **2.2500 – Traffic, DUI/DWI Arrest Protocol**.

**2.2040.36 VEHICLE REGISTRATION PLATE IMPOUNDMENT**

- A. Vehicle registration plates may be impounded by officers for:
  - 1. Expired (in excess of 30 days) or suspended registration plates;
  - 2. Compulsory insurance violations, with control numbers;
  - 3. MVA financial responsibility flags, with control numbers;
  - 4. MVA accounting flags, with control numbers;
  - 5. MSP pick up orders, with control numbers; or
  - 6. Unauthorized use of registration plates.
- B. Officers impounding vehicle registration plates will obtain property numbers, complete property receipts and submit plates to the Property room.
- C. Vehicles may not be impounded for suspended registration plates due the VEIP (Vehicle Emissions Inspection Program) Inspections.

**2.2040.38 TRAFFIC SAFETY EDUCATION MATERIALS**

At the annual Student Orientation and at various times throughout the year, the agency provides crime prevention presentations. Included is information on traffic safety which provides a better understanding of traffic safety as well as the university's parking

regulations. The goal is to achieve voluntary compliance with traffic laws and university regulations.

**2.2040.40 TRAFFIC VIOLATION WARNINGS**

- A. The agency has approved and issued Traffic Violation Warnings books to all sworn members.
- B. These “warnings” can, as previously described in this directive, be issued for minor infringements where it is deemed more appropriate than a Repair Order or Maryland Uniformed Complaint Citation.
- C. When deciding to issue a written warning, the officer must complete the citation in its entirety and check the appropriate violation.
- D. In the event the violation is not in the list on the warning, the officer is to print the appropriate violation in the space provided.
- E. The decision to issue a verbal warning, a written warning, a Repair Order or a Uniform Complaint Citation rests with the officer.
- F. When issuing the citation the:
  - 1. white copy is give the violator;
  - 2. gold copy is forwarded to the Operations Lieutenant for retention; and
  - 3. pink copy is retained by the officer.
- G. The Operations Lieutenant shall maintain copies of all warning citations and submit an annual report to the Chief of Police.



## 2.2060 MARYLAND UNIFORM COMPLAINT & CITATIONS

### 2.2060.02 COMPLETING CITATIONS

- A. Officers will complete traffic citations in accordance with procedures set forth in the "Law Enforcement Manual" (DR-24) of the Maryland Department of Transportation, Motor Vehicle Administration and the DC/CR 90 collateral book provided by the District Court of Maryland.
- B. Officers will provide violators required information relative to specific charges at the time violators are charged.
  1. Violators should be instructed to carefully read the back of their citation copies for precise instructions and information.
  2. *Effective 1/1/2011, and since the courts no longer assign a court date and time, all violators receiving a citation must be advised new legislation now requires them to do one of these three things:*
    - a) *Request a trial date at the date, time and place established by the District court; OR*
    - b) *Request a hearing regarding sentencing and disposition in lieu of a trial, (meaning the violator does not dispute the truths of the facts as alleged in the citation, but wish to be heard in regard to sentencing – "Guilty but with an explanation.")*
    - c) *Pay the full amount of the fine.*
  3. Violators must also be informed they must stand trial on dates and at locations established and provided by the District Court for any offenses designated as "**Must Appear.**"
  4. Violators will also be asked to sign citations for their receipt; that their signature is *not an admission of guilt*. The signature acknowledges their promise to appear for trial or pre-pay fines.
  5. Violators refusal to sign are to be reminded that this refusal could result in their arrest and a subsequent charge.
  6. Violators should also be informed of the possible consequences of failure to pay fines or failing to appear in court may include the suspension of driving privileges and/or the issuance of bench warrants.

### 2.2060.04 CITATION ACCOUNTABILITY

- A. The purpose of Citation Accountability is to establish a protocol for issuance of a Maryland Uniform Complaint and Citation (traffic ticket). It also addresses procedures for the requisition, distribution and control of the Uniform Complaint and Citation Books, and for the consistent application of procedures relative to the issuance and control of each Maryland Uniform Complaint and Citation.
- B. Regarding traffic enforcement, it remains the policy of the agency to fairly and impartially enforce traffic regulations in order to facilitate the safe and expeditious flow of vehicular and pedestrian traffic within the concurrent jurisdiction area as established in the memorandum of Understanding between the Baltimore Police Department and the Coppin State Police Department.
- C. Additionally, University Police Officers are to enforce traffic regulations in a manner that will not unnecessarily divert an officer's attention from patrolling the university campus area and to initiate enforcement action primarily upon observing a flagrant violation that could place the university community at risk.
- D. **Operations Lieutenant**  
The Operations Lieutenant shall:
  1. Ensure each UPO assigned to patrol duties is issued a Maryland Uniform Complaint and Citation Book;
  2. Forward old unused citations, old unused citation books, and all voided citations and reports to the Operations Lieutenant.
  3. Forward Receipt/Tally sheet to the Operations Lieutenant.
  4. Review the first and second copies of citation for completeness and accuracy and forward to the Administrative Lieutenant.
- E. **University Police Officers**  
Officers issued a Maryland Uniform Complaint and Citation Book shall:
  1. Complete the Receipt/Tally sheet in full, to include the Jurisdiction Code and submit it to their immediate supervisor. The jurisdiction code/sub-agency number is 6020;
  2. Ensure there are 25 citations and 25 envelopes;
  3. If citations and/or envelopes are missing or out of sequence, complete a "95" report and



- forward the report, and citation book to the Operations Lieutenant.
4. Forward old, unused citations and old, unused citation books to their immediate supervisor;
  5. Not loan their citation book to another officer;
  6. Issue the Maryland Uniform Complaint and Citation when facts known to the officer establish sufficient probable cause to believe a particular driver has committed a specific violation of the traffic laws. Each violation charged against a defendant shall require the issuance of a *separate citation*;
  7. According to our MOU with the Baltimore Police Department, the BPD shall investigate vehicular and pedestrian accidents occurring within the concurrent jurisdiction area. Any need to issue a Maryland Uniform Complaint and Citation as a result of an accident shall rest solely with the Baltimore Police Department;
  8. If necessary to summons a witness relative to and citation issued, complete the reverse side of the original copy of the citation. **Prior** to listing witness information **REMOVE** the original copy from the citation book. Failure to do so may inadvertently transfer private witness information on the defendant's copy;
  9. Complete all appropriate data entries on the Maryland Uniform Complaint and Citation (see Annex A)
  10. Circle the predetermined fine in the appropriate box on the citation, as set forth in the Schedule of Fines issued by the District Court of Maryland;
  11. Note: When a violator is issued a citation for any "MUST APPEAR" violation, you may reference any associated violation in a statement of probable cause, however, **DO NOT** issue any related citations citing a payable fine. Basically, any violation requiring an "MA" renders **ALL** associated citations MA as well. If a criminal charge is coupled with a traffic citation, you may reference any associated violation in a statement of charges.
  12. However, **DO NOT** issue any related citations citing a payable fine. The tracking number of the criminal charge should be cross referenced on the "MA" citation and the citation number should cross referenced on the criminal charge, to ensure that both charges are combined for trial. Check the box marked "TA" when the violation is not printed on the citation and the violation is cited in the Transportation Article;
  13. Check the box "LO" for violations of a local ordinance (Article 31) or public local law, and check "MR" for violations of Maryland Regulations;
  14. Use the Schedule of Fines to enter the section, subsection, paragraph and code;
  15. If a defendant must stand trial (MA) check appropriate box on the citation indicating the defendant may not prepay a fine. **HOWEVER, THE DESIGNATION "MA" DOES NOT MEAN THE VIOLATOR MUST BE ARRESTED.** Officers may issue a citation, except for those violations specifically requiring the immediate arrest of the violator (i.e. DUI- alcohol or drug, fleeing scene of bodily injury or death accident, driving while suspended or revoked, fleeing or attempting to elude a police officer);
  16. Prepare a new citation and void the incorrect citation if an error is made in recording the amount of fine – **AT NO TIME SHALL AN OFFICER TAKE ANY MONIES, CHECKS, ETC., FOR PAYMENT OF ANY FINE;**
  17. Upon detecting any error in an UNISSUED citation:
    - a. Retain all copies of the incorrect citation and issue a new citation, where applicable;
    - b. Enter the void date in the violation date area, enter all officer information and sign the citation;
    - c. Write "VOID" across the citation;
    - d. Prepare a detailed written report fully explaining the reasons for voiding the citation; and
    - e. Attach the written report to **all** copies of the incorrect citation and submit them to their immediate supervisor at the end of their tour of duty.
    - f. Upon detecting any error in an ISSUED citation (when all copies of the citation cannot be recalled);
    - g. Prepare, in duplicate, a detailed written report requesting a "Nolle prosequi" of the charges, explain the exact reason (s),



- and include the Jurisdiction Code in the upper right-hand corner of the report;
  - h. Submit the written report and all available copies of the citation to shift supervisor for review;
  - i. Deliver the two reports and all available copies of the citation, returned by the supervisor, to the Assistant State's Attorney for District Traffic Court, and request the ASA "Nolle prosequi" the charge (s);
18. Upon approval to "Nolle prosequi" request the ASA to sign, full signature, each report and have the ASA retain one copy, and;
- a. Submit all copies of the citation and the written report to the shift supervisor. **Note:** If on the day of trial officers realize there is an error in the charge, they shall request the ASA to void the citation and have the judge sign in the disposition section of the docket. The issuing officer shall write a new citation with correct charge.
19. Provide the defendant with the white 4<sup>th</sup> copy of the issued citation (return to court) and the blue copy with attached envelope. If the citation requires a "Must Appear" copy 4, white carbon can be turned in with the original (1) and yellow (2).
- a. Submit the 1<sup>st</sup> and 2<sup>nd</sup> copies of the citation to your immediate supervisor;
  - b. Retain the 3<sup>rd</sup> copy for use in court
  - c. Upon resigning, retiring, otherwise leaving the CSUPD, remove the 3<sup>rd</sup> copy of each citation issued (for use in court) and return citation book to the Administrative Captain.

F. **Coppin State University Police Department Supervisor**

The Coppin State University Police Department Supervisor shall:

1. Examine the Receipt/Tally sheet completed by the officer and forward to the Operations Lieutenant;
2. Thoroughly review and sign, full signature, the issuing officer's written report requesting a citation be voided;
  - d. Written reports and all copies of unissued voided citations shall be

submitted to the Operations Lieutenant.

- e. Written reports and all available copies of issued *voided* citations shall be returned to the issuing member for presentation to the Assistant States Attorney.
3. Return any unused citation books to the Operations Lieutenant.
  4. Thoroughly review each citation issued by members to ensure accuracy and completeness.
  5. Submit the first and second copies of citation to the Operations Lieutenant.

G. **Administrative Staff**

The Administrative staff shall:

1. Ensure adequate supplies of the Maryland Uniform Complaint and Citation Books are on hand. Citation books shall be issued in strict numerical order;
2. Review each citation issued for correctness and note any discrepancies and bring to the attention of the Operations Lieutenant;
3. Retain copies of all reports and citations being forwarded to the District Court or the MVA;
4. Forward white copy (Court Copy), within two working days of receipt, to address below:
 

District Court  
 Traffic Processing Center  
 2020 Industrial Drive  
 Annapolis, MD 21401
5. Forward, within two working days of receipt, all voided citations (all copies or at least all available copies) and written reports (explaining any missing citation copies) to the above address.
6. Forward any old unused or old unissued Maryland Uniform Complaint and Citation Books/Citations to the MVA in Glen Burnie with a full report indicating circumstances of the return of said books/citations.

2.2060.06 **Instructions on Completing a Citation**  
 (Refer to illustration – line by line)

1. If there is to be a witness summoned, check the witness box



and complete information on the reverse side of number one copy, indicate name and complete mailing address.

- A. If there are Related Citations - check "Related Citations" and write related citation number in designated area. Loop correctly, i.e., on the first citation issued, enter the citation number of the second issued citation, and enter the number of the third citation issued on the second citation and so on until the last citation is issued. On it write the number of the first citation issued.

On citation 4364097 – Write 4364098 as a related citation

On citation 4364098 – Write 4364099 as a related citation

On citation 4364099 – Write 4364097 as a related citation

2. Enter the number of the defendant's driver's license, including license class and State of issuance. If the defendant has no license number, enter "none." DO NOT LEAVE BLANK.
3. Enter the defendant's FULL first, middle and last name exactly as it appears on the license. If a non-resident license indicates only initials for the first or middle name, inquire as to given name and record the full name, not just the initials.
4. Enter the defendant's street address, box number, apartment number, etc. Do not use "No Fixed Address." Enter current address, if different from that shown on license. You may enter the address shown on the license, if different from the current address, on the reverse side of the number one copy. Thus the defendant will receive notices at two addresses, be sure to check witness box.
5. Print the name of the city, state and zip code of the defendant.
6. Enter the height, weight, race, and sex and birth date of the defendant. If the license indicates only a month and year for the birth date, inquire as to the day of birth and **record the FULL date of birth (MM/DD/YYYY)**. Enter defendant's telephone number including area code.

Use the following codes for race and enter:

- 1 African American, Black
- 2 White, Caucasian, Asiatic Indian and Arab
- 3 Asian, other Pacific Islander
- 4 American Indian, Alaska Native
- 5 Unknown/Other

7. Enter the vehicle registration number and State of issuance. If the vehicle displays no registration, enter the word "None." Enter the word "Bicycle" or "Moped" if appropriate. Enter the year, make and type of vehicle. The vehicle type should be listed as indicated on the registration card, i.e., 2DHT, 2DR, S/W, Trac., Trlr., etc.
8. Enter numerically the month, day and year of violation. Enter the time and mark block for A.M. or P.M. If the defendant contributed to an accident, check the appropriate block and indicate whether injury or property damage accident. If the recipient of the citation was wearing a safety belt at the time of the accident, check the Safety Belt block.
9. Record the precise location of the violation and include the word "Baltimore" and circle "City."
10. Under the word **County** write "24"

Record the **area** by indicating "AD" for Baltimore City.

Record special project such as a Federally Funded Program, when applicable.

Record "Arrest Type" using the codes shown below:

- A – Marked Patrol Car
- B – Unmarked Patrol Car
- C – Marked Car, VASCAR
- D – Unmarked Car, VASCAR
- E – Marked Car, Stationary Radar
- F – Unmarked Car, Stationary Radar
- G – Marked Car, Moving Radar (Stationary)
- H – Unmarked Car, Moving Radar (Stationary)
- I – Marked Car, Moving Radar (Moving)
- J – Unmarked Car, Moving Radar (Moving)
- K – Aircraft Assist
- L – Motorcycle
- M – Marked Car, Off Duty
- N – Unmarked Car, Off Duty
- O – Foot Patrol
- P – Mounted Patrol
- Q – Marked Car, Stationary Laser
- R – Unmarked Car, Stationary Laser

If the license of the defendant was suspended or revoked for an alcohol offense check the block "A/R Susp. Rev."

11. If the violation charged to the defendant is of a section of the law printed in the citation, circle



the appropriate number (1 through 42) and do not write a narrative or descriptive in the space available for writing a charge, for it will not be entered if a charge has been circled. You may only circle one charge. If the speeding violation is circled, place speeds in appropriate blocks.

12. If violation is not printed on the citation, determine if the charge is a violation of the Transportation Article (Motor Vehicle Law) and check the box "TA". A violation of a local ordinance or public local law is noted by checking the box "LO." Maryland Regulations are charged by checking the box "MR." Enter the Title (Section), Sub-Title (Sub-Section), Paragraph and Code identified on the Schedule of Fines.
13. Write the charge as printed in the fine schedule as significant changes have been made in the Motor Vehicle Laws and these are reflected in the fine schedule.

OFFICERS WILL FIND THAT PARENTHESIS ARE FREQUENTLY USED AND WITHIN THE PARENTHESIS THERE ARE WORDS, SEPARATED BY COMMAS. SELECT THE APPROPRIATE WORD OR WORDS AND ENTER THE CHARGE IN THE SECTION PROVIDED FOR THE WRITTEN CHARGE. THE PROPER SELECTION WILL MEAN THAT SPECIFIC INFORMATION IS PROVIDED AS TO THE PRECISE MANNER IN WHICH THE OFFENSE WAS COMMITTED AND WHO COMMITTED IT.

**Examples:**

13-111 d (Sale, Purchase) of used vehicle not title certified and registered. Choose either "Sale" or "Purchase" to indicate the nature of the offense.

13-4119 (Displaying, permitting to be displayed) registration. Plate(s) issued (for other vehicle, to other person). There are two requirements for choice – "Displaying" or "permitting to be displayed" and "for other vehicle" or "to other person."

**NOTE: Enter one charge per citation**

14. Check the Schedule of Fines established by the District Court of Maryland for the proper fine which includes costs. Be certain of this amount. for the court will notify the defendant of any overpayments or underpayments. Only charges

which provide for a possible jail term are "Must Appear." DO NOT CHARGE OFFENSES NOT INCLUDED IN THE SCHEDULE OF FINES.

15. Indicate by checking the appropriate box whether the defendant may pay the fine or must appear for trial, as directed by the District Court of Maryland Schedule of Fines.'
16. The officer must sign his/her name. In the event that more than one officer is placing traffic charges against a defendant(s) in a case, one of the officers shall assume the responsibility of Primary Charging Officer. The Primary Charging Officer shall issue and sign his signature to all Maryland Uniform Complaints and Citations associated with the case. The Primary Charging Officer shall also complete the Witness Summons information on the reverse side of the original citation, including the names, assignments, mailing addresses and zip codes for each officer needed to testify.
17. Trial: Indicate the district (01), Location (03), Agency (JK), Sub-Agency (6020), I.D. No. (CSUPD officer's ID number – A ZERO followed by their assigned unit number e.g. 033 )
18. Radar/Breathalyzer Operator's name, Agency, Sub-Agency and ID number should be completed only if the Radar Operator or Breathalyzer Operator is required to appear in court in all cases.
19. The defendant is required to sign at the line marked "X." If he/she refuses to sign, you may charge him/her with refusing to sign.

**2.2080 MARYLAND SAFETY EQUIPMENT REPAIR ORDER**

A. This Directive establishes policies and procedures relative to the issuance, voiding and submittal of Safety Equipment Repair Orders, noting that it is the policy of the Coppin State University Police Department to issue Safety Equipment Repair Orders for cause and consistent with the law.

**B. University Police Officers**

University Police Officers shall:

1. Upon observing a violation, issue a Safety Equipment Repair Order ONLY to vehicles registered in Maryland – this DOES NOT include "historic" vehicles or any trailer



which is a mobile home as defined in the Transportation Article.

2. Advise the violator to take the vehicle to a repair garage of their choice within ten days from the date of issuance.
  3. Advise the violator to read the reverse side of the repair order for instructions about correction and certification of correction for defective equipment.
  4. Give the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> copy of the repair order to the violator.
  5. Provide the original and 2<sup>nd</sup> copy of the repair order to your supervisor.
  6. If a repair order must be voided, write a "95" explaining the reason, indicate the repair order number on the "95", and submit the report and all copies of the repair order to the Major – Administrative Services via your immediate supervisor.
- C. The following activities are strictly **prohibited**:
- Issue a Safety Equipment Repair Order to vehicles which display out-of-state, historic, dealer, recycler, transporter, finance, special mobile equipment or temporary license plates;
  - Use the repair order to issue a warning or field interview report;
- D. University Police Supervisor/OIC  
University Police Supervisors shall:
1. Review repair orders for completeness and accuracy and forward to Major – Administrative Services.
  2. Review all written reports of voided repair orders and forward to Major – Administrative Services.
- E. Operations Lieutenant  
The Operations Lieutenant shall:
1. Review all repair orders for completeness and accuracy.
  2. Send the original repair order to the Automotive Safety Enforcement Division of the Maryland State Police.
  3. Keep the 2<sup>nd</sup> copy of the repair order in file.
  4. Review written reports of voided repair orders to ensure integrity of program.
  5. Keep in file for two years – all reports and voided repair orders.

#### 2.2080.02 Certification of EROs

Officers are not authorized to:

- A. Certify repairs made to vehicles identified on a Safety Equipment Repair Order;
- B. Direct, instruct, or suggest any specific business where a vehicle may be repaired or inspected.

#### 2.2080.04 INSTRUCTIONS FOR COMPLETTING THE SAFETY EQUIPMENT REPAIR ORDER

- A. Refer to illustration on last page by line number.
1. Enter the number from the violator's driver's license, including license class and State of insurance. If the violator has no license, enter "None."
  2. Print the violator's FULL first, middle and last name. If a non-resident license indicates only initials for the first or middle name, inquire as to the given name and record the full name, not just the initial.
  3. Print the vehicle owner's full name as it is printed on the vehicle registration card.
  4. Print the owner's current street address, box number, apartment number, etc. as printed on the registration card. Do not use "No Fixed Address."
  5. Print the name of the city, State and zip code of the owner.
  6. Enter the registration number. If the vehicle displays no registration when required by law, enter the word "None." Enter the make, year and type. The vehicle type should be listed as indicated on the registration card, i.e., 2DHT, 2DR, S/W, Trac., Trlr, etc.
  7. Print the vehicle serial number (VIN) from the VIN plate on the vehicle after comparison with the VIN indicated on the vehicle registration card to confirm the registration.
  8. Print the date and time when the repair order is issued. Print the title number as it is shown on the vehicle registration card.
  9. Record the location of the violation.
  10. The violator is required to sign on this line.
  11. Place a check mark or "X" in the appropriate violation box. More than one defect code may be checked. Only the defect codes shown on the repair order may be used.
  12. Issuing officer sign and record their ID number.



- 13. Print "AD" and City Code "24." Print "JK" for Agency and Station is "6020."
- 14. DO NOT WRITE IN THIS SPACE.
- 15. DO NOT WRITE IN THIS SPACE.
- 16. DO NOT WRITE IN THIS SPACE.

**2.2100 VEHICLE STOP SHEET**

- A. The agency provides officers with a vehicle stop sheet to complete whenever a vehicle is stopped and no citation issued.
- B. These forms are received and reviewed by the shift supervisor/OIC who turns them into the Program Administrative Specialist. The Specialist enters the information and maintains an electronic file on the stops.

**2.2120 INVESTIGATIVE/CRIMINAL VEHICLE STOPS**

The purpose of this Directive is to establish guidelines for conducting constitutionally valid investigative/criminal vehicle and traffic enforcement stops.

- A. It is the policy of the Coppin State University Police Department (CSUPD) that all investigative/criminal vehicle and traffic enforcement stops will be based upon reasonable, articulable and constitutionally valid criteria and circumstances.
- B. The CSUPD established a record system to track investigative/criminal vehicle and traffic enforcement stops.
- C. As such all CSUPD sworn members will receive annual training to reinforce previous training and/or to develop new skills to enhance police-citizen contacts.
- D. Officers of the CSUPD will comply with the current limits of the jurisdictional authority of the CSUPD as relating to traffic enforcement.
- E. In keeping with the MOU with Baltimore Police Department, City officers will continue to investigate all pedestrian and vehicular crashes. The Coppin State University Police Department (CSUPD) shall ensure free access to and egress from university property, and shall have the authority to issue moving violations and CSUPD or City parking citations where appropriate.

**2.2120.02 DEFINITIONS:**

- A. Investigative/criminal vehicle stop – A stop based on reasonable articulable suspicion or knowledge of criminal activity. Information may originate with another officer or by independent investigation.
- B. Traffic enforcement stop – A stop initiated as a result of an observed violation of the traffic code
- C. Reasonable and articulable suspicion – Actions taken by the officer must be reasonable under the existing circumstances and based on the officer’s knowledge at the time. Officers must be able to point to and describe the specific factors that raised suspicions and led him/her to take action in connection with the stop.
- D. Seizure – In the context of vehicle stops, a seizure takes place when an officer makes an investigative/criminal vehicle or traffic enforcement stop. Seizures during these types of stops are subject to Constitutional constraints. A maximum time limit of 20 minutes, for these types of stops, has been found to be reasonable in most U.S. courts.
- E. Subsequent seizure – This form of seizure occurs when the original reason for the stop has been satisfied and the officer continues to detain the motorist and passenger (s). Once the underlying basis for the initial stop has concluded, any further detention implicates the Fourth Amendment and is constitutionally permissible ONLY if:
  - 1. the motorist and passenger (s) consents to the continued intrusion
  - 2. the officer has, at a minimum, a reasonable, articulable suspicion that criminal activity is present and an arrest is imminent.

**2.2120.04 PROCEDURES:**

- A. CSUPD officers have a duty and the authority to investigate suspicious activities that may be associated with criminal activity and take the appropriate enforcement action. This duty does not include pursuing hunches, stereotypes or race based profiling, but is limited to reasonable articulable factors, which would likely lead any knowledgeable, reasonable officer to the same conclusion.
- B. Any consideration, to any degree, of a person’s race, ethnicity, age or gender in law enforcement actions, including investigative/criminal vehicle



or traffic enforcement stops, is absolutely prohibited. The only exception to this standard would occur if one or more characteristics were part of a specific lookout (bolo) for a specific suspect. This applies to passengers as well as drivers.

- C. As a result, whenever a CSUPD officer conducts an investigative/criminal vehicle or traffic enforcement stop for any reason, the officer will complete the "Coppin State University Police-Traffic Stop Data Sheet" and submit same to their respective supervisor at the conclusion of their shift.
- D. The form will include data such as: race, ethnicity, age and gender of the person stopped, suspicions of the officer that led to the contact, any enforcement action taken as a result of the contact, duration of the stop, and any evidence or property seized as a result of the stop. (Note: if a situation is already tense, and if asking the driver's race or ethnicity would only enflame or prolong the situation, the officer may use their best judgment in assessing race and ethnicity.)
- E. The supervisor shall review the form for completeness and accuracy and forward the form to the Operations Lieutenant. The Operations Lieutenant shall also review the form and then forward it to the Lieutenant of Administration.
- F. The Lieutenant of Administration shall then record, store, evaluate and/or disseminate the information contained on the form in accordance with all applicable laws, regulations and procedures. Both the Operations and Administrative Lieutenants shall on a regular and periodic basis review this data for patterns of prohibited activity. Upon such discovery they shall report same immediately to the Chief of Police.
- G. The recording and evaluating of statistical data is a management tool to be used, where appropriate, as a basis for counseling and training, and, if deemed necessary, further administrative action.
- H. By and large, officers take the proper actions for the proper reason, but sometimes fail to provide supporting documentation. Police-citizen encounters, when done properly and professionally, have the potential to be positive community relations tools and can be a means of confronting adverse anecdotal information.
- I. Nothing in this directive should be construed to alter the authority of a CSUPD officer to make an arrest, conduct a search or seizure, or other-

wise fulfill the officer's law enforcement obligations.

## 2.2140 SELECTIVE ENFORCEMENT

### 2.2140.02 ACTIVITIES

- A. The Operations Lieutenant is responsible for ensuring selective enforcement activities are conducted by the agency.
  - 1. Selective enforcement activities will be based on analysis of traffic violation, pedestrian flow and other in-house data bases.
  - 2. The analysis of traffic offenses includes geographic, temporal, and causative factors that include, but are not limited to:
    - a. Types of violations;
    - b. Kinds of vehicles involved;
    - c. Volume of traffic;
    - d. Locations of violations;
    - e. Environmental factors;
    - f. Day of the week; and
- B. The Operations Lieutenant will ensure selective enforcement activities are assigned on a priority basis. Officers should be deployed to areas which have been identified as traffic violation areas.
  - 1. Officers should be deployed to concentrate on days and times when traffic problems most frequently occur.
  - 2. Officers are deployed for selective traffic enforcement in order to achieve an agency goal of protecting life and property.
- C. The assigned Operations Lieutenant is responsible for ensuring evaluations and analysis of all selective enforcement programs are conducted at least annually. Additional evaluations and analysis may be conducted in order to address or study immediate concerns.

### 2.2140.04 RADAR

- A. At this time CSUPD does not have radar and their officers are not trained in the use of radar. If/when radar is introduced into the CSUPD, a protocol will be drafted on the duties and responsibilities of the radar program to include, but not be limited to:
  - 1. Reviewing radar operators' activity reports;
  - 2. Maintaining centralized operator activity reports;



3. Processing maintenance requests;
4. Ensuring maintenance, damage, and repair information is recorded and maintained; and
5. Preparing required reports.

#### **2.2140.06 ALCOHOL RELATED TRAFFIC OFFENSES**

- A. See Directive **2.240 Traffic DUI/DWI ARREST** for the protocol regarding arrests for driving under the influence of alcohol or drugs.

#### **2.2140.08 FATAL COLLISIONS**

- A. Fatal collisions are handled by Baltimore Police Department. University police will stand by and assist as may be requested by the City officer.

#### **2.2160 TRAFFIC DIRECTION & CONTROL**

##### **2.2160.02 EQUIPMENT**

- A. Agency employees will wear issued reflective safety vests when directing traffic.
- B. Whistles enhance traffic directions given by officers and should be used whenever practical.
- C. Officers will use flashlights with traffic wands for traffic direction during periods of low light or unfavorable weather conditions.
  1. Road flares may be used, in limited situations, during traffic direction.
  2. Flares will not be used during hazardous or explosive incidents or conditions.

##### **2.2160.04 UNIFORM SIGNALS**

- A. Manual traffic direction should be conducted uniformly to enhance driver and pedestrian recognition and responses.
- B. Hand signals will be used during traffic direction.
  1. To stop traffic, raise an arm with hand extended and palm toward the moving traffic to be stopped.
  2. To start traffic, extend an arm and hand and bring the hand sharply in the direction that traffic is to be moved.
- C. Whistle signals may be used during traffic direction.
  1. To stop traffic, use one long blast.
  2. To start traffic, use two short blasts.

3. Multiple whistle blasts may be used to get the attention of drivers.

#### **2.2160.06 TEMPORARY TRAFFIC CONTROL DEVICES**

- A. Traffic cones are available for use during traffic control assignments.
  1. Patrol vehicle supplies include traffic cones which may be used in short-term traffic direction instances. The use of cones is preferred to the use of flares, particularly during periods of extended traffic direction.
- B. The agency may use temporary traffic controls and signs during peak traffic hours or special events. The Operations Lieutenant is responsible for assessing the needs for temporary traffic controls and signs as well as ensuring the devices are put in place and picked up.

#### **2.2160.08 SPECIAL EVENTS TRAFFIC PLANNING**

- A. The agency will develop traffic contingency plans for special events in order to ensure proper flow of traffic through or around the area. These special events may be demonstrations, festivals, or other large public gatherings.
- B. Traffic control planning for special events will be conducted by the Operations Lieutenant with input from shift supervisors. Each proposed event will be studied to determine its impact on:
  1. Ingress and egress of vehicles and pedestrians;
  2. Effect and impact on students during class change;
  3. Spectator control;
  4. Availability and effect upon available public transportation;
  5. Provisions for news media;
  6. Alternate routes for through traffic;
  7. Temporary traffic controls and parking prohibitions;
  8. Emergency vehicle access;
  9. Staffing requirements; and
  10. Provisions for relief of personnel assigned point control duties.

#### **2.2160.10 COLLISION, FIRE, EMERGENCY, and DISASTER SCENES**



- A. Officers have shared responsibility for the direction and control of traffic with City Police in order to:
  - 1. Allow for the ingress and egress of emergency equipment;
  - 2. Coordinate access and detour routes with communications personnel as well as on-scene ranking fire department officials;
  - 3. Prohibit access to unauthorized vehicles and persons attempting to enter affected areas;
  - 4. Halt or divert approaching traffic away from or around scenes; and
  - 5. Provide for a system of alternate routes to move traffic around sites.
- B. Officers will notify communications when incidents require closure of one or more lanes of traffic.
- C. If detours will be in effect for an extended time, detour routes will be communicated to the university community through the University's Alert System.
- D. Officers will, when practical, implement traffic controls at key intersections along campus related evacuation routes to allow rapid evacuation of the injured.

**2.2160.12 Adverse Road and Weather Conditions**

- A. Adverse road or weather conditions which might create traffic congestion or motorist hazards will be reported by officers to communications. Officers will provide locations, hazard type, and other information which might assist in determining appropriate responses. Hazardous roadway conditions are, but not limited to:
  - 1. Roadway damage;
  - 2. Damage to traffic control devices;
  - 3. Downed power lines;
  - 4. Water main breaks;
  - 5. Construction areas; or
  - 6. Snow, icing, or flooding.
- B. Officers will direct traffic within staffing limits at necessary locations until appropriate temporary traffic controls can be placed or hazards are eliminated. This does not include instances where the weather causes a large number of locations to become hazardous.

**2.2180 TRAFFIC ENGINEERING**

**2.2180.02 RESPONSIBILITIES**

- A. The Maryland State Highway Administration (SHA) maintains engineering responsibility for state-owned and maintained roadways.
- B. Because the agency does not perform traffic engineering functions for the university, the agency will refer complaints or suggestions concerning traffic engineering deficiencies to the appropriate State Highway or City department;
- C. The Chief will, if deemed necessary, appoint an agency employee as a liaison with appropriate City or State engineering organizations.
- E. Citizen complaints should be referred to the appropriate agencies whenever the agency receives traffic engineering concerns.
- F. Agency employees are to contact Communications to have immediate notifications made to the appropriate agencies when traffic engineering deficiencies are discovered and pose immediate hazards to persons or property.

**2.2200 ASSISTANCE TO CAMPUS COMMUNITY**

**2.220.02 RESPONSIBILITIES**

- A. Officers will be alert at all hours of the day for motorists who appear to need assistance. Particular attention must be given to the needs of motorists during hours of darkness when potential hazards are higher.
  - 1. Officers will stop and offer reasonable assistance to motorists or, if involved in calls of higher priority, report situations to communications for assignment of other available units and/or City Police.
  - 2. When stalled vehicles create traffic hazards, officers will stop and provide traffic control until City Police can be dispatched.
  - 3. Officers will offer reasonable assistance to ensure the well-being of motorists, passengers, and property.
  - 4. Assistance may be in the form of requesting road service, assisting with vehicle unlocks, hot shots, obtaining fuel, finding alternative transportation arrangements, making notifications, and Etc.
  - 5. Officers should avoid becoming involved in motorist services to the point that they are un-



- able to break away should higher priority calls be received.
- B. Officers will provide information and directions upon request. Officers should become familiar with the streets and services in the local surrounding community.
- D. Officers will notify communications of locations where assistance is being rendered to motorists.

## 2.2220 ROAD SERVICES

### 2.2220.02 SERVICES

- A. Campus community members encountering mechanical or other difficulties necessitating assistance or towing may rely upon the agency to request needed services on a 24 hour basis.
- B. Officers and communications personnel may facilitate notifications to motorists' preferred road or towing services.
- C. Motorists with no preference for road or towing services will be offered the opportunity to request, at the motorists' expense, commercial towing services contracted by the agency to provide towing and impounding services.
- D. 2.458 contains specific information for providing road service related towing and impounding.

## 2.2240 VEHICLE FIRES

### 2.2240.02 DUTIES

- A. Officers will respond to vehicle fires to provide assistance to the motorists involved.
- B. Officers arriving at vehicle fire scenes will advise communications of the extent of fires and damages.
- C. Communications will advise the Baltimore Fire Department of any information which may assist them in determining staffing and equipment needs.
- D. Officers should use fire extinguishers located in police vehicles, if practical.
- E. Officers will direct and divert traffic as needed, to expedite the smooth flow of traffic.

## 2.2260 MEDICAL EMERGENCIES

### 2.2260.02 DUTIES AND RESPONSIBILITIES

- A. Officers will handle medical emergencies involving persons in vehicles consistent with their individual levels of expertise, training, and certification.
- B. Employees will request ambulance services upon discovery of medical emergencies.
- C. To assist the fire department, employees will provide communications with the types or nature of emergencies, patient conditions, and any other pertinent information.

## 2.2280 VEHICLE ESCORTS

### 2.2280.02 OPERATIONS LIEUTENANT

- A. Legitimate requests for escort services will be forwarded to the Operations Lieutenant for evaluation and approval.
- B. Operations Lieutenant will ensure any non-emergency vehicle escorts are coordinated with minimal interference to normal vehicular movements;

## 2.2300 HAZARDOUS ROADWAY CONDITIONS

### 2.2300.02 RESPONSIBILITIES

- A. When hazards such as down poles or electrical lines, officers will immediately inform communications of situations and identify assistance required. Officers will protect scenes, direct traffic, or take other actions necessary to isolate hazards while awaiting city police, fire officers or other city services.
- B. When roadway or traffic-related signs are observed to be missing or damaged, officers will notify communications to request appropriate notifications with the City.

### 2.2300.04 HAZARDOUS MATERIALS ON ROADWAYS

- A. HAZMATS are elements, compounds, or combinations thereof, which are flammable, corrosive, explosive, toxic, radioactive, oxidizers, or highly reactive.
  - 1. HAZMATS may have detrimental effects upon people, equipment, and the environment when handled, stored, processed or packaged.



- 2. HAZMATS have numerous industrial, military, and research applications, and can be found in many of the laboratories on the university.
- B. HAZMAT related collisions or spills present serious threats to the health and safety of the general public and especially to initially responding officers.
- C. Officers will take every precaution available, reasonable, and prudent when it is believed that collisions or spills involving HAZMATS have occurred.
- D. The Baltimore City Fire Department is the first responder and has primary responsibility in handling HAZMAT incidents. Officers will provide support functions during removal of HAZMATS.
- E. When it is believed that HAZMAT spills or collisions have occurred, initially responding officers will:
  - 1. Inform communications of necessary information so that City Police and Fire Departments can be notified;
  - 2. Request supervisory personnel respond to the scene, advising of the best direction of travel as a result of wind and/or weather conditions;
  - 3. Coordinate the establishment of perimeters by closing off all access roads leading to incident scenes;
  - 4. Evacuate non-essential personnel from within perimeters; and
  - 5. Attempt to identify HAZMATS via placard numbers or symbols.
    - a. Identifications should be made from as far away as possible.
    - b. Officers should not jeopardize their own safety for material identification purposes.
- F. Supervisory or administrative ranked personnel will coordinate all activities with the City's Police, Fire and Public Works Departments in the safe resolution of HAZMAT incidents.

**2.2320 PARKING ENFORCEMENT**

**2.2320.02 ON CAMPUS PARKING**

- A. The Office of Parking and Transportation Services is responsible for the administration and enforcement of all parking regulations. This authority is shared with the Coppin State University Office of Public Safety.

- B. Pursuant to Maryland Transportation Code Annotated Section the responsibility to download and forward a report for the number of citations issued rests with Auxiliary Services.

**2.2320.04 PUBLIC STREET PARKING**

Coppin State University Police **does not** issue Public Street parking citations.

**2.2340 COLLISION INVESTIGATION**

**2.2340.02 BALTIMORE CITY POLICE**

- A. It is the Policy of the Baltimore Police Department (BPD) to investigate traffic accidents, to record major occurrences and assist motorists in the required exchange of information. Per the MOU with the Coppin State University Department (CSUPD), the BPD will continue to investigate all pedestrian and vehicular crashes resulting in extensive property damage, injury or death.
- B. CSU Police Officers are authorized to investigate and submit a Maryland Automated Accident Reporting System (MAARS) reports for:
  - 1. A minor "hit and run" property damage only crash and involving any CSU campus member and occurring in any CSU parking facility or within the MOU patrol area.
  - 2. Any "minor", property damage only crash involving a university vehicle and occurring in any CSU parking facility or within the MOU patrol area.
- C. For fatal, potentially fatal, pedestrian, extensive property or vehicular damage accidents, University Police Officers are to immediately contact the BPD to investigate.
- D. Supervisors/OIC's will review and approve all MAARS reports and forward to the Operations Lieutenant for a final review and delivery to the Maryland State Police.

**2.2340.04 COLLISION SCENE DUTIES**

- A. While at an accident scene, being handled or an accident scene handled by the BPD, the University Police Officer will assist with traffic direction and control to:
  - 1. Prevent additional collisions and/or protect the scene;



2. Check for injuries, administer emergency medical care, and basic life support commensurate with training levels and equipment availability;
3. Request assistance from EMS personnel and releasing care of the victim to arriving medical City personnel;
4. Identify fire, safety, HAZMAT, utility, and/or other hazards to request necessary assistance as may be needed.
5. Protecting, securing, and processing scenes.
6. Safeguarding property belonging to victims unable to care for same.
7. Furnish the CSU communication center with required information.

## **2.2360 DEPARTMENTAL COLLISIONS**

### **2.2360.02 INVOLVED EMPLOYEE RESPONSIBILITY**

- A. When full-time or part-time employees of the agency are involved in collisions while operating motor vehicles owned, leased, or under control of the agency, the operators will immediately notify:
  1. The on duty/OIC to ensure that the collisions are being/have been investigated; and
  2. Police agencies of primary jurisdiction when collisions occur outside the jurisdiction of the University Police to ensure collision reports are completed.
- B. Involved employees will not move vehicles from points of impact without approval, unless there are threats to the safety of persons or property.
- C. In hit and run collisions, involved officers, after notifying communications, may leave scenes to attempt to identify or apprehend striking vehicles or operators, provided that such departures can be made safely.
- D. Involved drivers must, as applicable:
  1. Provide information regarding the date, time, location, witnesses, other driver, etc. of the collision;
  2. Comply with Workers' Compensation reporting requirements.
- E. Officers may be compelled under provisions of LEOBR to give full accountings of collision facts and circumstances.
  1. Officers may elect to freely and voluntarily give narrative accountings of the collision; or

2. Officers may invoke and be granted the provisions and rights conveyed under LEOBR.

### **2.2360.04 DEPARTMENTAL COLLISIONS OCCURRING OUTSIDE OF THE AGENCY'S JURISDICTION**

- A. Involved officers are responsible for complying with requirements reflected in section 2.2400.02 of this directive.
- B. When practical, the on duty supervisor/OIC will respond to departmental collisions occurring out of jurisdiction and involving fatalities or serious personal injuries. The purpose of these responses is to coordinate this agency's fact finding into the collisions and to arrange for collision report copies to be forwarded to this agency.

### **2.2360.06 ALCOHOLIC BEVERAGES/CDS RELATED COLLISIONS**

Departmental collisions in which involved employees are suspected to be in violation of TR 21-902 will be handled consistent with **2.900 Complaints & Discipline**.

### **2.2360.08 VISION AND HEARING TESTING**

- A. Employees found to have caused preventable departmental collisions may be ordered, at no cost to involved employees, to submit to eye tests, hearing tests, or other appropriate tests.
- B. Testing will be coordinated by the Office of the Chief and HR.
- C. Testing may be conducted following each preventable collision.

### **2.2360.10 REMEDIAL DRIVER TRAINING**

Employees may be assigned to remedial or other relevant driver training programs when such training is determined to be in the best interests of the employee or agency.

### **2.2360.12 APPEARANCE HEARINGS**

Employees directed to appear before courts or administrative proceedings relating to departmental collisions will promptly notify the Office of the Chief of those notices.



**2.2400**

**2.2400.02 DRIVING OR ATTEMPTING TO DRIVE VEHICLE WHILE UNDER THE INFLUENCE OF ALCOHOL, PER SE**

- A. Any person driving or attempting to drive any vehicle with a breath/blood alcohol level of 0.08 or more, as measured by grams of alcohol per 210 liters of breath or grams of alcohol per 100 milliliters of blood.

**2.2400.04 DRIVING OR ATTEMPTING TO DRIVE VEHICLE WHILE IMPAIRED BY ALCOHOL**

- A. Any person driving or attempting to drive a vehicle with a breath/blood alcohol level of 0.07, as measured by grams of alcohol per 210 liters of breath or grams of alcohol per 100 milliliters of blood.

**2.2400.06 DRIVING OR ATTEMPTING TO DRIVE VEHICLE WHILE IMPAIRED BY DRUG(S) OR DRUG/S AND ALCOHOL**

- A. Any person who drives or attempts to drive any vehicle while under the influence of drugs, any combination of drugs, or a combination of one or more drugs and alcohol.

**2.2400.08 DRIVING OR ATTEMPTING TO DRIVE A VEHICLE WHILE IMPAIRED BY A CONTROLLED DANGEROUS SUBSTANCE (CDS)**

- A. Any person who drives or attempts to drive any vehicle while under the influence of a controlled dangerous substance.

**2.2400.10 STANDARDIZED FIELD SOBRIETY TEST (SFST)**

- A. Standardized series of tests by trained and certified law enforcement officer is a tool used to determine if an individual is under the influence of, or impaired by, alcohol.

**2.2400.12 DRUG RECOGNITION EXPERT (DRE)**

- A. DRE's are trained and certified law enforcement officer who are able to determine if a suspect/arrestee is under the influence of a drug or a controlled dangerous substance.

**2.2400.14 REQUIRED ACTION**

**University Police Officer**

- A. Officers **trained** are to use the "Standard Field Sobriety Tests" (SFST) and factors surrounding the operator are driving techniques, behavior, speech, physical condition, and other facts, to develop probable cause.
- B. Officers **without** this **training** are to articulate the operator's driving behavior, speech, physical condition, odor of alcoholic beverage on the breath and any other condition which led to the suspicion the driver was intoxicated or operating a vehicle while under the influence of alcohol or drugs.
- C. Place the operator/defendant under arrest once probable cause is established for traffic violations relating to suspicion of alcohol, drug or controlled dangerous substance.  
**NOTE: Be mindful that the breath test for alcohol must be administered within two (2) hours of when the defendant was taken into custody. The result of the breath test shall determine the charge(s).**
- D. Inform the defendant of the violation(s) and the arrest.
- E. Arrange for release of, or a tow truck for the defendant's vehicle. For either option, see **2.4580 – Towing and impounding.**
- F. Obtain a Central Complaint Number for all required reporting, regardless of whether a vehicle is towed or not.
- G. If the defendant does not require immediate medical attention at a hospital, transport the defendant to the Central District testing site/Chemical Test for Alcohol Unit (CTAU) where the breath test is to be administered.
- H. Complete the Officer's Observation Report, Form 54. Retain the yellow copy for your case folder and submit the white copy to the Laboratory Section via the tray located on the processing table/counter of the testing site/CTAU.
- I. When recording and listing the information of the defendant, conduct a license and warrant check (local and National Crime Information Center) via a dispatcher or Hot Desk.



- J. Read the Advice of Rights, Form DR-15 (Annex A), in its entirety to the defendant, and complete the form. Have the defendant sign Form DR-15.
- K. The defendant may elect to have an attorney present prior to any decision to take a departmental breath test.
  - a. The defendant's attorney is permitted to administer an informal test to their client prior to any decision to take a breath test.
  - b. Any consultations with an attorney may not interfere with the two-hour time limit for administering a breath test.
- L. If the defendant consents to a breath test, contact the Laboratory Section at [REDACTED] or via the Communications Section, and request that a technician respond to the testing site.

#### 2.2420 REFUSAL TO SUBMIT TO TEST

- A. If the defendant refuses to submit to a breath test, or is unable to understand their rights due to suspected intoxication of alcohol:
  - a. Confiscate the defendant's Maryland Driver's License. Do not confiscate the defendant's license if it is issued out-of-state.
  - b. Complete Form DR-15A, Officer's Certification and Order of Suspension (Annex B).
  - c. If the defendant signs Form DR-15A, give the defendant the "Driver's" Copy of Form DR-15A. (This is also their temporary license.) Place the white copy of Form 54, Officer's Copy of Form DR-15 and the "Law Enforcement" Copy of Form DR-15A in the "DWI REFUSAL" tray.
  - d. For "refusals," the arresting officer does not maintain a copy of Form DR-15. If the defendant refuses to sign Form DR-15A, the temporary license shall not be issued.
    - i. Place the defendant's license and the MVA copies of DR-15 and DR-15A in the postage-paid envelope provided, and immediately drop the envelope into a United States Postal Service mailbox.
    - ii. Issue the following two citations:

Driving or Attempting to drive vehicle while under the influence of alcohol, TA 21-902 (a)(1).  
Driving or Attempting to drive vehicle while impaired by alcohol, TA 21- 902 (b). • Do not issue the temporary license (Form DR-15A) if the defendant's license, regardless of State of issuance, is Not Valid, Suspended and/or Revoked.

#### 2.2420.02 WITHDRAWN REFUSAL

- A. A defendant who initially refused to take a breath test may withdraw their "refusal;" this is **NOT** a refusal to take the test. The subsequent consent to take the test is granted if the request:
  - B. Is unequivocal and in good faith.
  - C. Does not subsequently interfere with the timely and functional administration of the test. This would include:
    - 1. Whether or not a qualified person is available to administer the test and the testing equipment is readily available.
    - 2. Whether the delay in testing interfered with the administration of a test to another person.
    - 3. Whether the delay in testing interfered with the attention to other duties of the member or Mobile Crime Lab Technician.
  - D. Is given by the defendant who is still in police custody, and:
    - 1. Before the delay in testing would materially affect the outcome of the test.
    - 2. For the purpose of a test for determining alcohol concentration, within two hours of the defendant's apprehension.
  - E. For the purpose of a test for determining the drug or controlled dangerous substance content of the defendant's blood, at the direction of a Drug Recognition Expert (DRE), within four hours of the defendant's apprehension.
  - F. If the "refused" blocks on Forms DR-15 and DR-15A had already been checked off, put a line through the blocks and mark the appropriate blocks. Initial the changes.

#### 2.2420.04 ALCOHOL CONTENT IS 0.08 OR HIGHER

- A. If the defendant's breath/blood alcohol content is 0.08 or higher:
  - 1. Issue the following citations:



Driving or Attempting to drive vehicle while under the influence of alcohol, TA 21-902 (a)(1),

- a. Driving or Attempting to drive vehicle while under the influence of alcohol per se, TA 21-902 (a)(2),
- b. Driving or Attempting to drive vehicle while impaired by alcohol, TA 21- 902 (b), and
- c. If defendant is between ages 18 and 21, issue the aforementioned citations and include citation, TA 16-113 (h), Driving vehicle in violation of restricted license requirement.

**NOTE:** *A defendant shall receive a separate citation for each category of traffic-related offenses violated at the time of arrest. Additional citations may be necessary due to the circumstances of the arrest.*

2. Complete Form DR-15A.
3. Confiscate the defendant’s Maryland Driver’s License. Do not confiscate the defendant’s driver’s license if it is issued out-of-state.
4. After the breath test is administered, ensure the Breath Test Technician signs Form DR-15A and State of Maryland - Notification to Defendant of Result of Test for Alcohol Concentration, Form 33 (Annex C).
5. Provide the defendant with a copy of Form DR-15A and explain its contents, emphasizing that their copy of the DR-15A is also a temporary driver’s license.

**NOTE:** *On Form DR-15A, the defendant must sign on line SIGNATURE OF DRIVER (if Temp. Authorized) in order for the temporary license to be valid.*

6. If defendant refuses to sign, do not issue the temporary license. For refusals to sign, write “N/A” on line SIGNATURE OF DRIVER (if Temp. Authorized), and have the defendant sign the line acknowledging that a temporary license was not authorized.
7. Also, do not issue a temporary license (Form DR-15A) if the defendant’s license, regardless of state of issuance, is

Not Valid, Suspended and/or Revoked.

8. Place the following documents in the envelope provided with Form DR-15A:
  - a. “MVA Copy” of Form DR-15.
  - b. “MVA Copy” of Form DR-15A.
  - c. The confiscated Maryland Driver’s License (attach it to Form DR-15A).
  - d. “MVA Copy” of Form 33.
9. Place the postage-paid envelope in a United States Postal Service mailbox immediately.
10. Retain the “Police Officer” Copy of Form DR-15A in your case folder and give the “Law Enforcement” Copy of Form DR-15A to the Breath Test Technician.
11. Note the Control Number from Form DR-15A in any required reporting.
12. The defendant shall be transported to the Baltimore Central Booking and Intake Center (CBIF) and processed accordingly.

**2.2420.06 ALCOHOL CONTENT IS 0.27 OR HIGHER**

- A. If the defendant’s breath/blood alcohol content is 0.27 or higher, the member shall:
- B. Have the defendant transported to a medical facility for treatment of possible alcohol poisoning.
- C. Obtain an additional copy of the test results from the Breath Test Technician and provide the copy to the staff at the medical facility.
- D. Adhere to the procedures under section “Alcohol Content is 0.08 or Higher” of this Directive.

**2.2420.08 ALCOHOL CONTENT IS 0.07**

- A. If the defendant’s breath/blood alcohol content is 0.07, issue the following citations:
  1. Driving or Attempting to drive vehicle while under the influence of alcohol, TA 21-902(a) (1).
  2. Driving or Attempting to drive vehicle while impaired by alcohol, TA 21-902(b).
  3. If defendant is between ages 18 and 21, issue the above two citations and include citation, TA 16-113(h), Driving vehicle



in violation of restricted license requirement.

#### 2.2420.10 ALCOHOL CONTENT UNDER 0.07

- A. If the defendant's breath/blood alcohol content is between 0.02 and 0.07, and the member does not believe that the defendant is under the influence of drugs or a controlled dangerous substance, then the member shall consider other **competent evidence** in determining whether the defendant was or was not impaired or under the influence of alcohol.

**NOTE:** *Competent evidence is the collection of objective facts that can establish a particular fact, such as observations made during a SFST, physical evidence at the scene, and/or information on the Officer's Observation Report. Be mindful that in the Statement of Probable Cause and when testifying in court, the ability to articulate the competent evidence coupled with the result of the alcohol content is vital to conclude that the defendant was impaired or under the influence of alcohol.*

- B. If the defendant submits to a breath test and the alcohol content is between 0.00 and 0.07, and/or the member believes that the defendant is under the influence of drugs or controlled dangerous substances because the breath test result is inconsistent with defendant's level of impairment, then the member shall request a DRE via Citywide as soon as practical.

**NOTE:** *Be mindful that a DRE must be able to perform the evaluation on the defendant within four (4) hours once the defendant is placed in custody.*

- C. If a departmental DRE is not available:
1. Have the Communications Officer call the Baltimore Police Department's Communications supervisor at [REDACTED] and request they attempt to locate a DRE from another jurisdiction.
  2. If the out-of-jurisdiction DRE is unable to respond to the Central District, then the member or designee is to transport the defendant to the location of the out-of-jurisdiction DRE for the evaluation and required blood work.
- D. Upon completion of the evaluation, request the assistance of the DRE in completing the required

DRE-related paperwork. The member is responsible for all non-DRE examination related paperwork.

#### 2.242.12 BLOOD TEST (ALCOHOL CONTENT)

- A. A blood test shall be administered when:

1. The vehicle operator is unconscious or otherwise incapable of refusing to take a test.
2. Injuries which require immediate transportation to a medical facility. (This applies whether or not the driver is admitted to the hospital.) The breath test cannot be administered once a defendant is in police custody and at a hospital.
3. The equipment for administering the breath test is not available.
4. Under the direction of the DRE.

**NOTE:** *If the defendant is not transported to a hospital, the breath test is the preferred method to determine alcohol concentration.*

- B. When the blood test is required:

1. Obtain a Blood Test Kit from A Baltimore Police Department Mobile Crime Lab Unit, a Shift Commander's office at the District closest to the medical facility where the injured will be treated.
2. Ensure the Blood Test Kit has not expired.

**NOTE:** *Be mindful that once the decision to utilize the Blood Test Kit is made, the blood sample for the test must be drawn within two (2) hours, and the blood sample for drugs or CDS must be drawn within four (4) hours, of the time the driver was arrested.*

3. Take the Blood Test Kit to the medical facility where the qualified medical personnel will draw the blood. Follow procedures attached to the Blood Test Kit.
4. Ensure that the qualified medical personnel signs the Blood Analysis – Medical Personnel Payment Authorization, Form 34, that is enclosed with the Blood Test Kit.
5. Deliver the completed Blood Test Kit, Officer's Observation Report and the Form DR-15 (if necessary), to the Mobile Unit. If the Mobile Unit is not avail-



- able, contact a Mobile Crime Lab Unit Supervisor by having Communications again call [REDACTED] for assistance.
- C. Upon receipt of the results that indicate a blood alcohol concentration of 0.08 or more, complete Form DR-15A as thoroughly as possible. Write, "Blood Test - See Attached Form 33," (Annex C) on the signature line of Form DR-15A in the section, "Certification of Test Technician or Analysis."
  - D. Make arrangements to meet with the defendant to issue the DR-15A and its temporary license. If the defendant refuses to meet with you and/or to sign Form DR-15A:
    - 1. Complete Form DR-15A with the information available.
    - 2. Place all copies of Form DR-15A, except the "Law Enforcement" copy, in the envelope provided and place the envelope in a United States Postal Service mailbox.
    - 3. Retain a copy for the case folder and immediately forward the "Law Enforcement" copy of Form DR-15A to the Mobile Unit.
  - E. If the defendant is unconscious or otherwise unable to sign Form DR-15A, or you are unable to meet with the defendant to sign Form DR-15A for any reason:
    - 1. Forward the unsigned Form DR-15A (except the "Police Officer" copy), the "Law Enforcement" copy, and license (if confiscated) to MVA.
    - 2. Provide an explanation as to why Form DR-15A was not signed by the defendant.
    - 3. Keep your copy for your case folder and immediately forward the "Law Enforcement" copy to the Mobile Unit.

**NOTE:** *If necessary, consult with the Assistant State's Attorney's Office to determine the final settlement of the defendant.*

**2.242.14 ALCOHOL RESTRICTED LICENSE**

- A. If the defendant's alcohol content is 0.02 or more and the defendant has an ALCOHOL RESTRICTION on their driver's license, the member shall:

- 1. Complete MVA Form DR-103, Certification of Police Officer Violation of Alcohol Restriction.
- 2. Issue the following citation(s):
  - i. Driving, Attempting to drive motor vehicle with alcohol in blood in violation of court order, TA 16-113 (j).
  - ii. If defendant is between age 18 and 21, also issue citation, TA 16-113(h), Driving vehicle in violation of restricted license requirement.

**2.2420.16 JUVENILES**

- A. Persons under 18 years of age, who are in violation of Transportation Articles relating to alcohol, drugs and/or controlled dangerous substance, shall **NOT** be issued any tickets from the State of Maryland - Uniform Complaint and Citation Book.
- B. Contact Baltimore Police to arrest the juvenile and be summonsed as a witness OR the University Police Officer can place the juvenile under arrest, obtain a Custody Number and complete a Juvenile Custody Report (if permitted to do so – if not, have a City Officer complete this report) to include the title and subtitle of the DWI-related traffic charge(s).
- C. Complete a Crime/Incident Report and submit the report and the Juvenile Custody Report to the Department of Juvenile Justice, Intake Officer, in keeping with established procedures.
- D. If there are additional incarcerating traffic offenses committed during the DWI incident, include the additional charges on the Juvenile Custody Report and/or Supplement Report and explain the charges in the Crime/Incident Reports. For non-incarcerating traffic offenses, issue the appropriate traffic citations.
- E. Prior to taking a juvenile into the designated testing site/CTAU, ensure the area does not have any adult prisoners. When possible utilize another room, such as the roll call room, to house the juvenile. Notify the Mobile Crime Laboratory Technician to advise when ready to test the juvenile.
- F. A parent or guardian may be present at the time of the breath test if their presence does not inter-



ferre with the two hour time limit for administering the test.

**2.2420.18 MIRANDA WARNINGS/QUESTIONING**

- A. Advising suspects of their Miranda Rights is not necessary in DUI/DWI situations, until the person is in custody and information beyond general fact finding is requested.
- B. Following the completion of DR-15, the arresting officer should request information concerning, but not limited to:
  - 1. Where defendant/s were prior to arrest;
  - 2. What defendant/s had to drink prior to arrest;
  - 3. How much defendant/s had to drink prior to arrest; and
  - 4. When the defendant/s started drinking.

**2.2420.20 RIGHT TO COUNSEL**

- A. Defendants are entitled to request and communicate with attorneys prior to taking chemical tests. Attorneys may contact defendants at the testing facility in order to speak to them or arrange for a separate breath test.
- B. Defendants are to be advised that refusal to submit to chemical tests due to inability to contact attorneys or have them present within necessary time limits will constitute a refusal to submit to chemical tests.
- C. All attorney-client contacts, prior to breath tests or chemical test refusals will be conducted in the presence of arresting officers. Attorney-client privileges are not breached by requiring and maintaining visual observation of defendants and their attorneys.
- D. Attorneys are subject to pat-downs prior to having contact with defendants. Containers, briefcases, etc., carried by attorneys will be checked for weapons or tools of escape before being allowed in the presence of defendants.
- E. Contact between the attorney and the arrestee are to take place in a district interview room or other suitable rooms where a private interview can be conducted. Arresting officers will remain directly outside the door and maintain visual contact.
- F. Attorneys will be permitted to administer breath tests only when they will not substantially interfere with timely and effective administration of chemical testing procedures. Secondary testing

by attorneys will be allowed only after initial testing by police personnel.

**2.2420.22 PRESCRIPTION MEDICINE**

- A. If defendants require prescription medications, officers will allow defendants to administer themselves medication as directed by the prescription.
- B. Officers will inform defendants wishing to take prescription medications that, if prescription related time delays result in the expiration of the two hour limit for chemical testing, the actions will constitute a refusal to submit to chemical testing.
- C. Twenty minutes of observation time must elapse following the taking of prescription medication by defendants prior to chemical testing. If during this observation period, the two hour limit for chemical testing expires, defendants will be processed as refusing to submit to testing.
- D. Arresting officers will document in their field notes and Incident/Towed vehicle report the times, types of medications, and amounts taken.

**2.2420.24 TEST OF BREATH FOR ALCOHOL**

- A. Breath test instruments will be operated only by members of the Baltimore Police Department's Crime Lab who are certified by the State Toxicologist. Operators will conduct tests in accordance with procedures set forth by the State Toxicologist.
- B. Arresting officers will not administer chemical breath tests.
- C. Arresting officers must remain with defendants during the twenty minute observation period prior to testing.
- D. When breath test results are greater than or equal to 0.30% BAC, arresting officers and the shift supervisor/OIC will determine whether the arrestee is to be transported to health care facilities for possible alcohol poisoning.

**2.2420.26 DISCRETIONARY RELEASE OF DUI/DWI VIOLATORS**

- A. After all paperwork and citations have been completed officers are authorized to release the defendant to a responsible adult. In exercising this discretion officer need to consider both the best interests of public safety and the desirability



of minimizing the time expended by law enforcement personnel.

- B. Juveniles are not subject to discretionary release and should be handled according to established procedures.
- C. **An adult defendant may be released when all the following criteria have been met:**
  - a. Defendant does not need medical care due to alcohol, drug and/or CDS intoxication.
  - b. Defendant's degree of intoxication is not excessive.  
***NOTE: Be mindful that every individual has a different tolerance to alcohol consumption. Therefore, it is imperative that members consider the current mental and physical state of the defendant prior to release. Note their mental and physical conditions in field reports.***
  - c. Defendant has been cooperative and non-combative.
  - d. Defendant is a Maryland resident, and currently has a valid Maryland Driver's License in their possession.
  - e. Defendant has signed all necessary paperwork to include traffic citations.
  - f. Defendant does not have any prior alcohol-related traffic convictions.
  - g. Warrant checks of the defendant revealed negative results.
  - h. The defendant's vehicle has been towed in accordance with established procedures unless the owner (other than the defendant) is present and able to assume possession.
  - i. Transportation for the defendant is available and/or a sober adult is available to take custody of the accused. Include in field report the name, address and license number of the responsible adult, and the license plate of the vehicle used by the responsible adult.
  - j. A supervisor has approved the release. (The name of the supervisor must be noted in the field notes.)
- D. Ensure the DWI/DUI Discretionary Release Notice, Form 450 (Annex D), is filled out in its entirety. One copy to the defendant and the other copy is for the case folder.

***NOTE: The DWI/DUI Discretionary Release Notice form is only to be issued if defendant is to be released in lieu of being booked at CBIF.***

- E. Allow the defendant to make a local phone call to locate a responsible adult if the defendant is to be released. Advise that person that they must respond within a reasonable time frame: approximately 30 minutes.
- F. If there is any reasonable doubt about the release of the defendant, the defendant shall not be released. Supervisory advice may be sought in such situations.
- G. Prior to release, determine that the person who responds is a sober, responsible adult.
- H. Complete an in-depth Incident report outlining probable cause for the arrest and all
- I. procedures followed for this incident.

#### 2.2420.28 COMMERCIAL VEHICLE DRIVER

- A. All members shall process the operator of a commercial vehicle in the same manner as any adult person operating or attempting to operate a vehicle while under the influence of alcohol, drug(s) and/or controlled dangerous substance(s).
- B. If the defendant submits to a breath test and the breath/blood alcohol content is 0.08 or above, the member shall complete the required paperwork and citations, and check all appropriate blocks relating to Commercial Vehicles and/or Commercial Driver's License (CDL).
- C. If the defendant submits to a breath test and the breath/blood alcohol content is 0.07, the arresting officer and Crime Lab Technician shall complete MVA Form DR-102, Certification of Police Officer Alcohol Test Result of 0.04 to 0.09 Commercial Motor Vehicle. Also, issue the following citations:
  - a. Driving, Attempting to drive a vehicle while under the influence of alcohol, TA 21-902 (a)(1).
  - b. Driving, Attempting to drive a vehicle while impaired by alcohol, TA 21-902 (b).
- D. If the defendant submits to a chemical test and the breath/blood alcohol content is between 0.04 and 0.07, the member and Crime Lab Technician shall complete MVA Form DR-102. Issue the following citations:



- a. Individual (driving, operating, or in physical control of) commercial motor vehicle with any alcohol concentration in blood or breath, TA 16-813 (a).
- b. No person within 4 hours of (going on duty, operating, having physical control of a vehicle) shall (consume, possess) an intoxicating beverage regardless of alcoholic content, Motor Carrier Safety Inspection Regulations - MR 392.5 (a).

**2.2420.30 SHIFT SUPERVISOR/OIC**

- A. Ensure all reports and forms are accurately completed.
- B. Ensure all procedures are followed before juveniles are released to parent or guardian.
- C. Upon request, respond and approve discretionary release of DUI/DWI offenders.

*NOTE: Only a permanent rank supervisor may authorize a DUI/DWI release.*

**2.2420.32 DIRECTOR, BPD LABORATORY SECTION**

Per Baltimore Police General Order K-08, The Director of the Laboratory Section is to:

- A. Ensure the Form 54, the “Law Enforcement” Copy of the DR-15A, and the Officer’s Copy of the DR-15 are collected from the member.
- B. Send appropriate forms and Blood Test Kits to the Chemical Test Alcohol Unit, Maryland State Police.
- C. When results of a blood test are received from the Chemical Test Alcohol Unit, forward a copy to the arresting/charging member.
- D. Submit a Requisition for Supplies, Form 128, including the appropriate individual Jurisdiction Code, to the Supply Unit, when requesting DR-15A books.
- E. Ensure an adequate supply of Form DR-15, and any other required forms, are kept at the testing site in a secure location for accountability.

**2.2420.34 BPD CRIME LAB TECHNICIAN MOBILE CRIME UNIT**

- A. Upon request, a Baltimore Police Department Crime Lab Technicians will respond to the alcohol testing room (left side off the Central District lobby) and

ensure all alcohol test equipment is properly calibrated and maintained prior to administering the breath alcohol test.

- B. Administer the breath alcohol test to the defendant with the arresting/charging member present.
- C. Ensure all forms are completed and signed. Assist the arresting/charging member with any paperwork or forms pertaining to test results or refusals to take the tests.
- D. Receive and prepare for analysis completed Blood Test Kits from arresting/charging officers.

**2.2420.36 BREATH TEST OPERATOR RESPONSIBILITIES**

- A. Members of the Baltimore Police Department’s Crime Lab are responsible for operating breath test equipment and conducting all required testing in accordance with the State Toxicologist rules and completes that agency’s Intoximeter information test sheets and applicable logs.

**2.2420.38 SECURITY CONCERNS WHEN TESTING**

- A. During the testing for Blood Alcohol Content (BAC) in DUI/DWI arrests, there are security concerns to be aware of when with the arrestee and in the designated processing /testing room.
  - 1. constant supervision;
  - 2. weapons control;
  - 3. panic alarms;
  - 4. Escape prevention.
- B. As such officers must be vigilant in keeping the arrestee in constant view and positioning oneself with the weapon on the side furthest from the prisoner;
- C. Although there is no panic alarm installed in the Central District’s Chemical Testing Room, the hall is wired for CCTV and the lobby desk is staffed 24/7 by an armed police officer. Additionally, the Baltimore City Crime Lab Technician has a radio equipped with a panic button and is trained and prepared to activate it in the event a prisoner attempts to escape or assault either of them.
- D. To prevent escape, the prisoner remains handcuffed, except during the actual testing to sign papers.



E. Being firm, fair yet calm during this process has proved invaluable in maintaining control over the arrested.

**See Attached Annexed Forms:**

**Advice of Rights – DR-15 form**

**State of Maryland – Notification to Defendant of Result of Test for Alcohol Concentration, Form 33**

**Baltimore Police Department’s Discretionary Release of DWI/DUI violators, Form 450**

**Officer’s certification and Order Violation of Alcohol Restriction, Form DR – 103**

**MVA –Certification of Police Officer – Alcohol test result of 0.04 Commercial Motor Vehicle, Form DR 102**



**ADVICE OF RIGHTS** - (§16-205.1 of the Maryland Vehicle Law)

You have been stopped or detained and reasonable grounds exist to believe that you have been driving or attempting to drive a motor vehicle while under the influence of alcohol; impaired by alcohol; so far impaired by any drug, any combination of drugs, or a combination of one or more drugs and alcohol; or impaired by a controlled dangerous substance that you could not drive a vehicle safely; in violation of an Alcohol Restriction, or in violation of §16-813 of Maryland Transportation Article.

In this state, any person who drives or attempts to drive a motor vehicle, including a commercial motor vehicle, on a highway or on any private property that is used by the public in general, is deemed to have consented to take a test to determine the alcohol concentration, or a test to determine the drug or controlled dangerous substance content of the person. The test shall be at no cost to you. **The test to determine alcohol concentration shall be a breath test.** However, a test of blood shall be administered if the breath test equipment is unavailable. A test is required to determine the drug or controlled dangerous substance content, or if your injuries require medical treatment. The results of such test or tests, or a refusal of any such test, may be admissible as evidence in any criminal prosecution.

- **Mandatory Test:**  
If you are involved in a motor vehicle accident resulting in the death of, or life threatening injuries to, another person, you must take a test.
- **Submission to the test. If your test results in an alcohol concentration of 0.08 or more:**  
The MVA will be notified of your test results; your Maryland driver's license shall be confiscated; an Order of Suspension issued; and if eligible, a temporary license issued valid for 45 days. An Administrative suspension shall be imposed by the MVA against your Maryland driver's license or privilege. **The suspension shall be 45 days for a first offense and 90 days for a second or subsequent offense.** Modification of the suspension may occur in certain circumstances.
- **You have the right to refuse to submit to the test. If you refuse:**  
The Motor Vehicle Administration (MVA) will be notified of your test refusal; your Maryland (MD) driver's license shall be confiscated; an Order of Suspension issued, and if eligible, a temporary license issued, valid for 45 days. The MVA shall suspend your MD driver's license or driving privilege if you are a non-resident. **The suspension shall be 120 days for a first offense and 1 year for a second or subsequent offense.** You will be ineligible for a modification of the suspension or issuance of a restrictive license, except in certain circumstances, a test refusal suspension may be modified at a hearing if you agree to participate in the Ignition Interlock Program for at least 1 year.
- **Administrative Hearing:**  
You may request an Administrative Hearing, at any time within 30 days of the date of the Order of Suspension, to show cause why your driver's license or privilege should not be suspended. You must request a hearing within 10 days of the date of the Order of Suspension to insure that your privilege to drive is not suspended prior to your hearing. Your request for a hearing must be made in writing. You may use the "Hearing Request" form if available. Send your request to the Office of Administrative Hearings at 11101 Gilroy Rd., Hunt Valley, MD 21031-1301. You must include a check or Money Order for \$15.00, which is the required filing fee, made payable to the "Maryland State Treasurer." **Your request for a hearing will be invalid if submitted without the required \$15.00 filing fee.**
- **Violation of Restriction:** The MVA may also suspend or revoke your license upon satisfactory evidence of a violation of an alcohol restriction.
- **Disqualification of CDL:** In addition to any suspension for a test failure or refusal, your Commercial Driver's License (CDL) may be disqualified. If you were operating a commercial motor vehicle and you refuse to submit to a test, or your test result indicates an alcohol concentration of 0.04 or more, your CDL or privilege will be disqualified. **1 year for a first offense; 3 years for a first offense while transporting hazardous materials required to be placarded; and lifetime for a second or subsequent offense.**
- **Your driver's license or privilege will be suspended on the 46th day after the date of the Order of Suspension if:**  
(1) You do not request a hearing within 10 days of the date of the Order of Suspension; (2) You fail to appear for a hearing; (3) At the conclusion of the hearing, a decision is rendered against you. **Your request for a hearing will be invalid if submitted without the required \$15.00 filing fee.**

• **Certification:**  
I, the undersigned police officer, certify that I have advised the driver of the above stated Advice of Rights. This included advising the driver of the sanctions to be imposed for: (1) A refusal to take a test; (2) A test resulting in an alcohol concentration of 0.08 or more, and (3) Advising of sanction for a test refusal or a test resulting in an alcohol concentration of 0.04 or more while operating a commercial motor vehicle.

**Read Before Signing:**

I, the undersigned driver, acknowledge that I have been read or I have read the above stated Advise of Rights as certified by the police officer. I understand that this requested test is in addition to any preliminary tests that were taken.

**Having been so advised, do you now agree to submit to a test? (This is not an admission of guilt.)**

(Officer check reply)

- |   |  |
|---|--|
| <input type="checkbox"/> Yes -Agree to submit to an alcohol concentration test<br><br><input type="checkbox"/> No -Alcohol concentration test refused | <input type="checkbox"/> Yes -Agree to submit to a test for drug or controlled dangerous substance (CDS)<br><br><input type="checkbox"/> No-Drug or CDS test refused (DRE must complete & submit DRE Certification Form) |
|---|--|

Driver Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ DR-15A Control # \_\_\_\_\_

Signature of Officer \_\_\_\_\_ I.D. No. \_\_\_\_\_ Police Agency \_\_\_\_\_

DR-15 (07/01)

**OFFICER'S COPY**



**STATE OF MARYLAND**  
**NOTIFICATION TO DEFENDANT OF**  
**RESULT OF TEST FOR ALCOHOL CONCENTRATION**

Case No: \_\_\_\_\_

Citation No: \_\_\_\_\_

NAME OF PERSON ARRESTED: \_\_\_\_\_

DATE OF ARREST: \_\_\_\_\_ TIME OF ARREST: \_\_\_\_\_

DATE SPECIMEN COLLECTED: \_\_\_\_\_ TIME SPECIMEN COLLECTED: \_\_\_\_\_

This is to certify that the above specimen was obtained and tested using equipment approved by the Toxicologist under the Post Mortem Examiner's Commission from the above named person at the direction of the arresting officer. The serial number of the test equipment is \_\_\_\_\_.

Blood specimen was found to contain an alcohol concentration of \_\_\_\_\_ grams of alcohol per 100 milliliters of blood.

Breath specimen was found to contain an alcohol concentration of \_\_\_\_\_ grams of alcohol per 210 liters of breath.

The above named defendant is hereby notified that the results of the test for alcohol will be presented as evidence at the criminal trial without the presence or testimony of the technician or analyst who performed the test unless the defendant or defense attorney notifies the State's Attorney and the court in writing no later than twenty (20) days before trial that the defendant desires the technician or analyst to be present in court.

I, the undersigned technician or analyst, certify under penalty of perjury that I am a "qualified person" as defined in Section 10-304 of the Courts and Judicial Proceedings Article, that the result of the test for alcohol concentration is as stated above, and that all other information contained in this document is true and correct to the best of my knowledge, information and belief.

\_\_\_\_\_  
 Test Technician or Analyst and Operator No. Police Dept. or Agency Station/Barrack

\_\_\_\_\_  
 Arresting Officer/Trooper and ID No. Police Dept. or Agency Station/Barrack

\_\_\_\_\_  
 Defendant Signature Date and Time Defendant Received Copy

MSP 33 (REV. 12/96)

ARRESTING OFFICER / TROOPER FOR COURT



**Coppin State University Police Department**  
**Manual of Rules and Procedures**  
**TRAFFIC – DUI/DWI Arrest Protocol**

Section: 2.2400  
 Effective: July 26, 2013

DWI/DUI Discretionary Release Notice  
 Form 450/04

**BALTIMORE POLICE DEPARTMENT**  
**DWI/DUI DISCRETIONARY RELEASE NOTICE**

The citation(s) you have been issued charges you with a crime. Read the instructions on the reverse side of the citation(s) for a full explanation of the procedures to be followed. All persons charged with an alcohol-related traffic offense **MUST APPEAR IN COURT**. Your failure to appear can result in the issuance of a warrant for your arrest. The Maryland District Court will notify you of a trial date.

You have the right to have an attorney. An attorney can be helpful to you for the following reasons:

- A. Explaining the charge(s) in your case.
- B. Telling you of possible penalties.
- C. Assisting you at trial.
- D. Protecting your Constitutional Rights.
- E. Assuring a fair penalty, if convicted.
- F. Even if you plan to enter a guilty plea, an attorney can be helpful.

If you desire to have an attorney, but you do not have the funds to retain one, a Public Defender will provide representation for you. The Public Defender's Office for Baltimore City may be contacted by phone at (410) 333-4900, and/or in-person at their offices located at 1400 E. North Avenue. You must contact the Public Defender's Office at least ten (10) working days before your trial date.

Do not wait until the date of your trial to obtain an attorney. If you do not have an attorney before the trial date, you may have to go to trial without an attorney.

**When you have been charged with a DUI or DWI, Maryland State Law prohibits you from driving a motor vehicle for 12 hours from the time of the arrest (T/A 21-902.1.b). Further attempts to operate a vehicle at this time may result in additional charges being placed against you.**

**YOU WERE ARRESTED AT \_\_\_\_\_ a.m./p.m. ON \_\_\_\_\_ (DATE).**

**YOU ARE NOT PERMITTED TO DRIVE A MOTOR VEHICLE UNTIL \_\_\_\_\_ a.m./p.m. ON \_\_\_\_\_ (DATE).**

I, \_\_\_\_\_,  
 have read/been advised the above information.

Affixing my signature IS NOT an admission of guilt. I also understand that by signing this form I agree not to drive a motor vehicle until \_\_\_\_\_ a.m./p.m. on \_\_\_\_\_ (date).

\_\_\_\_\_  
 Defendant's Signature

Name, address and signature of responsible person to whom the defendant was released:

\_\_\_\_\_  
 Name Address Signature

\_\_\_\_\_  
 Arresting Officer's Name (print) Signature

\_\_\_\_\_  
 Sequence Number Date Command CC#

Copy #1 - Defendant	Copy #2 - Arresting Officer
---------------------	-----------------------------



**Certification of Police Officer  
 Violation of Alcohol Restriction**

<b>Occurrence of Offense</b>		<input type="checkbox"/> 0.02 Alcohol Restriction (Under Age 21)	
Month/Day/Year/Time _____		<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.
Location (Specify County or Baltimore City) _____		<input type="checkbox"/> Other Alcohol Restriction	
Last Name _____		First _____	Middle _____
Residence Street Address _____		City _____	State _____
Driver's License Number _____		State _____	Special Code _____
License Class _____		License Type _____	Hgt. _____
Wgt. _____		Sex _____	Race _____
Birth Month/Day/Year _____		Vehicle Tag Number _____	State _____
<b>Certification of Police Officer</b>			
I had reasonable grounds, which I have set forth below on this form, to believe that the person described above had been driving or attempting to drive a motor vehicle on a highway or on any private property that is used by the public in general in this State in violation of an alcohol restriction.			
<b>Reasonable Grounds:</b> _____			
_____			
_____			
Odor of Alcoholic Beverage: <input type="checkbox"/> None <input type="checkbox"/> Faint <input type="checkbox"/> Moderate <input type="checkbox"/> Strong Refer Summons No. _____			
I certify under penalty of perjury that the contents of the foregoing document are true and correct to the best of my knowledge, information and belief; and after being fully advised of sanctions that shall be imposed as provided in the Advice of Rights Form DR-15, the person described above was tested and the test result indicated an alcohol concentration as indicated below.			
Officer's Signature _____		Date _____	Officer's Printed Name _____
Law Enforcement Agency _____		ID Number _____	
Address _____			
<b>Certification of Test Technician or Analyst</b>			
I do solemnly declare and affirm, under penalty of perjury, and upon personal knowledge that I performed a test for alcohol concentration on the person described above and the test result was _____ 0. _____ from Intoximeter EC/IR			
Signature of Test Technician/Analyst _____		Date _____	Printed name of Test Technician/Analyst _____
Facility Name and Address _____			
<b>Officer: Complete this form for any person who violates an alcohol restriction with a test result of .02 to .07. Submit with this form the DR-15 (Advice of Rights) and the chemical test strip.</b>			
<b>For test results of .08 or more complete a Form DR-15A "Certification and Order of Suspension."</b>			



Customer Service Center: 1-800-950-1MVA (1682). From Out-of-State: 1-301-729-4550  
 TDD for the hearing impaired: 1-800-492-4575

DR-103 (09/01)

WHITE COPY — MVA    CANARY COPY — DRIVER    PINK COPY — POLICE OFFICER



# CERTIFICATION OF POLICE OFFICER ALCOHOL TEST RESULT OF 0.04 Commercial Motor Vehicle

OCCURRENCE OF OFFENSE <small>(MONTH/DAY/YEAR/TIME)</small> _____ <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.		COMMERCIAL LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
		HAZARDOUS MATERIAL? <input type="checkbox"/> YES <input type="checkbox"/> NO	
LOCATION (SPECIFY COUNTY OR BALTO. CITY): _____			
LAST NAME		FIRST	MIDDLE
RESIDENCE STREET ADDRESS		CITY	STATE
			COUNTY
			ZIP CODE
DRIVER'S LICENSE NUMBER		STATE	SPECIAL CODE
			RESTRICTION
			ENDORSEMENT
LICENSE CLASS	LICENSE TYPE	HGT.	WGT.
SEX	RACE	BIRTH MONTH / DAY / YEAR	VEHICLE TAG NO.
			STATE

**CERTIFICATION OF POLICE OFFICER**

I had reasonable grounds, which I have set forth below on this form, to believe that the person described above had been driving or attempting to drive a commercial motor vehicle on a highway or on any private property that is used by the public in general in this State in violation of Section 16-813 of the Maryland Vehicle Law.

**REASONABLE GROUNDS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Odor of Alcoholic Beverage:  None  Faint  Moderate  Strong Refer Summons No. \_\_\_\_\_

I certify under penalty of perjury that the contents of the foregoing document are true and correct to the best of my knowledge, information and belief, and after being fully advised of sanctions that shall be imposed as provided in the Advice of Rights Form DR-15, the person described above was tested and the test result indicated an alcohol concentration of 0.04 to 0.07 as indicated below.

OFFICER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ OFFICER'S PRINTED NAME \_\_\_\_\_

LAW ENFORCEMENT AGENCY \_\_\_\_\_ ID NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

**CERTIFICATION OF TEST TECHNICIAN OR ANALYST**

I do solemnly declare and affirm, under penalty of perjury, and upon personal knowledge that I performed a test for alcohol concentration on the person described above and the test result was 0. from Intoximeter EC/IR

SIGNATURE OF TEST TECHNICIAN / ANALYST \_\_\_\_\_ DATE \_\_\_\_\_ PRINTED NAME OF TEST TECHNICIAN / ANALYST \_\_\_\_\_

FACILITY NAME AND ADDRESS \_\_\_\_\_

**Officer Complete Form DR-102 and Send to MVA with Form MSP-33 Certification if the test result was 0.04 to 0.07.  
 Complete Form DR-15A Certification and Order of Suspension if test results was 0.08 or more.**

White Copy - MVA

Canary Copy - Driver

Pink Copy - Police Officer

DR-102 (09/01)



**2.3000 CRIMINAL INVESTIGATIONS**

**2.3020 CRIMINAL INVESTIGATIONS DUTIES**

- A. The Detective is responsible for handling investigations which require special expertise or because of their complexity, length or location, are unable to be completed by patrol officers taking initial reports. The Detective Unit is also assigned primary functional responsibility in the areas of intelligence, and surveillance.
  - 1. The Chief of Police is responsible for supervising all Administrative and Internal investigative functions
  - 2. The Head of the Detective Unit is responsible for supervising all criminal investigations and exercises functional supervision, along with patrol squad supervisors, over patrol squad personnel conducting criminal investigations.
  - 3. Both the Operations Lieutenant and the Head of the Detective Unit may deal directly with shift supervisors/OIC's, or the Chief on particularly sensitive investigative matters, intelligence information, and resource requirements for the conduct of covert operations.
- B. Specific activities conducted by the Detective Unit include, but are not limited to:
  - 1. Information screening and initial reporting;
  - 2. Contacting suspects, victims, and witnesses;
  - 3. Collecting and processing evidence;
  - 4. Conducting surveillance operations;
  - 5. Conducting routine follow-up investigations;
  - 6. Conducting special purpose investigations;
  - 7. Preparing cases for referral to the OSA or other prosecuting authorities;
  - 8. Exchanging investigative information with other agencies and components of the criminal justice system; and
  - 9. Preparing, obtaining, and serving search warrants and other criminal processes.
- C. The Detective is of the same or higher rank classifications and on identical salary schedules as officers assigned to patrol activities.

**2.3040 INVESTIGATION ACCOUNTABILITY**

- A. In most cases, officers assigned to patrol squads are responsible for conducting preliminary investigations into incidents reported to the agency.
- B. Investigators may be assigned to initially respond to and investigate incidents or crimes that involve sensi-

- tive issues or when the initial presence of uniformed officers could compromise investigations.
- C. Some incidents require the immediate notification of the detective to assume the responsibility for completion of preliminary and /or follow-up investigations.
  - 1. Incidents that *could* require an immediate request to have the detective respond are:
    - a. Robberies;
    - b. Crimes involving weapons or serious injuries;
    - c. Burglaries involving extensive or unusual losses;
    - d. Questionable deaths, suicides or attempts;
    - e. Explosions, bombings, or explosive devices;
    - f. All fires;
    - g. Extortion, or attempts;
    - h. Major drug arrests;
    - i. Multiple incidents of any crime;
    - j. Search warrant application;
    - k. Sex offenses or attempts;
    - l. Threats against officers; and
    - m. Other incidents as determined by incident scene or shift supervisor/OIC.
  - 2. The investigators, arriving at scenes of listed incidents assume command and control over investigations and incident scenes unless otherwise directed by, a Lieutenant or the Chief.
  - 3. On arrival for any MOU covered incidents, the investigation and possibly the preliminary investigation will fall to the arriving Baltimore Police Officer.
- D. Coppin State University Police Officers will normally conduct investigations of incidents, misdemeanors, and/or felonies committed in their presence or when incidents are such that the responding officer can effectively conduct follow-ups.
- E. The detective will normally conduct follow-up investigations of crimes when:
  - 1. Offenses appear to be part of a pattern of offenses;
  - 2. Follow-ups are required in widely separated locations;
  - 3. Particular investigative training or expertise will be needed during the conduct of investigations; or
  - 4. Directed to do so by the Chief or other competent authority.
  - 5. Conduct all background investigation for new hired Security and Police Officers.
  - 6. Internal affair investigations as directed by the Chief of Police. .
  - 7. Manage the control access system and CCTV program;



- 8. Crime prevention responsibilities;
- 9. Community relations.

### 2.3060 INVESTIGATION OPERATIONS

- A. Officers will investigate fairly, impartially, completely, and legally all cases assigned to them.
- B. Although no two investigations are identical in substance, certain standard components that comprise most investigations may include:
  - 1. Developing information;
  - 2. Interviews and interrogations;
  - 3. Collecting, preserving, and utilizing physical evidence;
  - 4. Developing background information on victims, witnesses, and suspects; and
  - 5. Conducting surveillance operations.
- C. Collection and preservation of evidence will be accomplished uniformly.

#### 2.3060.02 DEVELOPING INFORMATION

- A. Information received from any source must be obtained legally, documented appropriately, and judged objectively.
- B. Potential sources of investigative information that can be utilized as reasonable and prudent may include, but are not limited to:
  - 1. Victims;
  - 2. Witnesses;
  - 3. Suspects;
  - 4. Community members or other citizens;
  - 5. Other criminal justice agencies;
  - 6. Informants;
  - 7. Previous incident reports relating to incidents or individuals involved;
  - 8. Arrest records;
  - 9. Intelligence information;
  - 10. Other police personnel;
  - 11. NCIC / METERS and MVA data bases;
  - 12. Probation and Parole records;
  - 13. Tax records;
  - 14. Real estate records;
  - 15. Post Office records;
  - 16. Bank and credit agency records;
  - 17. Union and professional agency records;
  - 18. Insurance company records; and
  - 19. Internet searches.

### 2.3060.04 INTERVIEW AND INTERROGATIONS

- A. Officers should attempt to record conducted interviews and interrogations either as written statements or audio recordings.
  - 1. Officers should use the agency's "Victim / Witness / Suspect Statement Form" when conducting written interviews or interrogations.
    - a. Copies of written statements are to be maintained as components of investigative files and/or case folders.
  - 2. Taped interviews or interrogations are evidence and will be marked, processed, stored, and tracked.
- B. Interviews are conducted with those individuals who may have information concerning certain aspects of investigations. Factors which should be taken into consideration when conducting interviews include, but are not limited to:
  - 1. The amount of trauma or stress to which victims or witnesses have been subjected;
  - 2. Interview locations;
  - 3. The ages or physical limitations of victims or witnesses;
  - 4. Credibility of persons being interviewed; and
  - 5. Timeliness of interviews.
- C. Interrogations are conducted with individuals who are suspects or those individuals who, in the opinion of the investigator, have been directly involved in the incident under investigation. Interrogations will be conducted.

### 2.3060.06 INCIDENT RELATED BACKGROUND INVESTIGATIONS

- A. Background information on victims, witnesses, reporting persons, and suspects will be obtained only on an as-needed basis and predicated on the nature of incidents under investigation.
- B. Records and information obtained during the conduct of incident related background investigations will be made part of the related case files.

### 2.3060.08 SURVEILLANCE OPERATIONS

- A. Surveillance operations may be used during the conduct of investigations when it is necessary to:
  - 1. Observe suspects or conditions unobtrusively;
  - 2. Generate new or additional information involving incidents under investigation;
  - 3. Create intelligence information; or
  - 4. Obtain firsthand observations of criminal activities.



- B. Covert, decoy, undercover, or major surveillance operations conducted with, or at the request of, agency personnel must receive approval of the Chief prior to the operations being conducted.
- C. Covert investigations shall be done only for legitimate law enforcement objectives with a due regard for safeguarding the applicable constitutional rights and liberties of all persons who may be affected by the investigation.
- D. Surveillance operations that are relatively limited in scope and duration conducted with agency personnel may be approved by shift supervisors/OIC.

**2.3080 INTERVIEW AND INTERROGATION ROOMS**

- A. Coppin State University Police Department’s interview or interrogation rooms are located in the Detective’s Unit and are identified as rooms (REDACTED)
- B. As with field interviews, officers must be diligent in following all training regarding weapons control when interviewing a witness or a potential suspect, whether in this interview area, on the street or any other area where an interview could occur.
- C. Any employee observing incidents or situations that threaten the safety of the area or any person therein, or on discovering deficiencies during room use will:
  - 1. Notify supervisory personnel;
  - 2. Take corrective actions or make appropriate notifications as necessary;
  - 3. Complete an appropriate report.

**2.3080.02 MANAGEMENT & ADMINISTRATION**

- A. The identified interview areas have restrooms facilities.
- B. University housekeeping staff is responsible for the day-to-day maintenance of this area as well as other offices under control of the CSU Police Department. These responsibilities include, but are not limited to; ensuring rooms are kept clean and free of potential hazards.
- C. As with other rooms and areas under control of the CSU Police Department, the maintenance and operational problems within the interview area will be forwarded, in writing or via e-mail, through the chain of command to the Head of the Detective Unit for correction.

**2.3080.04 INSPECTIONS**

- A. Employees using the interview area are responsible for conducting and documenting inspections as soon as practical before using the rooms.
  - 1. Inspections will be conducted of:
    - a. Cleanliness of the area;
    - b. Security conditions (check for items that could possibly be used as a weapon and the direct phone is functional).
  - B. Inspections will include all areas of the interview area, where weapons, contraband, or other articles that may present potential security threats could be hidden.
    - 1. Locations to be closely examined include, but are not limited to:
      - a. In and around trash cans;
      - b. Under any chairs or tables; and
      - c. In shelving and storage areas.
    - 2. Articles that are to be removed by inspecting employees as potential security threats include, but are not limited to pens, pencils, other office supplies, and tools.
  - C. Results of inspections, observed deficiencies, and any corrective actions will be documented in writing or via e-mail, through the chain of command to the Head of the Detective Unit who is responsible for ensuring any deficiencies are corrected.

**2.3080.06 FIRE PREVENTION AND EMERGENCY PLAN**

- A. There is no smoking in any university buildings.
- B. In the event of a fire or a fire alarm, the interviewee will be evacuated by officers via posted emergency evacuation routes to the area of safety.
  - 1. Agency personnel will, as practical, attempt to extinguish fires using fire extinguishers and/or sprinkler system.
  - 2. Interviewees needing first aid or transportation to medical facilities will be tended to as needed.

**2.3080.08 ACCESS BY NON-ESSENTIAL PERSONNEL**

- A. While an interview is in progress, the area is considered a limited access area and a note should be posted on the interview room door to inform of an interview taking place.
- B. Coppin State University Police are to interrogate suspects in the interview and interrogations rooms [REDACTED]. The interview and interrogation rooms are located in CSUPD’s detective’s area. Department’s



protocols relative to firearms, posting the room as occupied, and etc.

- C. Only essential personnel are allowed to enter interviews and/or interrogations.
- D. Civilian employees will not enter unless accompanied by an officer;

**2.3080.10 WEAPONS**

- A. Interviewees are not to have access to weapons or equipment which could reasonably be utilized as weapons.
- B. When interviewing, officers are to be mindful of weapons retention training and should consider locking their weapon in a locker, leaving it with a supervisor, having it locked in the gun safe etc. prior to entering the interview area.

**2.3080.12 CCTV SECURITY SYSTEM**

The interview and interrogation areas are not equipped with CCTV monitoring but are equipped with a recording unit.

**2.3080.14 EMERGRNCY ASSISTANCE**

Employees needing emergency assistance will contact Communications via radio or telephone and request assistance for their location.

**2.3080.16 PLACEMENT OF INTERVIEWEES**

- A. Interview and interrogation areas are to be occupied by no more than one detainee/interviewee at a time.

**2.3100 PRELIMINARY INVESTIGATIONS**

- A. Preliminary investigations begin when initial units arrive at incident scenes or when citizens request assistance in person or by telephone and continue until investigations are suspended, postponed, or transferred without jeopardizing investigation outcomes.
- B. Exact duties and responsibilities of officers conducting or participating in preliminary investigations vary according to the incidents being investigated. Officers conducting or participating in preliminary investigations will conduct listed investigative duties and responsibilities only in the event such duties and responsibilities are found to be necessary.
- C. Preliminary investigation duties and responsibilities include, but are not limited to:

1. Providing aid to injured persons;
2. Determining if crimes have been committed, and if so, exact nature of the crimes;
3. Maintaining and protecting incident scenes and arranging for the collection and preservation of evidence;
4. Determining identities of suspects and effecting arrests on-scene or through immediate pursuit;
5. Furnishing descriptions, methods and direction of flight of suspects, and other relevant information concerning wanted suspects or vehicles;
6. Alerting responding units of potentially hazardous conditions;
7. Observing all conditions, events, and remarks;
8. Locating and obtaining complete identification and relevant information from victims, witnesses, and reporting persons;
9. Obtain written statements from victims, witnesses, reporting persons, and suspects;
10. Giving information to victims and witnesses about applicable rights or services available to them, such as counseling, medical attention, Criminal Injury Compensation Board, legal aid, etc.;
11. Informing victims or witnesses what to do in case of threat or intimidation;
12. Providing agency CC #'s and phone numbers in order to facilitate reporting of additional information about cases or to receive information about case status;
13. Discussing subsequent steps in processing cases; and
14. Accurately and completely recording or documenting all pertinent information in required reports or applications.

**2.3120 FOLLOW-UP INVESTIGATIONS**

- A. Follow-up investigations are extensions of preliminary investigations and are intended to provide additional information in order to close cases, arrest offenders, and/or recover stolen property.
- B. Exact duties and responsibilities of officers conducting or participating in follow-up investigations vary according to the incidents being investigated. Officers conducting or participating in follow-up investigations will conduct listed investigative duties and responsibilities only in the event such duties and responsibilities are found to be necessary.
- C. Follow-up investigation duties and responsibilities include, but are not limited to:



1. Reviewing and analyzing all reports, records, documents, and laboratory examination reports prepared as result of preliminary investigations;
2. Conducting additional interviews and interrogations;
3. Seeking additional information from officers, informants, victims, witnesses, and reporting persons;
4. Planning, organizing, and conducting searches;
5. Collecting additional physical evidence and arranging for appropriate forensic analysis;
6. Recovering stolen property;
7. Identifying and apprehending suspects;
8. Determining involvement of suspects in other crimes;
9. Obtaining background information on victims, witnesses, reporting persons, and suspects;
10. Arranging for truth verification instrument tests;
11. Periodically recontacting the principals in cases to:
  - a. Determine if their victim/witness assistance needs are being met; and
  - b. Conduct routine follow-up interviews for additional case information;
12. Explaining to victims/witnesses the procedures involved in prosecution of their cases and their roles in those procedures, provided that such explanations do not endanger successful prosecutions;
13. When feasible, scheduling line-ups, interviews, and other required appearances at the convenience of victims / witnesses and, when possible, providing transportation to same;
14. Returning promptly property taken from victims / witnesses, excepting contraband, disputed property, weapons used in the course of crimes, or property prohibited from being returned by laws, directives, or rules of evidence;
15. Accurately and completely recording or documenting all pertinent information in required reports or applications; and
16. Preparing cases for presentation to the OSA, courts, or administrative hearing bodies.

### 2.3140 COLD CASE INVESTIGATIONS

- A. A cold case is any criminal investigation by a law enforcement agency that has not been solved for (generally) at least one year and, as a result, has been closed from further regular investigations. A cold case may be closed for various reasons such as previously available technology was not able to adequately analyze the evidence in order to form a conclusion; witnesses were hostile and uncooperative; various time constraints hindered the investigation; the originally assigned de-

- fectives had a heavy workload; a lack of worthwhile leads stalled the case.
- B. Follow-up investigations are used as a primary tool to provide additional information in order to close cases, arrest offenders, and/or recover stolen property.
  - C. Exact duties and responsibilities of officers conducting or participating in cold case investigations vary according to the incidents being investigated. Officers conducting or participating in cold case investigations will conduct the listed investigative duties and responsibilities only in the event such duties and responsibilities are found to be necessary.
  - D. Cold case investigation duties and responsibilities include, but are not limited to:
    1. Reviewing and analyzing all reports, records, documents, and laboratory examination reports prepared as result of previously completed investigations for new information or for where the application of new technology may be successful in solving these cases;
    2. Conducting additional interviews and interrogations;
    3. Seeking additional information from officers, informants, victims, witnesses, and reporting persons;
    4. Planning, organizing, and conducting searches;
    5. Collecting additional physical evidence and arranging for appropriate forensic analysis;
    6. Recovering stolen property;
    7. Identifying and apprehending suspects;
    8. Determining involvement of suspects in other crimes;
    9. Obtaining background information on victims, witnesses, reporting persons, and suspects;
    10. Arranging for truth verification instrument tests;
    11. Periodically recontacting the principals in cases to:
      - a. Determine if their victim/witness assistance needs are being met; and
      - b. Conduct routine follow-up interviews for additional case information;
    12. Explaining to victims/witnesses the procedures involved in prosecution of their cases and their roles in those procedures, provided that such explanations do not endanger successful prosecutions;
    13. When feasible, scheduling line-ups, interviews, and other required appearances at the convenience of victims / witnesses and, when possible, providing transportation to same;
    14. Returning promptly property taken from victims / witnesses, excepting contraband, disputed property, weapons used in the course of crimes, or property prohibited from being returned by laws, directives, or rules of evidence;



15. Accurately and completely recording or documenting all pertinent information in required reports or applications; and
16. Preparing cases for presentation to the OSA, courts, or administrative hearing bodies

### 2.3160 VICTIM / WITNESS ASSISTANCE

#### 2.3160.02 VICTIM / WITNESS RIGHTS

- A. All employees of this agency will treat victims and witnesses with fairness, compassion, and dignity.
- B. Basic guidelines for the treatment of, and assistance to, crime victims and witnesses are established in CP 11-102 and CP 11-104.
- C. Victims of certain offenses have the right to request that charged individuals be tested for HIV Consistent with CP 11-112 and **2.4080.30 HIV Testing of Charged Individuals**.
- D. University Police Office, as a matter of practice, provides all victims of crimes with the State of Maryland, Board of Victim Services, "Crime Victims and Witnesses" brochure to assist them.
- E. An additional list of recourses for victims and those seeking information can be provided upon request.

#### 2.3160.04 CASE TRACKING SYSTEM

- A. The Operations Lieutenant will submit and track the status of follow-up investigations to the investigator or others.
  1. Follow up assignment records information that includes, but is not limited to:
    - a. CC Number;
    - b. Incident type;
    - c. ID# and name of officer assigned;
    - d. Date assigned;
    - e. Suspense date;
    - f. Complete date; and
    - g. Case status.
  2. Case status designators are:
    - a. Pending;
    - b. Arrest;
    - c. Exceptional; and
    - d. Unfounded.
- B. Pending cases are sub-divided into pending-active and pending-suspended cases.
  1. Pending-active cases are those that are actively being investigated or are awaiting routine second contacts.

2. Pending-suspended cases are those cases wherein active investigative efforts are suspended because:
  - a. All leads have been exhausted;
  - b. There are no satisfactory conclusions; and
  - c. Ninety calendar days have passed since incidents were initially reported.
- C. Cases are cleared by arrest when at least one person per case is:
  1. Arrested;
  2. Charged with the commission of the offense; and
  3. Turned over to the court for prosecution; or
  4. Under 18 years of age and is cited to appear in juvenile court or before juvenile authorities.
- D. Cases are cleared exceptionally only when:
  1. The identities of offenders have been established;
  2. There is sufficient information to support arrests, charges, and prosecutions;
  3. The exact locations of offenders are known so they could be taken into custody; and
  4. There are reasons *outside law enforcement control* that precludes arresting, charging, and prosecuting offenders, to include when victims declare they are unwilling to assist or cooperate in prosecutions.
- E. Cases are classified as unfounded when investigations determine reported incidents to be false, baseless, or if no offenses neither occurred nor attempted.

#### 2.3160.06 CASE FILE MAINTENANCE

- A. Investigative case files will be established for all investigations excepting second contact follow-up investigations and kept up to date as possible by primary investigating officers.
- B. Original investigative logs, copies of other case related documents, investigative case file documents, and field, pre-arrest and non-consensual photographs, are to be filed by primary investigating officers in case file folders sections for:
  1. Reports and continuations;
  2. Investigative summaries;
  3. Legal documents that include, but are not limited to;
    - a. Search warrants;
    - b. Arrest warrants;
    - c. Criminal summonses;
    - d. Witness and officer summonses;
    - e. Statement of charges;
    - f. Criminal information;
    - g. Subpoenas; and
    - h. Statements;
  4. Property receipts, laboratory reports, and requests and approvals to retain evidence;



- 5. Correspondence and memos; and
- 6. Photographs and miscellaneous documents.
- C. Labels on investigative case file folders will contain the:
  - 1. CC Number;
  - 2. Incident type;
  - 3. Location of occurrence;
  - 4. Victim's name; and
  - 5. Suspect's name, if known.
- D. Investigative files will be stored in the secured file room in the Detective's Unit when not in use.
  - 1. Case files will be filed by victim's name.
  - 2. The Operations Lieutenant has access to all case file cabinets so that case files can be easily accessed when necessary to do so.
  - 3. Primary investigating officers not assigned to the CIU will liaison with the Operations Lieutenant to ensure proper case file storage and access.
- E. Investigative case files will be retained in the CIU until cases are:
  - 1. Closed by arrest and prosecution;
  - 2. Closed by exception;
  - 3. Closed as unfounded; or
  - 4. Still pending, but with active investigative efforts suspended because:
    - a. All leads have been exhausted;
    - b. There are no satisfactory conclusions; and
    - c. Ninety calendar days have passed since incidents were initially reported.
- F. When investigative case files are no longer to be retained, the files will be disposed of by:
  - 1. Submitting investigative summaries, and field and pre-arrest photographs for inclusion in master case files; and
  - 2. Shredding all other document copies.

### 2.3180 INVESTIGATIVE CHECKLISTS

- A. Properly completed crime and incident reports normally serve as appropriate checklists for most investigations.
- B. Investigations which exceed the scope of initial reporting and follow-up will use checklists to ensure critical investigative details are not overlooked.
- C. The investigator is responsible for developing investigation checklists and ensuring use during ongoing investigations.

### 2.3200 POLYGRAPH EXAMINATIONS

- A. The agency authorizes the use of the polygraph examination process as an investigative aid in the detection of deception, however, voice stress analysis examinations are primarily used by this agency.
- B. Polygraph examination processes utilized by the agency must be consistent with agency directives, laws, and standards and code of ethics of the American Polygraph Association.
- C. Only individuals who are successfully trained by accredited schools in the use of polygraph instruments will be utilized to conduct polygraph examinations for the agency.
- D. Polygraph examinations may be administered only during the conduct of on-going investigations or background investigations. Polygraph examinations may be administered to:
  - 1. Applicants;
  - 2. Suspects;
  - 3. Witnesses;
  - 4. Victims; and
  - 5. Police officers consistent with LEOBR.
- E. Polygraph examinations will not be administered during the conduct of internal theft investigations unless primary case investigators have reasonable suspicion to believe that particular suspects have committed crimes and that criminal charges are probable.
- F. Pregnant women will not be administered polygraph examinations unless:
  - 1. They are less than four months pregnant; and
  - 2. Their attending primary health care providers provide documentation allowing examinations and relieving involved officers, examiners, the agency, and the University of Civil Liability.

### 2.3200.02 PRELIMINARY ARRANGEMENTS

- A. All requests for polygraph and voice stress analysis examinations must be submitted to the appropriate Lieutenant or the Chief for approval.
- B. Primary investigating officers are responsible for:
  - 1. Allowing polygraph and voice stress analysis examiners to review investigative case files pertaining to persons for whom polygraph/VSA examinations are requested;
  - 2. Notifying persons to be examined of dates and times of examinations;
  - 3. Verifying to examiners that notifications to examination subjects were made at least 24 hours prior to examinations;



- 4. Arranging transportation for persons being examined, if necessary; and
  - 5. Being present during the course of pre-examination interviews in order to assist examiners with any information that may be necessary.
- C. At least three hours should be allotted for each examination.

**2.3200.04 TESTING RESTRICTIONS & LIMITATIONS**

- A. Individuals must voluntarily submit to polygraph/VSA examinations and execute permission forms to that fact.
- B. Juveniles will not be examined unless at least one parent, legal guardian, or juvenile court judge has granted written permission.
- C. Persons will not be administered polygraph/VSA examinations when such examinations are contraindicated by medical conditions and certified as such by their health care providers.
- D. Persons under the influence of alcohol, sedatives, opiates, or suffering from moderate to severe pain, or respiratory disorders are not normally considered to be suitable candidates for examinations.
- E. Pregnant women will not be administered polygraph examinations unless:
  - 1. They are less than four months pregnant; and
  - 2. Their attending primary health care providers provide documentation allowing examinations and relieving involved officers, examiners, the agency, and the University of Civil Liability.

**2.3220 VOICE STRESS ANALYZER (VSA)**

- A. The agency authorizes the use of the Voice Stress Analysis (VSA) as an investigative aid in truth verification.
- B. VSA examination processes must be consistent with agency directives and standards of the National Institute of Truth Verification.
- C. Only individuals who are currently certified in the use of VSA instruments will be utilized to conduct VSA examinations for the agency.
- D. VSA examinations may be administered only during the conduct of on-going criminal, administrative, or background investigations.
- E. Approval authority for the conduct of VSA examinations rests with the Chief.
- F. Primary investigating officers are responsible for coordinating VSA examinations with appropriate VSA examiners.

- G. Generally, any individual who knows right from wrong may be tested.

**2.3240 TASK FORCES**

- A. Agency officers after consultation with the Operations Lieutenant and with permission by the Chief may be assigned to participate as members of intra-agency or multi-agency investigative task forces dealing with intelligence gathering, major crimes, controlled dangerous substances, organized crimes, vice crimes, etc.
- B. Prior to officers being assigned to investigative task forces, the Chief must have executed task force agreements addressing issues that include, but are not limited to:
  - 1. Identifying task force purposes;
  - 2. Defining authority, responsibilities, and written agreements;
  - 3. Establishing accountability;
  - 4. Identifying available resources;
  - 5. Evaluating task force results and necessity of continued operations.
- C. Intra-agency task force administration and operations responsibilities rest with commanding officers as designated by the Chief.
- D. Multi-agency task force administration and operations responsibilities rests with initiating or controlling agencies, with assisting agencies acting in supporting roles.
- E. Officers assigned to multi-agency task forces are organizationally assigned to the Operations Lieutenant, and will keep both the Operations Lieutenant and the Chief of Police briefed on their activities.
- F. Officers assigned to multi-agency task forces will abide by the directives of initiating or controlling agencies. Incidents of directive conflicts between this agency and initiating or controlling agencies will be resolved between the Office of the Chief and task force initiating or controlling agencies.

**2.3260 REPEAT OFFENDERS**

- A. The agency and its officers will attempt to reduce the incidence of specific criminal offenses coming under the jurisdiction of the agency by identifying and targeting repeat offenders for apprehension and/or prosecution.
- B. Repeat offenders are those persons who fall under applicable provisions of:
  - 1. CR 4-203, Wearing, carrying or transporting handgun; unlawful use in commission of crime;
  - 2. CR 5-602, Unlawful manufacture, distribution, etc.;



- 3. CR 5-622, Possession, ownership, transportation, etc., of a firearm;
  - 4. CR 4-107, Restrictions on sale, transfer and possession of pistols and revolvers; and
  - 5. CR 1-101 and CR 14-101, Mandatory sentences for crimes of violence.
- C. Officers making arrests for violations applicable to repeat offenders will:
- 1. Ensure all suspects are researched through NCIC and METERS to determine if repeat offender criteria are tentatively met; and
  - 2. Notify the OSA repeat offender coordinator within 72 hours that arrests of known, potential, or probable repeat offenders have been made.
- D. Cases wherein known, potential, or probable repeat offenders are targeted for arrest, or whose arrests are sought or anticipated, may be referred by primary investigating officers, with concurrence of the Operations Lieutenant, to the OSA repeat offender coordinator for assistance.

**2.3280 FIELD & PRE-ARREST PHOTOGRAPHY**

- A. Officers are allowed to take field and pre-arrest photographs of individuals in order to identify or eliminate suspects. Field and pre-arrest photographs may be taken
- 1. Persons are in public places where they have no reasonable expectation of privacy;
  - 2. Persons willingly and voluntarily give their consent to be photographed;
  - 3. There is a reasonable basis for believing that the photographs will establish or negate suspects' connections with crimes and if the procedures are carried out with dispatch; or
  - 4. When contacted and issued Advisements of Trespass or Denials of Access under the authority of CR 6-403, CR 6-402, and Ed. Art. 26, Sec. 102.
- B. Prior to photographing field detainees, officers will consider factors that include, but are not limited to:
- 1. Whether or not reasonable suspicion exists that individuals are somehow involved in criminal activities;
  - 2. If, while not absolutely necessary, individuals voluntarily consent to being photographed;
  - 3. If photographs will serve legitimate police purposes;
  - 4. If photographs are the least intrusive method of verifying or dispelling reasonable suspicions of criminal activity;
  - 5. If cameras are readily available.

- C. The use of photographs for identification purposes is viewed as a non-testimonial, scientific identification procedure to which no Fifth Amendment privilege against self-incrimination or sixth amendment right to counsel attaches. However, the manner in which photographs are obtained may fall within the fourth amendment's restriction against unreasonable search and seizure.
- D. It is preferred that agency employees obtain field or pre-arrest photographs with the consent of the individuals.

**2.3280.02 TRESSPASS & DENIAL PHOTOGRAPHS DISPOSTIONS**

- A. Officers should take photographs of persons who cannot be positively identified when they are contacted and issued Trespass warnings, providing no other recent photographs are available through the agency.
- B. Officers may take photographs of persons who can be positively identified when they are contacted and issued warnings, providing no other recent photographs are available through the agency.
- C. Officers should take a full face photograph when photographing persons contacted and were issued Trespass warnings.
- 1. Officers will be required to write a Trespassing Report and
  - 2. The supervisor, on review and approval of the report, is to copy the report and photo for the next shifts and place a copy in the TRESPASS binder, which is retained in the Officer's room.
  - 3. Other reports of importance or contain information which would benefit on coming shifts are also to be copied shared with all shifts.

**2.3280.04 PHOTOGRAPH DISPOSITIONS**

- A. Photographs and other case related records will be disposed of in accordance with the agency's records retention and destruction schedule.

**2.3300 EYEWITNESS IDENTIFICATION**

- A. Maryland Law (HR103) requires all law enforcement agencies to adopt written policies pertaining to eyewitness's identification and make these available to public inspection.
- B. The Coppin State University Police Department will (in concert with the Baltimore Police Department) conduct fair and impartial one-on-one lineups.



C. The Coppin State University Police Department is also committed to conducting fair and impartial "photo" lineups to assist in eyewitness identification.  
(See 2.4000 EYEWITNESS IDENTIFICATION)

**2.3320 REFUSAL TO PROSECUTE**

- A. Cases may be closed by exception as the result of reasons outside the agency's control that preclude arresting, charging, and prosecuting offenders, to include when victims or witnesses declare they are unwilling to assist or cooperate in prosecutions.
- B. Primary investigating officers will document, in a report when victims or witnesses declare they are unwilling to assist or cooperate in prosecutions.
  - 1. Primary investigating officers will have victims or witnesses affirm their decision to a supervisory or administrative ranked officer superior to investigating officers.
  - 2. Investigating officers will inform victims or witnesses the ultimate decisions to prosecute through the courts rests with the OSA and non-cooperative victims or witnesses may be compelled to testify by court order.

**2.334 CONFIDENTIAL INFORMANTS**

**2.334.02 FILE MAINTENANCE & INFORMANT**

- A.
  - 1.
    - a. The file will be locked at all times when not in use.

- b.
  - c. Information in the file will be released only with the approval of the Chief or in response to subpoenas.
  - d. Informant files are not to leave the immediate area except for review by a controlling officer and returned prior to the close of business hours.
  - e. A "Sign-Out Log" will be maintained by the Head of the Detective Unit to record dates, times out, times in, Informant Numbers (IN), and signatures of persons reviewing a file.
2. Other than the personal information contained in or attached to a "suitability report", all references in an informant's files will be by IN number only.
  3. A master IN log will be maintained by the Head of the Detective Division and stored as a component of the informant filing system. The IN log will contain:
    - a. The IN number;
    - b. Types of informant, i.e., compensated informant or defendant/suspect;
    - c. Informant full names;
    - d. Names of the controlling officers;
    - e. Dates of IN approvals; and
    - f. Dates of IN deactivations.

- B. No informant information, files, reports, or data are to be stored in any agency on-line data retrieval system.
- C. Informant files will contain, as appropriate or applicable:
  1. A "Suitability Report" and attached documents verifying biographical and background information as well as criminal history, if any, and checks of other available criminal or information indices;
  2. Instructions to Informants;
  3. Informant Reliability Summary;
  4. Receipts documenting payments and other transactions;
  5. Requests from other agencies for use of INs;
  6. Contact & Debriefing Reports;
  7. Agreement of Cooperation and/or Contract;
  8. Statements signed by informants;
  9. Administrative correspondence pertaining to CIs, including documentation of any representations made on their behalf, or any non-monetary considerations furnished; and
  10. Any deactivation reports or declarations of unsatisfactory performance.

**2.334.04 INFORMANT TYPES**



- A.
- B. Suspect/defendant informants are persons who have been arrested or are subject to arrest for criminal activities. Suspect/defendant informants normally expect to be compensated for their assistance by prosecutorial consideration in criminal matters which are or may be pending against them.
- C. Sources of information are persons, not under the direction of the agency, who provide information without becoming parties to the investigation itself.
- D. **In the event an officer nurtures an informant, that person's information is to be retained in a master file and include their biographical & background information, and criminal history, if any.**
  - 1. **This Informant file is to be maintained in a manner which ensures security to the informant information.**
  - 2. **Although the CSUPD does not pay informants, officers are to ensure person desiring to provide information are made aware of this fact.**
  - 3. **Officers are to use all (legal) means available to protect the identity of any informant and avoid conversations in which an informant's identity could be discovered.**
  - 4. **Juveniles wishing to provide information must be handled with extreme care to avoid any accusation of impropriety.**

**2. 334.06 INFORMANT UTILIZATION**

- A. Officers may not make any explicit or implicit promises or predictions regarding the likely disposition of criminal charges that are pending against informants. In absence of a contract prepared by an Assistant States Attorney (ASA), informants can only be advised that controlling officers will make the extent of informants' cooperation known to the Office of the States Attorney (OSA).
- B. Informants are assets of the agency, not of specific officers. At the discretion of the agency, informants may be reassigned to the control of other officers.

- C. Officer/informant contacts will be of a strictly professional nature. Extrinsic social or business contacts are expressly prohibited.
- D. Contacts with informants will be such that their knowledge of agency facilities, operations, activities, and personnel will be minimized.
- E. At least two officers must be capable of contacting informants.
- F.
- F. All contacts with informants, whether or not information is received, will be documented in writing..
- G. Informants will be advised at the outset that:
  - 1. They will not violate criminal laws in furtherance of gathering information or providing services and any evidence of such violations will be immediately dealt with;
  - 2. They have no official status, implied or otherwise, as agents or employees of this agency;
  - 3. The information that they provide may be used in a criminal proceeding and that although this agency will use all lawful means to protect their confidentiality, this cannot be guaranteed;
  - 4. Payments for information received will not be provided.
  - 5. When they participate in activities wherein they may come in contact with official funds, controlled drugs, or anything else of potential evidentiary value, they will be searched thoroughly before and after the undercover encounter and, where possible, kept under continuous observation in between.
- H. All interactions with informants, including their development, establishment, debriefing, and utilization will be carried out with the highest regard for confidentiality.
  - 1.
  - 2. Unnecessary disclosure of informants' identities should be avoided.
  - 3.
  - I. Persons under the age of 18 will not be utilized as informants unless the agency receives written permission from parents or guardians and must be handled with extreme care to avoid any accusation of impropriety.
  - L. Agency employees will avoid meeting or engaging in covert investigative activities with informants unless



other sworn personnel are present to provide necessary corroboration, documentation, surveillance, and back-up.

- M. Persons who come to this agency to offer assistance as informants in consideration of their arrest by other agencies will be advised that:
  1. The arresting agency will be notified of their desire to cooperate with this agency; and
  2. The OSA having jurisdiction over their charges will be notified by this agency's controlling officer and will be the deciding authority concerning the person's use as an informant.

**2.334.08 CRIMINAL ACTIVITY BY INFORMANTS**

- A. Informants sometimes gain authority from controlling officers to participate in activities which would otherwise be criminal, e.g., purchasing or selling stolen property or CDS, participating in a theft, etc.
  1. When authorizing activities which would otherwise be criminal, controlling officers will attempt to ensure:
    - a. There is minimal effect on innocent persons;
    - b. Informants are not primary sources of technical expertise or financial support;
    - c. Informants' activities are closely monitored; and
    - d. Informants do not directly profit from their participation beyond any plea agreement or compensation provided by the agency.
  2. Controlling officers must receive written approval from the Operations Lieutenant to use informants for activities which otherwise would be criminal.
- B. Informants participating in unauthorized criminal activities are not immune from the consequences of their actions.
  1. When informants participate in unauthorized criminal activities, controlling officers, the Operations Lieutenant, and the respective supervisor/OIC will be notified and:
    - a. Decide whether or not to delay notification of appropriate law enforcement personnel;
    - b. Decide whether or not to request appropriate authorities to delay or forego enforcement action;
    - c. Decide whether or not to continue using the informants; and
    - d. Document the incidents for inclusion in informants' files.
  2. The Operations Lieutenant must contact the OSA in the affected jurisdiction if there is to be a request to delay notification of law enforcement authorities or request not to take action. Only after contacting the

appropriate OSA will the Operations Lieutenant make decisions whether or not to continue informants' use.

3. In determining whether or not to delay notification of authorities, the Operations Lieutenant will consider:
  - a. Whether the crime is completed, imminent, or just beginning;
  - b. The seriousness of the crime in terms of danger to life and property;
  - c. Whether the crime is a felony or misdemeanor;
  - d. The degree of certainty of the information regarding the criminal activity;
  - e. Whether the appropriate authorities already know of the criminal activity and the informant's identity; and
  - f. The effect of notification on agency investigative activities.

**2.3360 AUTO THEFT INVESTIGATION**

**2.336.02 PRELIMINARY INVESTIGATIONS**

- A. Patrol officers will respond to scenes of reported auto thefts, investigate the offenses, and complete initial reports when auto thefts are confirmed.
- B. Auto theft reports will contain all applicable and available information that includes, but is not limited to:
  1. CC Numbers;
  2. Dates and times of thefts;
  3. Locations of thefts;
  4. Vehicle information, e.g., year, make, model, color, VIN, etc.;
  5. Tag information, e.g., state, year, expiration date, number of tags stolen;
  6. How vehicles were stolen;
  7. Description and disposition of evidence;
  8. Listing of areas canvassed;
  9. Description of steps taken to ensure vehicles in question were not impounded or repossessed;
  10. Where vehicles were recovered;
  11. Suspect information;
  12. Any pertinent miscellaneous information; and
  13. Dates of MILES / NCIC activities, e.g., entry, modification, clearance, etc.
- C. In keeping with the Memorandum of Understanding between the Baltimore Police Department (BPD) and the Coppin State University Police Department (CSUPD), the BPD continues to assume full and complete responsibility for the preliminary investigation



and follow-up in cases of homicide (including suicide and sudden death), rape, robbery, aggravated assault and other Part I offenses that necessitate an ongoing investigation.

- D. The Coppin State University Police Department (CSUPD) shall assume responsibility for preliminary investigation and follow-up for Part II offenses, and will also handle auto theft cases as completely as possible during their normal tours of duty.
  - 1. Case responsibility for auto thefts will remain with the investigating university officer in cases where suspects have not been identified and/or investigative leads are minimal or nonexistent.
  - 2. University Police Officers (UPO) may actively continue to investigate cases when leads are available, if notations are made in initial reports and cases are coordinated with BPD's Auto Theft Unit.
  - 3. Follow-up contacts to inform victims/reporting persons of case status or gather additional information will be made by the UPO.
- E. Vehicles with missing, altered, or obliterated VINs will be impounded as evidence.
- F. Vehicles recovered in theft or unauthorized use cases may be impounded as recovered stolen vehicles.

**2.3360.04 INVESTIGATOR'S RESPONSIBILITY**

- A. All auto theft reports will be reviewed by the Operations Lieutenant to determine if cases should be assigned to Investigations personnel for additional investigation. Criteria for assigning cases to investigators will be based on solvability factors and theft patterns.
- B. CIU personnel will liaison with auto theft units in neighboring jurisdictions as a normal course of business.
- C. The CIU will maintain auto theft library information, to include, but not limited to:
  - 1. NATB Auto Theft Manual; and
  - 2. Vehicle identification manuals.
- D. Auto theft incidents cannot be inactivated until:
  - 1. Follow-ups have been made with victims / reporting persons; and
  - 2. Continuation reports have been filed containing information on contacts and any information received as result of the contacts.

**2.3360.06 VEHICLE OWNER NOTIFICATION**

- A. Impounding or investigating officers will ensure owners are notified of vehicle recoveries. Owners will be informed of the circumstances of the recoveries, loca-

tions of the vehicles, and procedures for obtaining vehicle releases. Notification information, e.g., date, time, who, etc., will be included in the reports and Record of Impoundments filed.

- B. Officers receiving information on recoveries of vehicles stolen from the agency's primary jurisdiction, but recovered elsewhere, are responsible for notifying vehicle owners of vehicle locations and any other pertinent information available. Notification information, e.g., date, time, who, etc., will be included in reports filed.
- C. If notifications to owners are not made in person or via telephone by the end of reporting officers' normal tours of duty, officers will notify on-duty patrol supervisory personnel to coordinate owner notifications with the next shift.
- D. If notifications to owners are not made within 24 hours, Records Unit personnel will be requested to send written notifications to the last registered owners via certified, return receipt, mail.

**2.3360.08 RECIEVING & PROCESSING COMPLAINTS**

- A. All complaints of vice, drug, or organized crime activities will be coordinated with BPD District Detective Unit. However, initial investigating officers will personally contact the Operations Lieutenant and/or their shift supervisor in order to determine the best course of action to be pursued in the matters.
- B. In addition to the solvability factors, vice, drug, and organized crime complaints will be evaluated by the Operations Lieutenant.

**2.3360.10 SURVIELLANCE EQUIPMENT**

- A. The Chief of Police is responsible for the authorizing purchase, storage, maintenance, distribution, and control of specialized agency equipment as may become necessary to conduct surveillance and/or undercover operations.
- B. Any use of agency equipment in surveillance and/or undercover operations will be consistent with all legal and regulatory requirements.
- C. Personnel requesting to use specialized surveillance equipment must be trained in the use and operation of same.
- D. The use of any agency equipment in surveillance and/or undercover operations must receive specific approval of the Chief of Police.



- E. The Head of the Detective Unit will be responsible for coordinating and arranging with other law enforcement agencies the acquisition and use of equipment needed for use in surveillance and/or undercover operations when this agency's equipment is insufficient.

**2.3360.12 OPERATIONAL PLANNING**

- A. The Head of the Detective Unit is responsible for ensuring surveillance, undercover, decoy, and their operations are planned, conducted, and evaluated appropriately.
- B. The Operations Lieutenant is responsible for facilitating and coordinating the agency's relationship with appropriate law enforcement agencies as necessary.
- C. Major Operations conducted with or at the request of agency personnel must receive approval of the Chief of Police prior to being conducted.
- D. Surveillance operations which are relatively limited in scope and duration (e.g. plain clothes patrols) and conducted with agency personnel may be approved by the Chief of Police.
- E. Operational planning must consider applicable issues and provisions that include, but are not limited to:
  - 1. Analyzing crimes, victims, and suspects;
  - 2. Determining legal ramifications;
  - 3. Familiarizing officers with the objective and details of the operation, the neighborhood, or target area;
  - 4. Determining operational procedures for observation, arrests, surveillance, and high-risk entries;
  - 6. Establishing means of routine and emergency communication;
  - 7. Selecting equipment or vehicles;
  - 8. Providing relief, backup security, and perimeter protection for officers;
  - 9. Supplying officers with false identities, disguises, and necessary credentials;
  - 10. Maintaining overall confidentiality and cover;
  - 11. Obtaining authorization for the raid and use of force;
  - 12. Designating a single person as supervisor and coordinator;
  - 13. Providing close supervision;
  - 14. Making contacts with suspects;
  - 15. Searching for and seizing evidence and/or contraband;
  - 16. Requesting medical assistance; and
  - 17. Obtaining coordination and assistance from others both inside and outside the agency.

**2.3380 CRIMINAL INTELLIGENCE**

- A. the Investigator, under concurrent direction of the Chief of Police is functionally responsible for conducting and/or facilitating any criminal intelligence activities.
- B. All sworn personnel are to be alert for criminal intelligence information and take appropriate action to report same to the Operations Lieutenant or the investigator, if the Lieutenant is not available.
- C. Criminal intelligence information that goes beyond the capabilities or jurisdiction of this agency will be referred to appropriate agencies by the Head of the Detective Unit.
- D. Criminal intelligence gathering operations do not include the legitimate information gathering processes that are necessary for the planning and conduct of special events, visits by dignitaries, etc.
- E. The Operations Lieutenant is responsible for collection, processing, and sharing of suspicious incidents and criminal intelligence relating to criminal and homeland security activities.

**2.3380.02 PROCEDURAL SAFEGUARDS**

- A. The collection, retention, analysis, and dissemination of criminal intelligence information will be confined to those situations which require a legitimate law enforcement response to criminal threats or present threats to the well-being of the community. Legitimate criminal intelligence information includes, but is not limited to:
  - 1. Information concerning the arrest, indictments, or outstanding warrants for individuals;
  - 2. General criminal histories of subjects;
  - 3. Information on those who have been identified by witnesses or competent evidence as perpetrating crimes;
  - 4. Information on persons who threaten violent conduct affecting persons or property;
  - 5. Information on persons wherein reasonable suspicion exists to believe they are engaging in or conspiring to engage in criminal activities;
  - 6. Information concerning the criminal activities of persons that, when properly analyzed, would provide tactical and/or strategic advantages.
- B. Criminal intelligence information may be collected on specific criminal activities that include, but are not limited to:
  - 1. Drugs;
  - 2. Bribery;
  - 3. Extortion;



4. Gambling, loan sharking, and prostitution;
  5. Labor racketeering;
  6. Arson;
  7. Trafficking in stolen goods;
  8. Governmental corruption;
  9. Hate/bias violence acts associated with extremist groups;
  10. Money laundering;
  11. Domestic terrorism;
  12. Predatory crimes perpetrated by criminal groups;
  13. Organized criminal gang activity;
  14. Cult / deviant movements associated with criminal acts; and
  15. Terrorism or homeland security activities.
- C. Criminal intelligence data will not be collected on:
1. Individuals who merely support unpopular causes;
  2. Persons merely on the basis of ethnicity or race;
  3. Persons merely on the basis of religious and/or political affiliation; or
  4. Persons merely on the basis of non-criminal personal habits;
  5. Persons involved in First Amendment to the United States Constitution activities to the extent such activities are known to involve freedom of speech or association, the exercise of religion, freedom of the press or the right to petition the government activities that may be protected.
- D. Agency employees will not:
1. Engage in any illegal activities in the collection or dissemination of criminal intelligence data;
  2. Employ or direct others to engage in illegal activities in order to obtain criminal intelligence data;
  3. Use confidential data for political and/or economic purposes or for personal gain; or
  4. Provide confidential data to persons outside the law enforcement or intelligence communities without the expressed permission of the controlling bureau commander or Chief.

#### **2.3380.04 COLLECTION OF CRIMINAL INTELLIGENCE INFORMATION**

- A. Unless criminal intelligence information is otherwise contained in the agency's reporting system, officers initially coming into possession of criminal intelligence information are responsible for:
1. Briefing their shift supervisor/OIC of the information; and
  2. Ensure the information is forwarded to the Operations Lieutenant.

- B. Officers reporting criminal intelligence information will:
1. Ensure the information pertains specifically to legitimate criminal intelligence matters; and
  2. Preliminarily evaluate the information with respect to source, source motive, information reliability, and information validity.
- C. Raw data and information may be collected from sources that include, but are not limited to:
1. Commercial media;
  2. Public records;
  3. Official police reports;
  4. Submissions from internal and external law enforcement sources;
  5. Confidential informants;
  6. Citizens; and
  7. Other records gathered by lawful and legitimate methods.

#### **2.3380.06 CRIMINAL INTELLIGENCE FILES**

- A. The Head of the Detective Unit is responsible for ensuring the agency's criminal intelligence files are established and maintained.
1. Hard copy files will be maintained in a secure file cabinet, segregated from criminal investigation files, and remain under control of the Head of the Detective Unit.
    - a. Criminal intelligence files may be mixed with files relating to vice, drug, and organized crime investigations because of their interrelatedness.
    - b. The file will be locked at all times when unattended.
    - c. Access to these files is limited to the Chief, his designee, the Operations Lieutenant and the investigator.
    - d. Printed files will not leave the immediate area except for review by investigating officers, and will be returned prior to the close of business hours.
- B. The Head of the Detective Unit is responsible for ensuring all criminal intelligence information is reviewed and analyzed to assure only appropriate, legitimate, and lawfully obtained information is retained by this agency or passed on to other agencies.
1. Information will be evaluated and categorized with respect to source, source motive, information reliability, and information validity.
  2. Information not suitable for retention or dissemination will be destroyed.



- 3. Any analytical reports must contain evaluations of source and information accuracy, validity, and ability to be confirmed through other sources.
- 4. Vice, drug, and criminal intelligence files will be purged and destroyed under the direction of the Head of the Detective Unit consistent with the agency's records retention and destruction schedule.
- 5. Covert investigations that include collection of information solely about political beliefs, ideologies, and associations of individuals, groups or organizations, shall not be retained or maintained unless the information is relevant to a criminal investigation or there is reasonable, articulable suspicion that the person, group or organization advocates, supports or encourages the violation of any federal, state or local criminal law that prohibits acts of terrorism, racketeering, violence, extortion, destruction of property, intimidation harassment, obstruction of justice, or fraud.
- C. The Operations Lieutenant and/or the investigator are responsible for personally briefing the Chief and other need-to-know employees on the progress of on-going criminal intelligence gathering operations at least bi-weekly and at all critical decision making points of the operations.

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See Directive **2.4000 - EYEWITNESS IDENTIFICATION** for guidelines for obtaining accurate and reliable eyewitness identification consistent with law.

**By order of Leonard D. Hamm, Chief of Police**

**2.338.08 UTILIZATION OF PERSONNEL AND EQUIPMENT**

- A. Although all employees are responsible for being alert for criminal intelligence and taking appropriate actions to report same to the Operations Lieutenant, staffing resources limit this agency's ability to conduct extremely limited criminal intelligence operations.
- B. The Head of the Detective Unit is responsible for facilitating and coordinating this agency's relationships with appropriate agencies when necessary for the conduct of criminal intelligence operations.
- C. Criminal intelligence gathering operations conducted with or at the request of agency personnel must receive approval of the Chief prior to the operations being conducted.
- D. The use of agency equipment in criminal intelligence gathering operations will be consistent with law.
- E. Agency funds, if any become available, which would support confidential criminal intelligence operations, are to be strictly managed and accounted for.



**2.3400 OTHER INVESTIGATIONS**

**2.340.02 ADMINISTRATIVE INVESTIGATION**

- A. Unlike municipal or local police departments, the Coppin State University Police Department is often tasked with conducting non-criminal, administrative investigations.
- B. Administrative investigations will normally originate from the Office of the Chief of Police. Should a request be received for a non-criminal, administrative investigation OR a situation presents its self to a staff member to indicate an administrative inquiry is in order; the staff member is to submit the request, in writing, to the Chief of Police.
- C. The decision to approve or deny an investigation will be determined on a case by case basis.
- D. If a request for an administrative investigation is approved, the Chief, or designee, will assign an officer to investigate and report on the findings.
- E. If a request for an administrative investigation is denied, the requestor will be informed no later than 5 days of receipt of the request.

**2.3400.04 THE INVESTIGATION**

- A. On receipt of the request to conduct an administrative, non-criminal investigation, officer/detective assigned needs to clarify and establish the goal of the inquiry and prepare a plan of action.
- B. Next, all available data, records, documentation and related materials associated with the investigation is to be reviewed and analyzed.
- C. During this process, the investigator should be identifying and setting up interviews of those who may have knowledge of the incident being investigated. During the interviews, additional information should be sought.
- D. As information is obtained, it is to be organized and retained with the reports and findings which will be reviewed by the appropriate administrative authority.
- E. Consultation with appropriate prosecutorial authorities is in order for all instances when criminal activities are discovered during the non-criminal administrative investigation.
- F. As with any investigation, non-criminal administrative investigations must conform to the best investigative practices.
- G. At the conclusion of the investigation:

- 1. All findings, including all reports, files, photographs, and etc.; are to be forwarded, in their entirety, to the Chief.
- 2. The Criminal Investigation (CID) will retain the file and contents in a locked secure file cabinet until no longer required. At that time the file will be destroyed.

**2.3420 BACKGROUND INVESTIGATIONS**

**2.3420.02 BACKGROUNDS ON FACULTY, STAFF & STUDENTS**

- A. As a result of the nature and scope of certain campus activities, Coppin State University recognized the need to require background investigations of certain persons in order to establish reliability and trustworthiness of certain persons.
- B. In keeping with applicable law and regulations regarding investigatory procedures, records distribution and retention the Coppin State University Police Department conducts limited background investigations of students, faculty, staff, and others, upon request.

**2.3420.04 REQUESTS FOR BACKGROUND INFORMATION**

- A. All requests for a background investigation are directed to the Office of the Chief. The decision to approve or deny an investigation will be determined on a case by case basis.
- B. For denials, the requestor will be informed no later than 5 business days of receipt of the request.
- C. For an approval of a request, the Chief will assign CID to initiate a confidential investigation.
- D. On receipt of the information on the faculty, staff or student, the officer/CID will begin the inquiry

**2.3420.06 BACKGROUND INVESTIGATION (Required Action)**

- A. On receipt of a request to conduct a background investigation, the officer/CID selected will prepare a plan of action, based on the direction provided.
- B. The investigator will use any open information source available. Depending on what information is discovered, other investigative sources may be queried.
- C. Using this information, the investigator will prepare a report on the findings and submit to the Chief of Police.



- D. If additional information or a deeper inquiry appears to be needed, guidance will be sought through the Office of the Chief, the Dean of Students, HR or the AG's office. (as applicable)
- E. If interviews are in order, the investigator will identify those to speak with and set up interviews. It is in this stage, additional information should be sought.
- F. As information is obtained, the investigator will organize and retain to present with the final report to submit to the Chief of Police.
- G. As deemed necessary, consultation with appropriate prosecutorial authorities would be in order should criminal activities be discovered during the initial background investigation.
- H. As with any investigation, background investigations must conform to the best investigative practices.
- I. At the conclusion of the investigation:
  - 1. All findings, including all reports, files, photographs, and etc. are to be forwarded, in their entirety, to the Chief.
  - 2. The CID will retain the file and contents in a locked secure file cabinet until no longer required. At that time the file will be destroyed.

**By order of Leonard D. Hamm, Chief of Police**

**By order of Leonard D. Hamm, Chief of Police**



2.3440 CRIMINAL PROCEDURE – VICTIM AND WITNESS: TREATMENT AND HELP

2.3440.02 Title 11, Subtitle 10 of the Criminal Procedure Ann. Code § 11-1002 (2011)

- A. This state board of Victim Services was created by the Maryland General Assembly to address the unique needs of crime victims and to make recommendations for improving state and local crime victim services.
B. As a result, a brochure was designed to inform victims and witnesses of their rights and the services to help them.
C. Every police agency has continued to receive these brochures with the instructions to provide each victim and witness of a crime a brochure.

2.3440.04 POLICE OFFICER RESPONSIBILITY

- A. Of utmost importance, all victims of a crime must be treated with dignity, respect and sensitivity during all phases of the criminal justice process, which usually begins with the initial contact by a police officer.
B. On all occasions where officers take a report of a criminal incident, the investigating officer will provide the victim(s) and all witnesses listed on the police report a copy of the CRIME VICTIMS AND WITNESSES: YOUR RIGHTS AND SERVICES guide.
C. The investigating officer will print the below information on the cover of each GUIDE issued:
1. Officer’s full name;
2. The incident’s complaint number;
3. The agency’s phone number (PCC);
4. The investigator’s name (if it is to be referred to our investigator).

2.3440.06 PURPOSE

- A. The purpose of the guide is to promote positive community relations and to ensure essential information is received by each victim/witness in accordance with the State’s statute.
B. The agency is dedicated to provide all possible assistance, support and resource referral to all victims and witnesses of criminal acts which occur at the university and the MOU areas patrolled.

2.3440.08 GUIDES

- A. A supply of the guides will be maintained in the Officer’s area, adjacent to PCC.
B. Each officer will ensure they carry a sufficient number of guides while on patrol and have them readily available to issue to victims/witnesses of crimes reported.
C. Shift supervisors/OIC’s will ensure officers have guides with them while on patrol and notify the Operations Lieutenant when the supply is low.
D. The Operations Lieutenant will contact the State and obtain additional guides when deemed necessary.

2.3440.10 INFORMATION IN THE GUIDES

- A. Each member of the agency is to know the contents of the guide to best assist a victim or witness as needed.

2.3440.12 AVAILABILITY OF THE GUIDES

- A. The State will make the guides available to the agencies involved in carrying out the information in the guides.
B. To the extent feasible, the guides will be printed by Maryland Correctional Enterprises

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By order of Leonard D. Hamm, Chief of Police



**2.3700 COVERT INVESTIGATIONS FREEDOM OF ASSOCIATION & ASSEMBLY ACT OF 2009**

**2.3700.02 COVERT INVESTIGATIONS**

- A. Based on the Maryland Annotated Code, Public Safety, Article c Safety Article § 3-701, 28 - - Code of Federal Regulations, Part 23, the Coppin State University Police Department adopts the policy regarding “covert investigations.”
- B. “Covert Investigations”, as applicable to this policy, is defined as *a surreptitious infiltration of or attempt to infiltrate a group or organization for the purpose of interfering with the group’s activities that involve freedom of speech or association, the exercise of religion, freedom of the press or the right to petition the government activities that may be protected by the First Amendment to the United States Constitution.*
- C. This policy does not apply to surreptitious or undercover investigations that do not involve protected “First Amendment” activities.

**2.3700.04 APPLICATION OF LEGISLATION**

- A. Members of this agency shall not conduct a covert investigation of a person, group or organization involved in “First Amendment” activities; to the extent such activities are known to be protected, without the express written authorization of the Chief of Police or a named designee.
- B. The Chief or the named designee will authorize the investigation, and only if the investigation is justified because:
  - 1. There is reasonable, articulable suspicion that the person, group or organization is planning or is engaged in criminal activity; and
  - 2. A less intrusive means of investigation is not likely to yield satisfactory results.
- C. Should the Chief be unable to give prior authorization of the covert investigation, a written finding that the conditions above existed and justified the covert investigation, shall be prepared as soon as is practicable afterwards

**2.370.06 INVESTIGATION PROTOCOL**

- A. A covert investigation shall be done only for legitimate law enforcement objectives with due regard for safeguarding the applicable constitutional rights and liberties of all persons who may be affected by the investigation.
  - 1. In every case, the least intrusive investigative methods should be used;
  - 2. The investigation shall conclude when all logical leads related to criminal activity have been exhausted; or
  - 3. when no legitimate law enforcement objective justifies continuing the investigation.
- B. To the extent that investigators engaged in a covert investigation collect information solely about the political beliefs, ideologies, and associations of the individuals, group or organization, the investigators shall not retain or maintain any such information *unless*:
  - 1. The information is relevant to a criminal investigations; or
  - 2. There is reasonable, articulable suspicion that the person, group or organization advocates, supports or encourages the violation of any federal, State or local criminal law that prohibits acts of terrorism, racketeering activity (as defined by 18 U.S.C. §1961), violence, extortion, destruction of property, intimidation, harassment, obstruction of justice, or fraud.
- C. Information entered into and maintained in a criminal intelligence file or database shall be evaluated for the reliability of the source of the information and the validity and accuracy of the information.
- D. If information is maintained in a computer database, that information shall be classified in a manner that clearly reflects the purpose for which the information has been collected and maintained, particularly information about a specific individual, group or organization that is suspected of engaging in specific crime/s.
- E. Such records may be disseminated only in accordance with existing agency procedures, including but not limited to those based on the Maryland Public Information Act, MD Code Ann., State Gov’t Art., § 10-601 *et seq.* and 28 C.F.R. §23.3 (b)(3).



- F. The database, if exists, shall be reviewed annually, beginning on January 1, 2014, and any information that has become moot, irrelevant, or is otherwise without law enforcement value shall be purged from the database.

#### 2.3700.08 APPLICABLE LAW

- A. Listed are additional laws which were referenced in the preparation of this protocol:
1. Public Safety Art., § 3-701(m) requires that “on or before January 1, 2010, each law enforcement agency other than the [Maryland State Police] shall adopt a written, publicly available policy governing: (1) the conduct by the agency of covert investigations of persons, groups, or organizations engaged in First Amendment activities; and (2) each agency collection, dissemination, retention, database inclusion, purging, and auditing of intelligence information relations to persons, groups, or organizations engaged in First Amendment activities.”
  2. The regulations found at 28 C.F.R Part 23 apply to “all criminal intelligence systems operating through support under the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. §3711, *et seq.*”
  3. Membership or participation in a group or organization engaged in First Amendment activities does not alone constitute reasonable, articulable suspicion of criminal activity. *See also* 28 C.F.R. § 23.20 (c) defining reasonable suspicion or “criminal predicate.”
  4. Required accountability as the Chief of Police being the “head of the government agency, is covered under, 28 C.F.R. § 23.30(c) establishes the required accountability by the “head of the government agency,” being the Chief of Police or the named designee.

**By order of Leonard D. Hamm, Chief of Police**



## **2.4000 EYEWITNESS IDENTIFICATION**

### **2.4000 .02 HB 103 (2007)**

In keeping with the request from the Office of the Public Defender, all Maryland Law Enforcement Agencies have been charged with establishing and adhering to guidelines for obtaining accurate and reliable eyewitness identification consistent with law.

As a result, the Coppin State University Police Department established a policy whereby the agency will adhere to professional principles as they relate to police conduct surrounding the collection/development of eyewitness identification/evidence, and to safeguard the constitutional rights of all persons.

### **2.4000.04 GENERAL INFORMATION**

- A. It is recognized that eyewitness evidence can be extremely helpful in identifying criminals, developing leads, and exonerating the innocent. However, this evidence is not infallible..
- B. It is further recognized that structured procedures, written documentation and physical evidence are critical in support of eyewitness identification.
- C. Therefore, a thorough and complete preliminary investigation must be conducted and all witnesses interviewed. These procedures will help to ensure eyewitness evidence is viewed as reliable and credible in any subsequent judicial proceedings.

### **2.4000.06 REQUIRED ACTION**

#### Police Communications Operators

- A. After obtaining preliminary information and dispatching a university police officer, the PCO shall:
  - 1. Ask open-ended questions (i.e., “what can you tell me about the car?”); augment with closed-ended questions (i.e., “What color was the car?”).
  - 2. Avoid asking suggestive or leading questions (i.e., “was the car red?”).
  - 3. Ask if anything else should be known about the incident.

- 4. Transmit information to responding officers.
- 5. Update officer/s as more information is developed.

#### B. First Responding Officer

- 1. Conduct a complete and thorough preliminary investigation which includes identifying witnesses.
  - a. Verify the identity of witnesses.
  - b. Separate witnesses and instruct them to avoid discussing details of the incident with other witnesses.
  - c. Canvass the area for additional witnesses.
- 2. Initial Interview of Witnesses
  - a. Establish rapport with the witness.
  - b. Inquire about the witness’ condition.
  - c. Ask open-ended questions (i.e., “what can you tell me about the car?”); augment with closed-ended questions (i.e., “What color was the car?”). Avoid leading questions.
  - d. clarify the information received with the witness
  - e. In the *supplemental* offense report, include the witness’ information/statement and ensure all the witness’ pertinent information (i.e. phone number, address, etc.) are included in the report.
  - f. Ask the witness to contact you with any additional information.
  - g. Instruct the witness to avoid discussing details of the incident with the media or other potential witnesses.

#### C. Follow-up Interview of Witnesses

- 1. Information obtained during a follow-up interview may provide additional investigative leads and other essential facts. The below procedures will enable the witness to provide the most accurate, complete description of the event and encourage the witness to report later recollections.
  - a. Conduct interview as soon as the witness is physically and emotionally capable.
  - b. Separate witnesses.
  - c. Minimize distractions in an attempt to increase comfort level of witness.
  - d. Volunteer no specific information about the suspect, if any, or the case.
  - e. Encourage witness to volunteer information without prompting.



- f. Instruct witness to report all details, even if they seem trivial.
- g. Ask open-ended questions (i.e., “what can you tell me about the car?”); augment with closed-ended questions (i.e., “What color was the car?”). Avoid leading questions.
- h. Caution the witness not to guess.
- i. Encourage nonverbal communication (i.e. drawings, gestures, objects).
- j. Ask witness to mentally recreate the circumstances.
- k. Avoid interrupting the witness.
- l. Instruct the witness to avoid discussing the details with other witnesses or the media.
- m. Encourage witness to contact you when additional information is recalled.
- n. Document the witness’ statements in a supplement report (i.e., audio, video, witness’ written statement, written summary using the witness’ own words, etc.).
- o. Review documentation with witness to ensure there are no changes, additions at that time.
- p. Reestablish contact with the witness in about a week or ten days to ascertain if additional information has been recalled and document any additional information.

D. Eyewitness Identification of Suspect

1. There are five methods for an eyewitness to a crime to identify a suspect. Most importantly, an eyewitness should be exposed to one AND ONLY ONE of the following methods:
  - a. Field Identification (Show-up)
  - b. “Blind Shuffle” (Photo Lineup)
  - c. Live Lineup
  - d. Mug Book
  - e. Composite

E. Field Identification (Show-up)

1. When circumstances require the prompt display of a single suspect to a witness(s) the below listed procedural safeguards shall be followed.
  - a. Transport the witness to the location of the detained suspect to limit the legal impact of the suspect’s detention.

- b. If multiple witnesses:
  - separate witnesses and instruct them to avoid discussing details of the incident with other witnesses
  - if a positive identification is obtained from one witness, strongly consider using other identification methods for remaining witnesses
- c. Caution the witness that the person he/she is looking at may or may not be the perpetrator.
- d. Document in the supplemental report the witness(s) certainty for both identification AND non-identification (include the witness’ own words regarding how certain he/she is, and ensure the time and location of the Show-up is documented).

F. Photographic Identification (Line Up)

1. Per Senate Bill 986 (2012), each law enforcement agency in the state conducting photo identifications must do so as a “blind shuffle”, whereby an eyewitness will view photographs separately and in a random order and the officer is unable to know where the photograph of the suspect is. No longer will an officer to prepare a “Photo Lineup” of five fillers (non-suspects) and one suspect arrangement, all shown at one time and on a single sheet.
2. This new blind shuffle photo display is to be done either by computer program or through the use of photographs, each placed in a separate folder and shown individually to an eyewitness.
3. Of note, it is important that this photo display is to be developed in such a manner that the suspect does not unduly stand out. Moreover, and whenever possible, the university police officer is to make every attempt to coordinate a photo identification with a member of the BPD Western District Detective Unit.
4. In preparing the photograph display, the officer is to:
  - a. Include only one suspect in each identification procedure.
  - b. Include a minimum of five fillers (non-suspects) per identification procedure.



- c. Ensure that all photographs are of the same physical appearance (i.e. glossy, color, black/white, etc.)
  - d. Ensure that fill-in photographs are of persons of the same approximate age as the suspect and similar characteristics (i.e. sex, race, complexion, facial hair, hair color and style, visible scars or tattoos, glasses, etc.)
  - e. Show the photographs to one witness at a time.
5. Regarding the new “blind shuffle” photo display, the officer is to:
- a. Place each photograph in a separate folder, then randomly number each folder, shuffling the folders, and then present the folders sequentially so that the officer conducting the display cannot see or track which photograph is being presented to the witness until after the procedure is completed.
6. During the photographic display and before beginning, the “blind shuffle” process, the officer is to instruct the witness that;
- a. he/she will be asked to view a set of photographs.
  - b. the procedure requires the officer to ask the witness to state, in his/her own words, how certain he/she is of any identification.
  - c. it is just as important to exclude innocent persons from suspicion as to identify guilty parties.
  - d. that individuals depicted in lineup photos may not appear exactly as they did on the date of the incident because features such as head and facial hair are subject to change.
  - e. the person who committed the crime may or may not be in the set of photographs being presented.
  - f. they are to acknowledge, in their own words, whether the person’s photograph being viewed is or is not the perpetrator (person who is suspected of committing an offense).
  - g. the officer showing the photographs does not know who the perpetrator is.
  - h. The eyewitness should not feel compelled to make identification.
- i. assure the witness that whether identification is made or not, the police will continue to investigate the incident.
  - j. The eyewitness is not to discuss the identification procedure or the results of the procedure with other eyewitnesses involved in the case and should not speak to the media.
7. The identification procedure and photographs are then to be presented to the eyewitness:
- a. Sequentially.
  - b. Each photograph presented separately.
  - c. In a previously determined order, and
  - d. Removed after the photo is viewed by the eyewitness and before the next photo is presented.
  - e. As each photograph is presented, the officer is to document in writing all identification statements made by the eyewitness.
  - f. The eyewitness is not to be given either a positive or negative feedback as to the accuracy or inaccuracy of identification by the eyewitness to the fullest extent practicable.
  - g. Unless an audio or video record of the proceedings (to include all of the following information) is made, the officer is to prepare a written record of the identification procedure to include the following information:
    1. all identification and non-identification results obtained during the identification procedures, including the signed identification statement of the eyewitness;
    2. the names of all persons present at the identification procedure;
    3. the date and time of the identification procedure;
    4. any eyewitness identification of a filler; and
    5. all photographs used in the identification procedure.
- G. Failure to Comply**
1. **Evidence of a failure to comply with the provisions of this section of the SB 986 (2012) shall be considered by the court that adjudicates a motion to suppress the identification by the eyewitness;**



2. **evidence of a failure to comply with the provisions of this section is admissible in support of a claim of eyewitness misidentification if the evidence is otherwise admissible; and**
  3. **when evidence of a failure to comply with the provisions of this section is presented at trial, the jury shall be instructed that the jury may consider credible evidence of noncompliance in determining the reliability of an eyewitness identification.**
  4. This new blind shuffle identification protocol took effect 29 July 1, 2012.
  5. Positive Identification of Suspect
    - a. The officer handling the “blind Shuffle” photo lineup is to complete a supplemental report recording all photographs shown to the witness, and specifically state which photograph was identified as the perpetrator by the witness.
    - b. Ensure the date, time, location, and all persons present are recorded on the supplement report.
    - c. Have the witness sign with full signature and date the supplemental report.
    - d. Include the witness’ own words regarding how certain he/she is.
    - e. Submit the original photo lineup and original supplemental report (with witness’ signature) to the CSUPD Evidence Room.
    - f. Ensure the witness does not write or mark any materials that will be used in other identification procedures
    - g. Ensure that no materials indicating previous identification results are visible to the witness.
  6. Negative or Non-Identification of the Suspect
    - a. Complete a supplemental report recording all photographs shown to the witness.
    - b. Ensure the date, time, location, and all persons present are recorded on the supplement report.
    - c. Include the witness’ own words regarding how certain he/she is.
    - d. Ensure the witness does not write or mark any materials that will be used in other identification procedures
    - e. Ensure that no materials indicating previous identification results are visible to the witness.
    - f. The photo lineup card/paper need not be placed in the Evidence Room but should be retained in the officer’s investigative folder.
- H. Live Lineup, Mug Book, Composite
1. The Coppin State University Police Department (CSUPD) has entered into a Memorandum of Understanding (MOU) with The Baltimore Police Department (BPD).
  2. Since the CSUPD has limited resources and staffing and this MOU outlines resource and information sharing, as well as jurisdictional limitations; the CSUPD shall coordinate any live lineup, mug book, and composite showings with the Baltimore Police Department.
  3. In such an event, the CSUPD shall be guided by and adhere to the policies, procedures, and General Orders of the Baltimore Police Department as they relate to live lineup, mug book, composite procedures.
- I. Scope of Investigation
1. Eyewitness identification by any of the five methods could possibly serve as probable cause to effect an arrest or obtain a warrant. However, there should be an exhaustive attempt made to develop other corroborative evidence to support eyewitness identification before the case proceeds to trial.
  2. The officer should place emphasis on the totality of circumstances; duration of witness/suspect contact; relationship, if any, between the witness and suspect and the credibility of the witness.
  3. The officer should exercise a positive skepticism as to the reliability of cases dependent solely on eyewitness identification, and the need for further inquiry to corroborate or disprove the allegation.
  4. Eyewitness evidence is often viewed as a critical piece of the investigation. It is recognized that after a thorough investigation, eyewitness identification can remain the sole piece of evidence.
- It is in those cases where the adherence to the procedures outlined in this order shall help in decreasing the number of wrongful identifications and increase the reliability and accuracy of eyewitness evidence.



**Coppin State University Police Department  
Manual of Rules and Procedures  
EYEWITNESS IDENTIFICATION**

**Section: 2.4000  
Effective: July 20, 2013**

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**By order of Leonard D. Hamm, Chief of Police**



**2.4050 CAMERA SURVEILLANCE SYSTEM**

**2.4050.02 CAMERA SURVEILLANCE SYSTEM**

A. The Coppin State University Police Department uses and maintains a camera surveillance system. Through this system, the agency is able to monitor and record activity in public areas in and around campus buildings. As such, the system augments officer patrols to further assist in ensuring a safer and more secure campus environment. The University's camera system is independent of the camera system used by the Baltimore Police Department which monitors public areas around the city. The CSU surveillance cameras are used for theft detection and identification of criminal activity.

**2.4050.04 CAMERA USE**

A. The use of camera surveillance equipment is limited to safety and security purposes. The Sgt./OIC is to be notified immediately when suspicious activity is observed on cameras as well as the appropriate police personnel.

**2.4050.06 CAMERA TESTING & MAINTENANCE**

- A. There is a one camera system.
1. Pelco, which constantly records (24 hours a day, 7 days a week.
  2. is an IP based system, which records when motion is sensed in the camera's range.
- B. The camera test consists of the PCO verifying he/she has a visual for each camera screen AND the camera's *Taping Indicator Light*, over each camera screen, is lit.
1. Green – camera recording
  2. Red – camera not recording
  3. A text message (camera failed) appears across their monitor should the signal be separated from the server.
- C. Should the PCO find the camera is not producing a picture on the screen; the screen will go blank. If an officer finds a damaged camera while on patrol, the shift supervisor/OIC is to be notified immediately. A report 95 is to be prepared and forwarded to the Sgt. /OIC and to the Assistant to the Chief.

D. All damaged or defective camera equipment will be referred to the Assistant to the Chief for repair and/or replacement.

**2.4050.08 POLICE COMMUNICATIONS OPERATORS**

- A. Police Communications Operators and "fill in" Police Officers" are trained on the camera surveillance system and are required to maintain a working knowledge of the operation and procedural function of the system.
- B. The Assistant to the Chief will periodically observe and test PCO's (or their Police Officer replacements) in their ability to successfully operate the system.

**2.4050.10 MONITORING AND RESPONDING TO INCIDENTS**

- A. PCO's are responsible for a variety of tasks while at the communications console. Along with performing many other specified duties, the PCO's attention is to be paid to monitoring the camera screens.
- B. For this reason, the standing order is to "periodically" monitor the camera screens.
- C. PCO's observing a situation which may require the services of the agency; he/she is to contact, via radio transmission, an available security or police officer.
- D. Radio discipline, protocols are to be followed when using the radio.
- E. Each call for an officer will require a written report in CAD/case management to explain the circumstances surrounding this call to service.

**2.4050.12 ACCESS TO MEDIA**

- A. Access to the Communications Center is limited to CSU police and Communications personnel.
- B. Access to camera footage/recording equipment is limited to:
1. The Chief of Police
  2. VP Administration and Finance
  3. Shift supervisors/ OIC's
  4. Detective and other "authorized" employees as Authorized by the Chief of Police and are trained in the use of the equipment.



5. Anyone with expressed permission from the Chief of Police.
- C. The Chief or designee has the authority to limit access to camera footage.
- D. Under no circumstance will civilians, visitors or other non-department employees be permitted to view camera footage without specific “written” permission from the Chief of Police.
- E. Only authorized management and trained police personnel are permitted to review copy or remove camera footage.
  1. Concerned citizens, victims, news media and other non-police personnel will not be allowed access to camera recordings unless approved, in writing, by the Chief of Police.
- F. Requests to view recorded video or CD’s must be in writing and addressed to the Chief of Police.
  1. The Chief will determine whether to permit an individual to view footage or whether a CD will be furnished them.
  2. If to be viewed, the Chief will delegate a staff member to retrieve the footage and ensure it is not copied or removed from the agency’s possession.

#### **2.4050.14 ASSESSING CAMERA LOCATIONS**

- A. New installations of cameras will be in keeping with the agency’s operating principles and will ensure the camera installation and monitoring are consistent with industry standards and practices.
- B. Placement of cameras is predicated on input from the campus community, reported crime in the area, foliage, line of sight and availability of space on/in a building.
- C. At least annually the investigator will conduct a needs assessment and a review of camera locations and perimeter views.

#### **2.4050.16 MEDIA RETENTION SCHEDULE**

- A. Camera footage is available for 7 days.
- B. Footage is automatically “recorded over” which destroys the previous 7 days of video.
- C. Recordings necessary for investigations, training or prosecution will be saved to CD’s.
- D. CD’s will be retained as long as may be necessary and destroyed (shredded) when no longer needed.

**By order of Leonard D. Hamm, Chief of Police**



## 2.4060 BICYCLE PATROL

- A. The agency has and utilizes specially equipped bicycles to complement the fleet of marked patrol cruisers in the conduct of routine and directed patrol activities, selective enforcement, and special events.
- B. The agency's bicycle program utilizes trained and certified police bicycle operators who perform bicycle program activities as components of their normal duty assignments.
- C. The nature of bike patrol lends itself to closer contact with the campus community. As a result, a bike patrol officer is to maintain high visibility and frequently "meet and greet" the campus community.
- D. While on duty, the bike patrol officer shall perform all duties required of a UPO (i.e. answer calls, write reports, etc.) unless directed otherwise by a supervisor. A bike patrol officer should be self-motivated, possess the ability to work effectively without close supervision, be in good physical condition and a willingness to maintain/improve same, and possess excellent community relations skills.
- E. Bike patrol officers may be assigned to other duties in furtherance of the overall mission of the agency.

### 2.4060.02 PROGRAM ADMINISTRATION

- A. The Operations Lieutenant is the overall operational commander of the bicycle program and will designate an officer to serve in an ancillary role as the agency's Bicycle Program Coordinator.
- B. The Administrative Sergeant is responsible for facilitating training, and skill development opportunities for the bicycle program.
- C. The Bicycle Program Coordinator (BPC) has the following responsibilities that include, but are not limited to:
  - 1. Ensure bicycles are properly maintained, and inspected.
  - 2. Coordinate with supervisors relative to selection, training, and skill development of bike operators.
  - 3. Address any requests for bike patrol activities from sources outside of the department.
  - 4. The BPC shall assist in maintaining records of all bicycle maintenance.
- D. Shift supervisors having bicycle patrol officers assigned to their shifts shall deploy them at their discretion – in keeping with the directives of this order.

### 2.4060.04 SELECTION, TRAINING & CERTIFICATION REQUIREMENTS

- A. Opportunities to participate in the bicycle program are open to all sworn members of the department below the rank of Lieutenant.
- B. Officers must have evaluation ratings of "Meets Standards" or better in ALL categories of their most recent evaluation as a basic qualification for the bicycle program.
- C. Officers must successfully prepare for and complete a certified bicycle training program.
- D. Officers are not permitted to conduct any program activities until they have:
  - 1. Successfully completed a certified cyclist training program; or
  - 2. Awaiting training and demonstrated essential skill proficiency to certified instructors.

### 2.4060.06 DUTY OPERATIONS/PROGRAM OPERATIONS

- A. The bicycle program is an ancillary assignment for officers accepted into the bicycle program.
  - 1. Bike officers may be assigned by their unit or event commanders to conduct patrol or special event activities by bicycle, vehicle, or foot patrol as necessary to fulfill departmental or event goals and objectives.
  - 2. Bike officers may be required to split their duty shifts between vehicle, bicycle or foot patrol based upon departmental needs, maintenance requirements or weather conditions.
  - 3. Shall wear issued bike uniform and safety gear and appropriate police equipment when assigned to bicycle patrol duties.
- B. Bicycle officers must ride a minimum of 320 hours in a calendar year. This minimum expectation is reasonable, fair, and attainable realizing there are 2,080 hours in a standard work year.

### 2.4060.08 PROGRAMS OPERATIONS

- A. Supervisors are to ensure bike patrol officers are given every opportunity to ride a bicycle consistent with the operational needs of the department.
- B. Bicycles will not be operated in ice, snow, freezing rain, during a thunderstorm, or any other weather



condition that would unnecessarily compromise the safe operation of bicycles or health of bicycle operators.

1. Officers may choose to not operate bicycles when the temperature and/or wind chill index drops below 32 degrees F; or when the temperature and/or heat index rises above 90 degrees F. Again, this is the officer's choice.
  2. However, if the temperature and/or chill/heat index is within the ranges mentioned above – the bicycle patrol officer shall ride the bike at the discretion of the supervisor.
- C. Off-duty use of departmental bicycles is prohibited without specific written approval from the Operations Lieutenant.
- D. Officers conducting routine bicycle operations will patrol in a “one person” mode unless otherwise directed by supervisory personnel.
- E. Transporting passengers on departmental bicycles is strictly prohibited.
- F. Bike officers may be counted toward minimum mandatory patrol staffing levels.
- G. Bike officers will function just as if they were deployed in a police vehicle. They will complete all jobs tasks and provide all normal services.
- H. Bicycle officers shall operate their bicycles in a safe and reasonable manner and will yield to all pedestrian traffic when patrolling areas that are normally restricted to bicycle traffic.
- I. Parts or equipment shall NOT be removed from one bike to outfit or repair another bicycle without express written approval from the Chief.
- J. Officers are required to identify time spent on bicycle patrol on their *daily activity log*. Officers will inspect their bicycles before and after each use.
- L. Malfunctions or damages that affect the safe operation of the bicycle will be reported immediately to the shift supervisor with an additional e-mail to the Bicycle Program Coordinator.
- M. Patrol supervisors are responsible for ensuring:
1. Bicycle patrols are conducted by bicycle program officers on Shifts 2 and 3 within the parameters established in this directive (i.e. trained officers are on duty, absence of weather hazards, etc.) AND;
  2. Reporting any maintenance issues to the Bicycle Program Coordinator (BPC) for corrective action.

#### 2.4060.10 REMOVAL FROM PROGRAM

A. A Bicycle Program Officer may be removed from the program for the following reasons: (the list is not all inclusive)

1. Voluntarily drop out of the program.
  - a. officers who, within one year of their original training, drop out or are dropped from the program for willful non-participation shall have that fact reflected on their PMP.
2. Willful non-participation;
3. Failing to maintain “Meets Standards” or better in all evaluation categories;
4. Due to illness or injury which prevents safe bicycle operations;
5. Operating bicycle in a negligent manner;
6. Failure to maintain skill levels via remedial training or skills proficiency demonstration;
7. Failure to maintain minimum required hours as the result of willful non-participation.
8. Other objectively based reasons for the good of the program, the University, the department or involved officers.

#### 2.4060.12 EQUIPMENT

- A. Employees will not operate, modify, maintain, or tamper with agency bicycles unless authorized by the BPC.
- B. All bicycles will be similarly equipped. All changes, alterations, or modifications to standard equipment must be approved, in writing, by the BPC.
- C. Officers are to carry supplies and equipment necessary to perform their job duties without having to routinely return to headquarters.
- D. Officers are permitted to wear the department's authorized bicycle uniform only:**
1. **during the conduct of all bicycle program activities; when**
  2. **splitting their duties between bicycles and other assignments. However, unless otherwise directed by a supervisor, a bicycle officer who splits their duties MUST operate the bicycle for a minimum of 5 hours out of their respective tour of duty. Additionally, bicycle officer shall not operate a departmental motor vehicle when wearing a bicycle uniform, thus; when a police officer elects to wear the bicycle uniform to work they have two options, ride the bicycle or walk foot patrol. Supervisors shall strictly adhere to this directive;**



- 3. during special events and traffic control where bicycle use is an integral component of their assignments;
- 4. during other activities or assignments as individually and specifically authorized by a command official.

- E. Officers will wear their helmets, with chin straps fastened, at all times while upon their bicycle.
- F. Bicycles will be secured when unattended (except in proper storage room) by chain and padlock, U-Lock, or, in exigent circumstances, with handcuffs

**2.406.14 MAINTENANCE**

- A. The BPC shall advise the Bicycle Program Coordinator (BPC) of all maintenance issues. The BPC will enter this information in the maintenance database.
- B. Bicycle officers have maintenance duties and responsibilities that include, but are not limited to:
  - 1. inspecting their bicycles before and after each use;
  - 2. conducting minor maintenance and repairs within the scope of their training;
  - 3. submitting repair and maintenance requests to their supervisor in a timely fashion, particularly a malfunction or damage that may affect the safe operation of the bicycle;
  - 4. ensuring their bicycles are clean and properly stocked; and
  - 5. providing proper care and use of their issued bicycle equipment and uniforms.

**2.4060.16 PROGRAM REDUCTIONS**

- A. Reduction of officers participating in the bicycle program based on equipment availability, shift assignments, activity trends, and overall program performance will be made by the Operations Lieutenant with advice from supervisors.
- B. Openings in the bicycle program that follow reductions will be made available first to those officers who were removed because of the reductions.
- C. Officers reassigned to the program will be required to successfully complete a skills proficiency reassessment with an instructor and/or the BPC.

**2.4060.18 BICYCLE TRAINING OFFICERS**

- A. The Operations Lieutenant, with advice from supervisors, may select candidates for bicycle training

- officers. Certification will be consistent with approved training standards for instructors.
- B. Criteria considered for selecting training officers include, but are not limited to:
    - 1. a minimum of one year experience as a bike patrol officer with the CSUPD;
    - 2. demonstrated riding proficiency;
    - 3. a good bicycle safety record;
    - 4. a mature attitude and use of good judgment;
    - 5. demonstrated potential and desire to serve as an instructor;
    - 6. evaluation ratings of “meets standards” or better in all categories of their most recent evaluation;
    - 7. demonstrated bicycle maintenance proficiency.
    - 8. Proficiency in training (MPCTC instructor certification would be a plus).

By order of Leonard D. Hamm, Chief of Police



## 2.4070 EMERGENCY PHONES

### 2.4070.02 EMERGENCY PHONES ON CAMPUS

- A. Coppin State University maintains a number of fixed “emergency phones” on campus which provide a direct ring down to the CSU Police Department’s Communications Center.
- B. The “Caller ID” on the Police Communications Operator’s (PCO) phone identifies the building and floor and the message, “Emergency Call.” **EXAMPLE:**
  - 1. PEC 2nd Floor –  
Emergency 333017
- C. The PCO immediately inquires as to the emergency and sends personnel as appropriate.

### 2.4070.04 TELEPHONE LOCATIONS

- A. The emergency phones (red) were placed in areas of the Physical Education Complex where there is student traffic to afford easy access to communications with the CSU Police.
- B. As buildings are built or added to the university, the decision for determining locations for any new phones would rest with the Chief of Police and AVP-Capital Planning.
  - 1. The Chief would base the decision on input from:
    - Administrators,
    - Students,
    - Faculty,
    - Staff.
  - 2. **A needs review, based on a documented security survey, will be conducted at least once every three years.**

### 2.4070.06 MAINTENANCE AND TESTING

- A. All emergency phones are to be checked at least once weekly, on **Friday**.
- B. Any phone in need of repair will be immediately referred to Telecommunications by the Assistant to the Chief  
Signage is also to be posted at the phone to show the phone is “OUT OF SERVICE”.
  - 1. The Assistant to the Chief, on notification by a PCO or Sergeant/OIC a phone is not working, OR a phone is found to be defec-

tive during the weekly test, will print a sign.

- a. The sign is to be printed on 8.5 X 11 paper, landscaped and dated:



- 2. A building security officer will be dispatched to retrieve the “OUT OF SERVICE” sign and tape it to the wall next to or over the phone to draw attention to the fact the phone does not work.
- 3. If the phone is not repaired within two days, the Assistant to the Chief will call Telecommunications to provide an estimated date of repair.

### 2.4070.08 RESPONSE TO A CALL

- A. On receipt for a call from an emergency phone, the PCO will assess the situation and send officers as deemed appropriate.
- B. Each call from an emergency phone requires a written report in CAD to explain the circumstances of the emergency and how it was resolved

### 2.4070.10 NOTIFICATION OF EMERGENCY PHONE LOCATIONS

- A. The CSU Police Department produces an annual report which introduces the agencies emergency phone numbers and police/security services rendered.
- B. This report indicates all emergency phones, and their location in the buildings.
- C. The annual report is distributed at student orientations, various events and by CSUPD personnel at informational booths in the student center throughout the year.

**By order of Leonard D. Hamm, Chief of Police**



## 2.4080 BLOOD BORNE PATHOGENS, EXPOSURE & CONTROL

- A. The agency follows standards set forth in the Occupational Safety and Health Administration regulation 29 CFR Part 1910.1030, pertaining to Occupational Exposure to Blood borne pathogens.
- B. The responsibility of maintaining a safe work place is shared by the employer and employee.
  - 1. The agency will provide training and materials to enable employees to remain safe.
  - 2. Employees will be conscientious and exercise good judgment by taking necessary steps to use equipment and training provided by the agency.

### 2.4080.02 DEFINITIONS

- A. **Body Fluids:** Fluids that have been recognized by the Centers for Disease Control and Prevention (CDCP) as directly linked to the transmission of HIV, HBV, or to which universal precautions apply. These fluids are blood and blood products, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pericardial fluid, amniotic fluid, and saliva. Saliva is included because it is often difficult, if not impossible, to determine if blood is present in the saliva at time of exposure.
- B. **Contact:** Contact without regard to use of any personal protective equipment (PPE) between an employee's skin or mucous membranes and another person's blood, bodily fluids, or tissues.
- C. **Exposure:** A specific eye, mouth, other mucous membrane or non-intact skin contact with blood or other body fluids that results from performance of an employee's duties.
- D. **Other Potentially Infectious Materials:** They are semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, any body fluid that is contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
- E. **Regulated Waste:** Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and

- pathological and microbiological wastes containing blood or other potentially infectious materials.
- F. **Source:** Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients, clients in institutions for the developmentally disabled, trauma victims, clients of drug and alcohol treatment facilities, residents of hospices and nursing homes, human remains, and individuals who donate or sell blood or blood components.
- G. **Universal Precautions:** Treating all blood and body fluids as if they are contaminated.

### 2.4080.04 EXPOSURE DETERMINATION

- A. Blood, blood products, and other potentially infectious materials (as defined in the OSHA regulation for Blood borne Pathogens; 29 CFR Part 1910.1030) will be considered infectious at all times.
- B. Universal precautions will be observed by all agency employees.
  - 1. Sworn employees must exercise universal precautions because they have opportunities to respond to, or have contact with, emergency medical incidents in which they treat or transport the ill or injured. Additionally, sworn employees may have contact with body fluids or parts at crime scenes, during arrest situations, or evidence and property retrieval.
  - 2. Non-sworn personnel must exercise universal precautions because they may have cause to respond to crime scenes and handle evidence that may be contaminated with blood or body fluids.

### 2.4080.06 ENGINEERING CONTROLS

- A. The agency provides equipment and supplies that protect employees from blood borne pathogen hazards. The Assistant to the Chief is responsible for ensuring Personal Protection Equipment (PPE) and first aid kits are stocked and supplied with necessary equipment and supplies.
- B. Sharps containers will be in all agency first aid kits. The containers are marked with biohazard symbols and have lids to prevent the spilling of sharps.



- C. Disposable, latex or vinyl gloves are available to all employees. Heavy duty rubber gloves are also available for clean-up purposes.
- D. Disposable resuscitation masks with one-way valves are issued to all police.
- E. Disposable face and eye protection are in all first aid kits.
- F. Anti-microbial, waterless hand cleaner are in first aid kits.
- G. Disposable gowns and shoe covers are in all first aid kits.
- H. Biohazard bags and ties are maintained in all first aid kits.
- I. Disinfection kits are available to all employees for cleaning of agency issued equipment, excepting uniforms, clothing, firearms, and transport vehicle interiors.
- J. Waste containers will be available in areas designated by the agency.
  - 1. Waste containers will be marked with biohazard symbols and designed so as not to spill their contents.
  - 2. Housekeeping will be contacted as needed to dispose of waste containers.

**2.4080.08 PERSONAL PROTECTION EQUIPMENT (PPE)**

- A. PPE kits contain:
  - 1. Eye and face protection;
  - 2. Heavy duty gloves;
  - 3. Resuscitation mask;
  - 4. Moist towelettes;
  - 5. Hand towels;
  - 6. Sharps container;
  - 7. Biohazard bags and ties;
  - 8. Latex/Vinyl gloves;
  - 9. Biohazard stickers; and
  - 10. Liquid impervious gown and shoe covers for use when dealing with large amounts of blood or body fluids.
- B. PPE kits will be in:
  - 1. Designated agency vehicles;
  - 2. Communications Center;
  - 3. Storage Room [REDACTED]
- C. PPE kits will be inspected regularly by the Assistant to the Chief.

**2.4080.10 USE OF PERSONAL PROTECTION**

- A. PPE will be used at all times except when such use could compromise public safety or the delivery of emergency medical care. In those instances, the circumstances will be documented by the employee and investigated by on-duty supervisor to determine if changes should be made to prevent future occurrences.
- B. Gloves will be worn by employees whenever hand contact with blood, body or other potentially infectious materials is anticipated.
- C. Disposable gloves are to be replaced as soon as possible if they become contaminated, torn, punctured, or otherwise lose their ability to function as a barrier to exposure.
- D. **Disposable gloves will not be reused.**
- E. Utility (rubber) gloves used for cleaning may be reused if they are disinfected and do not lose their ability to function as a barrier to exposure.
- F. Eye and face protection will be used whenever splashes or spray of blood or body fluids are reasonably anticipated.
- G. Resuscitation masks with one way valves will always be used when performing mouth to mouth breathing.
  - 1. The new "hands" only CPR method may alleviate the use of the resuscitation masks.
- H. Employees will wear gowns and shoe covers when large amounts of blood or body fluids are present at crime or incident scenes.
- I. Employees will remove and place all contaminated PPE inside biohazard bags prior to clearing calls. Bags will be placed in designated containers for disposal.

**2.4080.12 WORK PRACTICE CONTROLS**

- A. Latex, vinyl, or rubber gloves will be worn when the likelihood of exposure to contamination is likely.
- B. Employees are urged, and may be required, to cover all open wounds with "Band-Aids" prior to reporting for duty.
- C. Employees will wash their hands as soon as possible after contacts, even if gloves were worn. Towelettes in first aid kits will be used until the employee can get to hand washing areas.
- D. Mucus membranes are to be flushed with water immediately or as soon as possible after exposures.
- E. Contaminated uniforms or clothing will be removed and the skin thoroughly cleaned.



- F. Whenever possible, gloves should be changed between patients and removed before handling other equipment, i.e., radios, notepads, interiors of police vehicles, etc.
- G. Recapping, bending or breaking of needles is prohibited. Needles are to be placed in approved sharps containers using a one handed technique.
- H. Employees will use caution so as to minimize splashing, spraying and splattering of blood or other potentially infectious materials.
- I. Employees will not use mouth suctioning of blood when dealing with snake or animal bites.
- J. Eating, drinking, smoking, or the application of cosmetics and handling of contact lenses is prohibited in areas where potentially infectious wastes are present. Food will not be stored in refrigerators with blood or other infectious materials.
- K. Prisoners with body fluids on their persons will be transported in separate vehicles from other prisoners.
- L. Prisoners with known communicable diseases, who do not present immediate risks of contaminating others, will not be isolated from other prisoners.
- M. **When prisoner custody is relinquished to other agencies, arresting officers will notify receiving agencies that prisoners have communicable diseases. These notifications will be given only on a need to know basis.**
- N. Equipment that is contaminated must be placed out of service and decontaminated prior to reuse, servicing or shipping, i.e., duty weapon, uniform, vehicle.
- O. If it is not feasible to clean contaminated equipment prior to shipping, or items are of evidentiary value, information regarding the contamination must be conveyed to representatives of other law enforcement agencies. Evidence containers will be marked with biohazard symbols.
- P. Employees are prohibited from reaching into sharps containers as this increases the likelihood of accidental needle sticks.
- B. All used PPE and contaminated non-evidence items will be placed in biohazard bags for disposal. Employees may leave used PPE in biohazard bags at health care facilities or inside ambulances.
- C. All evidence which may be contaminated will be submitted in biohazard bags or sharps containers and separate from other evidence.
- D. Employees whose clothing is contaminated will remove the clothing as soon as possible and wash the skin area below contaminated sites.
  - 1. Clothing will be placed in biohazard bags and turned over to the Assistant to the Chief who will, in accordance with OSHA regulations, dispose of the contaminated uniform or have it cleaned and reissued.
  - 2. For employees wearing personal clothing, their personal clothing will clean or dispose of the clothing at their own expense.
- E. Employees will ensure any issued, contaminated equipment is cleaned as soon as possible using disinfection kits.
  - 1. Rubber cleaning gloves are available and must be used for the cleaning.
  - 2. Eye and face protection will be used when splashing is likely.
  - 3. Equipment will be cleaned twice and thoroughly dried prior to reuse.
  - 4. Interiors of transport vehicles will be cleaned as soon as possible.
  - 5. Contaminated vehicles will be placed out of service. The Operations Lieutenant will be notified to coordinate the decontamination activities.
- F. All contaminated firearms will be unloaded, placed in biohazard bags, and turned over to the Firearms Sergeant.
  - 1. Magazines and ammunition contained in contaminated weapons will similarly be submitted.
  - 2. The Firearms Instructor will issue temporary replacement weapons, magazines, and ammunition.
- G. A disinfection kit, composed of a bucket, approved detergent germicidal disinfectant, rubber gloves, and paper towels, will be maintained with supplies of other, expendable EMS supplies. Gloves will be cleaned and the water bucket emptied after use. All used paper towels will be disposed of in biohazard containers.
- H. Employees observing any measurable quantity of spilled blood or other body fluids within agency

#### 2.4080.14 DECONTAMINATION & HOUSEKEEPING

- A. Facilities Management is responsible for conducting decontamination efforts in agency facilities and vehicles.



facilities will immediately isolate the affected area with signs or barrier tape and contact Facilities Management for clean-up. Minor spills can and should be cleaned by employees using the disinfection kit.

- I. Broken glassware which may be contaminated will not be picked up directly with the hands. It will be picked up using mechanical means such as dust pans, brushes, tongs, or forceps.
- J. Secondary biohazard bags will be used if the primary bag becomes contaminated or leaks. The second bag will be placed and secured over the first bag.
- K. Needles needed as evidence will be packaged into a separate sharps containers for processing. Operations Lieutenant will ensure all needle containers transported to the BPD lab are marked with biohazard symbols.

#### 2.4080.16 HEPATITIS B VACCINATION

- A. The Hepatitis B vaccination series are offered, free of charge, to all officers and at-risk civilian employees of the agency.
- B. Employees, after being thoroughly educated regarding HBV, may refuse vaccination by signing a waiver.
- C. If at any time after refusing the HBV vaccination series, employees change their mind, the series may be requested through the Environmental Safety Manager..
- D. Employees starting the HBV series are strongly encouraged to complete the series in order to receive the protections afforded by the series.

#### 2.4080.18 INFORMATION AND TRAINING

- A. All sworn personnel and at-risk civilian personnel will participate in annual bloodborne pathogen training and annual retraining thereafter.
- B. The Assistant to the Chief, with assistance of the Operations Lieutenant will develop training which will include, but is not limited to:
  - 1. Explanation/applicability of OSHA / MOSH standards;
  - 2. Epidemiology and symptoms of bloodborne diseases;
  - 3. Methods of disease transmission;
  - 4. Explanation of the exposure control plan policy;

- 5. How to recognize tasks that may involve exposure to bloodborne pathogens;
  - 6. Methods of preventing exposures;
  - 7. Limitations of prevention measures;
  - 8. Engineering controls to minimize exposures;
  - 9. Usage of PPE;
  - 10. Hepatitis B vaccination series;
  - 11. Exposures procedures and required decontamination;
  - 12. Post exposure procedures;
  - 13. Records to be maintained by the agency;
  - 14. Signs and color coding used to identify potentially infectious items; and
  - 15. A question and answer period.
- C. The exposure control plan will be reviewed annually and updated whenever necessary to reflect new or modified tasks or procedures.

#### 2.4080.20 MANAGEMENT EXPOSURE INCIDENTS

- A. Employees will report all injuries, exposures, suspected exposures, or contacts to supervisory personnel.
  - 1. The events and means will be documented in agency reports and Workers' Compensation forms.
  - 2. Supervisory personnel will:
    - a. Complete all required documents and reports in a timely manner;
- B. Exposed employees will, as soon as possible, report to the closest hospital for treatment of any exposure related injuries.
  - 1. Current exposure related protocols recommend prophylaxis treatments be initiated less than two hours after exposures occur.
- C. Employees should thoroughly flush exposed muscle areas, e.g., eyes and mouth, with water as soon as possible following exposure.
- D. Wounds must be allowed to bleed freely at first, then cleaned thoroughly before applying bandages and dressing.
- E. If possible, attempt to identify the source of potential infection.
  - 1. Health Article 18-213 mandates that receiving hospitals notify law enforcement personnel if a patient they had contact with is subsequently diagnosed with a contagious disease or virus.
  - 2. If officers are exposed in the field and source individuals are transported to hospitals by fire



department personnel, officers will ensure that their names and ID numbers are included on the fire department run sheets.

3. If source individuals are transported by officers to hospitals, officers will have their names and ID numbers placed on emergency room paperwork.
4. Healthcare personnel will seek to get voluntary consent from individuals to be tested.
5. Receiving hospitals will make notification to the Office of the Chief within 48 hours of confirmation of the patients' diagnoses. The Office of the Chief will forward the results of tests to the affected officers.
6. As soon as possible, affected employees should contact the Occupational Health Company contracted by the University to schedule follow-up evaluations.
7. Copies of test results conducted by the employees' physicians will be submitted to HR for inclusion in employees' medical records.
8. HR will render a written opinion on the exposure incident to the employee within 15 days of the evaluation.

**2.4080.22 RECORD KEEPING**

- A. The Administrative Assistant, through the Assistant to the Chief, will maintain records verifying training and annual retraining for a period of at least **three years**.
- B. The Administrative Assistant, through the Assistant to the Chief, will also retain a separate set of employee records relating to each employee's contacts or exposures, vaccinations, evaluations, and treatments at least **30 years** following employees' separation from the employ of the agency.

**2.4080.24 HIV TESTING OF CHARGED INDIVIDUAL**

- A. Consistent with CP 11-112, within 10 days of a written request of a victim or victim's representative to the State's Attorney in the county where a prohibitive exposure occurred, the court shall order a test of a blood sample for HIV and any other identified causative agents of AIDS.
- B. After conviction or a finding of a prohibited exposure, a finding of probable cause under § 11-110(3) of this subtitle, or a granting of probation

before judgment under § 11-112 of this subtitle, the State's Attorney shall, within e days, notify the local health officer of the written request by the victim or victim's representative for testing.

- C. On receipt of a court order for testing issued under § 11-110 (3) or § 11-112 of this subtitle, the local health officer or health officer's designee from any governmental unit shall:
  1. collect the blood sample within 7 days from the person who is charged with, convicted of, or found to have committed a prohibited exposure:
    - a. test the blood sample; and
    - b. give pretest and post test counseling to the victim or victim's representative and the person subject to testing in accordance with title 18, Subtitle 3, Part VI of the Health-General Article.
  2. To victim or victim's represented and tested person. –
    - a. After receiving the results of a test conducted under section 1. Of this section, the local health officer shall promptly send notice of the test results to:
      - i. The victim or the victim's representative and
      - ii. The person charged with, convicted of, or found to have committed a prohibited exposure.
  3. The local health officer may not disclose positive test results to a victim or victim's representative or a person charged with, convicted of, or found to have committed a prohibited exposure without also giving, offering or arranging for appropriate counseling to:
    - a. The victim or victim's representative and
    - b. The person.
  4. To the victim or victim's representative of provisions of Part II. – The following shall notify a victim of prohibited exposure or the victim's representative of the provision of part II of this subtitle.
- D. Exposures between victims and persons charged must be:
  1. Percutaneous;



2. Mucocutaneous contact with blood or bloody bodily fluids of offenders having splashed into the eyes, mouths, or noses of victims;
  3. Blood or bloody body fluids of offenders having contacted already existing open wounds, sores, or chapped or non-intact skin of victims for at least five minutes; or
  4. Intact skin contact with large amounts of blood or bodily fluids for at least 60 minutes.
- E. Body fluids are fluids containing visible: blood, semen, vaginal secretions, cerebral spinal fluid, or synovial or amniotic fluids. Body fluids do not include saliva, stool, nasal secretions, sputum, tears, urine, or vomitus.
- F. Victims are those directly victimized by offenses and include:
1. Parents of minor victims;
  2. Legal guardians of victims; and
  3. Persons authorized to give substituted consent for victims.

**By order of Leonard D. Hamm, Chief of Police**



**Coppin State University Police Department  
Manual of Rules and Procedures  
BLOODBORNE PATHOGENS**

**Section: 2.4080  
Effective: September 19, 2013**



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## 2.4100 CRIME PREVENTION

### 2.4100.02 CRIME PREVENTION

- A. Crime Prevention, through the Coppin State University Police Department, rests with all agency personnel. The investigator is currently the “face” of the agency’s crime prevention activities.
- B. As a result of this, the duties and responsibilities for this aspect of the investigator’s position include, but are not limited to:
  - 1. Managing, facilitating and coordinating crime prevention and community involvement activities throughout the agency; and
  - 2. Ensuring quarterly reports are prepared and submitted to the chief containing information that includes, but is not limited to:
    - a. Descriptions of current concerns voiced by the community;
    - b. Descriptions of potential problems that have bearing on law enforcement activities within the community;
    - c. Recommendations to address previously identified concerns and problems; and
    - d. Statements of progress made toward addressing previously identified concerns and problems.
- C. All agency employees who become aware of crime prevention or police-community relations issues are responsible for forwarding same through the chain of command to the investigator.

### 2.4100.04 PRIORITY CRIME PREVENTION PROGRAMS

- A. Priority crime prevention programs/activities will be developed by the investigator.
- B. All crime prevention programs must:
  - 1. Target programs by crime type and geographic area on the basis of analysis of available data;
  - 2. Target programs to address community perception of crime; and

### 2.4100.06 COMMUNITY INVOLVEMENT PROGRAMS

- A. All agency employees are responsible for actively conducting and/or participating in the agency’s crime prevention and community involvement efforts consistent with their job classifications and assignments.

- B. The Investigator is responsible for ensuring community involvement programs are developed and conducted to:
  - 1. Encourage employees to become involved and to work cooperatively with community members, groups, and organizations;
  - 2. Encourage community members, groups, and organizations to call upon this agency for crime prevention and other outreach presentations; and
  - 3. Invite community members, groups, and organizations to become involved in agency activities and police their own community.
- C. The agency’s community involvement functions may include, but are not limited to:
  - 1. Establishing liaison with community organizations or establishing community groups where they are needed;
  - 2. Developing community involvement policies for the agency;
  - 3. Publicizing agency objectives, community issues, and successes;
  - 4. Conveying relevant information received from community members and organizations;
  - 5. Improving agency practices bearing on police community interaction;
  - 6. Identifying training needs through interviews with citizen representatives, consultations with those involved in internal investigations, and conferences with supervisors; and
  - 7. Developing problem oriented or community policing strategies, if any.

**By order of Leonard D. Hamm, Chief of Police**



## 2.4120 CONCURRENT JURISDICTION

### 2.4120.10 AUTHORITY

- A. Coppin State University Police (CSUPD) and the Baltimore Police Department have entered into an agreement pursuant to ED 13-601(b)(2) for the coordination of enforcement responsibilities within an area of concurrent jurisdiction that contains or is adjoining to property owned or operated by the Coppin State University, Baltimore, Maryland.
- B. A copy of the concurrent jurisdiction agreement accompanies this directive.
  - 1. The attached copy of the agreement is for informational purposes only and is not suitable for introduction as evidence in court or administrative cases.
  - 2. Certified, true test copies of the agreement may be requested for introduction as evidence in court or administrative cases.

### 2.4120.20 LIMITATIONS

- A. The concurrent jurisdictional agreement places limitations on the authority of officers of this agency when responding to and handling of certain specified incidents.
- B. In certain incidents, officers from this agency may not exercise police powers unless an apprehension can be made as the result of fresh pursuit, incident to fresh pursuit, or at/on the scene of an offense. These incidents are:
  - 1. Part I offenses established by FBI Uniform Crime Report (UCR) definitions;
  - 2. All deaths, including those occurring as the result of motor vehicle accidents;
  - 3. All cases of suspected child abuse; and
- C. Part I offenses established by FBI UCR definitions are:
  - 1. Criminal homicide;
  - 2. Forcible rape;
  - 3. Robbery
  - 4. Aggravated assault;
  - 5. Burglary;
  - 6. Theft (excepting motor vehicle theft);
  - 7. Motor vehicle theft; and
  - 8. Arson.

### 2.4120.30 OPERATIONAL DETAILS

- A. The Baltimore Police Department (BPD) shall continue to assume full and complete responsibility for the preliminary investigation and follow-up in cases of homicide (including suicide and sudden death) and rape. They shall assume full and complete responsibility for preliminary investigation and follow-up for cases of robbery, aggravated assault and other Part 1 offenses that necessitate an ongoing investigation. The Coppin State University Police Department (CSUPD) shall assume responsibility for preliminary investigation and follow-up for Part II offenses, and reserves the right to seek assistance from the BPD when investigating Part 1 offenses.
- B. The BPD remains the lead agency relative to any emergency situation that may arise. The Coppin State University Police Department shall provide assistance consistent with adequate staffing levels.
- C. The BPD shall continue to investigate all pedestrian and vehicular crashes. The CSUPD shall ensure free access to and egress from university property, and shall issue moving violations or parking citations when deemed appropriate.
- D. Persons arrested by the CSUPD shall be transported, and processed at Baltimore's Central Booking and Intake Facility (CBIF). The processing of prisoners shall be in keeping with current practices. CSUPD officers shall be responsible for the proper preparation of all charging documents. Once detained at CBIF, any personal property of the arrestee becomes the responsibility Central Booking personnel.
- E. Arrestees of the CSUPD requiring medical attention or mental evaluation prior to the booking process shall be transported to a medical facility by the Coppin State University Police, and if required, shall be guarded by the Coppin State University Police until released.
- F. Arrestees of the CSUPD detained in CBIF that subsequently requires medical attention or mental evaluation shall be the responsibility of CBIF.
- G. The CSUPD may submit suspected controlled dangerous substance related evidence (discarded or recovered), weapons related evidence (discarded or recovered), any criminal tool related evidence, and US coin and/or currency related evidence to the Baltimore Police Department Ev-



idence Control Section for processing and pre-trial storage. All submissions shall be in accordance with BPD policies, procedures, and guidelines.

- H. Both BPD officers and CSUPD officers shall appear in court for any matter resulting from their joint police action. When necessary, officers from either agency shall appear in court as a witness.
- I. The CSUPD shall obtain and execute warrants necessary to discharge their official duties within the area of concurrent jurisdiction. Warrants for service outside the area of concurrent jurisdiction shall be submitted to the appropriate police agency for service. Any warrants originating with CSUPD that were not served shall be retained by the CSUPD.
- J. BPD officers in possession of an arrest warrant for any faculty, staff, and student of Coppin State University (CSU) shall, as a courtesy, report to the Police Headquarters located in the Physical Education Complex, 2500 W. North Ave and advise the police supervisor on duty of such service. As an officer safety issue, CSUPD officers shall accompany the BPD officers in order to serve the warrant (s).
- K. The BPD shall provide assistance upon request from the CSUPD relative to search and seizure warrants obtained by the CSUPD for execution either within the area of concurrent jurisdiction or within any area of Baltimore City. As a courtesy, the BPD shall notify the CSUPD of the service of a search and seizure warrant executed within the area of concurrent jurisdiction.
- L. In the event of serious injury or death, the department with the responsibility for investigating the accident or incident shall make the next of kin notification.
- M. The Baltimore Police Department Communications Division shall broadcast descriptions of stolen property, stolen vehicles, wanted persons, and other related matters upon receipt of such information from the Coppin State University Police Department's Police Communication Officer. This notification will be made telephonically.
- N. Currently, CSUPD is in possession of a BPD radio and monitors same for crime/emergency information.
- O. The BPD and CSUPD shall exchange and share access to all reports concerning incidents within

the area of concurrent jurisdiction. The BPD shall provide all statistical information requested by the CSUPD in order for the university to remain in compliance with the federal law known as, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

- P. The Baltimore Police Department Central Records Division shall provide NCIC access and police record information upon request by the Coppin State University Police Department. The CSUPD shall make all requests via the Central Records Division Shift Commander.

**2.4120.40 MAIN CAMPUS PROPERTIES**

(2500 W. North Ave)

Building/Property Name

- Coppin Center Plaza
- Daley Residence Hall
- Dedmond Residence Hall
- Talon Center
- Coppin Academy
- Grace Hill Jacobs Bldg.
- Health and Human Services Bldg.

- James Weldon Johnson Auditorium
- J. Millard Tawes Center
- Percy Julian Science Bldg.
- Miles Connor Administration Bldg.
- Parlett Moore Library
- Quad- Campus Square
- Physical Education Complex

**2.4120.50 OFF CAMPUS SITES**

- Old Lutheran Hospital Site
- Rosemont Elementary School

**2.4120.60 CAMPUS BOUNDARIES**

- NORTH: 2600 block of Gwynns Falls Park way.
- SOUTH: 2700 to 2800 block of Baker Street
- EAST Warwick Ave
- WEST: Railroad tracks.



## 2.4140 OFF DUTY COURT APPEARANCE

### 2.4140.02 Requesting payment for off-duty court or other specified appearances.

- A. Sworn members of the department summoned to court or other specified hearing/meeting on their off-duty time, and in connection with their official duties, shall be compensated at one and one-half (1 ½) times the regular straight rate of pay for a minimum of three (3) hours. An officer required to appear during the morning session and afternoon session of the same case or a different case in the same day, upon presentation of written documentation from the court, *i.e.*, judge, clerk, prosecutor, attorney, etc., shall receive two (2) minimum payments of two (2) hours under this section.
- B. In order to be compensated for off-duty court appearances, members must complete the Off-Duty Court Appearance Form

### 2.4140.04 TIME STAMPING

- A. Most, but not all courts should have a time stamp machine.
- B. Upon arrival at a court with a time stamp machine, members shall stamp the “Off-Duty Appearance Form.”
- C. When the case and/or testimony is completed, or the member has been excused by proper authority, the member shall immediately time stamp the “Off-Duty Appearance Form” and have the appropriate court official certify the time stamp.
- D. If a time stamp machine is not available, members shall present the “Off-Duty Appearance Form” to the Assistant State’s Attorney, who will write-in the starting and ending times, certified by their signature and title.

### 2.4140.06 SLIP FOR EACH COURT APPEARANCE

- A. An officer summonsed to more than one court on the same date is to follow the above protocol for each court attended.
- B. A separate “Off-Duty Appearance Form.” is required for each court attended.

### 2.4140.08 FAILURE TO FOLLOW PROTOCOL

- A. **Members failing to have their Off-Duty Appearance Form properly timed and certified shall forfeit compensation.**
- B. Additionally, and under no circumstances will on-duty members have an Off-Duty Appearance Form certified.

### 2.4104.10 SUBMISSION OF FORMS

- A. Court Appearance slips must be submitted to the Operations Lieutenant, via immediate supervisor, on the same day as the court appearance or explained on reverse side (*i.e.* vacation, travel, etc.)
- B. **Members shall attach their court summons or verification letter to the Off-Duty Appearance Form prior to submitting the form to their supervisor. If there is no summons or letter, a full explanation shall be written on the reverse side of the form.** Facsimiles or other substitutes for a summons are not to be attached.
- C. **Any member arriving for court later than the time specified on the summons must explain lateness on the reverse side of form. Should a member’s late arrival in court be the cause of a dismissal or postponement, they shall be subject to disciplinary action.** An exception to this shall be allowed when a member is directed by the ASA or the Court to appear at a specific time, and in spite of this direction, the case is heard prior to their arrival. In these instances, an explanation must be written on the back of the appearance slip, to include names, titles of person (s) who advised of the time change.
- D. **Case disposition must be written on form 95 and submitted to the Operations Lieutenant.**

### 2.414.12 SUPERVISOR’S RESPONSIBILITY

- A. Supervisory review is critical to the disbursement process. Upon receipt of a completed and certified “Off-Duty Appearance Form”, the immediate supervisor shall:
  - 1. Review court slip and insure a factual explanation of date/time frames reflecting extremely short appearance time.
  - 2. Conflicts in dates between the summons and the court appearance must be explained.



3. Compute the total overtime hours and record as appropriate on the Off-Duty Appearance Form.
  - In determining overtime, supervisors shall consider the officer's normal working shift and record only that number of hours spent in court before or after the regular working shift – only the off-duty hours spent in court.
  - When court appearance time extends beyond an on-duty officer's normal work day, the court appearance time beyond the normal work day shall be paid as regular overtime, provided it meets with the current MOU relative to overtime pay.
  - When summoned to court prior to the start of the officer's shift, Pre-Arranged Duty Assignment Pay, provisions shall prevail – 3-hour minimum at 1 ½ times the regular straight time rate of pay.
  - After thoroughly reviewing the Off-Duty Appearance Form, indicate approval by endorsement and forward to the Operations Lieutenant.

#### 2.414.13 OPERATIONS LIEUTENANT'S RESPONSIBILITY

- A. Upon receipt of a completed, certified, reviewed Off-Duty Appearance Form, the Operations Lieutenant shall review and indicate approval by endorsement.
- B. Ensure the proper marking of the timesheet to reflect the overtime/court pay.

#### 2.414.16 COMPENSATION RATE

- A. The three (3) hour minimum applies to the calendar day and not the number of court appearances as may be on any one day.
  1. If more than one court appearance is made on any one calendar day and the total time spent in court is less than three hours, the minimum three-hour rule shall apply.
  2. If an officer is required to appear during a morning session and again in the afternoon session for the same case or a different case in the same day, the officer shall receive one (1) minimum payment of three (3) hours.
  3. Under no circumstances will compensation begin before the starting time of the court/hearing as stated on the summons/letter.

**Example:** *A member receives a summons to appear in court with a starting time of 0830 hours and stamps the form at 0815 hours. Hours for compensation shall be calculated beginning with 0830 hours.*

#### 2.414.18 ELIGIBLE COURT APPEARANCES

- A. Listed are eligible court appearances:
  - Any Circuit Court in Maryland
  - Any Grand Jury in Maryland
  - Any District Court in Maryland
  - Any Federal Court in Maryland
  - Motor Vehicle Administration (Maryland) Hearing Board
  - CSUPD Trial Board
  - Depositions in connection with official duties
  - Mandated Prosecutory Review
  - Any Administrative hearing

By order of Leonard D. Hamm, Chief of Police



**2.4150 ESCORTS**

**2.4150.02 ESCORT AREAS &TIMES OF OPERATION**

- A. The official CSU policy for escorts begins when the shuttle service ends at 2215 hours.
- B. The CSU Police Department is committed to providing the university community with a safe environment and a published phone number (410-951-3900) for faculty, staff and students to call for an escort.
- C. As a matter of policy, females requesting escorts will be given preference; Escorts provided can be walking or by vehicle.
- D. Escorts will be limited to the University buildings, parking facilities, and the Metro Subway station outside of Mondawmin Mall. Any escorts requested outside the below listed boundary will be made only with the approval of the Shift Commander:

**NORTH:** 2600 block of Gwynns Falls Parkway.

**SOUTH:** 2700 to 2800 block of Baker Street

**EAST:** Warwick Ave

- E. Officers providing escort service will advise communications of:
  - 1. their arrival;
  - 2. the vehicles beginning mileage;
  - 3. their arrival at the escort's destination;
  - 4. the vehicle's ending mileage at the destination.

**2.4150.04 ESCORT REQUESTS**

- A. Escort Requests can be made through the Police Communications Center or directly to an employee.
- B. **Notwithstanding an emergency which prevents an escort, NO ESCORT IS DENIED;**
- C. In the unlikely event an escort cannot be furnished, the supervisor or officer making the decision to decline the service will inform, by e-mail or an administrative report, the Operations Lieutenant. The report must include the date, time and location of the caller and the circumstances surrounding the decision to decline the escort.
- D. Requests for Escort Services will be assigned to available uniformed, police or security officers.
- E. Employees in vehicles are authorized to transport requests in agency vehicles.

**2.4150.20 COMMUNICATIONS' RESPONSIBILITY**

- A. Communications will provide those requesting an escort an estimated time of arrival of the officer and/or any anticipated delays in the response; and
- B. In CAD, document the:
  - 1. time of the request;
  - 2. time of officer's arrival;
  - 3. vehicle's beginning mileage;
  - 4. time of the arrival at the destination;
  - 5. ending mileage at the destination.

**By order of Leonard D. Hamm, Chief of Police**



## 2.4160 CRIMINAL CITATIONS

### 2.4160.02 PROPER ISSUANCE AND HANDLING OF CITATIONS

- A. The Coppin State University Police Department issues citations in lieu of an arrest for certain criminal violations, consistent with law.
- B. There is no collateral or fine to be prepaid. Defendants will be notified of trial dates by the courts or other appropriate authorities.

### 2.4160.04 UTILIZATION OF CRIMINAL CITATIONS

- A. Uniform Criminal Citations may be utilized to charge adults, in lieu of custodial arrests, with criminal violations which carry punishments no greater than 90 days imprisonment or less than \$1,000 or those crimes otherwise specified by statute.

### 2.4160.06 CRITERIA FOR ISSUING CRIMINAL CITATIONS

- A. Violators must live or work in the State of Maryland.
  - 1. Out-of-state university students residing in Maryland **must** use their local or university address.
  - 2. If incidents bringing about charges are near the end of semesters, or during semester breaks, it is the discretion of the issuing officer to determine the probability of violators appearing for trial.
  - 3. Violators refusing to sign citations will be arrested.
- B. Violators must be positively identified. Written proof is not required if verbal proof is reasonable.
- C. Criminal citation will not be used:
  - 1. For violations which carry punishments in excess of 90 days imprisonment or fines greater than \$1,000, unless otherwise specified by statute;
  - 2. For violations of CR 3-904, "Peeping Tom;"
  - 3. For violations of the Transportation Article;
  - 4. For parking violations;
  - 5. When officers are not satisfied that suspects will appear in court;
  - 6. When suspects refuse to sign criminal citations;
  - 7. When suspect cannot be satisfactorily identified;
  - 8. When a suspect is physically arrested;
  - 9. For civil violations; or
  - 10. Juveniles.

D. Criminal citations will be completed by officers consistent with training and directions from the courts.

- 1. White and green copies will be put in the Operations Lieutenant's in basket for review.
  - a. After review, the copies will be forwarded to the Detective Sergeant for submission to the court and file retention.
- 2. Yellow copy is given to defendants.
- 3. Pink copy is retained by the officer.
- 4. The Operations Lieutenant retains a copy of each citation for in agency files.

### 2.4160.08 OFFICER'S RESPONSIBILITY

- A. UPO's of the Coppin State University Police Department may issue a Maryland Uniform Criminal Citation (referred to as "citation") to:
  - 1. An adult individual, 18 years of age or older, **only** under the provisions of laws listed in **UAnnex AU**, providing the officer has probable cause to believe the adult has committed or is committing the specified violation/s.

**NOTE:** A Citation is defined in the Annotated Code of Maryland as a "charging document, other than an indictment, information, or statement of charges, issued to a defendant by a peace officer or other person authorized by law to do so." **Juveniles will not be issued criminal citations. Juveniles will be handled in keeping with established policy.**
  - 2. When observing a violation of the offenses outlined in **UAnnex AU**, advise the adult violator to cease and desist. The citation may be issued if the violator does not heed this advice.
  - 3. When a citation is to be issued, request identification from the violator and perform a warrant check. If the violator does not furnish satisfactory evidence of identity or the officer have reasonable grounds to believe the person charged will disregard a written promise to appear, that person may be arrested.
  - 4. Make appropriate data entries on the citation (**See Annex BU**).
  - 5. Do not accept any monies, checks, etc. for the payment of any fine.
  - 6. Officers **may not** void citations for the following reasons:
    - a. As a result of excuses given by the violator
    - b. At the request of another member of the department



7. If an error is made (i.e. wrong date or location, improper violation, etc.):

- a. Write an Administrative Report and request the citation to be voided, explaining the error. Attach all four copies to the citation.
- b. Issue a new citation and put its number in the report.
- c. Write "VOID REQUESTED" on the citation, with the date and number of the new citation.

8. Obtain a complaint number and write an Administrative Report when the seizure of any evidence is necessary. Attach "pink" copy of the citation to the report.

9. Give the defendant the "yellow" copy of the citation

10. Put the "white" and "green" copies Operation Lieutenant's in basket outside that office.

- a. **On the back of the "white" copy is space to request witnesses.**
- b. **Be absolutely certain witness information is NOT transferred to other copies of the citation form - specifically the defendant's copy.**
- c. **On the back of the "green" copy is space to write your probable cause statement. DO NOT TURN-IN THE "GREEN" COPY WITHOUT FIRST COMPLETING THE PROBABLE CAUSE INFORMATION.**

11. Keep "pink" copy for use in court (unless compiling with #8 above). If so, make and keep a copy for court.

12. All evidence confiscated shall be handled in keeping with established procedures.

B. Citations must be completed and submitted by end of shift. A failure to have citations submitted to the courts within time constraints may result in charges being dropped.

C. When issuing citations:

- 1. Physical, custodial arrests are precluded;
- 2. Fingerprints will not be taken; and
- 3. Defendant's photographs will not be taken without defendant's voluntary consent.

D. Officers charging a CSU student are also required to refer the case to the Office of Vice President for student affairs who is responsible for matters involving student judicial affair.

**2.4160.10 SUPERVISOR'S RESPONSIBILITY**

- A. Sergeants/OIC's shall review issued citations and related reports for accuracy and completeness. Note any discrepancies and notify the issuing officer (s) so they can make the necessary corrections.
- B. The Operations Lieutenant shall review all issued citations and related reports, then forward to the Detective Sergeant.
- C. The Operations Lieutenant will prepare copies for file and the transmittal sheet.
- D. After a careful review, the Operations Lieutenant forwards the "white and "green" copies of each citation and the transmittal sheet to the Court Liaison Officer at 1400 E. North Ave.
- E. Citations to be voided will be separated and submitted on a separate transmittal sheet, clearly marked, "REQUEST TO VOID." The Administrative Report (s) shall accompany the transmittal sheet.
- F. The Operations Lieutenant will also ensure an adequate supply of Criminal Citation Books is on hand.

**SEE NEXT 3 PAGES FOR:**

ANNEX A  
 &  
 ANNEX B

**By order of Leonard D. Hamm, Chief of Police**



**Annex A**

**Section III – 12-00**

**Maryland Uniform Criminal Citation**

1. Urinating/Defecating – City Code Article, Health Code, (HE), Section 5-503..... Did (urinate/defecate) on or about any (public place, way, mall, parking area or shopping center) located at \_\_\_\_\_.
2. Malicious Destruction (less than \$500-MD Annotated Code-Criminal Law Article, Section 6-301 ..... Did willfully and maliciously (destroy, injure, deface, molest) \_\_\_\_\_ (describe) the real property of \_\_\_\_\_ (Owner/lessee/etc.), The amount of the damage having a value of less than \$500.
3. Theft (less than \$1,000)-MD Annotated Code-Criminal Law Article, Section 8-104 (g) (2) .....Did steal \_\_\_\_\_ (property of service) of \_\_\_\_\_ (owner) having a value of less than \$1,000.
4. Loitering-City Code-Art. 19, Section 25-1.....Did unlawfully loiter at \_\_\_\_\_, so as to obstruct the free flow of (vehicular/pedestrian) traffic, in Baltimore City.
5. Loitering for Prostitution-City Code-Art. 19, Section 27-3.....Did loiter at \_\_\_\_\_ for the purpose of prostitution, in Baltimore City.
6. Disorderly Conduct/Disturbing the Public Peace-MD Annotated Code, Criminal Law Article, Section 10-201, .....Did act in a disorderly manner to the disturbance of the public peace at \_\_\_\_\_, OR did profanely swear, curse, and use obscene language upon \_\_\_\_\_ a public street within hearing of persons passing along said street OR.....Did willfully obstruct and hinder the free passage of persons passing along \_\_\_\_\_ (name street).
7. Consuming/Open Container-City Code-Art. 19, Section 13-1, 14-2.....Did (Drink or possess in an open container) any alcoholic beverage in or upon any (street, avenue, alley, lane, sidewalk, park, building or grounds) located at \_\_\_\_\_, a public place.
8. Possession of alcoholic beverage by person under 21 years of age-MD Annotated Code-Criminal Law Article, Section 10-114.....(name), a person under the age of 21, did (possess/have under their control) any alcoholic beverage.
9. Misrepresentation of age to obtain alcoholic beverages from licensed seller-MD Annotated Code-Criminal Law Article, Section 10-113..... Did knowingly and willfully make a representation as to (his/her age/ or /age of another) to \_\_\_\_\_ a person, licensed to sell alcoholic beverages/engaged in the sale of alcoholic beverages, for the purpose of (unlawfully obtaining/procuring/having unlawfully furnished to a person/inducing to unlawfully furnish to a person, an alcoholic beverage.



**Coppin State University Police Department**  
**Manual of Rules and Procedures**  
**CRIMINAL CITATIONS**

Section: 2.4160  
 Effective: July 07, 2013

Annex B  
 Section III-12-00

1. Defendant's name L,F,M
2. Defendant's address
3. Def's city, state @zip
4. Def's D/O/B,height,weight sex,race,hair and eye color
5. date,time and location of violation
6. write in the charge that applies

check off appropriate law  
 write in the art, section

set court location for  
 400 E.North Ave room 7  
 O. Set court date by referring  
 o matrix

1. Defendant;s signature
2. Issuing officer's signature.



UNIFORM CRIMINAL CITATION  
 State of Maryland vs.

992001695753

1 Defendant's (Last) Name First Middle  
 JOHNSON BILLY RAY

2 Current Address In Full  
 1009 HOPE CIR

3 City State Zip Code  
 BALTO MD 21202

4 DOB Height Weight Sex Race Hair Eyes  
 6/7/60 5'11 175 M W BRN BLUE

Related Citations Telephone No. Day: Night:

5 It is formally charged that the above named person on 1 JAN 2003  
 at 7:30 P.M. at 400 W. LEXINGTON ST  
 BALTO (City) County, Maryland

6 did POSSESS IN AN CONTAINER ANY  
 ALCOHOLIC BEVERAGE IN OR ON ANY  
 STREET LOCATED AT 400 W. LEXINGTON ST

7 In violation of:  Md. Ann. Code  COMAR / Agency Code  Common Law of Md.  Ordinance  
 Public Local Law

8 Document/Article Section CJIS Code  
 19 14-2

Penalty:

TO ANSWER THE ABOVE CHARGE LODGED AGAINST YOU:  
 YOU ARE HEREBY SUMMONED AND COMMANDED TO APPEAR FOR TRIAL IN THE DISTRICT COURT OF  
 MARYLAND FOR BALTO (CITY/COUNTY) LOCATED AT  
 1400 E NORTH AVE ROOM 7 MARYLAND  
 10 MON REFER TO MATRIX AT 0830 A.M.  
 WHEN NOTIFIED BY THE COURT.

YOUR FAILURE TO OBEY THIS CITATION MAY RESULT IN THE ISSUANCE OF  
 A WARRANT FOR YOUR ARREST.  
 Any reasonable accommodation for persons with disabilities should be requested by  
 contacting the court prior to the hearing date.

I sign my name as a receipt of a copy of this citation and not as an admission of guilt, I hereby submit to the  
 jurisdiction of the Court and agree to appear when notified.

11 X Defendant's Signature  
 I solemnly affirm under the penalties of perjury that the contents of the foregoing citation are true to the best  
 of my knowledge, information, and belief.

12 Officer's Signature Date Agency Sub-Agency ID No.  
 Bob Smith 1-1-03 JK 6020  
 DC/CR 45 (Rev. 11/98)

COURT COPY

Note: Only issue a criminal citation once your subject has been positively  
 identified and a warrant check has been done.



## 2.4180 DIPLOMATIC IMMUNITY

A primary source document relating to diplomatic immunity is the US Department of State "Guidance for Law Enforcement Officers: Personal Rights and Immunities of Foreign Diplomatic and Consular Personnel." Copies of this document are available to patrol squad commanders and in Communications.

### 2.4180.10 LEVELS OF DIPLOMATIC IMMUNITY

- A. Police officers may intervene to any extent necessary with persons of any level of immunity in circumstances where public safety is in imminent danger or it is apparent that a serious crime may otherwise be committed. This includes the authority for officers to defend themselves and others from personal harm.
- B. Full diplomatic immunity means that those persons, their residences, vehicles, belongings, and papers cannot be searched. They cannot be arrested or detained and are not required to give evidence as witnesses. Those persons with full diplomatic immunity are:
  - 1. Diplomatic agents;
  - 2. Diplomatic mission staff;
  - 3. Administrative and technical mission staff;
  - 4. Spouses of 1 - 3; and
  - 5. Dependent children of 1 - 3, until the age of 21 or 23 if full-time students.
- C. Limited criminal immunity prevents convictions if judges find that criminal acts transpired in the course of official duties. Persons enjoying limited immunity may be detained or arrested, their persons and belongings searched, and they may be required to give evidence as witnesses. Those persons with limited criminal immunity are:
  - 1. Service staff such as chauffeurs, drivers, mission servants, and domestic mission employees; and
  - 2. Consular officers.
- D. Persons who have no criminal or diplomatic immunity are:
  - 1. Families of service staff;
  - 2. Families of consular officers;
  - 3. Consular service staff or their families;
  - 4. Citizens of the United States who are employed by a consulate; and
  - 5. Private servants of any foreign national.

### 2.4180.20 CLAIMS OF DIPLOMATIC IMMUNITY

- A. The burden of proof falls upon those claiming any level of diplomatic immunity to display valid diplomatic credentials.
- B. Claims of diplomatic immunity may be verified by calling appropriate numbers listed under "State Department" in RMS(Report Management System) and CAD(Computer Aided Dispatch).
- C. All incidents involving claims of any level of immunity, whether *bona fide* or not, will be documented in appropriate agency reports and CIS. Copies of reports involving persons with *bona fide* immunity will be forwarded to the United States Department of State by personnel assigned to the Office of the Chief.
- D. Vehicles bearing diplomatic registration plates, or owned by persons with full diplomatic immunity cannot be searched. If it becomes necessary to tow vehicles with diplomatic license plates, officers will first attempt to locate owners/agents and request cooperation in moving same. If unsuccessful, officers will:
  - 1. Have vehicles relocated to a nearby legal parking space;
  - 2. Accept the related towing bill and forward same to Fiscal Services; and
  - 3. Ensure owners/agents or the owners/agents embassies are notified of vehicle locations and reasons for the vehicles being towed.

### 2.4180.30 OTHER FOREIGN NATIONALS

- A. Other foreign nationals not granted criminal immunity are afforded certain rights and privileges under agreements between the United States and certain foreign countries. These individuals are:
  - 1. Families of embassy services staff, or of consular officers;
  - 2. Private servants of diplomatic agents; and
  - 3. All other non-United States citizens, regardless of legal status.
- B. Certain procedures must be adhered to when dealing with foreign nationals.
  - 1. Whenever state or local authorities arrest, imprison, or otherwise detain foreign nationals, such authorities must promptly inform detainees of their right to have their governments informed of their detentions.



2. Notifications are required according to Federal law as a part of the Vienna Convention on Consular Relations; Articles 5, 36, and 37; the Mandatory Notification Provisions; and other international agreements to which the United States is a part.
3. If detainees ask to exercise their right of notification, detaining authorities must inform appropriate foreign consulates or embassies without unnecessary delay and should make written records of such notifications.
4. Consular officers have the right to visit their nationals, to converse and correspond with them, and to arrange for their legal representation. A foreign consular officer may not take such actions on behalf of such persons if those persons being held expressly oppose the actions.
5. Agreements with certain countries require mandatory notifications when their nationals are confined or detained. In these cases, foreign nationals have no choice regarding notifications, and authorities must notify appropriate consulates or embassies without unnecessary delay. Foreign nationals should be advised when their consuls have been notified. Listings of mandatory notifications are maintained in Communications.
6. Officers will determine if an arrestee is a foreign national. If so, the officer will determine the foreign national's country.
  - a. In the absence of other information, the officer may assume this is the country on whose passport or other travel document the foreign national travels.
  - b. Officers should refer to the U.S. State Department booklet on Consular Notification and Access.
  - c. If the foreign national's country is not on the mandatory notification list, the officer will:
    1. Offer, without delay, to notify the foreign national's consular office of the arrest/detention;
    2. If the foreign national asks that consular notification be given, notify the nearest consular officials of the foreign national's country without delay;
  - d. If the foreign national's country is on the list of mandatory notification countries, the officer will:

1. Notify the country's nearest consular officials, without delay, of the arrest/detention.
2. Advise the foreign national that the notification is being performed.
  - e. Officers will use the agency form "Fax sheet for Notifying Consular Officers of Arrest or Detention", and fax the consular office/embassy with the necessary information.
1. The fax sheet will be sent without a cover sheet.
2. The fax sheet will be retained in the officer's case folder and filed by the Operations Lieutenant in the appropriate file cabinet as proof of the notification with all other arrest paperwork.

**By order of Leonard D. Hamm, Chief of Police**



## 2.4200 DOMESTIC VIOLENCE

### 2.4200.02 DOMESTIC VIOLENCE

- A. This directive is adopted from the Model Domestic Violence Policy for the Maryland Law Enforcement Community.
- B. Domestic violence occurs when current or former spouses, or persons with whom they have, or previously had, intimate relationships, commit or attempt to commit:
  - 1. Acts causing physical injury;
  - 2. Acts placing victims in fear of physical injury to self or others;
  - 3. Sexual assaults;
  - 4. Property crimes;
  - 5. Violations of temporary *ex parte* or protective orders; or
  - 6. False imprisonment.
- C. For the purposes of domestic violence, the definition of persons involved in “intimate relationships” have or previously had, regardless of gender or sexual orientation, sexual or emotional relationships and:
  - 1. Are married, separated, or divorced;
  - 2. Live or previously lived together;
  - 3. Had children in common;
  - 4. Date, or previously dated, but do not live, or never lived, together;
  - 5. Are other family members, such as children or parents; or
  - 6. Are individuals living together in a situation in which the relationship is usually not considered intimate, such as in a dormitory or rooming arrangement?

### 2.4200.04 PREFERRED ARREST IN DOMESTIC VIOLENCE CASES

- A. When permitted by law, agency officers should arrest assailants when there is probable cause to believe that crimes of domestic violence have been committed, unless such arrests would be clearly counterproductive.
- B. CP 2-204 provides warrantless arrest authority to officers where probable cause exists to believe that:
  - 1. The person battered is the person’s spouse or other individual with whom the person resides;
  - 2. There is evidence of physical injury; and
  - 3. Unless the person is immediately arrested;
    - a. The person may not be apprehended;

- b. The person may cause injury to the person or damage to the property of one or more persons; or
    - c. The person may tamper with, dispose of, or destroy evidence; and
  - 4. A report to the police was made within 48 hours of the alleged incident.

### 2.4200.06 MUTUAL BATTERY & DUAL ARREST

- A. Dual arrests should be avoided whenever investigations reveal parties acted in self defense.
  - 1. Primary aggressors should be arrested.
  - 2. Parties defending themselves from assaults should not be arrested.
  - 3. Both parties should be arrested if they committed domestic offenses and neither was acting in self defense.
- B. Consistent with CP 2-204, officers developing probable cause to believe that mutual batteries occurred will consider whether one of the parties acted in self-defense.
  - 1. Self defense determinations arise in situations when:
    - a. Persons actually believe they were in immediate and imminent danger of bodily harm;
    - b. The belief was reasonable; and
    - c. Only that amount of force was used and determined reasonably necessary for defense in light of the threatened or actual harm.
  - 2. Officers should consider that the extent of victims’ injuries do not substantiate suspects’ claims of self defense when injuries are severe enough to demonstrate an intent to do great bodily harm and officers have probable cause to believe suspects committed the offenses.
- C. Investigating officers will consider primary aggressor factors in order to determine whether one of the parties’ actions constitute acts of primary aggression.
  - 1. Primary aggression factors include, but are not limited to:
    - a. A history of committing crimes of violence;
    - b. Being a current or past respondent of a temporary *ex parte* or protective order;
    - c. Threatening the other party;
    - d. Carrying out threats; and/or
    - e. Being more capable than the other party of being assaultive.



2. Verbal provocation, outside the definition of “fighting words,” is not cause or justification for assaultive behavior.

#### 2.4200.08 RESPONSE TO DOMESTIC VIOLENCE CALLS

- A. The agency will dispatch officers to all domestic violence calls and assign them the same priority as any other crime of violence according to the degree of danger.
  1. Initial information to be obtained by Communications personnel includes, but is not limited to determining:
    - a. Whether callers are at the same location as the incidents;
    - b. When incident/s occurred;
    - c. If assailant/s are on the scene;
    - d. Descriptions of assailant/s;
    - e. If assailant/s have weapons or where weapons at the scene are located;
    - f. If there are any injuries or sexual assaults;
    - g. If assailant/s are under the influence of drugs or alcohol;
    - h. The number of people, including children, on the scene;
    - i. If officers previously responded to the scene for domestic violence calls before; and
    - j. If civil protective orders have been issued against assailants.
  2. Calls will not be canceled based on the request of callers.
- B. When possible, two officers are to be sent to in-progress or just occurred calls regarding domestic violence.
  1. Supervisors will respond and assist, as necessary or prudent, in determining the levels of police responses to incidents of domestic violence.
  2. Officers will, when practical, await backup when responding to in-progress or just occurred calls of domestic violence.
  3. Officers should comply with victims’ requests to meet at alternate locations if assailants are still at scenes of domestic violence.
  4. Officers will identify themselves upon their arrival, and request permission to enter the premises. If confronted by persons who decline assistance, officers should insist that all others present at the premises come to the door to determine whether domestic violence has occurred.

5. Officers should enter residences only when invited and when significant opposition to the invitation is not displayed. If officers’ presence antagonizes assailants, officers should employ non-confrontational methods to assist abused parties.
6. Forcible entries into residences may be made in order to:
  - a. Suppress affrays which are heard from the outside; or
  - b. Remove children believed by officers to be in immediate danger.
7. Officers will not forcibly enter residences merely to obtain complainants’ clothing or personal items.

#### 2.4200.10 INVESTIGATING INCIDENTS OF DOMESTIC VIOLENCE

- A. See also **2.3080 Preliminary Investigations**.
- B. Evidentiary duties and responsibilities of officers investigating incidents of domestic violence include, but are not limited to:
  1. Ensuring audio tapes of related phone calls and radio conversations are retained for potential use as evidence;
  2. Ensuring photographs are taken of crime scenes, any initial injuries, and any injuries one to three days post incident;
  3. Documenting “excited utterances” made in the presence of officers; and
  4. Interviewing all victims and witnesses, including children.
- C. Officers will remove firearms from scenes of domestic violence consistent with the provisions of FL 4-511.
- D. Arrests will be made as applicable.
  1. Arrests will be made for violations of temporary *ex parte* or protective orders consistent with FL 4-509.
  2. When probable cause exists, but on-scene arrests cannot be made because assailants are not on-scene or the law does not authorize warrantless arrests, officers will:
    - a. Actively assist victims in obtaining charging documents; or
    - b. Apply for charging documents themselves when victims would best be served by this action or are physically incapacitated.
  5. Investigating officers will ensure look-outs are broadcast and active searches for assailants are



conducted when assailants are not on-scene and probable cause exists for arrests.

- E. Officers leaving scenes of domestic violence when probable cause does not exist to make arrests will attempt to ensure the environment is safe and the potential for danger is unlikely.
- F. Responding officers are responsible for ensuring the Division of Parole and Probation is notified if arrestees are under the jurisdiction of that agency.

#### 2.4200.12 DOMESTIC STANDBYS

- A. Agency officers will conduct domestic standbys consistent with Family Law (4-502).
- B. Officers will accompany complainants to the family home, as necessary, so complainants may collect their clothing and that of children in their care, personal effects, including medicine and medical devices, regardless of who paid, required for the immediate needs of complainants or their children.
  - 1. Victims whose names appear on leases have the right to enter the premises to collect their effects.
  - 2. Victims whose names do not appear on leases do not have the right to enter the premises and responding officers do not have the authority to forcibly enter the premises. In such cases, officers will:
    - a. Suggest that complainants petition the courts for protection orders;
    - b. Seek other legal means to enable complainants to obtain their property; or
    - c. Refer complainants to local domestic violence service providers for assistance.

#### 2.4200.14 CIVIL PROTECTIVE ORDERS

- A. Family Law, Title 4, Subtitle 5 requires officers to serve temporary *ex parte* orders and protective orders on respondents.
- B. Temporary *ex parte* orders are effective when served by a law enforcement officer and remain in effect for seven days, but can be extended for up to 6 months to effect service.
- C. The service of civil protective orders is primarily the function of sheriffs' offices, but police agencies may also be called upon to serve the orders.
- D. Protective orders may be issued only after temporary *ex parte* orders are issued and are effective for 12 months, but may be extended by the courts an additional six months. Under certain circumstances,

a judge may issue a final protective order for up to 2 years.

- E. Civil protective orders must be served before enforcement actions can be taken.
- F. If civil protective orders have been filed, but not served, and subjects named in the orders are present, Baltimore Sheriff's Office will be requested to respond and serve the orders. Officers will advise the subjects that civil protective orders have been filed and request that subjects standby to be served by deputy sheriffs. Officers will not detain persons who decline to wait for service of the orders.
- G. Officers are required to arrest, with or without warrants, respondents who violate civil protective orders by not:
  - 1. Refraining from abusing or threatening the petitioners;
  - 2. Refraining from contacting, attempting to contact, or harassing the petitioners;
  - 3. Refraining from entering the petitioner's residence, which includes the yard, grounds, out-buildings, and common areas surrounding the area;
  - 4. Vacating the residence and awarding temporary use and possession of the home to petitioners; or
  - 5. Staying away from petitioners' or other family members' places of employment, school, or temporary residences.
- H. Officers are mandated to arrest, with or without warrants, persons whom officers have probable cause to believe are in violation of civil protective orders issued by courts of other states or Indian tribes, and are in effect at the time of violations
  - 1. Out of state or Indian tribe protective orders will be enforced if the persons seeking assistance of officers:
    - a. Have filed copies of authenticated orders with the district or circuit court; or
    - b. Display or present to officers copies of out-of-state authenticated orders.
  - 2. Violators of out of state or Indian tribe protective orders will be arrested if they violate provisions of the protective orders by abusing, threatening, contacting or harassing the victims, or if they violate provisions requiring them to stay away from victims' homes, workplaces, school, or families.
  - 3. Officers having doubts about the authenticity of printed out of state or Indian tribe protective orders will attempt to contact a district or circuit clerk or judge for assistance.



- I. When told of the existence of civil protective orders, but no documents are presented, officers will ensure METERS queries are conducted and any resulting information verified through originating agencies before taking any service or enforcement actions.
    - 1. If verified, officers will make arrests for any violations of arrestable conditions.
    - 2. If not verified, officers will not take action based on the possibility of civil protective orders.
  - J. The terms and conditions of civil protective orders can only be modified or rescinded by the issuing courts.
  - K. Respondents of protective orders are prohibited from making straw purchases of regulated firearms or possessing regulated firearms.
  - L. The service weapons or any authorized off-duty firearms of law enforcement officers who have jurisdiction in Maryland and who are respondents to protective orders will be removed from the officers during time periods protective orders are in effect.
- 6. Provide transportation to safe locations or locations where they can obtain assistance when:
    - a. Officers believe victims will be best served by providing this service; and
    - b. Victims have no reasonable means of transportation.
  - D. When assailants are on the scene, and officers assess that domestic violence likely occurred in the household, officers will, as necessary and proper:
    - 1. Carry out steps established in C;
    - 2. Assess situational lethality, advise victims of assessments, and encourage victims to leave if officers believe there will be any threats to victims' safety when officers leave;
    - 3. Stand-by to ensure the safety of victims as they gather clothing and personal effects if they decide to leave; and/or
    - 4. Advise assailants:
      - a. That pursuit of victims could constitute violations of the stalking statute;
      - b. That domestic violence exists in the relationship and such conduct is criminal; and
      - c. To seek help from local service providers before other incidents occur.

#### 2.4200.16 VICTIM ASSISTANCE

- A. Investigating officers will ensure domestic violence victims are:
    - 1. Presented and explained their rights as contained in **Crime Victim and Witnesses: Your Rights and Services** brochures and the agency's supplemental listing of local victim / witness resources consistent with CP 11-104, CP 11-1002; and
    - 2. Advised how to obtain report copies consistent with CP 11-1002.
  - B. Officers will take reasonable and prudent actions with the intent of ensuring the peace, protecting and assisting the parties, and providing information about services that are available to people involved in non-criminal domestic disputes.
  - C. Officers will, as necessary and proper:
    - 1. Assist victims in contacting local service providers;
    - 2. Inform victims of the civil protective order process, including Commissioner locations;
    - 3. Review procedures with victims intended to assist in ensuring their immediate safety;
    - 4. Encourage victims to leave if they or officers believe situations are unsafe;
    - 5. Ensure victims are safe when officers leave and know how to call police if assailants return; and/or
- E. When assailants are arrested for crimes of domestic violence, officers will, as necessary and proper:
    - 1. Obtain medical attention;
    - 2. Assist victims in contacting local service providers;
    - 3. Inform victims of the civil protective order process;
    - 4. Explain the bail process to victims and the likelihood that assailants may be released from custody in short periods of time; and
    - 5. Encourage victims to find safe locations away from home.

#### 2.4200.18 CASES INVOLVING MEMEBERS OF THE CRIMINAL JUSTICE SYSTEM

- A. Supervisory or administrative ranked officers will:
  - 1. Respond to, and take charge of, scenes of domestic violence involving members of criminal justice agencies; and
  - 2. Ensure respective criminal justice agencies are informed if their personnel are involved as assailants in domestic violence incidents.
- B. Issued service weapons confiscated from law enforcement officers, but not held for evidence, will be returned to issuing agencies.



## **2.4200.20 REPORTING REQUIREMENTS**

- A. Officers will complete agency reports for all domestic violence related incidents, both criminal and non-criminal. Information to be included in domestic violence related reports includes, but is not limited to:
1. Any injuries;
  2. Locations of assailants;
  3. The names and relationships of all parties involved;
  4. Use and locations of weapons;
  5. Presence of any children;
  6. Nature of threats or disturbances;
  7. Other persons at the scenes;
  8. Presence, use, or involvement of drugs, alcohol, or presence of mental illness;
  9. History of past police responses to locations or involvement of individuals;
  10. Explanations as to why arrests were or were not made; and
  11. Descriptions of the specific actions taken to ensure the safety of victims.
- B. Officers will complete incident/crime reports, when crimes of domestic violence have occurred.
- C. Information contained in domestic violence or domestic incident reports that cannot be released to persons other than authorized law enforcement officers or officers of the court for the conduct of official business are:
1. Sites of, and any revealing information about, the temporary relocation of victims away from their residences; and
  2. The names, addresses, and phone numbers, of witnesses, as well as statements they made concerning domestic incidents.
  3. The information is also to be entered into the UCR.

**By order of Leonard D. Hamm, Chief of Police**



## 2.4210 CRISIS INTERVENTION

In an effort to maintain the emotional and psychological health of agency personnel who are exposed to traumatic events in the course of their duties, the agency will conduct appropriate crisis interventions for those personnel so affected.

### 2.4210.02 INTERVENTION

- A. Appropriate crisis interventions shall occur for:
  - 1. police officers who have utilized deadly force and on-duty personnel affected by the event;
  - 2. agency personnel who have been affected by the death or serious injury of an agency employee;
  - 3. agency personnel who in the course of their duties had either direct or indirect contact with victims of serious dismemberment or death to include: natural death, homicide, suicide, or fatal injuries from accidents; and
  - 4. agency personnel affected by other traumatic events including, but not limited to: natural and manmade disasters, active shooters, and terrorist attacks.
- B. The Director of Threat and Risk Management is designated as the Crisis Intervention Coordinator for all agency crisis interventions, and will be responsible for coordinating and/or conducting critical incident stress defusing, debriefings, or crisis management briefings.
- C. The Crisis Intervention Coordinator shall remain current in Critical Incident Stress Management and protocols.
- D. The Crisis Intervention Coordinator, as appropriate, may request assistance from the EAP (Employee Assistance Program 800-765-3277), Chaplains, or other mental health professionals trained to conduct crisis interventions.
- E. Appropriately trained agency personnel or volunteers may assist as peer support persons in defusing and debriefings as requested by the agency Crisis Intervention Coordinator or his/her designee.
- F. Determination as to whether a crisis intervention is mandatory will be decided by the Crisis Intervention Coordinator in consultation with the supervisor(s) of affected personnel.
- G. The on-duty supervisor shall notify the Crisis Intervention Coordinator as soon as practical, but no later than the end of the tour of duty, of any traumatic incidents occurring during the tour of duty so

that a determination may be made regarding the appropriate response.

- H. Defusing is generally the preferred intervention as it is conducted within the same tour of duty and requires less logistical support.
- I. For incidents in which a defusing is not possible or practical, the Crisis Intervention Coordinator will arrange for a debriefing of affected personnel to be conducted within one week following the incident.
- J. In order to foster an atmosphere of trust and transparency, crisis interventions are conducted with sensitivity. Anything shared or which occurs in the context of a defusing or debriefing is confidential and is not to be communicated in any manner outside of the intervention.
- K. The Crisis Intervention Coordinator may opt for conducting a Crisis Management Briefing for large scale traumatic events that may affect large segments of the university community.
  - 1. This briefing will be coordinated through HR.
- L. Personnel requiring additional follow-up care, or supervisors of such personnel, should contact the Crisis Intervention Coordinator for referral to outside resources.

**By order of Leonard D. Hamm, Chief of Police**



## 2.4220 EMERGENCY PSYCHIATRIC EVALUATIONS

### 2.4220.02 BACKGROUND INFORMATION

- A. A person suffering from a mental disorder and is a danger to themselves or others needs to be evaluated by competent medical personnel.
- B. A Petition for Emergency Evaluation of an individual may be made if the petitioner has reasons to believe that the individual has a mental disorder and the individual presents a danger to the life or safety of the individual or to others. In most cases the Petition for Emergency Evaluation may be obtained before the person to be evaluated (evaluee) is presented to medical personnel.

### 2.422.04 THE PETITION PROCESS

- A. Peace officers and designated medical professionals, however, may base their petition on personal observations.
- B. Peace officers need only observe the evaluee, and not the dangerous behavior.
- C. Other information obtained (by the peace officer) may be pertinent to the factors giving rise to the petition, such as credible and reliable reports of evaluee's dangerous behavior by family members or interested persons, evaluee's history of serious psychiatric disorders, property that had been destroyed, or violent actions.
- D. A Petition for Emergency Evaluation may be made by:
  - A physician, psychologist, clinical social worker, licensed clinical professional counselor, or health officer or designee, who has examined the individual,
  - A peace officer who has personally observed the individual or the individual's behavior.
  - Any other interested person.
  - A court which may order an emergency evaluation of an individual who has been arrested.

**NOTE:** *An individual 16 years of age and older may apply for voluntary admission. A parent or guardian of a minor under 16 years of age may apply for admission of that minor.*

### 2.4220.06 LIABILITY

- A. A peace officer who, in good faith and with reasonable grounds, acts as a custodian of an emergency evaluee is not liable civilly or criminally for submitting or completing the petition.
- B. Due to the nature of the situation, a **Petition for Emergency Evaluation should be served as soon as possible, and every effort should be made to locate the evaluee.**
- C. Petitions signed by judges are valid for five days from the date a petition is signed. There are no expiration dates when petitions are signed by physicians, psychologists, clinical social workers, health officers, or *peace officers*.
- D. Officers may take persons into custody and petition for emergency psychiatric evaluations consistent with HG 10-622(a) when:
  1. They have personally observed subject persons or any other information is obtained that is pertinent to the factors giving rise to the petition;
  2. They have probable cause to believe that subject persons have a mental disorder; and
  3. **The individual presents a danger to the life or safety of themselves or others.**
- E. Officers may also take persons into custody for emergency evaluations if they have petitions for evaluation that:
  1. Have been endorsed by judges within the last five days; or
  2. Have been signed by physicians, psychologists, clinical social workers, health officers, or other *peace officers*.
- F. Officers taking evaluees into custody will do so in the same manner as detainees per the Arrest Procedures Directive.
- G. Staff at a facility may request officers remain to assist with evaluees. HG 10-624(a)(4) requires physicians to examine evaluees as promptly as possible if officers are required to remain.
  1. Officers must immediately notify their shift supervisor/OIC when requested to assist with evaluees.
  2. Officers will remain and assist only as long as necessary and prudent.

### 2.4220.08 APPROVED PSYCHIATRIC FACILITIES

- A. Officers will take emergency evaluees to the nearest emergency facility. The certified Emergency Psy-



chiatric facilities, in order of their distance from the university are:

1. Maryland General Hospital, 827 Linden Ave.
  2. University of Maryland Hospital, 22 S. Greene St.
  3. Union Memorial Hospital, 201 E. University Pky.
  4. Johns Hopkins Hospital, 600 N. Wolfe St.
  5. Bon Secours Hospital, 200 W. Baltimore St.
  6. Johns Hopkins Bayview, 4940 Eastern Ave
  7. Sinai Hospital, 2401 Belvedere Ave.
  8. Good Samaritan, 5601 Loch Raven Blvd.
  9. GBMC, 6701 N. Charles St.
  10. St. Agnes Hospital, 900 Caton Ave.
- B. The listed hospitals have been exempted from receiving and evaluating patients under emergency petitions:
1. Harbor Hospital Center
  2. Homewood Hospital Center
  3. Kernan Hospital
  4. Lutheran Hospital
  5. Mercy Medical Center
  6. Mt. Washington Pediatric Center

#### 2.4220.10 POLICE OFFICERS AS PETITIONERS

- A. When an officer observes an individual who is possibly suffering from a mental disorder and the individual presents a danger to the life or safety of themselves or others: Request back-up unit(s) and the shift supervisor/OIC to respond.
- B. Take the evaluatee into custody with sufficient police units. Request assistance of Baltimore Police if deemed necessary.
- C. Immediately transport the evaluatee in a BPD wagon. If unavailable then in a prisoner transport vehicle, belted in the seat to the closest Designated Psychiatric Emergency Facility (above – 2.422.08) in keeping with this Order.
- D. Complete a Petition for Emergency Evaluation, an Additional Certification by Peace Officer form, and a Miscellaneous Incident Report. If the evaluatee is a juvenile, a Juvenile Custody Report must accompany the other reports (and may require assistance of Baltimore Police in obtaining a Y number and preparing a custody report).
- E. The narrative sections of the Petition for Emergency Evaluation and the Miscellaneous Incident Report should include:

- The totality of the circumstances which caused the issuance of the Petition for Emergency Evaluation.
- Why you believe the evaluatee is suffering from a mental disorder and why you believe the evaluatee is a danger to the life or safety of the individual or to others.
- Any symptoms of mental disorder and/or dangerous behavior you have observed, and statements made by the
- evaluatee that you personally heard.
- Any information reported to you by a credible witness pertaining to the evaluatee's symptoms or history of mental disorder and/or dangerous behavior, and statements made by the evaluatee and heard by the witness/interested person.
- Any previous history of mental disorder and/or psychiatric hospitalization or treatment that has become a part of your knowledge.

**NOTE: The standard for determining a mental disorder is a lay petitioner's standard, which is "A clear disturbance in the mental functioning of another individual" (§10-620, Health General Article, Annotated Code of Maryland). Mental retardation alone is not included in the definition of mental disorder. However, an individual may be mentally retarded and suffer from a mental disorder.**

- F. When advised by an interested person that an individual has a mental disorder and the individual presents a danger to the life or safety of the individual or others, and you observe the individual.
- G. Request the individual to be evaluated and submit to a voluntary evaluation. If the individual agrees, transport the individual to be evaluated to the nearest designated medical facility in keeping with this Order.
- H. If the individual to be evaluated refuses to voluntarily submit to the evaluation and you are made aware of the individual's clear disturbance in mental functioning, then act as the petitioner and follow the procedures explained above for a Petition for Emergency Evaluation.

NOTE: When acting as the petitioner, members are reminded to consider the totality of the circumstances to include the reasonable accuracy and truthfulness of the interested person, as well as physical evidence, ad-



ditional witnesses, and personal observations of the evaluatee to support the sufficiency of the petition.

- I. When an interested person (petitioner) has reason to believe that an evaluatee has a mental disorder and the evaluatee presents a danger to the life or safety of the individual or others, and the evaluatee has left the scene prior to your arrival, you shall refer and/or transport the petitioner:
- During normal business hours;
  - If the evaluatee is an adult, to the Court Clerk's Office in (Wabash) Eastside, or Circuit Court Buildings, where the petitioner may fill out a Petition for Emergency Evaluation and present it to a judge.
  - If the evaluatee is a juvenile, to the Juvenile Court Clerk's Office, 300 N. Gay Street.
  - When outside normal business hours, to the Court Commissioner's Office.

**NOTE: If the judge refuses to sign the petition, no further action shall be taken.**

- J. When a physician, psychologist, clinical social worker, licensed clinical professional counselor, or health officer or designee, provides a Petition for Emergency Evaluation (which they have signed) for service within Baltimore City, you shall explain to the petitioner:
- The serious nature of the petition; and
  - The meaning, and content of the petition,
- K. If the location of the evaluatee is outside of Baltimore City, advise the petitioner to contact the appropriate jurisdiction for service of the petition. NOTE: A judge's signature is not required when the Emergency Petition has been endorsed by the above mental health professionals.
- L. When the petition is endorsed by the court:
- Ensure that the Petition for Emergency Evaluation has been signed by a judge within the last five (5) days,
  - After service of the Petition for Emergency Evaluation, complete the "Return of Service by Peace Officer" forms and give it to the shift supervisor/OIC along with other requisite reports.

#### 2.4220.12 DUTIES OF POLICE

- A. The duties of officers acting as petitioners include, but are not limited to:

1. Ensuring Emergency Psychiatric Facilities (EPF) are notified;
2. Transporting evaluatees to the closest designated EPF;
3. Consulting with EPF staff and completing petitions;
4. Remaining with evaluatees until care and custody is assumed by EPF;
5. Completing agency required reports; and
6. Submitting a copy of all petitions to the Administrative Assistant for filing.

#### 2.4220.14 PHYSICIANS, HEALTH PROFESSIONALS AS PETITIONERS

- A. HG 10-624(a)(ii) obligates officers attempt to serve petitions authorized by physicians, certified psychologists, clinical social workers, county health officers or designees who sign Petitions for Emergency Evaluation.
- B. If petitions are completed by physicians, health officers, clinical social workers, or certified psychologists, the officer will:
- If on-view, advise the Communications Center of the situation.
  - Request back-up unit(s), the shift supervisor/OIC, and, if needed, additional units from the Baltimore Police Department.
  - Respond promptly to the location of the evaluatee with the Petition for Emergency Evaluation.
  - Take the evaluatee into custody, and have them transported to the closest "Designated Psychiatric Emergency Facility" or to the medical facility as directed by the signing physician or health officer.
  - When the evaluatee cannot be located during your shift, complete an Administrative Report, Form 95, requesting the Shift Commander of the next shift to attempt service of the Petition for Emergency Evaluation.
    - Attach the Administrative Report to the Petition for Emergency Evaluation. Continue this process until the Petition for Emergency Evaluation is served or expires.
  - When an evaluatee is in custody, ensure that they are transported, along with any appropriate medications.



- When custody of the evaluatee has been assumed by the emergency medical facility, the officer is no longer responsible for the evaluatee.
- Should a physician request your assistance because the evaluatee is violent, contact the shift supervisor/OIC who will determine the need for assistance. If you are required to stay, the law requires that the physician examine the evaluatee as promptly as possible.
- Prepare a Petition for Emergency Evaluation package to include the following items:
  - Photocopy of the signed Petition for Emergency Evaluation, the Miscellaneous Incident Report and any other documents generated as a result of the issuance of the Petition for Emergency Evaluation.

C. Officers will also:

1. Ensure petitions are completed and signed;
2. Take reasonable and prudent steps to serve petitions;
3. Complete mandatory agency reports; and
4. Submit a copy of each petition to the Operations Lieutenant.

D. Officers are under no obligation to serve as petitioners when physicians, health officers, or certified psychologists do not, or will not, complete petitions for persons they believe should be evaluated at EPF. In such situations, officers:

1. May offer eligible persons opportunities to seek voluntary admissions;
2. Will notify their shift supervisor/OIC if eligible persons refuse to seek voluntary admissions; or
3. Serve as petitioners if they personally develop sufficient information to do so.

#### **2.4220.16 VOLUNTARY ADMISSIONS**

A. Consistent with HG 10-609, individuals 16 years old or older may apply for voluntary admissions to EPF's provided:

1. They have mental disorders;
2. The mental disorders are susceptible to care or treatment;
3. They understand the nature of requests for admission;
4. They are able to give continuous treatment, to include retention by an EPF; and
5. They are able to ask for their release.

B. When practical, officers may present the option of voluntary admission to potential evaluatees. However, officers will become petitioners when:

1. They have personally observed the subject or any other information is obtained that is pertinent to the factors giving rise to the petition;
2. They have probable cause to believe that subject has mental disorders; and
3. The individual presents a danger to the life or safety of themselves or others.

C. Officers will attempt to arrange transportation to appropriate EPF for persons who voluntarily request to be admitted. Officers may conduct transports if other means are not available or are impractical.

#### **2.422.18 ADMISSION AUTHORIZED/DENIED**

A. If evaluatees are admitted, officers will:

1. Obtain a copy of each petition submitted; and
2. Leave evaluatees and petitions at Emergency Psychiatric Facilities;

B. If evaluatees are not accepted for evaluation at the closest designated EPF, officers will obtain reasons for refusals and names of officials so refusing.

C. Officers will not transport certified evaluatees from one EPF to any other facility.

D. If EPF physicians decline to certify evaluatees for admission, officers may, upon request of evaluatees, return them to locations of initial contact or locations near the agency's primary jurisdiction close to where initial contacts were made.

#### **2.4220.20 TRANSPORT TO NON-DESIGNATED HOSPITALS**

When the fire department, for medical reasons, transports evaluatees to facilities which are not designated EPF, officers will:

A. Await evaluatee's release and take them to the nearest designated EPS facility, if it is determined that evaluatees will be treated and released within a reasonable time;

B. Notify interested persons, such as family members, complainants, or others, if it is determined that evaluatees will be admitted and kept for medical reasons;

C. Notify supervisors of hospital emergency rooms that it is believed that evaluatees are in need of emergency evaluations based on facts known to officers; and



D. Note in agency reports the names, addresses, and telephone numbers of each person notified, including the emergency room staff members.

#### 2.4220.22 INCIDENT REPORTS

- A. Officers will complete incident reports whenever petitions are served or attempted to be served.
- B. Information contained in reports must include, but is not limited to:
  - 1. Circumstances of the incidents;
  - 2. Description of evaluatee's behavior that lead to them being taken into custody;
  - 3. Identities of evaluating physicians;
  - 4. Names of facilities from which the person were released or accepted; and
  - 5. If applicable, addresses where evaluatees were returned to.

#### 2.422.24 ESCAPED MENTAL PATIENTS

- A. Mental patients who have been criminally charged and committed by courts of competent jurisdiction, and subsequently escape from confinement, may be arrested and charged with escape.
- B. Civilly or voluntarily committed patients who leave institutions without authorization are not subject to police detention unless they are detained for criminal violations.
- C. Escapees who were confined to facilities of the Department of Health and Mental Hygiene pursuant to commitments to determine competency to stand trial or criminal responsibility are subject to arrest.
- D. Juveniles who escape after being committed by the court to hospitals or mental health institutions are considered to be runaways and may be taken into custody for return to appropriate locations.

#### 2.422.26 ARREST OF MENTALLY DISTURBED SUBJECTS

- A. If evaluatees are also under arrest for criminal charges, officers will transport them to the nearest designated EPS facility and will remain with evaluatees until petitions have been acted upon.
- B. Evaluatees who are not committed will be transported to the Central Booking for processing of the criminal charges.
- C. If evaluatees are involuntarily committed, and officers wish to pursue criminal charges, officers will:

- 1. Apply for charging documents for the criminal acts; and
- 2. If warrants are issued, obtain detainers from commissioners. Detainers will be sent to facilities holding the individuals.

#### 2.422.28 GUIDELINES FOR RECOGNITION OF PERSON SUFFERING FROM MENTAL ILLNESS

- A. Mental illness can be defined as any of various conditions characterized by impairment of an individual's normal cognitive, emotional, or behavioral functioning, and caused by social, psychological, biochemical, genetic, or other factors, such as infection or head trauma.
- B. Employees should be alert to symptoms common to mental illness.
- C. Although symptoms of mental illness may vary, all mentally ill persons have thoughts, feelings, or behavioral characteristics which result in an inability to cope with the ordinary demands of life.
- D. While a single symptom or isolated event does not necessarily indicate mental illness, professional help should be sought if symptoms persist or worsen.
- E. Common symptoms of mental illness can include:
  - 1. **Social Withdrawal** such as:
    - sitting and doing nothing;
    - withdrawal from family and/or friends;
    - dropping out of activities;
    - decline in academic or athletic performance.
  - 2. **Depression** such as:
    - Loss of interest in activities;
    - Expression of hopelessness or helplessness;
    - Changes in appetite or weight gain/loss;
    - Behaviors unrelated to events or circumstances;
    - Excessive fatigue and sleepiness or inability to sleep;
    - Pessimism;
    - Thinking or talking about suicide
  - 3. **Thought disorders** such as:
    - Inability to concentrate or cope with minor problems;
    - Irrational statements;
    - Poor reasoning, memory and judgment;
    - Expressing thoughts of greatness or ideas of being harassed or threatened;
    - Peculiar use of words or language structure;
    - Excessive fear or suspiciousness.



4. **Expression of feelings** such as:
  - Hostility;
  - Indifference;
  - Inability to cry or excessive crying;
  - Inability to express joy;
  - Inappropriate laughter;
  - Nonverbal expressions of sadness or grief.
5. **Behavior** such as:
  - Hyperactivity or inactivity;
  - Deterioration in personal hygiene and appearance;
  - Involvement in automobile accidents;
  - Drug or alcohol abuse;
  - Forgetfulness and loss of valuable possessions;
  - Attempts to escape through geographic change, frequent moves or hitchhiking trips;
  - Bizarre behavior;
  - Inappropriate use of household decorations (i.e. aluminum foil covering windows);
  - Accumulation of waste matter or trash;
  - Unusual sensitivity to noises, light, colors, and clothing;
  - Changes in sleeping and eating habits.
6. **Cognitive Impairments** such as:
  - Disorientation in time, place, or person;
  - Confusion, incoherence and extreme paranoia;
  - Inability to find way in familiar setting;
  - Inability to solve familiar problems;
  - Impaired memory for recent events;
  - Inability to wash and feed oneself, urinary or fecal incontinence and/or presence of feces or urine on the floor or walls.

**2.4220.30 PROCEDURES FOR ACCESSING AVAILABLE MENTAL HEALTH RESOURCES**

- A. The Employee Assistance Program (EAP) will provide employees (and their household members) with free, confidential assistance to help with personal or professional problems that may interfere with work or family responsibilities and obligations.
- B. Employees (and their household members) can receive up to four counseling sessions which includes assessment, follow-up and referral services, per person, per problem or episode, per year.
- C. EAP Services are available 24 hours a day, 7 days a week via their toll-free number (800) 765-3277.

**2.4220.32 RESPONSE TO INDIVIDUALS WITH MENTAL ILLNESS**

- A. Persons with mental illness can be easily upset and may engage in tantrums or self-destructive behavior. Minor changes in daily routines may trigger these behaviors.
- B. Frequently, a family member or friend can assist in calming an individual exhibiting unusual behavior as a result of mental or emotional impairment.
- C. The following guidelines should be used when approaching and interacting with individuals who may have mental illness and who may be a crime victim, witness, or suspect:
  1. Speak calmly to the individual;
  2. Use non-threatening body language and keep your hands by your sides if possible;
  3. Eliminate commotion by moving individual to a calm environment if possible;
  4. Keep animals away;
  5. Look for personal identification;
  6. Call the caregiver for advice on calming the individual and ensuring officer safety;
  7. Prepare for a lengthy interaction unless there is an emergency;
  8. Repeat short, direct phrases;
  9. Be attentive to sensory impairments;
  10. Accompany the individual through buildings or neighborhoods to seek visual clues;
  11. Be aware of different forms of communication; and
  12. Maintain a safe distance.
- D. Once sufficient information has been collected about the nature of the situation, and it has been stabilized, there are several options available to the officer, being:
  1. Refer or transport the individual for medical attention if they are injured or abused;
  2. Release the individual with no further action;
  3. Release the individual to a family member, caregiver, or mental health provider;
  4. Refer or transport the individual to a substance abuse center;
  5. Assist in arranging voluntary admission to a mental health facility if requested;
  6. Transport for involuntary Emergency Psychiatric Evaluation; or
  7. Arrest if a crime has been committed.



#### 2.420.34 SUPERVISOR'S RESPONSIBILITY

- A. The shift supervisor/OIC will respond to the location of the Emergency Petition to observe and assist as may be necessary.
- B. At the scene, and when *additional* police assistance is requested by the medical physician/staff, assess the situation and determine if there is such a need.
- C. If the evaluatee is violent, have the member(s) stay at the medical facility until the evaluatee is examined,
- D. Review and forward the Petition for Emergency Evaluation package to your Operations Lieutenant.
- E. Ensure Petitions for Emergency Evaluation issued from the court are assigned to the appropriate member for service, and after being served, the "Return of Service by Peace Officer" is forwarded to the Operation Lieutenant.
- F. When the Petition for Emergency Evaluation is not served during your shift, ensure an Administrative Report, Form 95, is completed requesting the Shift Commander of the next shift to attempt service of the Petition for Emergency Evaluation. Attach the Administrative Report to the Petition for Emergency Evaluation and deliver them to the Shift Commander of the following shift for service.
- G. Ensure the Petition for Emergency Evaluation package is complete and is forwarded to the Operations Lieutenant.
- H. Forward the completed "Return of Service by Peace Officer" to the District Court Clerk at the courthouse where the Petition for Emergency Evaluation originated.

By order of Leonard D. Hamm, Chief of Police

#### 2.4220.36 OPERATIONS LIEUTENANT

- A. Ensure the Petition for Emergency Evaluation package is stored as one entire package and maintained in the CSU's Records area for **42 months**. This time period shall begin on the day the package is received.

#### 2.4220.38 COMMUNICATION OF POLICY

- A. Shift Supervisors shall be responsible for communication of this directive to their subordinates and to ensure compliance.



## 2.4240 EXTRAJURISDICTIONAL AUTHORITY IMPLEMENTATION

### 2.2420.02 EXTRA JURISDICTIONAL AUTHORITY

- A. This directive implements the provisions of CP 2-102 dealing with limited extra jurisdictional authority of police officers.
- B. Officers will comply with the legal requirements mandated in CP 2-102. Officers may exercise extrajurisdictional authority granted in this law only if they are acting in accordance with regulations adopted by this agency to implement the extrajurisdictional authority, and:
  - 1. They are participating in joint investigations with officials from any other state, federal, or local law enforcement agencies at least one of which must have local jurisdiction;
  - 2. They are rendering assistance to other police officers;
  - 3. They are acting at the request of local police officers or State Police Officers; or
  - 4. Emergencies exist.
- C. Emergencies, as defined in CP 2-101, mean sudden or unexpected happenings or unforeseen combinations of circumstances that call for immediate action/s to protect the health, safety, welfare, or property of individuals from actual or threatened harm or from unlawful acts.
- D. Operating under extrajurisdictional authority, officers of this agency:
  - 1. Must not be in a police powers suspended status;
  - 2. Are considered, at all times and for all purposes, on-duty employees of this agency;
  - 3. May serve arrest warrants only in conjunction with the lawful exercise of jurisdiction under this authority;
  - 4. Must, unless circumstances otherwise dictate, be in possession of their badges, agency IDs, and MPCTC certification cards, and issued an authorized firearms;
  - 5. May act in destruction of property incidents only when such incidents could result in injury, great bodily harm, or death;
  - 6. May not use their privately owned vehicles except to protect the officer or others from clear and eminent danger or harm; or
  - 7. May not act under this authority while working within the scope of security type second-

ary employment positions, except if acting at the request of or rendering assistance to other police officers.

- E. There is a duty on behalf of this agency to receive and investigate allegations of misconduct on the part of officers acting pursuant to extrajurisdictional authority.
- G. Nothing in this directive or in statutes related to limited extrajurisdictional authority of police officers alters authority granted to the Coppin State University Police in ED 13-601.
- H. Violations of agency directives do not, and are not intended to, abrogate the legality of any law enforcement action taken pursuant to limited extrajurisdictional authority.

**By order of Leonard D. Hamm, Chief of Police**



## 2.4260 EXTRA JURISDICTIONAL AUTHORITY OPERATIONS

### 2.4260.02 NOTIFICATION GUIDELINES

- A. Officers acting under extra jurisdictional authority will ensure specified police agencies are notified consistent with CP 2-102.
- B. Unless extra jurisdictional actions were made as part of standard duties and responsibilities of task force or joint investigations, agency officers taking extra jurisdictional actions will notify this agency as soon as practical by:
  - 1. Reporting their actions by radio or calling on a recorded phone line;
  - 2. Informing the Police Communication Center (PCC) of the basic facts of the incident; and
  - 3. Requesting the Chief, the Operations Commander and their respective shift supervisor/OIC is notified.
- C. When officers are acting under the extra jurisdictional authority granted for participation in joint investigations, notifications to the Chief and Operating Commander must be made at reasonable times in advance of the exercise of police powers.
  - 1. When advance notice would endanger the life and safety of investigators or compromise the effectiveness of investigations, advance notice times may be abbreviated. In such cases, notification delays must be approved by investigative team supervisors. Notices should then be given to the local jurisdictions at the first reasonable opportunities, as determined by investigative team supervisors.
  - 2. Notices must be given to all jurisdictions wherein investigations will probably occur. In the event investigations occur unexpectedly in jurisdictions for which no advance notice has been given, notices must be given at the first reasonable opportunities.
- D. Officers will request local agencies respond to extra jurisdictional incident scenes when:
  - 1. Arrests are made;
  - 2. There were uses of force;
  - 3. Injuries occurred;
  - 4. Felonies occurred;
  - 5. Victims want to file incident reports;
  - 6. Evidence needs to be collected or processed;
  - 7. Property needs to be recovered or guarded; or
  - 8. There is reason to believe incident scenes will destabilize after officers leave.

- E. Officers will clearly identify themselves by displaying their badges and agency credentials to responding officers. Officers must also be prepared to identify themselves to citizens in the vicinity of extra jurisdictional incidents.

### 2.4260.04 TRANSPORTING ARRESTEES

- A. Officers should request local jurisdictional assistance in transporting and securing arrestees.
  - 1. Officers operating agency vehicles that are equipped to transport prisoners may transport their extra jurisdictional authority arrestees if reasonable and prudent to do so.
  - 2. Officers will transport arrestees to police, court, or processing facilities in the local jurisdictions and not to this agency's Police Headquarters unless approved to do so as part of task force or joint investigation activities.
- B. Except in extreme circumstances, officers will not attempt to transport arrestees in their privately owned vehicles. If necessary to transport arrestees without local jurisdictional support, officers should transport only so far as necessary to obtain adequate assistance.

### 2.4260.06 INVESTIGATIVE AUTHORITY

- A. Officers will offer to transfer case and arrestee custody to local agencies unless:
  - 1. Officers discharged weapons;
  - 2. Persons were injured as the result of officers' actions; or
  - 3. Actions were taken in the course of task force or joint investigations.
- B. If conditions in **A.1** or **A.2** exist, involved officers will ensure the Chief and the Operations Commander are notified to determine if case authority should be transferred to local agencies.
- C. Officers will be guided by directions and obey orders given by on-scene local police officials exercising supervision, command, or control over incidents.
- D. Officers will cooperate and participate in the handling of arrestees in addition to the handling and submission of evidence.
- E. If local agencies accept case and arrestee custody, officers will yield same, cooperate with local police officials, and participate as needed in court or other hearing processes.
- F. If local agencies do not accept case and arrestee custody, or this agency retains investigative authority



ty, agency officers are responsible for complete case investigation, processing, arrestee presentment to commissioners, follow-up, etc. as if the incidents occurred in this agency's primary jurisdiction.

#### **2.4260.08 REPORTING GUIDELINES**

- A. Officers will, as necessitated by case investigative authority decisions:
  - 1. Prepare court documents and complete processes insuring the placement of appropriate charges against arrestees;
  - 2. Cooperate with local jurisdictional officers in preparing and submitting evidence and necessary reports, both criminal and administrative, prior to clearing extra jurisdictional incidents;
  - 3. Obtain copies of local jurisdictional officers' reports and other pertinent documents; and
  - 4. Complete agency incident reports in addition to other applicable reports, forms, and documents, e.g., overtime forms, first report of injury, etc., as required by this agency upon returning to duty or as directed by the Chief or the Operations Commander.
- B. Reporting officers will ensure incident reports contain information that includes, but is not limited to:
  - 1. Descriptions of officers' actions and reasons for exercising extra jurisdictional authority;
  - 2. Listings of the names, addresses, phone numbers, etc. of all known victims, witnesses, suspects;
  - 3. Local agency case numbers;
  - 4. Dates, times, and methods of local agency identifications;
  - 5. Identities of local police officials notified;
  - 6. Descriptions of local agency supporting actions; and
  - 7. Reasons for transferring or retention of investigative authority.

#### **2.4260.10 EXTRA JURISDICTIONAL ARRESTS BY OTHER OFFICERS**

- A. This agency will accept investigative authority of extra jurisdictional authority arrests that occur within our primary jurisdiction unless:
  - 1. Precluded by the directives of the extra jurisdictional officers' agencies;
  - 2. Arrests are illegal; or
  - 3. Extra jurisdictional officers' conduct was improper.

- B. Agency officers will respond to extra jurisdictional incident locations in order to establish command and control and render general assistance.
  - 1. Agency officers are not required to confirm probable cause or examine all case facts before rendering general assistance.
  - 2. Officers will initially rely upon good faith expectations that officers taking extra jurisdictional actions acted properly unless immediate circumstances suggest otherwise.
- C. Case facts and probable cause for extra jurisdictional actions will be confirmed by supervisory or administrative ranked officers prior to transporting arrestees or accepting transfer of investigative authority to this agency.
- D. Agency officers will not transport or accept custody of extra jurisdictional arrestees.
  - 1. Supervisory or administrative ranked officers denying agency support to extra jurisdictional incidents will complete incident reports detailing the facts and circumstances of the extra jurisdictional incident and reasons for denying agency support.

**By order of Leonard D. Hamm, Chief of Police**



## 2.4280 INVESTIGATIVE DETENTIONS / FIELD INTERVIEWS

- A. Investigative detentions will be conducted when officers are able to develop reasonable suspicion that subjects are committing, have committed, or are about to commit crimes.
- B. The scope of activities during investigative detentions must reasonably be related to the circumstances that initially justified the stops.
1. Officers are not required to assume unnecessary risks to their safety when conducting investigative detentions.
  2. **When officer's actions exceed the bounds permitted by reasonable suspicion, a brief detention can become an arrest and all arrests must be supported by probable cause.**
- C. Conditions or circumstances which may lead to the development of reasonable suspicion and justify the conduct of investigative detentions include, but are not limited to:
1. Persons fitting descriptions of suspects wanted for the commission of crimes;
  2. Vehicles fitting descriptions of those used in the commission of crimes;
  3. Persons fleeing and eluding upon sight of officers;
  4. Persons or vehicles are seen leaving areas where crimes have been committed; or
  5. Persons are behaving or maneuvering vehicles in a manner indicating criminal activity.
- D. Officers engaged in investigative detentions should, under most circumstances, avoid levels of force normally associated with arrests, i.e., physical restraint, detention inside police vehicles, the display of weapons, or the use of handcuffs. **However**, factors that could justify the use of especially intrusive means of effecting investigative detentions include, but are not limited to:
1. Suspects are uncooperative or take actions that raise reasonable possibilities of danger or flight;
  2. Officers have information that suspects are currently armed;
  3. Stops that closely follow violent crimes; and
  4. Officers have information that crimes are about to occur that may involve violence.
- E. Uses of force will be reported consistent with **2.8350 Use of Force** and investigated consistent with **2.9000 Complaints and Discipline**.
- F. Investigative detentions will be conducted only for reasonable periods of time.
1. Persons will be detained only for the length of time necessary to obtain identification and/or to confirm or dispel the officer's suspicions of illegal activity.
  2. Investigative detainees will be allowed to leave as soon as interviews are completed unless probable cause is developed and enforcement actions taken.
  3. Interviews will be conducted only at or near initial contact locations and not moved to other locations without consent of the person/s interviewed.
  4. Investigative detainees may exercise their constitutional rights and refuse to answer questions.
    - a. Persons who are investigatively detained within the agency's primary jurisdiction and subsequently refuse to cooperate with investigative detention processes may come under the aegis of laws relating to trespassing contained in ED 26-102, CR 6-402, CR 6-403, and CR 6-409. Otherwise, those persons will be allowed to leave unless probable cause is otherwise developed and enforcement actions are initiated.
    - b. Persons who are investigatively detained outside the agency's primary jurisdiction consistent with 2.412 Concurrent Jurisdiction or 2.426 Extra Jurisdictional Operations and subsequently refuse to cooperate with investigative detention processes will be allowed to leave unless probable cause is developed and enforcement actions are initiated.
- G. **Warning Notices / Field Interview Report**, field interview cards will be completed by officers when the results of their investigative detentions do not result in further enforcement actions being taken or other agency reports being generated.
- H. Photographs of persons stopped for investigative detention purposes may be taken consistent with **2.3260 Field & Pre-Arrest Photography**.
- I. For Trespassers, see **2.4600 Trespassing** for protocols, photographing and the use of the CSU Notice of Trespass.



**Coppin State University Police Department**  
**Manual of Rules and Procedures**  
**INVESTIGATIVE DETENTION/FIELD INTERVIEWS**

Section: 2.4280  
Effective: May 16, 2013

**Note:**

Officers frisking or arresting the detained person for a hand gun violation are required to complete a Stop and Frisk Report and the MSP 97 form, in keeping with **2.4540 Stop Procedures**.

**By order of Leonard D. Hamm, Chief of Police**



## 2.4300 HATE BIAS INCIDENTS & CRIMES

### 2.4300.02 UNIVERSITY POSITION AND INVESTIGATION OF HATE BIAS INCIDENTS & CRIMES

- A. Coppin State University embraces the plan's cultural diversity principles which affect all university students, faculty, staff, departments, committees, offices, and organizations. It will not tolerate any incidents involving racial, religious, ethnic, cultural or sexually oriented intimidations and harassment.
- B. To address hate crimes as defined under title 10, subtitle 3 of the Criminal Law Article, the University's Police Department, which maintains an active role in promoting peace and harmony among the many diverse groups present in the University community, is responsible for responding to and investigating those potential hate bias incidents which have been perpetrated with an apparent intent to:
  - 1. Intimidate;
  - 2. Threaten;
  - 3. Retaliate;
  - 4. Create a bias conflict; or
  - 5. Cause injury or harm.
- C. If a hate crime, as defined under title 10, subtitles 3, of the Criminal Law Article, is reported to the Coppin State University Police Department (CSUPD), the department shall immediately assign the case to an investigator and begin a criminal investigation with a view towards prosecution. Moreover, any hate crime investigated by the CSUPD is reported to the Federal Bureau of Investigation in accordance with the Uniform Crime Report (UCR) guidelines. In addition to the UCR reporting protocols, any such hate crime is also reported to the U. S. Department of Education as mandated by the federal law known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. The Office of Student Affairs and the Center for Counseling and Student Development would be notified of any hate crime so that intervention and counseling services could be activated to support the campus community.
- D. Officers assigned to investigate reports of hate bias incidents are responsible for initiating a timely response to hate bias incident scenes for cleanup and/or removal of any remaining offensive artifacts remaining after incident scene processing.

### 2.4300.04 RELIGIOUS & ETHNIC CRIMES

- A. Persons may not commit crimes against religious property, institutions, or persons or property because of race, religious beliefs, etc., as established in CR 10-301/CR 10-304.
- B. Other criminal acts which may be perpetrated because of illegal hate bias motivation include, but are not limited to:
  - 1. CR 4-208 - Restrictions on possession of firearms at demonstrations in public places;
  - 2. CR 6-301 - Destroying, injuring, etc., property of another;
  - 3. CR 10-201 - Obstructing free passage; making unseemly noises; obscene language, etc.;
  - 4. CR 3-803 - Harassment;
  - 5. CR 9-504 - False statement or rumor as to bomb;
  - 6. CR 10-301/10-304 - Interrupting or disturbing religious meetings;
  - 7. CR 3-804 - Unlawful use of telephone;
  - 8. CR 3-805 - Electronic mail; prohibitions;
  - 9. Various violations of Art. 38A pertaining to explosives; and
  - 10. Various statutory and common law crimes against persons such as assaults, murder, sex crimes, arson, etc.

### 2.4300.06 MD HATE BIAS REPORTING

- A. The Chief is responsible for ensuring agency compliance with Maryland's Bias Incident Reporting Law consistent with Art. 88B, Sec. 9 and the procedures adopted thereunto.
- B. Any or all of these criteria will be considered in determining whether incidents are to be reported as hate bias acts. Incidents that do not clearly fit into specific definitions should be reported and handled as hate bias incidents. The criteria are:
  - 1. A review of the totality of the circumstances;
  - 2. Motive;
  - 3. Display or expression of symbols, words, or acts which are known to victims, institutions, or groups to represent hate groups or represent bias against victims or institutions;
  - 4. Victim's perceptions;
  - 5. Prior history or similar incidents in the same geographic areas or against the same victims;
  - 6. Area demographics; and
  - 7. What responding officers know about the community wherein the incidents occurred?



C. Any or all of these criteria will be used to determine whether reported incidents are to be verified as hate bias incidents. The criteria are:

1. If the motive is known; or
2. If the motive is not known, but:
  - a. Victims are members of targeted groups;
  - b. If offenders and victims are of different groups;
  - c. If incidents would have taken place if victims and offenders were of the same groups;
  - d. If biased oral comments, written statements, or gestures were made by offenders which indicate their bias;
  - e. If bias related drawings, markings, symbols, or graffiti were left on incident scenes;
  - f. If bias related objects, items, or things which indicated bias were used or left behind by offenders;
  - g. If victims are members of groups which are overwhelmingly outnumbered by members of other groups in neighborhoods where victims live and incidents took place;
  - h. If victims were visiting neighborhoods where previous hate crimes had been committed against other members of their same groups;
  - i. If several incidents occurred in the same localities, at or about the same times, and if the victims are all of the same groups;
  - j. If substantial portions of communities where the incidents occurred perceive that the incidents were motivated by bias;
  - k. If victims were engaged in activities promoting their groups;
  - l. If incidents coincide with holidays relating to, or dates of particular significance to, groups;
  - m. If offenders were previously involved in hate crimes or are members of hate groups;
  - n. If there were indications that hate groups were involved;
  - o. If historically established animosity exists between victims' groups and offenders' groups;
  - p. If incidents are similar to other known and documented cases of bias;
  - q. If victims have been previously involved in similar situations;
  - r. If other explanations for incidents are unreasonable; and

s. If offenders have some understanding of the impact their actions would have on the victims.

#### 2.4300.08 AGENCY RESPONSIBILITY

- A. The agency's response to, investigation and reporting of, and victim/witness assistance provided as the result of, hate/bias related incidents will be thorough and consistent with applicable agency directives.
1. The Chief, or specifically designated employees, is responsible for ensuring Hate/bias incidents are reviewed.

#### 2.4300.10 INVESTIGATING OFFICER

- A. The investigating officer is to respond in a sensitive way to the feeling and needs of the victim/s, thus reducing the feeling of alienation;
- B. Immediately take all possible investigative and enforcement action;
- C. Preserve the crime scene and evidence;
- D. Gather evidence and search the scene;
- E. Photograph the crime scene;
- F. Identify and question all possible witnesses, obtaining statements when appropriate;
- G. Notify the Shift Commander or designee of the circumstances pertinent to the reported incident;
- H. Upon the completion of the processing of the crime scene have the offensive material removed or covered, so not to further upset the victim or passers-by;
- I. Prepare a Police report, which must be submitted prior to the end of the officer's tour of duty.
- J. Provide the victim with the information on any support/assistance that may be available via the Victims Witness Assistance Program. **A Victim/Witness Assistance Guide will be provided.**
- K. The Shift Commander or designee will determine at any time who assume control of the investigation and any subsequent follow-up.

#### 2.4300.12 SHIFT SUPERVISOR/OIC RESPONSIBILITY

- A. Respond to the scene of all Hate Biased incidents;
- B. Ensure that the crime scene is protected;
- C. Ensure that the crime scene is properly searched and evidence is gathered;
- D. Meet, as soon as possible, the victim(s), assuring



each that the preliminary investigation, as well as any follow-up, will be actively pursued;

- E. Arrange for an immediate increase of patrols throughout the affected area;
- F. Ensure that all physical remains of the incident are removed after processing is completed. If the remains cannot be physically carried away (example: paint on wall), the supervisor is to make every effort to see the proper University personnel complete restoration;
- G. Make the required command contacts;
- H. Ensure that the report which is filed by the investigating officer is completed prior to the end of the officer's tour of duty and contains full data of the incident (cross, literature, paint, etc. including the size, construction, wrappings, messages);
- I. Ensure that the crime scene has been photographed and that said photographs are properly forwarded with any other evidence collected pertinent to the investigation
- J. Ensure that the victim(s) have received the Coppin State University's Victims/ Witness Guide(s);
- K. Ensure that there is follow-up contact made with the victim(s)
- L. The final determination in reference to the verification of investigated incidents and the reporting of the incidents to the Maryland State Police UCR Program will be the responsibility of the CSUPD's Security Specialist, and the department's Administrative Assistant.

**By order of Leonard D. Hamm, Chief of Police**



## 2.4310 IMPARTIAL POLICING

- A. Consistent with **1.3080 Respect for Constitutional Rights** and **1.3230 Equality of Services** the agency:
1. Affirms its commitment to impartial, unbiased policing;
  2. Clarifies the circumstances in which race, ethnicity, gender, sexual orientation, or other potentially improper criteria can legitimately be used as factors establishing reasonable suspicion or probable cause; and
  3. Reinforces procedures that serve to assure the public that we are providing services and enforcing laws fairly, equitably, and impartially.
- B. All enforcement actions, such as investigative detentions, traffic stops, arrests, searches and seizures, etc., will be based on reasonable suspicion or probable cause as required by statutes and the 4<sup>th</sup> Amendment of the US Constitution.
1. Officers must be able to articulate specific facts, circumstances, and conclusions which support probable cause or reasonable suspicion for all enforcement actions.
  2. Officers may take into account the reported race, ethnicity, gender, or other *potentially improper* criteria of suspects based on credible, reliable, locally-relevant information that links persons of specific description criteria to particular criminal incidents, or links specific crimes in specific areas to groups of individuals of specific description criteria.
  3. Nothing in this or other agency directives alters officers' authority to conduct enforcement actions or otherwise fulfill officers' enforcement obligations.
- C. Except as provided in **B. 2**:
1. Officers will not consider race, ethnicity, gender, or other improper criteria in establishing either reasonable suspicion or probable cause; and
  2. Persons will not be singled out or otherwise treated differently because of their race, ethnicity, gender, or other improper criteria.
- D. Agency officers will receive initial and periodic training in subjects that promote and encourage impartial policing. Applicable training subjects may include, but are not limited to officer safety, courtesy, cultural diversity, search and seizure, asset seizure and forfeiture, interview techniques,

- interpersonal communication skills, and constitutional and case law.
- E. Officers will, as necessary and professionally appropriate, use techniques and strategies to advance the reality of impartial policing. These techniques and strategies include, but are not limited to:
1. Being courteous, polite, and professional;
  2. Providing officers' names and agency information and explaining reasons for stops as soon as practical, unless doing so compromises the safety of officers or others;
  3. Ensuring the lengths of traffic stops, investigative detentions, field contacts, etc., are no longer than necessary to take appropriate actions;
  4. Answering questions citizens may have, including any options for dispositions of related enforcement actions;
  5. Providing their identification information consistent with **1.9300 Standard of Conduct - - Identification**;
  6. Explaining the credible, reliable, or locally-relevant information that lead to stops or contacts when no enforcement actions were taken;
  7. Requesting the presence of the shift supervisor/OIC to allow citizens to voice their field contact or enforcement related concerns; and
  8. Explaining the agency's complaint process.
- F. Complaints that agency officers conducted policing activities based on any improper criteria will be investigated consistent with **2.9000 Complaints and Discipline**.
- G. Corrective measures, if bias based profiling occurs, may include and in keeping with the current MOU:
1. Informal counseling and informal monitoring by employees'
  2. Formal counseling or corrective actions as appropriate;
  3. Formal monitoring for a minimum of 12 weeks with monthly formal reviews and reports;
  4. Mandatory remedial or additional training designed to improve employee skills
  5. Voluntary or mandatory referral to the university's Employee Assistance Program (EAP) for counseling or referral assistance, etc.
- I. The Chief will ensure yearly administrative reviews are conducted to examine this agency's



commitment to impartial policing. Dynamics that are to be included in these reviews include, but are not limited to related agency directives, practices, and citizen concerns.

### **2.4310.02 Traffic Stop Data Collection**

- A. The agency complied with the requirements of TR 25-113.
- B. Agency officers collected and submitted, in the format adopted by this agency, required information for all traffic stops consistent with TR 25-113. The required information is:
  - 1. Dates, times, and locations of traffic stops;
  - 2. Approximate duration of traffic stops;
  - 3. Violations alleged to have been committed leading to stops;
  - 4. Whether searches were conducted as result of stops;
  - 5. If searches were conducted, reasons for searches, whether searches were consensual or nonconsensual, whether persons were searched, whether property was seized;
  - 6. Whether contraband or other property was seized during searches;
  - 7. Whether warnings, SEROs, or citations were issued as result from stops;
  - 8. If warnings, SEROs, or citations were issued, the basis for issuing warnings, SEROs, or citations;
  - 9. Whether arrests were made from stops or resulting searches;
  - 10. Crimes charged from arrests;
  - 11. Registration states of stopped vehicles;
  - 12. Drivers' gender;
  - 13. Drivers' dates of birth;
  - 14. Drivers' states of residence and, if available on drivers licenses, counties of residence; and
  - 15. Race or ethnicity of drivers as:
    - a. Asian;
    - b. Black;
    - c. Hispanic;
    - d. White; or
    - e. Other
- C. Although this state program abrogated in August, 2010 and no longer required to submit data, the Program Administrative Specialist continues to track cars stop information to ensure integrity of impartial policing and provide data for the annual administrative review.

- D. The Chief is responsible for periodically reviewing data collected by the agency and annual reports from the Maryland Justice Analysis Center as a management tool to promote impartial policing and in the training and counseling of agency officers.

**By order of Leonard D. Hamm, Chief of Police**



## 2.4320 STUDENT CONDUCT

### 2.432.02 REFERRALS TO VICE PRESIDENT FOR STUDENT AFFAIRS

- A. Students are expected to maintain a high standard of conduct and can be held accountable both civilly and criminally to the University for acts which constitute violations of law and/or the Code of Student Conduct.
- B. Disciplinary action at the university will normally proceed while criminal actions are pending in the courts, and will not be subject to challenges on grounds that criminal charges involving the same incidents have been dismissed or reduced.
- C. Students who can be referred to the Associate Vice President for Student Affairs or a Hearing Board are:
  - 1. Persons who are taking or auditing classes at Coppin State University at the time of offenses; and
  - 2. Student organizations both recognized or unrecognized by the Coppin State University administration at the time of offenses.

### 2.4320.04 LIASON

- A. The Office of the Chief is the official liaison for student disciplinary actions arising from the CSUPD Police Department.
- B. Liaison involving student conduct includes, but is not limited to:
  - 1. Coordinating disciplinary referral activities between the agency and the Associate Vice President for Student Affairs and Student Hearing Boards;
  - 2. Assigning an employee to attend disciplinary hearings as requested;
  - 3. Contacting agency personnel in those cases as necessary;
  - 5. Notifying agency employees and their supervisors of upcoming hearings;
  - 6. Answering questions arising out of hearings which pertain to police procedure or the dissemination of confidential information; and
  - 8. Coordinating other activities as necessary between the agency and the Associate Vice President for Student Affairs.
- C. All employees will coordinate activities relating to student conduct through the Office of the Chief.

### 2.4320.06 REFERRALS UPON ARREST&/OR CHARGING

- A. Officers will submit a 95 report or a special disciplinary referral form regarding arrested students charged with:
  - 1. Fake, fraudulent, altered etc., identification card or driver's license violations; or
  - 2. Non-traffic related, criminal offenses occurring on university property, or otherwise falling under the jurisdiction of the Code of Student Conduct or other university regulations.
  - 3. Traffic Violations of students involving alcohol or drugs;
- B. Referrals must be filed when students are charged:
  - 1. As the result of arrests made by agency officers;
  - 2. Via criminal citations or those obtained by agency officers;
  - 4. As the result of incidents investigated by agency officers; or
  - 5. As the result of incidents investigated by other police or law enforcement agencies coming to the attention of this agency.
- C. Alcohol, drug and/or weapons law violation involving students, whether occurring on-campus, on non-campus property or on public property reasonably contiguous to campus are to be referred, via the Office of the Chief of Police, to the Office of the Vice President for Student Affairs through the forwarding a copy of the police report.
- D. Students requiring medical attention due to alcohol/drug consumption must also be referred to the Office of the Vice President for Student Affairs.
- E. Agency officers are to submit referrals, regardless as to whether a referral is generated by other persons or departments.
- F. Employees requesting exceptions to mandated referrals will document requests through their unit commanders to the Office of the Chief explaining the objective based reasons for such requests.
  - 1. Requested exceptions of a confidential nature, e.g., confidential informants, will be submitted directly to the Chief.
  - 2. All requests for exceptions will be accompanied by completed disciplinary referrals. These referrals will be maintained by the Chief or a designee until they are forwarded to the Office of the Vice President for Student Affairs.



### **2.4320.08 REFERRALS AS ALTERNATIVES TO CRIMINAL CHARGES**

Officers may refer students to the Office of the Vice President for Student Affairs in lieu of arrest or criminal citation for:

- A. Non crime against person type of misdemeanors;
- B. When university resources are more appropriate in addressing or solve underlying problems that caused the incidents; and
- C. They receive permission from supervisors.

### **2.4320.10 MANDATED REFERRAL INFORMATION**

- A. Referrals will be submitted in writing, a police report and/or augmented by an administrative report. Required information includes, but is not limited to:
  - 1. Officers' name, Unit Number, and phone number;
  - 2. Case number/s;
  - 3. Date/s of incidents;
  - 4. Time/s of incidents;
  - 5. Location/s of incidents;
  - 6. Complete narratives of incidents;
  - 7. Lists of potential respondents, victims, and witnesses;
    - a. Full names;
    - b. Date of Birth;
    - c. University ID Numbers;
    - d. Permanent address;
    - e. University/local address;
    - f. Landline AND cell phone numbers; and
    - g. Email address.
- B. Referrals will not contain criminal history, arrest, or confidential medical information.
- C. Referrals will be reviewed and approved by the on duty shift supervisor before being forwarded to the Associate Vice President for Student Affairs via the Office of the Chief.
- D. Statements, reports, or other written documentation from case files will not be forwarded with referrals.

### **2.4320.12 TIMELINE REFERRALS**

Referrals must be received by the Office of the Chief by end of the officer's tour of duty.

- A. The referral is to be forwarded to the Associate Vice President for Student Affairs within four cal-

endar days of the incident, unless exigent circumstances exist.

- 1. This information is then articulated to the Associate Vice President for Student Affairs by the referring officer or their supervisor.

### **2.4320.14 REPORTING PCO REQUIREMENTS**

- A. Communication personnel will ensure CCNs are initiated for all incidents handled by this agency wherein students are to be referred to the Office of the Vice President for Student Affairs
- B. Duties and responsibilities of officers include, but are not limited to:
  - 1. Completing any required reports detailing the circumstances surrounding referrals to the Office of the Vice President for Student Affairs
  - 2. Attending the Office of the Vice President for Student Affairs hearings or Hearing Boards as required.

**By order of Leonard D. Hamm, Chief of Police**



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**2.4370 MILITARY DESERTERS**

- A. Consistent with 10 USC Sec. 808, Uniform Code of Military Justice, and 1.106.32 Authority to Arrest Armed Forces Deserters, the agency has the authority to apprehend and arrest deserters, etc. from the armed forces and deliver same to those forces.
- B. Armed forces deserter status can be determined by having the Police Communications Operator (PCO) run wanted checks through NCIC, in keeping with NCIC protocols and/or instructions on related NCIC hits.
- C. Once deserter status has been verified, arresting officers will take steps to ensure arrestees are transferred to the custody of military authorities by transporting arrestees, upon approval by the shift supervisor, to destinations requested by military authorities.
- D. DOC will not accept prisoners wanted only for desertion.
- E. Arresting officers will ensure an MI Report, containing all pertinent information is prepared and submitted to document transfer of arrestees to military authorities.
- F. Any funds paid by military authorities consistent with 10 USC Sec. 956 for apprehension and delivery of deserters will be received, documented, and accepted by the agency solely for agency use. Monetary awards will not be permitted to individual employees in return for apprehension and delivery of deserters to military authorities.

**By order of Leonard D. Hamm, Chief of Police**



## 2.4380 MISSING PERSONS

Agency officers will initiate an investigation of missing persons and children (including runaways, abandonment, abducted, or other missing status) and submit missing person reports on all persons reported missing from the agency's primary jurisdiction unless the calls have been deemed unfounded by supervisory or the inquiry assumed by Baltimore Police.

### 2.4380.02 MISSING ADULTS (18 years of age or older)

A. Missing person investigations will be conducted immediately when adults are:

1. Missing and under proven physical/mental disabilities or are senile, thereby subjecting themselves or others to personal or immediate danger;
2. Missing and in the company of other persons under circumstances indicating their physical safety is in danger; or
3. Missing when the disappearances do not indicate they are voluntary; or
4. Missing for at least 24 hours when no foul play is suspected.

B. Upon initial complaint, the Police Communication Officer will dispatch an officer to meet with the reporting person.

C. Upon receipt of a missing person complaint, officers will exhaust all leads in order to make a conclusive determination as to the missing status of the individual.

### 2.4380.04 MISSING PERSONS UNDER THE AGE OF 21

A. Statutes contained in FL 9-401, FL 9-402, U.S.C. 42-5779, and Public Law 108-21 establish criteria and protocols for the investigation of missing children reports.

B. Additionally, Maryland Annotated Code, Public Safety Article 6 Title 3-601 and 3-602 requires that beginning October 1, 2008 all law enforcement agencies in the State must begin using a statewide uniform report (last page of directive).

C. There is no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of 21 and reports the missing person to the National Crime Information Center of the Department of Justice (Suzanne's Law).

C. Upon initial complaint, a Police Communication Officer (PCO) will dispatch an officer to meet with the reporting person.

D. Upon receipt of a missing person complaint, officers will exhaust all leads in order to make a conclusive determination as to the missing status of the individual.

E. Missing person investigations will be immediately initiated when juveniles:

1. Have never been the subject of previous missing person reports;
2. Suffer from mental or physical handicaps or illnesses;
3. Are missing as the result of suspicious or dangerous circumstances;
4. Are missing as the result of possibly being abducted; or
5. Have previously been the subject of child abuse reports or investigations; or
6. Are under the age of 14.

### 2.4380.06 MISSING PERSON INVESTIGATIONS, GENERALLY

A. The responsibilities of initial investigating officers include, but are not limited to:

1. Obtaining an initial description of the missing person;
2. Conducting thorough preliminary investigations;
3. If the person is under 21 years of age, their information is to be entered into NCIC as a missing person;
4. Requesting PCO personnel to broadcast descriptions of missing persons;
5. The University Police Officer will complete a Miscellaneous Incident report (MI) and hand deliver a copy to a Baltimore Police Officer, informing him/her of the status of the missing person;
6. Contacting on-duty Shift supervisors/OIC's to determine what, if any, immediate follow-up investigations will be conducted; and
7. Obtaining a color photograph of the victim;
8. Completing required agency reports.

B. Shift supervisors/OIC's will:

1. Determine, through the best information available, if immediate follow-up investigations are necessary;
2. Make appropriate notifications; and



3. Initiate intensive search and/or investigative actions where circumstances dictate.
- C. If missing children have not been located within 24 hours of the filing of missing persons reports and either this agency, BPD or MSP have reason to believe that the missing children may be located outside our jurisdiction, BPD or MSP is required by FL 9-402 to enter the investigation and, in cooperation with this agency, assist state and national efforts to locate the missing children.
- D. The CSUPD detective will follow up on missing persons. Baltimore Police Department's Homicide Detectives are responsible for all follow-up investigations involving missing juveniles when abduction by strangers. The District Detective Unit (DDU) investigates all parental abductions.
- E. Search and follow-up procedures for missing adults and juveniles may include, but are not limited to:
  1. Thoroughly checking residences;
  2. Searching immediate areas;
  3. Checking locations where missing persons are thought to frequent;
  4. Interviewing friends, relatives, and acquaintances of missing persons;
  5. Mobilizing off-duty personnel to assist in searches;
  6. Requesting other law enforcement agencies to search specific locations or question specific persons believed to have relevant knowledge;
  7. Requesting investigative assistance from BPD, MSP, the FBI, or other relevant law enforcement agencies; and
  8. Contacting reporting persons for follow-ups.
- F. Investigating officers are responsible for entering information and/or removing missing person information. Investigating officers are responsible for ensuring missing person messages are entered and removed consistent with METERS and NCIC protocols.

#### 2.4380.08 AMBER ALERTS

- A. The Maryland State Police are responsible for the state-wide coordination of the AMBER Alert.
  1. Radio and Television stations volunteer to immediately interrupt programming and broadcast information about child abduction by using the Emergency Alert System (EAS).

2. MDOT/SOC will also display information about the alert on DMS signs statewide on all highways.
3. MSP will create an internet post of the missing child, and will also create posters upon request. The color photo of the child is required for this purpose.
- B. AMBER Alert guidelines are set by the State:
  1. AMBER Alerts may be requested only by law enforcement;
  2. AMBER Alerts are intended only for the most serious, time-critical child abduction cases;
  3. AMBER Alerts are not intended for cases involving runaways or parental abductions, except in life-threatening situations.
  4. AMBER Alerts are only for juveniles (persons 17 years of age and younger).
- C. Criteria for an AMBER Alert are as follows:
  1. Officers verify that the child has been abducted;
  2. Officers believe the circumstances surrounding the abduction indicate the child is in serious danger of bodily harm or death;
  3. There must be enough descriptive information about the child, and the suspect or the suspect vehicle to believe an immediate broadcast would help.
  4. The abductor and/or child are likely to still be in the broadcast area.
- D. When officers reasonably believe a case meets the criteria for an AMBER Alert, they will contact the MSP Headquarters Duty Officer at [REDACTED] to request an activation of the AMBER Alert. Contact may be made by telephone, facsimile, or METERS.
  1. MSP will call back to verify the information from an officer with detailed knowledge of the case to ensure the AMBER Alert is properly broadcast.

#### 2.4380.10 STUDENT HOUSING – FEDERAL GUIDELINES

- A. The Higher Education Opportunity Act, Public Law 110-315 (Required beginning in the fall of 2010) stipulates that any institution that maintains an on-campus housing facility must establish, for students who reside in an on-campus student housing facility, both a policy and procedures for missing student notification. The statement, to be in-



cluded in the Annual Security Report, must include the following:

1. A list of titles of the persons or organizations to which individuals should report that a student has been missing for 24 hours.
2. A statement that each student living in an on-campus student housing facility has the option to register a confidential contact person to be notified in the case that the student is determined to be missing and that only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.
3. A statement that advises all students, even if they have not registered a contact person, that the local law enforcement will be notified that the student is missing.
4. A statement that advises students less than 18 years of age and not emancipated that their parent or guardian must be notified.
5. A statement that requires that official missing student reports be referred immediately to an institutional police or campus security department or local law enforcement.
6. Specific procedures that the institution must follow when a student who resides in an on-campus student housing facility is determined to have been missing for 24 hours.

**By order of Leonard D. Hamm, Chief of Police**



## 2.4420 NOTIFICATIONS

### 2.4420.02 MAKING NOTIFICATIONS

- A. Agency employees will make timely notifications to appropriate personnel, units, departments or organizations based on the type or nature of the incident at hand.
- B. Notifications must be made when incidents occur, specifically those listed on the last pages of this directive.
  - 1. Not all incidents are reflected on this list. As such, employees are responsible for checking applicable directives to ensure appropriate notifications are made.
  - 2. Notifications will be made on these “other” non-designated incidents when the shift supervisor/OIC, or Lieutenant determines incidents to be of interest to the agency or university.
- C. Those responsible for ensuring notifications are made may delegate to others such as communications personnel or employees assigned to the front desk or communication area.
- D. Notifications will first be attempted by phone to available office, home, and cell phone numbers before attempting E-mail notifications. After sending an e-mail, a second phone attempt is to be made. If intended recipients are not reached, a report listing the date and times of attempts is to be prepared with a copy forwarded to the Chief.

### 2.4420.04 DAILY REPORT TO COMMAND

- A. A Daily Report to Command is sent by shift supervisors daily and specifically when unusual incidents occur, whether it is one of those identified in the list at the end of this directive.
  - 1. Each report must refer to a single incident, unless multiple incidents are related, e.g., thefts, malicious destruction of property, assaults, etc.
  - 2. The “Subject” line must begin with the incident CCN followed by a descriptive title.
- B. Ranking on-duty supervisors are responsible for making or ensuring that the Daily Report contains sufficient information are sent as soon as possible after applicable incidents.
- C. The Daily Report must be sent before end of shift of the incident.
- D. Follow-up reports will be sent whenever ongoing incidents or investigations are brought to conclu-

sions and the information was not included in original report to command.

- E. When follow up investigations reveal additional information, a follow-up report is to be prepared.

### 2.4420.06 DOCUMENTATION OF DEPARTMENTAL NOTIFICATIONS

- A. All agency employees will ensure their personal information is correct and entered into the Personal History Forms retained by the Administrative Assistant (i.e. correct spelling of name, DOB, next of kin, their cell phone, home phone, and etc.)
- B. All agency personnel personal cellular phones are included to ensure this information is on record with the agency.
- C. The Administrative Assistant is responsible for updating the personal history forms, at least annually.

### 2.4420.08 NEXT OF KIN NOTIFICATIONS (Departmental)

- A. The Chief will be notified and provided with all available details as soon as possible when active employees die or sustain life threatening injuries either on or off-duty.
- B. The Chief is responsible for ensuring personal notifications are made to immediate families of active employees who die or sustain critical injuries in the line of duty or while off duty.
- C. Personal notifications by agency personnel will be made to immediate families, including parents, when they reside within a reasonable distance from the university. Otherwise, police agencies serving the areas wherein immediate families reside will be asked to make the notifications.

### 2.4420.10 NEXT OF KIN NOTIFICATIONS (Non-Departmental)

*Upon receiving direction from the Coppin State University’s President or his/her designee; the Chief of Police will be directed to coordinate the activities surrounding the “Next of Kin “sudden death notifications. Coordination of events following the “Next of Kin” sudden death notifications of an employee or guest of the campus is an extremely important and complex responsibility. Professionalism and compassion must be exhibited at all times as obligation to the employee’s*



*or guest survivors, the law enforcement and university community.*

- A. Agency officers will assist, as may be requested, in making next of kin notifications for incidents that include, but are not limited to:
  - 1. Deaths;
  - 2. Serious injuries;
  - 3. Illnesses or injuries that may be life threatening;
  - 4. Injured juveniles; and
  - 5. Missing persons.
- B. Officers will make next of kin notifications at the request of other agencies.
- C. Officers assigned to make next of kin notifications will do so promptly and considerately.
- D. Investigating officers will work closely with the Baltimore Police and ensure all reasonable attempts to ensure next of kin notifications are made before the names of killed or injured persons are released to the media.
- F. Notification information **will not** be broadcast over the agency's radio network, but rather provided to notifying officers either in person or over the phone.
- G. If in place, officers should elicit help from a member of the chaplain corps in making notifications.
- H. Persons being notified will be informed how the agency came to be aware of the related incidents.

#### 2.442.12 ASSOCIATE VICE PRESIDENT OF STUDENT AFFAIRS

- A. Officers will ensure timely notifications are made to Vice President (VP) of Student Affairs for incidents involving students.
- B. Responding officers will also ensure the Vice President of Student Affairs is notified when routine incidents occur.
  - 1. Routine incidents include, but are not limited to incidents wherein there are no threats to life.
  - 3. Further notifications will rest with that office in keeping with their notification protocols.
- C. Responding officers will ensure the agency's investigating officers are notified consistent with the list for serious incidents and involving students.
  - 1. Serious incidents include, but are not limited to life threatening incidents and sexual assaults.
  - 2. Further notifications rest with the Dean in keeping with their notification protocols.
- D. Officers are permitted to release only limited information when resident students are transported to medical facilities for treatment.

- 1. Release of medical related information to the Office of Student Affairs will be consistent with HG 4-301 *et. seq.* ***Those statutes require that health care providers keep patient records confidential and disclose them only in accordance with the dictates of that subtitle or as otherwise provided by law.*** This information also includes:
  - a. Locations to where patients were transported;
  - b. Patient's states of consciousness;
  - c. If patients were passive, combative, violent, etc;
  - d. If alcohol or drugs were involved.
- 2. Officers are to contact medical facilities for the purpose of obtaining police related patient and status information.

#### 2.4420.14 STREET, HIGHWAY, & UTILITY NOTIFICATION

- A. When employees, in the course of their normal duties observe hazardous street or public utility conditions that exist in this or other jurisdictions, they are responsible for notifying agencies with primary authority and taking other measures, within reason, to assist in lessening effects of hazards.
- B. Agency employees are responsible for requesting communications personnel notify appropriate local and state agencies whenever:
  - 1. Snow or ice on roadways, garages, or parking lots creates hazardous conditions;
  - 2. Roadway flooding creates hazardous conditions;
  - 3. Roadway damage is serious enough to cause imminent danger to motorists or pedestrians if not immediately repaired;
  - 4. There is damage to, or absence of, important regulatory street signs such as stop, do not enter, or one way signs;
  - 5. There are malfunctioning traffic control devices which cannot otherwise be rendered operational;
  - 6. There are roadway spills of a non-hazardous nature which cannot otherwise be cleared; or require street closure and placing of street barricades.
  - 7. Hazardous or potentially hazardous roadway conditions
- C. The agency is responsible for notifying local media representatives whenever, as incidents primarily handled by this agency, there are collisions, road blockages, or other situations which might significantly affect traffic flows.



D. Communications personnel will make notifications to appropriate departments or governmental entities in accordance with directives and protocols contained in the Communications Manual.

**2.4420.16 MEDICAL EXAMINER  
NOTIFICATION**

The agency will notify the Medical Examiner and BPD Homicide whenever any criminally caused, suspicious, or unattended death occurs within the jurisdiction of the agency.

**By order of Leonard D. Hamm, Chief of Police**



**Coppin State University Police Department**  
**Manual of Rules and Procedures**  
**NOTIFICATIONS**

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Section: 2.4420  
Effective: June 17, 2013



## 2.4440 SHIFT BRIEFINGS

- A. Officers will report on time, in the uniform of the day and prepared to begin the shifts.
- B. Shift supervisors are to:
  - 1. Ensure current information is listed on the duty roster before the shift begins.
  - 2. Conduct formal and informal inspections of their personnel and equipment to ensure their readiness and fitness for duty.
- C. At the beginning of each shift, there is a formal pre shift briefing at roll call. Roll call will take place in CSUPD's [REDACTED] which is designated for roll call and training. Supervisors become responsible for meeting with each officer during the shift to disseminate information which includes, but not limited to:
  - 1. Daily patrol activities/special assignments;
  - 2. Unusual situations;
  - 3. Potential or actual officer hazards;
  - 4. Changes in the status of wanted persons;
  - 5. Stolen vehicles;
  - 6. Major investigations;
  - 7. Look-outs;
  - 8. Reported incidents for at least the last 24 hours;
  - 9. Changes in schedules and assignments;
  - 10. New and/or modified directives;
  - 11. New and/or modified laws and regulations;
  - 12. Relevant community based initiatives; and
  - 13. Relevant training materials.
- D. Officers should seek clarification on information received as appropriate.
- E. The investigator will meet with the Chief of Police to receive information affecting his/her position.

**By order of Leonard D. Hamm, Chief of Police**



**PROTECTIVE ORDERS**

**2.4470 PROTECTIVE ORDERS**

**2.4470.02 PROTECTIVE ORDERS**

- A. *Courts and Judicial Proceedings* (CJ) 3-1501, establishes and authorizes the issuance and enforcement of Protective Orders, also known as “Peace Orders.”
- B. A Protective Order is an order issued by a judge after a hearing to protect a person or persons eligible for relief from a respondent. A temporary order is effective for 7 days but can be extended by a judge, but not to exceed 30 days.
  - 1. A final Protective (Peace) Order is effective for the period stated in the order but not to exceed 6 months.
  - 2. For good cause shown, a judge may extend the term of a peace order for 6 months beyond the period originally specified.

**2.4470.04 PERSONS ELIGIBLE**

- A. Persons eligible for relief from abuse can file for a “*Petition for Protection from Domestic Violence*”, between 0830 and 1630 hours on weekdays (excluding holidays) with the District Court of Maryland – Civil Division, 501 E. Fayette Street.
  - 1. When the Office of the District Court Clerk is not open, a petition under this section can be filed with a court commissioner.

**2.4470.06 SERVICE OF THR ORDER**

- A. Temporary and Final Protective Orders **MUST BE** served before enforcement actions can be taken.
- B. The service of Protective Orders in Baltimore City rests with the Baltimore City Sheriff’s Department and/or the Baltimore Police Department.
- C. Although extremely rare, a CSU Police Officer may occasionally be called to assist with or stand by while a protective order is served AND the respondent is a Coppin State University faculty, staff or student.
- D. **If** a Protective Order is received by a University Police Officer, all attempts will be made to serve it as expeditiously as possible and the “return of service” Faxed or hand delivered to the District Court of Maryland within 2 hours of service.

**2.4470.08 Firearms Possession by Respondent**

- A. The CSU Police Officer serving the final protective order is to ask the respondent if he/she possesses any firearms and advise them:
  - a. It is illegal to possess any firearm;
  - b. Any firearms in his/her possession must be immediately surrendered;
  - c. Failure to surrender firearms is a violation of the law; and
  - d. Transfer of firearms to another is a violation of the law.\
- B. If the respondent alleges he/she has no firearms and METERS indicates he/she does have firearms or the petitioner claims the respondent possesses firearms, an arrest warrant should be sought.
- C. If the respondent acknowledges possession of firearms, the serving officer should seek their surrender immediately.
- D. If the officer determines there is probable cause to believe the respondent possesses firearms and is refusing to surrender them, the officer shall affect an on-scene arrest and pursue a search warrant to recover the weapons. There is no discretion or alternative to arrest if the firearm surrender and possession condition is violated and the respondent is present. In cases where the respondent is not present, the officer should seek an arrest warrant.

**2.4470.10 TRANSPORTATION OF FIREARMS**

- A. If the respondent requests that the firearms be transported in a protective case and makes one available, the officer shall transport them (all that fit) in the case to the Baltimore City Police Department’s Evidence Room.
  - 1. The officer is not required to suggest the use of a protective case but shall attempt to prevent damage to the firearm during the time the protective order is in effect. It is the agency’s responsibility to maintain the integrity of stored firearms.

**2.4470.12 GENERAL PROTECTIVE ORDER INFORMATION**

- A. If unable to serve protective orders after reasonable attempts have been made, the order is to be returned, noting service could not be made. The return is to be within 2 hours after the last unsuccessful attempt.
- B. If orders have been filed, but not served, and subjects named in the orders are present, the Sheriff’s office and/or Baltimore Police Department will be



## PROTECTIVE ORDERS

contacted and requested to fax orders to this agency to facilitate service. Additionally, if petitioners' copies are available, officers may serve those copies on respondents. Officers will not detain persons who decline to wait for service of the orders.

- C. Officers are required to arrest, with or without warrants, respondents who violate the relief granted in temporary Protective Orders or Protective Orders.
- D. When complainants inform officers that orders exist, but no corroborating documents are presented, officers will ensure respective MD sheriff's offices are contacted to verify the existence of current orders and their conditions before taking any enforcement actions. If the existence of Protective Orders is verified, then officers must make arrests for any violations of arrestable conditions.
- E. The terms and conditions of orders can only be modified or rescinded by the issuing courts.
- F. Investigating officers will ensure complainants requesting relief by Protective Orders are presented and explained their rights as contained in **Crime Victim and Witnesses: Your Rights and Services** brochures and any other supplemental listing of local victim / witness resources.
- G. Officers will take reasonable actions with the intent of ensuring the peace, protecting and assisting the parties, and providing information about services that are available to people involved in non-criminal disputes.
- H. Officers will, as necessary and proper:
  - 1. Take process service or enforcement actions as necessary;
  - 2. Assist complainants in contacting local service providers;
  - 3. Inform complainants of the peace order process, including office locations for the Clerk of the Court;
  - 4. Review procedures with complainants intended to assist in ensuring their immediate safety;
  - 5. Ensure complainants are safe when officers leave and know how to call police if suspects return; and/or
  - 6. Provide transportation to safe locations or locations where they can obtain assistance when:
    - a. Officers believe complainants will be best served by providing this service; and
    - b. Complainants have no reasonable means of transportation.
- I. Officers will complete agency reports for all incidents that meet the criteria for obtaining Protective

Orders. Information to be included in these reports includes, but is not limited to:

- 1. Any injuries;
  - 2. Locations of suspects;
  - 3. The names and other pertinent information for all parties involved;
  - 4. Use and locations of weapons;
  - 5. Nature of threats or disturbances;
  - 6. Other persons at the scenes;
  - 7. Presence, use, or involvement of drugs, alcohol, or presence of mental illness;
  - 8. History of past police responses to locations or involvement of individuals;
  - 9. Explanations as to why arrests were or were not made; and
  - 10. Descriptions of the specific actions taken to ensure the safety of victims.
- J. In some cases of temporary protective orders, respondents are required to surrender all firearms in their possession to a law enforcement agency and refrain from possessing firearms.
  - K. In all final protective order cases, respondents are required to surrender all firearms in their possession to a law enforcement agency and refrain from possessing all firearms.
  - L. The service weapons or any authorized off-duty firearms of law enforcement officers who have jurisdiction in Maryland and who are respondents to protective orders will be removed from the officers during time periods protective orders are in effect.
  - M. For additional information regarding firearm surrender, see the Appendix titled **GOVERNOR'S FAMILY VIOLENCE COUNCIL FIREARM SURRENDER TASK FORCE** on the following pages.

### 2.4470.14 INFORMATION REGARDING PROTECTIVE ORDERS OBTAINED BY FACULTY STAFF AND OR STUDENTS

- A. On occasion the CSUPD receives information a faculty, staff or student has petitioned for and received a protective order.
- B. Officers receiving such information are to approach the member and request a copy be provided in the event the respondent should come onto campus.
- C. A brief Miscellaneous Incident report is to be prepared and a copy of the protective orders placed in the "PEACE ORDER FILE" binder retained at the Communication Center's desk.



**PROTECTIVE ORDERS**

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- D. The Chief and Lieutenants are to be sent an e-mail with the pertinent information and Central Complaint number of the report which was written.
1. A Lieutenant or Chief will determine what, if any, information regarding the peace order will be provided other staff.

APPENDIX – A  
Following pages

**Governor's Family Violence Council  
Firearm Surrender Task Force**

*Firearm Surrender Task Force  
Law Enforcement Instructional Guide. 2009 Update  
October 1, 2009*

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**By order of Leonard D. Hamm, Chief of Police**



# *APPENDIX – A*

## *Firearm Surrender Task Force*

### *Law Enforcement Instructional Guide; 2009 Update*

#### *October 1, 2009*

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#### **Governor's Family Violence Council Firearm Surrender Task Force**

This instructional guide is presented in a question-and-answer format by the Firearm Surrender Task Force. It is an update, based on laws passed during the 2009 legislative session, to the original guide issued October 2004. The task force was re-formed by the Governor's Family Violence Council to provide law enforcement agencies in particular with information that will help them in the enforcement of significant changes in the law concerning Final and Temporary Protective Orders.

#### **1. How has the protective order law changed?**

Effective October 1, 2009, all respondents subject to a Final Protective Order are required to (1) refrain from possessing all, and (2) surrender all firearms in their possession to a law enforcement agency. The judge has no discretion; he/she is required to order the surrender of all firearms. Previously, the surrender provision applied only in Final Protective Orders where a judge, using his/her discretion, had ordered the respondent to surrender them. On October 1, 2009, the surrender provision will automatically apply to ALL Final Protective Orders. In fact, the box ordering surrender will be pre-checked. Similarly, a judge may now order the surrender of all firearms, under certain circumstances, by a respondent to a Temporary Protective Order. With Temporary Protective Orders, such an order by a judge is discretionary, not mandatory as it is for Final Protective Orders.

These firearms provisions and other amendments to the Family Law Article (FL) will go into effect October 1, 2009, as follows:

- a. The final protective order shall order the respondent to surrender to law enforcement authorities any firearm in the respondent's possession, and to refrain from possession of any firearm, for the duration of the protective order. (FL, §4-506 (E)» Change: The judge is now REQUIRED to order surrender in Final Protective Orders and the respondent shall not possess any firearm.
- b. Judges under certain circumstances may order a respondent to a Temporary Protective Order "to surrender to law enforcement authorities any firearm in the respondent's possession, and to refrain from possession of any firearm, for the duration of the temporary protective order ... " (FL, §4-505(a) (2) (viii)» The judge may order the surrender of all firearms if the abuse consisted of: (1) the use of or threat to use a firearm by the respondent against the petitioner, or (2) serious bodily harm or threat to cause serious bodily harm to the petitioner by the respondent. Change: The surrender and refrain provisions now may extend to Temporary Protective Orders; they previously applied only to Final Protective Orders.
- c. The judge may extend the duration of a temporary protective order as needed, but not to exceed 6 months, to effectuate service of the order where necessary to provide protection or for other good cause. (FL, §4-50S (c) (2)» Change: The new six-month time period was previously 30 days.
- d. A Final Protective Order, under certain circumstances, may be effective for up to 2 years. (FL, §4-S06 (b) (2) (iii) Change: Previously, unless a 6-month extension was requested and granted by the court, the court had no authority to extend the terms of an order beyond 1 year.
- e. District Court Commissioners or judges may order a law enforcement officer to use reasonable and necessary force to return a minor child to the custodial parent after service of an Interim or Temporary Protective Order. (FL, §4-504.1 (D) and FL, §4-505 (a) (3)» Change: Previously, this "reasonable and necessary force" provision applied only to Final Protective Orders. See attached 84 Opinions of the Attorney General 105 (1999) concerning the use of reasonable and necessary force.
- f. On January 1, 2010, contingent on Maryland's receipt of federal funding, the Department of Public Safety and Correctional Services shall notify a petitioner, who so requests, of service of an Interim or Temporary Protective Order within one hour after a law enforcement officer electronically notifies DPSCS of service, and of service of a Final Protective Order within one hour after knowledge of service of the order on the respondent (FL, §4-504(D)». A law enforcement officer shall, within two hours after service of an Interim or Temporary Protective Order on the respondent, electronically notify DPSCS of the service (FL, §4-504.(f) (3) and (FL, §4-505(b) (1) (II)». Change: Notification of DPSCS by a law enforcement officer and of a petitioner by DPSCS is new.

#### **2. Would you clarify exactly what FL, § 4-509 (b) means when it says that "An officer shall arrest with or without a**



## PROTECTIVE ORDERS

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**warrant and take into custody a person who the officer has probable cause to believe is in violation of an interim, temporary, or final protective order in effect at the time of the violation"?**

It means that an officer is *required* to effect a custodial arrest, whether or not the violation occurs in the officer's presence or view, if the officer has probable cause to believe that an arrestable condition of any type of protective order has been violated.

Arrestable conditions are those that order the respondent to:

- a. Refrain from abusing or threatening the petitioner,
- b. Refrain from contacting or harassing the petitioner,
- c. Refrain from entering the petitioner's residence,
- d. Vacate the residence,
- e. Stay away from the petitioner's or other family members' place of employment, school, or temporary residence, and
- f. Surrender any firearms in his/her possession and refrain from possessing any firearm.

You have no discretion about whether or not to arrest a respondent if one of the above conditions is violated. You must arrest, whether the condition is violated in your presence while you are on the scene and the respondent is present, or a violation is called to your attention as having occurred (for example - several days before) and you have probable cause to believe that the violation did occur as alleged, so long as the violation occurred while the order was in effect.

All the above conditions, except the firearm surrender provision, are contained in each of the three types of protective orders: Interim, Temporary, and Final. The firearm surrender provision applies only to Temporary Protective Orders, under certain circumstances where a judge may order surrender, and to Final Protective Orders where the judge is required to order surrender. Interim Protective Orders do not have a firearm surrender provision, and firearm possession, unless otherwise prohibited by law, is permitted.

**3. What does the term "refrain from possessing" mean?**

It means that the respondent may not be in possession of any firearm. If the respondent possesses any firearm, he/she is in violation of the Family Law Article (statutes quoted in I-a and Iob, page 1).

**4. Are law enforcement officers exempt from the firearm surrender provisions if they are respondents to a Temporary Protective Order that orders them to surrender firearms or to a Final Protective Order?**

No. There are no exceptions whatsoever to the firearm surrender provision. Law enforcement officers, as any other respondent who is ordered to surrender firearms in his/her possession, may not be in possession of any firearm and must surrender firearms in his/her possession, including his/her issued service weapon, when asked to do so by the serving law enforcement agency/officer. In the case of the law enforcement officer's issued service weapon, the firearm should be turned over by the serving agency, after being surrendered by the respondent officer, to the respondent officer's employing agency. The respondent officer may not carry an issued service weapon while on duty. This same guidance holds for retired law enforcement officers who have a legal authorization to carry a firearm; they are not exempt from the firearm surrender provision and may not possess any firearm while they are a respondent to a protective order that orders them to refrain from possessing any firearm.

**5. Does the change in the firearm surrender provisions apply to all Final Protective Orders?**

Yes.

**6. Does the change in the firearm surrender provisions apply to all Temporary Protective Orders?**

No. It applies only to those Temporary Protective Orders in which the judge has checked the box (box #7) ordering the respondent to surrender his/her firearms to a law enforcement agency.

**7. How will an officer know that a judge has ordered the respondent to surrender his/her firearms?**

- a. For a Final Protective Order, box #12 will be checked. As earlier noted, that box will actually be pre-checked, since surrender and refraining from possession is mandatory for all Final Protective Orders.
- b. For a Temporary Protective Order, box #7 will be checked. If the box is not checked, the respondent has not been ordered to surrender firearms.

**8. When the Temporary or Final Protective Order requires the respondent to surrender his/her firearms, what fire arms exactly does that mean?**

It means ALL firearms that the respondent possesses, whether or not those firearms were involved in the incident that caused the petitioner to apply for the protective order. A "firearm" is defined as a weapon that expels, is designed to expel, or may readily be converted to expel a projectile by the action of an explosive; or the frame or receiver of such a weapon and includes a starter gun (PS, §5-101 (h)(1 & 2)). The definition includes long guns, such as rifles and shotguns.



**9. Are there any firearms a respondent to a Final Protective Order may legally possess under Maryland law?**  
No.

**10. Are there any firearms a respondent to a Temporary Protective Order may legally possess under Maryland law?**

The answer depends on whether box #7 on the Temporary Protective Order is checked.

- a. If box #7 on the Temporary Protective Order is checked, the respondent may NOT legally possess any firearms. The respondent is restricted by FL, §4-505 (a) (2) (viii) that directs the respondent to surrender any firearm he/she possesses and to refrain from possessing any firearm.
- b. If box #7 on the Temporary Protective Order is not checked, the respondent is not restricted. The respondent may be in possession of any firearm he/she is legally entitled to possess.

**11. At what point after the issuance of a Temporary or Final Protective Order in which a respondent is ordered to surrender his/her firearms must the respondent actually turn over the firearms?**

Both the Temporary and Final Protective Order direct the respondent to surrender his/her firearms "immediately." "Immediately" is not specifically defined but by general definition means that the firearms must be surrendered without delay. However, the element of reasonableness must be considered. In other words, once the order has been issued, the respondent should be given a reasonable amount of time to comply. In practical terms, the respondent must be given a chance to gather the firearms and turn them over to the specified law enforcement agency. In the case of a Final Protective Order, what will usually happen is that the court will send a copy of the order to the law enforcement agency that is responsible for service and that maintains the protective order file. At that point, these guidelines recommend that agencies adopt the following procedure to facilitate the surrender of firearms: Once the copy of the Final Protective Order is received by the law enforcement agency, the agency should:

- a. Contact the respondent to arrange for the surrender of his/her firearms;
- b. Although the respondent has already been served with the Final Protective Order, provide the respondent with a copy of the order to ensure that the respondent is aware that he/she must surrender firearms; and
- c. Annotate the "Remarks" field of MILES/NCIC with "firearms surrender ordered".

If the respondent fails to comply with the arrangement and there is probable cause to believe that the respondent possesses firearms, the agency shall arrest the respondent or, if an arrest is not physically possible because the respondent is not present, should apply for an arrest warrant.

**12. When a Temporary Protective Order ordering firearm surrender is being served by a law enforcement officer, how should the surrender provision be carried out?**

After serving the order and reading the surrender provision from box #7 to the respondent:

- a. The serving officer should ask the respondent if he/she possesses any firearms.
- b. If the respondent says no, the officer should advise the respondent that:
  - (1) It is illegal to possess any firearm;
  - (2) Any firearms in his/hers possession must be surrendered to a law enforcement officer immediately;
  - (3) Failure to surrender is a violation of the law; and
  - (4) The transfer of firearms to another person, with the Temporary Protective Order in effect, is a violation of the law.
- c. If the serving officer is aware that MILES indicates the respondent has registered firearms, or that the petitioner claims the respondent has firearms, and investigation reveals that the respondent does possess firearms, an arrest warrant should be sought. In such cases, these guidelines strongly recommend that application for warrant should be the policy of all law enforcement agencies in the state.
- d. If the respondent acknowledges the possession of firearms, the serving officer should seek their surrender immediately on the scene.
- e. If the officer has determined that there is probable cause to believe the respondent possesses firearms and is refusing to surrender them, the officer shall effect an on-scene arrest and, as part of the investigation, one of the avenues may be to obtain a search warrant for the firearms.

**13. Can a respondent surrender his/her firearms to any law enforcement authority?**

Box #12 on the Final Protective Order form and box #7 on the Temporary Protective Order have a line on which the judge will enter the specific law enforcement agency to which the respondent shall surrender the firearms. This provision is not new to the Final Protective Order. The judge has a list of agencies in each county and Baltimore City which has the responsibility to serve protective orders. Usually, that is the sheriff's office, but it varies from jurisdiction to jurisdiction. Those agencies are designated as the agencies to which firearms will be surrendered. The judge will usually select from the agency or agencies in the jurisdiction in which the order will be served as to which agency the firearms should be



## PROTECTIVE ORDERS

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surrendered. The judge is not bound to the list; he/she may also select an agency that is not listed as the serving agency. Moreover, if the respondent turns the firearms in to an agency other than the designated agency, the receiving agency should not refer the respondent to the designated agency but should accept the firearms. See the following question and answer for a continuation of this discussion.

**14. Once a respondent surrenders firearms, what responsibilities does the custodial law enforcement agency have?**

FL, §4-506.1 (A) provides that a law enforcement officer shall give the "respondent information on the process for retaking possession of the firearm; and transport and store the firearm in a protective case, if one is available, and in a manner intended to prevent damage to the firearm during the time the protective order is in effect." Attached is a letter entitled "Temporary or Final Protective Order Notice: Illegal Firearms Possession." It describes to the respondent (1) the requirements of the law (2) the process for surrendering the firearm (3) the process for retaking possession of the firearm and (4) the circumstances that prohibit the respondent from retaking possession. The Courts will provide this letter to the respondent in the service packet. At the time of service or at the time of surrender of the firearm the law enforcement officer should refer the respondent to the contents of the letter and advise the respondent to follow the procedures outlined for retaking possession. If the respondent requests that the firearms be transported in a protective case and makes one available, the officer shall transport those firearms that fit in the case. Other firearms that do not have a protective case provided by the respondent shall be transported safely and carefully. It is the agency's responsibility to maintain the integrity of stored firearms.

**15. Are we supposed to notify anyone that firearms have been surrendered?**

There never has been nor is there a centralized notification system; furthermore, the information is not in MILES. As a means to address this deficiency promptly and to have a standardized procedure, these guidelines recommend the following procedure and the attached form use:

1. Judges will have a list of those law enforcement agencies which are serving agencies in the various counties and Baltimore City. This list will represent the agencies which judges will primarily designate as agencies to which respondents will surrender firearms.
2. When a respondent surrenders firearms, the agency will:
  - a. Document in its protective order file that firearms have been surrendered, and
  - b. Prepare, keep a copy of, and submit to the court *a copy of the property inventory sheet* or a form similar to the attached model entitled "Schedule of Firearms Surrendered or Seized-Final Protective Order," as a means of recording and notifying the court of the surrender of firearms.
3. If firearms are confiscated by or surrendered to an agency other than the one designated in the protective order:
  - a. The receiving agency should take custody of those firearms and immediately notify the agency to whom the firearms were supposed to have been turned in that the firearms have been taken into custody.
  - b. The receiving agency may take steps to transfer the firearms to the designated agency if an arrangement can be mutually agreed upon.
  - c. With information from the original custody agency, the designated agency will carry out the steps in section 2 above.

**16. What checks are available to law enforcement to help us determine what firearms a respondent might possess?**

To determine what regulated firearms a respondent may possess, the Maryland Automated Firearms Services System (MAFSS) can be queried through any dispatch center that has access to a MILES terminal. To determine the likelihood of a respondent possessing unregulated firearms, such as rifles and long guns, a search of Department of Natural Resources Hunting Licensees may be useful. These database checks will give officers a good starting point in trying to determine what firearms a person may have. However, computer systems have discrepancies and by themselves cannot be used as probable cause.

**17. What are the elements of probable cause to effect an arrest of a respondent who has not surrendered firearms?**

The standard of probable cause is the same as for other types of cases. The officer must have a reasonable belief that the respondent possesses firearms and has failed to surrender them within a reasonable time after notification of the protective order. Whether probable cause exists in a particular case will, of course, depend on the specific facts and the totality of the circumstances. Probable cause may be based on (a) facts observed by an officer or (b) information from a reliable source. For example, an officer would have probable cause of a violation of the surrender provision if the officer has personal knowledge that the respondent continued to possess a firearm after service of the order or if the officer receives similar information from a credible source. The reliability of the source may be based on past reliability, corroboration, or specificity of the tip.

**18. The new provision specifies that the respondent surrender "any firearm in (his/her) possession" and "refrain from**



## PROTECTIVE ORDERS

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**possession." What exactly does the term "possession" mean?**

"Possession" means firearms that the respondent has in his/hers control. Control doesn't only mean firearms that are immediately accessible to the respondent or within his/her easy reach. Certainly, it applies to those circumstances. But it also more broadly applies to firearms in other locations besides the home, over which the respondent has control, for example, he/she maintains firearms at his/hers place of business. If the respondent is residing in another location in which the owner has firearms, the question that must be answered is whether the respondent has access to those firearms or whether the owner maintains reasonable control over them. This latter situation about residing in another location with firearms belonging to the owner of the location should be discussed with a prosecutor or the agency's legal advisor if time permits.

**19. What should we do when there is no probable cause to believe that the respondent possesses firearms or it becomes evident that the respondent does not possess firearms and the order requires surrender?**

In these types of situations, there is no probable cause to believe that there is a violation and therefore arrest is not authorized. The court maybe notified of the law enforcement agency's determination, but there is no requirement to modify the protective order. It is best that the surrender order remain in place in the event new information reveals that the respondent does possess firearms or comes in possession of firearms during the course of the protective order. The protective order can only be violated if there is probable cause to believe that the respondent has possession of firearms which he/she has failed to surrender.

**20. What should we do if the victim claims the respondent has not turned in any firearms (or has kept some of them) and they are in the home and accessible to the victim?**

A law enforcement officer could respond to the location with the petitioner and, if the petitioner has the legal authority to consent to a search of the location, seize the firearms. The officer shall then arrest the respondent or, if an arrest is not physically possible because the respondent is not present, the officer should apply for an arrest warrant.

**21. What should we do if the victim claims the respondent has not turned in any firearms (or has kept some of them) and they are in the home but not accessible to the victim, or they are in another location?**

The law enforcement officer would have to determine whether the respondent had turned in any firearms and then conduct an investigation to determine whether there is probable cause to believe that the respondent has not complied with the order. This investigation could include a search warrant for the home or other location if the statement of the petitioner is credible and/or there is other information that establishes probable cause. If it is determined that the respondent has not complied, the officer shall arrest the respondent or, if an arrest is not physically possible because the respondent is not present, the officer should apply for an arrest warrant.

**22. Does the respondent's failure to surrender firearms mean that the designated law enforcement agency shall file for an arrest warrant?**

If there is probable cause to believe that the respondent possesses firearms, and a reasonable amount of time has passed that would enable a respondent to "immediately" surrender his/her firearms, a law enforcement officer shall arrest the respondent or, if an arrest is not physically possible because the respondent is not present, the officer should apply for an arrest warrant.

**23. Does the respondent's failure to actually turn over firearms to a designated law enforcement agency also mean that the agency shall file for a search warrant?**

If there is probable cause to believe that the respondent possesses firearms in a particular location, such as the residence or another specified location, and the agency does not receive consent to retrieve the firearms, as part of its investigative procedure, the law enforcement agency may apply for a search warrant.

**24. Is it necessary to have firearms present in order to effect an arrest?**

No, but see Question #25.

**25. What will be the standards for prosecution?**

As in other criminal cases, the prosecution must prove the charge beyond a reasonable doubt. While charges may be supported by a single witness' statement that the defendant failed to surrender a firearm in violation of the order, it will be helpful to have independent evidence of possession of the firearm. Corroboration of such testimony by other witnesses or evidence will be extremely helpful. Recovery of the firearm itself through the execution of search warrant or other permissible search will be helpful in securing a conviction.

**26. How can we better assure that arrest warrant applications will be approved?**

In substantiating why an arrest warrant should be issued, officers should articulate that FL § 4-509 (b) authorizes arrest in



**PROTECTIVE ORDERS**

lieu of a summons and may also articulate any of the following applicable factors from Maryland Rules, Rule 4-212:

The defendant has previously failed to respond to a summons that has been personally served or a citation;

- There is a substantial likelihood that the defendant will not respond to a summons;
- The whereabouts of the defendant are unknown and the issuance of a warrant is necessary to subject the defendant to the jurisdiction of the court;
- The defendant is in custody for another offense; or
- There is probable cause to believe that the defendant poses a danger to another person or the community.

**27. After the Final Protective Order has expired (or a Temporary Protective Order has expired and a Final Protective Order has not been issued to replace it) is the custodial law enforcement agency required to return the firearms to the respondent?**

Yes, if the respondent seeks to retake possession and is eligible to do so. FL, §4-506.l(B) provides that the respondent may "retake possession of the firearms at the expiration of a Temporary or Final Protective Order, unless the respondent is ordered to surrender the firearm in a Final Protective Order, the Final Protective Order is extended, or the respondent is not otherwise legally entitled to own or possess the firearm.

**28. After the Temporary or Final Protective Order has expired, is the custodial agency required to notify the respondent to respond to retrieve his/her firearms?**

Except for the notification for retaking possession given to the respondent at the time of surrender, there is no specific requirement in the surrender provision to notify the *respondent further*. Agencies should follow their standard property procedures.

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**Notes:**

*Guide for Training, Not a Substitute for Legal Advice*

This guide is intended as a training tool and offers some procedural recommendations. It is not intended to substitute for the advice of legal counsel. Please use due care and consult state and local laws, legal advisor, State's Attorney, and agency policy and procedure.

*Firearm Surrender Task Force*

This guide was developed by the Governor's Family Violence Council Firearm Surrender Task Force, a group comprised of representatives from the Governor's Office, Governor's Office of Crime Control & Prevention, Governor's Family Violence Council, Office of Attorney General, Administrative Office of the Courts, United States Attorney's Office, State's Attorney's Office for Baltimore City, Maryland State Police, Maryland Police and Correctional Training Commissions, Maryland Network Against Domestic Violence, Mid-Shore Council on Family Violence, Maryland Association of Domestic Violence Officers, Maryland Chiefs of Police Association, Maryland Sheriffs' Association, Anne Arundel County Police Department, Baltimore County Police Department, Carroll County Sheriffs Office, and Prince George's County Sheriffs Office.

*Endorsement*

The Maryland Police and Correctional Training Commissions has endorsed this guide.

*Contact*

**Governor's Family Violence Council**  
**Erin Newton, Coordinator**  
*Phone: 410-821-2828*  
**Email: erin@goccp-state-md.org**  
**Web: www.goccp.maryland.gov**



**2.4480 PROPERTY CARE  
AND MAINTENANCE**

- A. Employees will not use agency equipment or property carelessly, negligently, or in any other way that results in damage to, or improper alteration of, equipment or property through other than normal wear and tear. Agency equipment or property includes:
  - 1. All equipment issued to employees;
  - 2. Agency vehicles, including equipment or property contained on or within vehicles;
  - 3. Agency facilities, including equipment or property contained therein; and
  - 4. All other equipment or property which comes into possession of agency employees as result of duty related custodial arrangements.
- B. Incidents where agency equipment or property is lost, damaged, misused, etc., will be brought to the timely attention of supervisory or administrative ranked employees by employees first becoming aware of such loss, damage, misuse, etc.
  - 1. Supervisory or administrative ranked employees notified of agency equipment loss, damage, misuse, etc, will ensure CCNs are initiated and conduct preliminary inquiries to determine if the loss or damage resulted from normal wear and tear or through negligence, misuse, maliciousness, etc.
    - a. Reports are required when preliminary inquiries determine equipment or property damage resulted from carelessness, negligence, misuse, or any other reason other than normal wear and tear.
    - b. Reports are not required for damage occurring from normal wear and tear.
  - 2. The chief will designate a supervisory or administrative ranked officer to serve in an ancillary capacity as coordinator for timely reviews of these incidents.
    - a. Incidents involving no apparent chargeable conduct will be closed.
    - b. Incidents involving apparent chargeable conduct will be referred to the Investigation Unit for follow-up consistent with **2.9000 Complaints and Discipline.**
  - 3 Employees may be ordered to reimburse the agency for property loss, damage, misuse, etc.
- C. All agency property will be reasonably and prudently protected from damage and theft.
  - 1. Agency property will not be left in any unat-

tended state or personal vehicle for an extended length of time, especially overnight.

- 2. Employees will ensure that agency property is stored securely at all times.

**By order of Leonard D. Hamm, Chief of Police**



## 2.4500 PUBLIC INFORMATION & MEDIA RELATIONS

### 2.4500.02 PIO FUNCTION ESTABLISHED

- A. The *Office of University Relations* provides media related services and cooperates fully and impartially with those needing help with a story, faculty, expertise and additional information about the university. The Public Information Officer (PIO), and manager of public information is reached at 410-951- 4200.
- B. PIO duties and responsibilities include, but are not limited to:
1. Assisting media personnel in covering stories at the scenes of incidents;
  2. Being available for responses to the news media;
  3. Preparing or promoting image-building features about the agency and its employees;
  4. Preparing and distributing agency public information releases;
  5. Arranging for, and assisting at, news conferences;
  6. Coordinating and authorizing the release of information to the media about victims, witnesses, and suspects;
  7. Channeling or coordinating media requests for information between requesters and agency personnel;
  8. Discussing and interpreting agency policies or directives for the media and community;
  9. Assisting the Chief in the management of information during crisis situations;
  10. Coordinating and authorizing the release of information to the media concerning confidential agency investigations and operations;
  11. Developing procedures for releasing information when other public service agencies are involved in a mutual effort; and
  12. As specifically authorized, providing official comments on internal affairs or other sensitive matters; and
- C. The agency's public information and media relations activities are guided by laws and regulations that include, but are not limited to:
1. Access to Public Records, SG 10-611 *et seq.*;
  2. Criminal Justice Information System, CP 10-201, ET. SEQ.;

3. Family Educational Rights and Privacy Act (FERPA) - Buckley Amendment, 20 USC 1232g;
4. Juvenile Court Records, MD Rule 11-121;
5. Confidentiality of Records, CJ 3-828;
6. Confidentiality of Medical Records, HG 4-301, *et. seq.*;
7. USMH III-6.30 Policy on Confidentiality and Disclosure of Student Records
8. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (Clery Act) as amended; and

### 2.4500.04 PIO AVAILABILITY & NOTIFICATION

- A. Barring exigent circumstances, The PIO is usually available 0830 - 1630 hours, Monday through Friday, excepting holidays and times the university is closed.
1. The PIO can be contacted by the on duty Police Communications Operator (PCO) 24 hours a day.
    - a. The PIOs, when not immediately available in the office, should respond as quickly as possible to agency requests.
  2. The Police Communications Center (PCC) is the primary contact point for matters involving news media inquiries of the agency during PIO off-duty hours and hours PIO is on-duty, but not immediately available.
    - a. The "voice mail greeting" messages of the PIO will inform callers to leave a message or contact his cell phone.
- B. Shift supervisors/OIC's are responsible for ensuring the PIO is notified:
1. When major incidents or unusual events generate media interest; or
  2. When mass media representatives arrive at scenes of incidents.
- C. Notifications made to the PIO of incidents are not necessarily requests for the PIO to respond to incidents.
1. The PIO will normally notify the PCC or agency employees making notifications as to whether they will respond.
  2. The PIO may assist shift supervisors/OIC's, Lieutenants or the Chief in preparing or coordinating preliminary public information releases prior to, or in lieu of, a response by the PIO.



#### 2.4500.06 PIO ROLE OF RANKING OFFICERS

- A. Shift supervisors/OIC's will ensure that official preliminary accounts of incidents are provided the PIO as soon as possible in order for that office to address media representatives responding to incident scenes or making inquiries into incidents.
- B. Preliminary public information releases may be made by a shift supervisor/OIC or Lieutenant, but **only** on authorization by the Chief or the PIO, in order to:
  - 1. Avert unconfirmed, undocumented news accounts from unofficial sources that may have detrimental effects on the agency, its efforts, or persons involved in incidents;
  - 2. Satisfy early or immediate needs of the media; and
  - 3. Allow time for more complete information to be compiled and subsequently released.
- C. Information disseminated in preliminary public information releases will not only be consistent with this directive, but also restricted to general information relating to the who, what, where, when, how and/or actions taken regarding incidents.

#### 2.4500.08 LIMITATIONS OF AGENCY EMPLOYEES

- A. Agency employees will only discuss incidents with media representatives, prepare releases, or otherwise provide information to the media, in compliance with this directive and will keep the PIO informed of all such contacts or informational releases.
- B. Agency employees are prohibited from making statements or releasing further information to the media when existing media releases specifically state that the agency will not release any further information or when other limitations have been imposed, unless specifically authorized to do so by the Chief or the PIO.
- C. Nothing in agency directives precludes or diminishes employees' rights of free speech unless their statements:
  - 1. Materially and substantially affects the performance of employees' duties;
  - 2. Affects the discipline, harmony, or general efficiency and effectiveness of the agency;
  - 3. Are not of compelling public interest; or

- 4. Are specifically prohibited by directives, laws, or regulations.

#### 2.4500.10 RELEASE OF MEDICAL RECORD INFORMATION

- A. Only specified, incident related medical record information can be released by agency officers consistent with HG 4-301 et. seq.
- B. Medical record information that can be released to non-health care providers includes, but is not limited to:
  - 1. All pertinent information to the parents, guardians, or legal custodians of minor children;
  - 2. Directory information concerning patients' presence and general health condition, excepting that information primarily developed in connection with mental health services;
  - 3. Circumstances of causality, excepting mental health services related, described in general terms such as "trauma", "illness", "injury", etc.;
  - 4. General health condition, which is the general health status of patients described in general terms such as "critical", "poor", "fair", "good", "excellent", etc.; and
  - 5. Any relevant information in emergency situations where there are clear and significant risks of death or imminent serious injuries or harm to patients.

#### 2.4500.12 PREPARATION OF PUBLIC INFORMATION RELEASES

- A. The PIO is responsible for preparing and distributing public information releases. Public information releases will be prepared for, but not limited to:
  - 1. Incidents that may attract significant media attention;
  - 2. Criminal or other police incidents involving deaths, serious injuries, or extensive losses or destruction of property;
  - 3. Incidents needing assistance from the public;
  - 4. Incidents mandated to be released consistent with the federal Clery Act, as amended;
  - 5. Serious situations, conditions, or incidents affecting the safety or security of the community and not under the jurisdiction of another agency;



6. Incidents of human interest that illustrate agency employees fulfilling social needs or performing heroic or humanitarian services; and
  7. Disasters, natural or otherwise, involving extensive agency involvement, unless joint operation public information releases are prepared.
- B. Public information releases will be distributed by the PIO via:
1. The agency's web site;
  2. E-mail systems; or
  3. Other appropriate venues as determined by the Chief or the PIO.
- C. Information contained in public information releases may be viewed, duplicated, faxed, e-mailed, and/or read verbatim to anyone upon request.
1. Requests to access public information releases will be referred to the agency's web site or the PIO.
  2. Any additional information, clarification, or questions from the media, in reference to public information releases or specific incidents **must be** referred to the PIO.

#### 2.4500.14 RELEASEABLE INFORMATION

- A. Unless otherwise precluded, releasable arrest related information is:
1. The name, sex, age, description, and marital status of arrested adults or juveniles charged as adults;
  2. The fact juvenile arrests were made, including sex, age, general area of residence, and substance of charges;
  3. Substance or text of charges as contained in warrants or other charging documents;
  4. Identities of arresting officers, excepting identities of undercover officers;
  5. Chronological arrest logs; and
  6. Circumstances immediately surrounding arrests, including:
    - a. Time and place of arrests;
    - b. If pursuits occurred;
    - c. Resistance, and if any injuries were sustained as a direct result;
    - d. Possession and/or use of weapons;
    - e. Description of items or contraband seized; and
    - f. Arrest disposition.
- B. Releasable investigative related information is:

1. Types and nature of incidents;
2. Locations, dates, and times, of incidents;
3. If injuries were sustained by parties involved;
4. The amounts and types of property taken, including its value, if known, rounded to the nearest hundred dollars, unless precluded by investigative protocols;
5. The race of individuals involved when this descriptive information advances the conduct of investigations, or is germane to the incident;
6. The number of officers or other persons involved in incidents and length of investigations;
7. The names of officers investigating incidents, their supervisors as appropriate, and units to which they are assigned, excepting undercover officers;
8. Requests for aid in locating evidence, suspects, or complainants;
9. The existence, but not contents of, suicide notes; or
10. If suspects deny their charges, but not the substance of their denials or alibis.

#### 2.4500.16 NON-RELEASEABLE INFORMATION

- A. After incidents, but before arrests are made or during investigations, information will not be released regarding:
1. Identities or locations of any suspects, excepting that the existence of suspects may be acknowledged without comment; and
  2. Results of any investigative or forensic procedures, such as CDS field tests, Blood Alcohol tests, field sobriety tests, lineups, polygraphs, fingerprinting, laboratory analyses, and ballistics examinations. Facts that tests are being performed may be acknowledged without further comment.
- B. Information will not be released which, if prematurely disclosed, may significantly interfere with investigations or apprehensions.
- C. Information will not be released regarding:
1. Prior criminal records, character, or reputation of defendants;
  2. Employment or college/university student status, unless germane to the case;
  3. Existence, or contents, of confessions, admissions, or statements of defendants, or their failure or refusal to make such;



4. Results of any tests, or defendants' refusal or failure to submit to tests;
5. Identity, credibility, character, statement or expected testimony of any witnesses, or prospective witnesses;
6. Statements, prospective testimony, character, or credibility of any victims;
7. Opinions about the guilt or innocence of defendants, or concerning the merits of the case;
8. Possibility of guilty pleas, plea bargaining or other dispositions;
9. Reports, transcripts or summaries of proceedings from which the media and public have been excluded by judicial order;
10. Photographs of suspects, unless in the public's interest;
11. Names of juvenile suspects, unless charged as adults;
12. **Names and addresses of victims of sexual assaults or victims of child molestations or related information which, if divulged would tend to lead to the victims' identification;**
13. **Names of witnesses or victims or their addresses, unless the release of such information will assist the agency in locating missing persons;**
14. Specific causes of death;
15. Investigative information or other evidentiary information regarding criminal cases;
16. Contents of suicide notes;
17. Personal opinions not founded in fact;
18. Unofficial statements concerning personnel or internal affairs matters;
19. Home addresses or telephone numbers of agency employees;
20. Identities of any critically injured or deceased persons prior to notifications of next of kin, except after all reasonable efforts to notify families have been exhausted; or
21. Information received from other law enforcement or public safety agencies without their concurrence in releasing that information.

#### 2.4500.18 DAILY CRIME LOG

- A. The Office of the Chief is responsible for ensuring that the Daily Crime Log is updated and maintained by the agency for public inspection.

1. The agency's Daily Crime Log is posted to the agency's web site and accessible to the general public 24 hours a day, seven day a week.
  3. Anyone may generate or distribute printed copies of logs as needed.
  4. Questions regarding the log and/or inquiries about specific information contained therein will be directed to the Office of the Chief.
- B. The Daily Crime Log contains a listing of incident reports initiated by the agency. The list is generally in sequential order according to when the incidents were brought to the attention of the agency.
1. Incidents in the Log are classified consistent with the U.S. Department of Justice, FBI's Uniform Crime Reporting Handbook (UCR), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and do not necessarily correspond with crimes according to the Annotated Code of Maryland. Therefore, crimes classified according to the Annotated Code of Maryland may be classified differently according to UCR criteria.
  2. In cases where multiple offenses occurred during single incidents, the most serious offense, as classified by the UCR, is utilized for classification purposes.
  3. Log entries are posted and updated within two business days of incidents or updates coming to the agency's attention.
  4. Logs provide general location of incidents.

#### 2.4500.20 INTERNAL AFFAIRS MATTERS

- A. The agency and its employees are prohibited by law from releasing information to the media and the public relating to internal investigations and personnel matters unless involved employees waive their confidentiality privileges.
- B. Agency employees may request waivers of their confidentiality privileges through direct correspondence or e-mail to the Chief.
- C. Employees who release information to the media or the public about their internal affairs or personnel matters will be deemed by the agency to have waived their confidentiality privileges.
- D. Employees who elect to have trial boards or other personnel hearing matters open, or who appeal decisions to the Circuit Court will be deemed by the agency to have waived their confidentiality privileges.



E. The agency may comment to the media in those cases where confidentiality privileges have been waived. In these instances, the agency's comments will be made only with the express consent of the Chief.

**2.4500.22 PRESS/MEDIA CREDENTIALS**

- A. The agency does not issue credentials to members of the media, but does recognize valid identifications or credentials from all local, national, and international news organizations.
- B. Freelance writers, photographers, or other media representatives lacking valid press or media identification or credentials will be treated as members of the general public.
- C. Questions pertaining to press/media identification or credentials will be referred to PIO.

**2.4500.24 TELEPHONE OR WALK-IN INQUIRIES**

Agency employees are authorized to release to media representatives and the general public information contained in the agency's public information releases or agency's web site. Information contained in public information releases may be viewed, duplicated, faxed, emailed and/or read verbatim to anyone upon request. Other information will be released consistent with this directive.

**2.4500.26 IMPARTIALITY**

Public information will be released to media representatives without partiality. Information will not be withheld, delayed, or selectively released to favor any particular news media representative or agency. Specific inquiries made independently by media representatives may be honored when inquiries are made.

**2.4500.28 ACCESS TO AGENCY EMPLOYEES**

Bona fide representatives of the news media will be granted reasonable access to agency employees, but news gathering efforts will not be permitted to interfere with agency operations or administration.

**2.4500.30 WITHHOLDING INFORMATION**

Denials to release information will be adequately and courteously explained in order to avoid adversely affecting relations between the agency and the media or the public.

**2.4500.32 DISINFORMATION**

The agency and its employees will not purposely supply misinformation or disinformation to the media or the public.

**2.4500.34 MEDIA ACCESS TO INCIDENT SCENES & POLICE ACTIVITIES**

- A. Agency employees will allow bona fide members of the media, their vehicles and equipment, closer access to incidents than that granted the general public and to conduct news gathering activities so long as it is reasonable and practical and their activities do not interfere with police operations, public safety, or traffic flow.
- B. Supervisors at major police incidents, hostage or barricade incidents, and civil disturbances will, as necessary and appropriate, ensure:
  - 1. Perimeters are designated and established;
  - 2. Media staging areas are designated and established nearby command posts or at centralized positions;
  - 3. Perimeter personnel are informed where to send media representatives and any limits on media activities; and
  - 4. Determine preliminary facts of cases or incidents and ensure media representatives are up dated with the information.
- C. The PIO is responsible for:
  - 1. Ensuring their activities are coordinated with on-site supervisors;
  - 2. Conducting regular media up dates or briefings and making timely announcements of major developments; and
  - 3. Assisting with rumor control by providing correct information to dispel rumors.
- D. Direct access by media personnel to police incident scenes may be allowed only after all known evidence has been processed and on-site investigations have been completed. Criminal investigations will have priority over news media coverage.
- E. Agency employees will not take any actions against media representatives to prevent or im-



pede the lawful right to photograph, telecast, etc., persons at incident scenes or in public places.

1. Agency employees may take protective or humanistic actions to cover or screen bodies or other inflammatory scenes if such actions are deemed necessary by a supervisor.
  2. Suspects or accused persons in custody will not be deliberately posed for photographs, telecasts, etc.
  3. Media representatives will not be permitted to interview persons in custody.
  4. Agency employees will not pose themselves with suspects or accused persons, or enter into agreements to have suspects or accused persons in custody at prearranged times or places to facilitate photographs, telecasts, etc.
  5. The agency may arrange media coverage of significant seizures or other evidentiary items when:
    - a. The coverage is conducted under controlled circumstances; and
    - b. The coverage will not prejudice subsequent prosecutions.
  6. Photographs, mug shots, etc., may be released by the agency to help locate persons charged with criminal offenses or being sought in connection with investigations.
- F. Media access to, and movement within, fire, rescue, EMS, disaster or other similar scenes, is under the control and jurisdiction of fire officers in charge.
1. Police incident commanders will confer with fire officers in charge of scenes to assist in facilitating media coverage or access.
  2. Agency employees will not allow media representatives' access to scenes until permission is granted by fire officers in charge.
- G. Other agency directives relating to media coverage of disasters, civil disturbances, and hostage / barricade situations are contained in the agency's Unusual Occurrences Manual.

#### **2.4500.36 MULTI-AGENCY EFFORTS**

- A. The University's PIO will coordinate media inquiries and releases with the PIO of other agencies whenever this agency and other public service agencies are involved in mutual efforts.
- B. The University's PIO will participate in cooperative efforts with The PIO from agencies involved in mutual efforts to determine the lead agency for

media relations and what, if any, information will be included in this agency's public information releases pertaining to other agencies involved.

#### **2.4500.38 INVOLVEMENT OF THE MEDIA IN RELATED DIRECTIVE DEVELOPMENT**

- A. The PIO will maintain a list of media points of contact.
- B. The PIO will provide copies of directives relating to public information and media relations to media points of contact and other media representatives upon request.
- C. Proposed changes to public information and media relations directives will be distributed for comments by the PIO to media points of contact and other media representatives upon request.
  1. Proposed changes will be distributed for comment in order for written comments to be returned to the agency.
  2. Comments returned by media points of contact will be considered when staffing changes to public information and media relations.

**By order of Leonard D. Hamm, Chief of Police**



**2.4540 STOP PROCEDURES:**

**POLICY**

It is the policy of the Coppin State University Police Department to vigorously enforce the laws of the City of Baltimore and the State of Maryland, maintain public order, and protect the life and property of citizens while at all times acting within the bounds of Constitutional, statutory and professional obligations. To balance enforcement with legal restraint, all members of the Coppin State University Police Department must understand the legal framework governing the exercise of their legal authority to stop, detain, search and seize persons and items in the course of their duties. All members will act within these legal boundaries, and will adhere to all reporting requirements.

**CUSTODIAL STOPS AND NON-CUSTODIAL CONTACTS**

The Fourth Amendment to the United States Constitution states:

*“The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.”*

Generally, the Fourth Amendment means that no officer may search a person or place without a search warrant. The Courts have identified certain narrow and specific exceptions to this general requirement, and it is incumbent for every police officer to understand the boundaries of these exceptions to the search warrant requirement.

- In 1968, the United States Supreme Court in *Terry v Ohio* recognized an exception to the general Fourth Amendment limitations, and held that a law enforcement officer may, for his or her safety, do a limited *pat down* of a person’s outer garment to discover a weapon, where reasonable belief exists that the person may be armed and a danger to the officer or others.

- The Maryland General Assembly followed-up this decision in passing §4-206 which requires that all such instances of “Stop and Frisks” be reported to the Maryland State Police. §4-206 requires that each time a law enforcement officer conducts a Stop and Frisk, it must be documented, detailing the “reasons for and circumstances” surrounding the Stop and Frisk.

- In 2002, the Maryland General Assembly, in an attempt to identify any patterns of racial profiling, required reporting of all self-initiated traffic stops to a central authority, designated by statute. This statute compels all law enforcement officers to report all such stops, and requires all law enforcement agencies to compile this information and transmit this data to a central repository.

- It is this statute and this Directive which mandates officers to complete required reports for all instances involving a Stop and Frisk.

For these reasons and pursuant to directives contained in **1.10.04 Authority-Stop and Frisk, and 2.4280 Investigative Detentions/Field Interviews**, University Police Officers who stop and frisk will:

1. Do so consistent with directives, statutes, training and case law;
2. Complete a Stop and Frisk Report and a MSP 97 (firearm) Report detailing the circumstances, reasons, and results of all stops and frisk situations.
3. Complete a MSP 97 Report, items 1 - 16, except item 10, and submit same to the shift supervisor/OIC before the end of their tours of duty. The Stop and Frisk Report and MSP 97 reports must be completed regardless of whether or not weapons are discovered and after the shift supervisor/OIC’s review, the completed form is to be forwarded to the Operations Lieutenant.
4. After review by the Operations Lieutenant, the form is forwarded to the Detective Sergeant who will be responsible for printing a copy of the Stop and Frisk Report, filing a copy of each and forwarding a copy of each to the Administrative Assistant.
5. On receipt of copies of the Stop and Frisk Report and the MSP 97 reports, the Detective Sergeant will mail them to:

Superintendent  
 Maryland State Police  
 1201 Reisterstown Road



Pikesville, Maryland. 21208-3899

- D The Administrative Office will ensure sufficient number of the MSP 97s is available for campus police officers. (A PDF copy of the MSP 97 is found in the R drive's "02-Departmental Forms" and as appendix to this directive.)

## IMPORTANT STOP & FRISK POINTS

### DEFINITIONS

**Field Interview / Citizen Contact** - A term describing a non-custodial interview which may include questions addressed to a citizen. During the interview, the citizen may not be detained against their will, and is, at any time, free to terminate the interview and walk away.

**Frisk** - The external feeling or patting of the clothing of another person. It is the running of hands over another person's outer garment.

**Non-Custodial Contact** - An interview or conversation with a citizen that is entirely voluntary on the part of the citizen. During a non-custodial contact, the citizen may be questioned, but may not be detained against their will, and is, at any time, free to terminate the interview and walk away.

**Reasonable Suspicion or Belief** - This is the minimal basis for a stop. It is defined as being more than unsupported suspicion but less than that which amounts to probable cause. The reasonable suspicion in justifying a stop of a citizen, at its foundation, is the belief that the suspect has committed, is committing, or is about to commit a crime. A member must be able to articulate reasonable suspicion or belief.

**Search** - Implies "INVASION AND QUEST" to discover an item or items hidden from view. By definition, a search is an endeavor to find, discover or bring into view that which is concealed.

**Self-Initiated Traffic Stops** - When a motor vehicle is stopped and the driver is detained for any period of time for a violation of the Maryland Vehicle Law. Traffic stops do not include check points or roadblocks, and/or stops of multiple vehicles due to a traffic accident or emergency situation requiring the stopping of vehicles for public safety purposes.

**Stop** - A stop is a physical or verbal action that involves the delay, hindrance, or holding of a person. During a stop, the person is involuntarily detained, and can be restrained from leaving. A stop is a custodial contact and requires authority to detain. A report may or may not need to be prepared. At a minimum a field interview form must be completed.

**Custodial stops** - also called "involuntary detentions" or simply, "stops," result from an officer having reasonable suspicion or belief that a crime has been, is being, or is about to be committed, and the detention of that person is necessary for investigative reasons. If during the custodial stop, the officer has reasonable grounds to believe that the person possesses a weapon, and the immediate safety of the officer or others is in danger, the officer may pat down (frisk) the outer garment of the person in order to determine if a weapon is present.

### NON-CUSTODIAL CONTACTS

*There are two categories of citizen-police contacts: non-custodial and custodial. **Non-custodial** contacts, generically referred to as "field interviews," do not involve the detention, limitation of freedom, or restriction of movement of a citizen. **Custodial** contacts, herein referred to as "**custodial stops**," and otherwise called "**involuntary detentions**" or simply, "stops," result from an officer having reasonable suspicion or belief that a crime has been, is being, or is about to be committed, and the detention of that person is necessary for investigative reasons. If during the custodial stop, the officer has "reasonable articulable" grounds to believe that the person possesses a weapon, and the immediate safety of the officer or others is in danger, the officer may pat down (frisk) the outer garment of the person in order to determine if a weapon is present.*

During the course of normal routine duties, an officer may interview any citizen by initiating a conversation. As with all people, an officer may ask a person questions and be inquisitive. Asking a person's name, address, and purpose for being at a location are all permissible questions, provided that the person is not being involuntarily detained, is free to refuse to answer the questions, and the questions are not intended to elicit an incriminatory response. **At no time, during a non-custodial contact, shall any**



**officer unduly detain a person nor shall any officer deprive a person freedom of movement in any significant manner.**

Examples of non-custodial contacts include, but are not limited to:

- A complainant or victim reporting a crime to the officer.
- A witness who is questioned regarding observations of, and circumstances surrounding a crime.
- When an officer engages in conversation with a citizen.
- When an officer approaches a citizen, and asks their name, address, purpose for being at a certain location, and any pertinent follow-up questions.
- When an officer invites a citizen to an office or into a Unit to be voluntarily interviewed concerning an incident.

As long as such questions are asked while the person is not in custody, is free to decline to answer, and to leave at any time. Miranda Warnings are not required, and the officer is *under no requirement to report*. Such conversations and questions are considered “field interviews,” and since they have no force of compulsion, they are considered non-custodial contacts.

If at any time during the non-custodial contact, an officer develops reasonable suspicion or belief that a crime has been, is being, or is about to be committed, and the person being spoken to is no longer free to leave, the non-custodial contact ceases and becomes a custodial stop.

Normal contacts between the citizen and the police which amount only to an investigatory noncustodial contact or field interview are permissible with no mandatory reporting. The manner of approach and tone of voice in which the citizen is approached will be one of unfailing courtesy. The demeanor of the police officer is an important factor when determining whether or not the contact is voluntary/non-custodial.

- When conducting a field interview or a non-custodial contact, be guided by the fact that absent cause for an actual stop, the person is free at any time to terminate the interview, not answer any questions, and to leave.

- Upon concluding the interview, a Citizen/Police Contact Report is not mandatory for all field interviews/non-custodial contacts. But, when documentation of the interview is in the best interest of the citizen, the member, the Department, or when directed by a responsible authority, complete a Field Interview Form.
- If at any time during the interview the person wishes to leave, do not restrict their freedom of movement, do not stop them from leaving, and do not compel the person to answer any questions. Unless there exists a reasonable belief that a crime has been, is being, or is about to be committed, the legal authority to detain a person does not exist.

- Submit all completed Field Interview forms to the shift supervisor/OIC prior to the end of the shift.

**- Shift supervisors/OIC’s are to review all Field Interview forms to ensure compliance with this directive.**

- The Detective Sergeant is to enter all Field Interviews into the CAD database in a timely manner. Hard copies are forwarded and stored at the communications desk in a box for hand searches as may be needed.

**NOTE:** If reasonable suspicion or belief that a crime has been, is being, or is about to be committed, the person is to be detained and the officer guided by “Custodial Stops” below.

## **CUSTODIAL STOPS: INVOLUNTARY DETENTION AND STOP AND FRISK**

### **INVOLUNTARY DETENTION**

An officer with reasonable suspicion or belief that a crime has been, is being, or is about to be committed, has the authority to conduct the custodial stop of a person. The standard for stopping a person for investigative purposes is at minimum reasonable suspicion, which is more than mere suspicion, but less than probable cause. A custodial stop is, by its very nature, involuntary, and involves the delay or hindrance of a person’s freedom of movement.



During the custodial stop, the officer has the authority to question or interview the person for investigative purposes, but any questioning designed to elicit evidence of a crime or incriminating information must be preceded by an Explanation and Waiver of Rights. ” In such instances, officers are empowered to reasonably restrict a person’s movements in order to prevent harm to the officer and/or others. The mere fact that the person was handcuffed during the investigation does not preclude release as herein provided. However, you must clearly explain, in the narrative of your documents, the particular reasons that handcuffs were necessary, such as if the person was combative and you felt your safety was reasonably in jeopardy, or there was no other effective means of controlling the person or situation.

### AUTHORITY TO STOP

The following circumstances should be considered in determining whether reasonable suspicion or belief exists to justify a stop. This list is not all inclusive and circumstances will vary in each case.

- The appearance and/or demeanor of the person suggest that the person is not a law-abiding citizen.
- The actions of the person appear to be related to a criminal activity.
- The hour of the day or night.
- The neighborhood may suggest the person is not lawfully present, considering the hour.
- The clothing of the person bulges in a manner suggesting a concealed weapon.
- Proximity to a known crime scene and types of crime suspected based upon the officer’s knowledge that a recent crime has been committed and that the person can be connected to that crime.
- The officer’s prior knowledge, including:
  - Person’s prior record.
  - Information from an informant or third party.
  - Any overheard conversation or knowledge gained in some other way that the person is, or has been, connected with a crime.
- Person is known by the officer to be disposed to violence.

There must be adequate observation or investigation by the officer, or information in possession, before the stop of a person upon **REASONABLE SUSPICION**. A mere “hunch” or “intuition” is not sufficient; nor should a person be stopped merely because

that person is found near the scene of a crime or has a prior criminal record.

The following guidelines should be observed in making an authorized **STOP**:

- Clear identification of the officer:
  - By being in uniform.
  - By announcing their identity as a police officer and at the same time displaying their badge or other police credentials.
- Courtesy shall be used throughout the stop.
- Carefully consider the rights of the person.
- The length of time spent in conducting the stop should be reasonable.
- Maintain self-control and professionalism in any controversy that may arise.
- Such a stop is custodial. (Any questioning of the person designed to elicit an incriminating response is not permitted without providing them with the Miranda Warnings).

### AUHORITY TO STOP

A person who has been stopped may be questioned for:

- Name and address.
- Explanation of actions.

The person may not be compelled to answer these or any other questions. If the person refuses to answer the officer’s questions or to identify themselves, the person may be questioned further, but, **may not be unduly detained nor may the person be deprived of freedom of movement in any significant manner unless the officer is either prepared to make a formal arrest in accordance with the legal requirements for an arrest without a warrant, or is prepared to articulate the circumstances justifying an involuntary detention.**

The failure or refusal to answer questions **does not** bar a “frisk,” if the officer reasonably suspects that the individual possesses a weapon. (See Authority to Frisk under the Stop and Frisk section of this Directive.)

Questions should be confined to the person’s identity and present actions. They shall not be designed to elicit admissions or confessions without an advisement of rights. Questions such as, “What is your



age?” “Why are you here?” and, “Where are you going?” are permissible.

Inquiries shall be conducted in a courteous manner, and the length of time involved shall be of a reasonable duration.

### REQUIRED ACTION - INVOLUNTARY DETENTION

No one is to be involuntarily detained without a reasonable suspicion or belief that a crime has been, is being, or is about to be committed.

Involuntarily detain persons only for such time as is necessary to confirm or dispel reasonable suspicion or belief of criminal activity.

Notification of a supervisor/OIC is **mandatory** for any one of the following circumstances:

- When the detained person was injured as a result of police contact, or complained of injury; and/or
- When the detained person was transported from the initial place of contact; and/or
- When the detention lasts for **20 minutes or more**; and/or
- When the detained person was handcuffed and/or an arrest technique was used.

Upon determining that probable cause exists that a crime has been or is being committed, conduct an arrest consistent with existing policies.

If the investigation determines that the individual detained is to be released:

- Immediately release the person.
- Obtain from the person, all necessary information to complete the required reporting.
- Do not compel the person to cooperate. Complete the Involuntary Detention report as accurately as possible with the information known at the time. [**NOTE: Do not detain the person any longer than necessary or subject them to undue public embarrassment or humiliation.**]
- Extend every reasonable means of assistance to the person to include transportation if the person had been taken from the initial scene of contact.
- Explain to the person the reason for your actions.

Submit the report/s for the “Involuntary Detention” to the shift supervisor/OIC prior to the end of your shift.

On notification of an “Involuntary Detention”, the supervisor/ OIC is to:

- Review the circumstances surrounding the incident.
- Ensure that proper criteria for detention and release have been met.
- Ensure the officer completes an Involuntary Detention report and a MSP 97 report if the person stopped was patted down. (See Reporting Criteria below.)

### REPORTING CRITERIA - INVOLUNTARY DETENTION

For all “Involuntary Detention” types of custodial stops that do not result in an arrest, officers are to adhere to the following reporting requirements:

- Complete an “Involuntary Detention” report in its entirety.
- On the first line of the narrative, enter **INVESTIGATED AND RELEASED.**

If multiple individuals were involuntarily detained for the same crime/incident, a separate report, using the same CC, is to be written. Ensure each report references the others.

Ensure the narrative contains the following:

- The person’s physical and clothing descriptions.
- The crime or incident under investigation.
- The location and time of offense.
- Any witnesses’ names and addresses.
- The reason and circumstances for the stop.
- The reason and circumstances for the frisk (if performed)
- The reason/s the person is no longer a suspect.
- The date, time and location of release.
- Note any assistance offered/provided to the person.
- Describe in detail, the reason for the original arrest, seizure or detention and subsequently the reason for release.
- The supervisor/OIC contacted.

**NOTE:**



**Include whether the detainee refuses to cooperate in any manner or refuses to furnish personal information. Also include whether the person has an injury prior to police contact, or sustains or complains of an injury as a result of police contact.**

Upon completion of an Involuntary Detention Report, the shift supervisor/OIC is to review for accuracy and compliance with this directive.

## STOP AND FRISK

The Supreme Court in *Terry v Ohio*, 392 U.S. 1, (1968) held in part:

*“... where a police officer observes unusual conduct which leads him reasonably to believe in light of his experience that criminal activity may be afoot and that the person with whom he is dealing may be armed and presently dangerous; where in the course of investigating this behavior he identifies himself as a police officer and makes reasonable inquiries; and where nothing in the initial stages of the encounter serves to dispel his reasonable fear for his own or other’s safety, he is entitled for the protection of himself and others in the area to conduct a carefully limited search of the outer clothing of such persons (frisk) in an attempt to discover weapons which might be used to assault him. Such a search is a reasonable search under the Fourth Amendment, and any weapons seized may be properly introduced in evidence against the person from whom they were taken.”*

An officer with reasonable suspicion or belief that the stopped person may have committed, is committing or is about to commit a crime, may ask the person for their name, address and an explanation of their actions. **No authority to frisk exists unless there is first the authority to stop, but even then a frisk is not lawful in every case in which the authority to stop exists.**

**The authority to frisk is justified only when the officer reasonably suspects that the person lawfully stopped is possibly armed, and presently dangerous to the officer or to another person.**

Officers must be prepared to articulate in writing they had sufficient grounds for reasonable suspicion

of criminal activity by the suspect, and the officer had reason to believe the suspect was a threat to the safety of the officers or other persons so as to sanction a search for weapons. Once the determination has been made that the officers or other persons are in danger, all that is necessary is a **FRISK**.

A Frisk is an external feeling or patting of clothing, such as would reveal a weapon of immediate danger to the officers or others. In instances in which a weapon is produced as the result of a frisk, the courts will scrutinize closely all the circumstances relied upon for justifying the stopping and frisking. If officers should stop and frisk someone they must be prepared to articulate in writing and to explain to a court of law, in detail, the reasons for their actions in each case.

## AUTHORITY TO FRISK

No authority to frisk exists unless there is authority to stop, nor is a frisk lawful in every case in which an authority to stop exists. A frisk is justified only when officers suspect that they or other persons are in danger. This claim is not to be used as a pretext for obtaining evidence. **A permissible frisk is the patting of the outside of the suspect’s clothing for the discovery of deadly or dangerous weapons and for no other purpose.**

If the frisk fails to disclose a weapon, no further search, squeezing of clothing or reaching into pockets may be made. Should “frisk” indicates an object that could be a weapon, officers are authorized to search that part of the suspect’s clothing containing such object, but may search no further.

However, if the object felt and found in the course of search is a deadly weapon and the evidence is that possession thereof is a violation of law, the officer **shall arrest the suspect for a crime committed in his presence** and then make a further search of the suspect and their immediate surroundings “incident to the arrest” and seize anything in the nature of contraband, instrumentalities, fruits of crime or evidence.

If the suspect is carrying an object such as a handbag, suitcase, or sack, which may conceal a weapon, the officer should not open the object, but may pat down or feel it for weapons. The officer should see



that the object is placed out of reach of the suspect so that its presence will not represent any immediate danger to the officer. Officers have a duty to cease and desist from any further frisk when they fail to detect a weapon by an external feeling or patting down of the suspect, or when an object they believe to be a weapon is found not to be a weapon.

**NO FRISK IS APPROPRIATE UNLESS OFFICERS REASONABLY SUSPECT THEY OR OTHER PERSONS ARE IN DANGER.**

In determining whether reasonable suspicion or belief exists sufficient to support the *frisking* of the suspect, factors to be considered are those listed under the “Authority to Stop” and:

- The type of crime suspected - whether or not it is a crime of violence or one involving the use of a deadly weapon.
- Reasonableness of the officer’s fears for their or other’s safety. If the officer must deal with more than one suspect, or if the officer does not have help at hand, the situation may constitute a greater danger than otherwise.
- Any other information provided to the officer as to the suspect’s potential for violence.

When officers have knowledge or information regarding the above factors and/or any other information sufficient to justify a reasonable suspicion that the person stopped is presently armed and dangerous, they may frisk such person. **THERE SHOULD BE A COMBINATION OF THE ABOVE FACTORS, AS ONE IN AND OF ITSELF MAY NOT BE SUFFICIENT TO JUSTIFY A FRISK.**

**REQUIRED ACTION - STOP AND FRISK**

Establish reasonable suspicion or belief to perform a Stop and Frisk. Use Stop and Frisk procedures solely for the protection and safety of members and others, and only under such circumstances as detailed in this Order.

**DO NOT** use Stop and Frisk procedures merely to harass any individual or group of individuals.

Exercise all due caution, restraint, and sensitivity. The manner of approach and tone of voice in which the citizen is approached will be one of unfailing courtesy.

Notification of a supervisor/OIC is **mandatory** for any of the following circumstances:

- When the detained person was injured, or complained of injury, as a result of police contact.
- When the detained person was transported from the initial place of contact.
- When the detention lasts for **20 minutes or more.**
- When the detained person was handcuffed and/or an arrest and control technique was used.

If a Stop and Frisk did not result in an arrest and/or discovery of a dangerous weapon:

- Obtain all necessary information from the person. Do not compel the person to cooperate. Complete the report as accurately as possible with the information known at the time by documenting any refusal in the report.
- Explain to the person the purpose and motivation for the Stop and Frisk at the conclusion of the inquiry and after all safety concerns are satisfied.
- Complete and submit an MI and a MSP 97 report by shift’s end.

If the person does not meet the criteria for lawfully possessing the weapon, arrest the person and:

- Complete an MI and a MSP 97 report.
- Conduct state and local warrant checks on the suspect.
- Investigate any weapon seized with National Crime Information Center (NCIC).
- If the suspect is a second or multiple offenders, notify the Assistant State’s Attorney, at least seven (7) days prior to trial, regarding the prior convictions.
- Document on a separate Supplement Report the name of the Assistant State’s Attorney notified, and date and time notified.

**REPORTING CRITERIA - STOP AND FRISK**

Report all stops and frisks by completing an MI and a MSP 97 report, obtain a CC number and ensure the narrative section includes, but is not limited to:

1. **The reason and circumstances surrounding the Stop and Frisk.**
2. The subject’s soundex number.
3. The subject’s social security number.
4. The reporting officer’s information



If a handgun was found during the Stop and Frisk, include in the narrative section of the report the aforementioned requirements and the:

1. caliber, make, type, and serial number of the handgun;
2. results of the weapon/s check;
3. charges placed on the defendant.
4. final results of the Stop and Frisk.

**NOTE: Involuntary Detention report explaining the stop and a MSP 97 report is mandatory for all instances when one is stopped and frisked, whether or not an arrest is affected, a civil or criminal citation is issued or no weapon discovered.**

Submit all completed reports to the shift supervisor/OIC by the end of the shift for the shift supervisor/OIC to review and ensure Stop and Frisk criteria are met.

The Operations Lieutenant is to establish a separate file to include copies of all Stop and Frisk reports and the completed MSP 97 reports and forward copies of the Stop and Frisk report and the MSP 97 report to the Program Administrative Specialist.

The Program Administrative Specialist will mail a copy of the report and the MSP 97 report to:

Superintendent  
Maryland State Police  
1201 Reisterstown Road  
Pikesville, Maryland. 21208-3899

### COMMUNICATION OF POLICY

Supervisors/OICs shall be responsible for communication of this Directive to their subordinates and to ensure compliance. This Directive is effective on the date of publication and is to be read by all Coppin State University police and security officers and Police Communications Officers

**By order of Leonard D. Hamm, Chief of Police**



**2.4550 ACTIVE SHOOTER/TERRORISM**

**2.4450.02 BACKGROUND**

- A. The Coppin State University Police Department draws upon a nationally recognized standard of the Incident Command System developed by the Federal Emergency Management Agency. This system is widely used at the federal, state, local community levels, and at the college and university level. This system lends consistency, efficiency, and effectiveness to the manner in which the university shall respond to an immediate emergency and/or a situation that may require the evacuation of the campus.
- B. Specific procedures are in place to respond to an immediate emergency or dangerous situation involving the health and safety of the campus community to include evacuation procedures.
- C. When buildings are ordered to be evacuated it is university policy that all faculty, staff and students exit the building and report to the pre-designated staging area at the direction of the university police. These procedures are delineated in the Emergency Management Plan which can be found on the Coppin State University Police Department's website. Moreover, these guides have been distributed to all departments on campus. These procedures are tested and published annually.

**2.4450.04 ACTIVE SHOOTER**

- A. This directive establishes guidelines to rapidly and effectively handle a situation where a subject (s) is actively causing death and/or grievous bodily injury to members of the CSU campus community. This type of situation is commonly referred to as an Active Shooter/Armed Intruder incident.
- B. It is the agency's policy to protect life by any legal means possible and as such, University Police Officers (UPO) responding to an Active Shooter/Armed Intruder incident shall accomplish this goal by using any legal means at their disposal to make immediate contact with the active shooter(s) and stop the suspect(s) violent and deadly actions.
- C. This action will be accomplished with the appropriate level of force, which may include arrest, containment, or if necessary, the use of deadly force.
- D. It is also imperative and required to keep students and employees informed about this threat in a

manner that allows them to assist in protecting themselves.

- E. As such certain notifications must be made to the campus community and other appropriate law enforcement and/or public safety departments.
- F. Additionally, a documented annual review of plans (with stakeholders) to address the threats, lockdowns and containments is required.

**2.4450.04 IMMEDIATE DEPLOYMENT**

- A.  force do not change for an active shooter situation.
- E. There is no exception to the rules and regulations as they pertain to deadly force (*see Directive 2.8000 -- Use of Force & Weapons*).

**2.4450.06 CAMPUS NOTIFICATION**

- A. Coppin State University employs Blackboard Connect as its emergency communications and warning system which is designed to provide critical information to the campus community before, during and after an immediate emergency or threat.
- B. The university police department shall confirm through appropriate methods that an emergency does, in fact, exist.
- C. The Chief of the University Police in consultation with the Vice President for Administration and Finance, and the Vice President of Planning shall initiate notification without delay unless it will compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.
- D. The components of the campus communication protocol are: activation of special emergency verbiage dedicated to the incident, email, voicemail, text message, fire alarm enunciations, and an emergency phone message in a looping pattern.
- E. 



**2.4450.08 DUTIES & RESPONSIBILITIES**

A. The duty and responsibility of the initial responding officers are:

[REDACTED]

B. The police supervisor/OIC upon receiving a call that a subject is actively shooting or that gunfire is reported in any of our buildings or grounds shall:

1. Ensure the Baltimore Police Department is immediately notified.
2. Ensure ALL agency personnel are notified – specifically the Chief of Police, the Operations Lieutenant, and the Lead Detective.
3. Quickly assess the situation (i.e. barricade, hostage, sniper or active shooter)
4. [REDACTED]

[REDACTED]

C. The senior CSUPD Command Officer on the scene shall assume the role of Incident Commander (until relieved by a higher authority) and is responsible for the overall response, activity/action taken, and resolution of the incident. Duties include but are not limited to:

1. Establish secure communications channel for the incident.
2. Advise all personnel that you are “in command” of the incident.
3. Ensure the Police Communication Operator (PCO) initiates the notification process, and keeps a log of events and notifications.
4. Ensure ALL responding personnel are advised of the subject (s) location, and a safe route of approach.
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]
9. [REDACTED]
10. Establish a media location outside of the outer perimeter.
11. Ensure PIO is notified and is on the scene.
12. Ensure any resource needed to resolve the incident is requested.

D. [REDACTED] as a result, upon the arrival of the responding BPD SWAT Team, they shall relieve the Contact Team and BPD crisis negotiation protocols will be followed. However, the continued assistance of the CSU Contact Team is critical to the successful resolution of the incident.

**2.4450.10 BUILDING ENTRY ISSUES**

A. Building Entry Problem:  
 (Officers must **MAINTAIN FIREARMS DISCIPLINE**)

1. Noise from people screaming, alarms or complete silence
2. Gunfire
3. Multiple victims with varying degrees of injury
4. Numerous people in inner perimeter
5. Numerous people hiding that will appear in areas thought to have been cleared
6. Critically injured people that will die if medical attention is delayed
7. Ambulatory victims that are hysterical
8. Fire and sprinkler operations
9. Dark or poorly lit areas



10. Officer fatigue

**2.4550.12 DEFINITIONS**

- A. *Active Shooter*: Any subject (s) who is actively causing death and serious bodily injury. The activity is not contained and there is an imminent risk of death or serious injury to members of the campus community. The shooting is random or systematic with the obvious intent to continuously maim or kill others. An Active Shooter incident is not to be confused with other criminal conduct such as barricade incidents, hostage taking or robbery.



**2.4550.14 ANNUAL REVIEW**

- A. All stakeholders at the university need to review their responsibilities.
- B. Annually plans are to be reviewed.

**By order of Leonard D. Hamm, Chief of Police**



**2.4560 CRITICAL NOTIFICATIONS**

**2.456.02 CAMPUS SAFEGUARDS**

- A. This directive is to establish procedures to safeguard the campus during critical emergency situations.

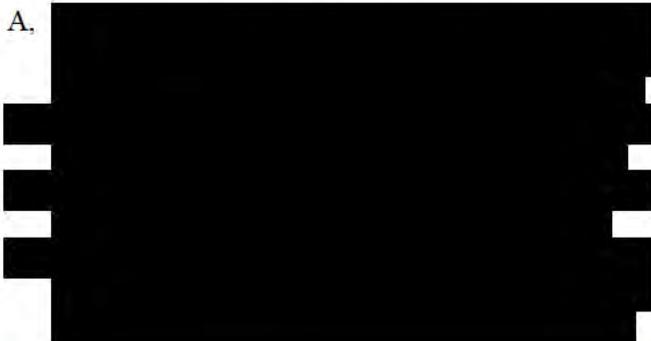
**2.456.04 PROTECTION OF CAMPUS COMMUNITY**

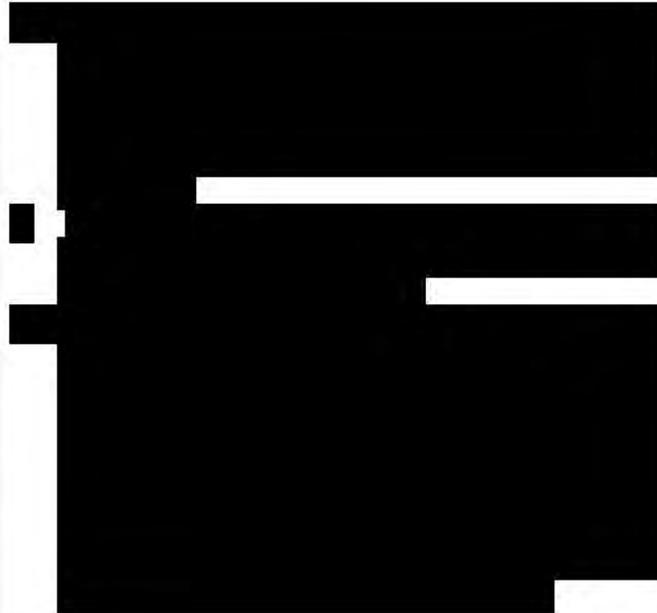
- A. It is the responsibility of the agency to protect the students, faculty, staff and assets of Coppin State University, specifically during extreme emergency situations.
- B. In order to accomplish this mission, sufficient departmental resources must be assembled and deployed to ensure the safety of the university community.
- C. This action must be accomplished in a time-sensitive manner to reduce injuries, property damage, and criminal acts.

**2.4560.06 CRISIS CONDITION**

- A. If a Crisis Condition – Level 4 or Level 5, as specified in the Emergency Preparedness Manual is announced, the agency shall enter into a Critical Alert status.
- B. If the Chief of Police or his designee announces a Critical Alert, the following emergency staffing protocols will immediately become effective, and remain so for the duration of the emergency.
- C. A Crisis Condition – Level 3 may also demand a Critical Alert status but that decision will be made on a case-by-case basis by the Chief of Police or his designee.

**2.4560.08 EMERGENCY DECLARATION**

- A. 



**By order of Leonard D. Hamm, Chief of Police**



## 2.4570 EMERGENCY NOTIFICATION SYSTEM

### 2.4570.02 CLERY REQUIREMENT – Campus Notification

A. The Clery Act requires every Title IV institution, *without exception*, to have and disclose emergency response and evacuation procedures in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The intent of this requirement is to help keep students and employees informed about threats to their safety and health in a manner that allows them to assist in protecting themselves.

B. Clery also mandates institutions provide a Timely Warning to the campus community of certain crimes reported as occurring within the institution's geography.

1. This Notice must be sent in a manner that is timely and should aid in the prevention of similar crimes.

2. Since "*Timely*" has not been defined by law, it is the intent of the University to issue a Notice as soon as pertinent information is available.

### 2.4570.04 CAMPUS NOTIFICATION SYSTEM

A. Using Blackboard Connect, authorized officials from Coppin State University may send text messages to your cell phone or recorded messages to your home phone. Types of messages may include:

- Urgent information regarding the safety or welfare of the campus community
- Notices about campus closings and delays
- Time sensitive information about registration, financial aid, and enrollment issues

Students, faculty and staff are strongly encouraged to register for this emergency notification system.

Once registered, each will be alerted to any emergency on campus. The message reaches those registered regardless as to their location - on, off or enroute to campus.

B. Those experiencing any difficulties in setting up an account are to be directed to Eaglelinks for registering.

C. The emergency system is the most secure way for the CSU community to receive notifications critical to

their safety and well-being. In addition to receiving alerts, users can opt to receive notices concerning traffic and severe weather.

D. Standardized language is used to provide emergency notification in the shortest time possible containing as much

### 2.4570.06 ACTIVATING THE SYSTEM

A. Coppin State University Police Department works closely with the Baltimore Police Department to review current criminal activity and information, both on campus and on our public property area. In the event that a situation comes to the attention of the University Police and is considered by the university to represent a *serious or continuing* threat to the campus community, the Chief of the University Police Department, or in his/her absence a lieutenant or shift supervisor will issue a campus wide "timely warning" or safety bulletin without delay.

B. The alert/notification is to be issued to all students, faculty, and staff. It will be communicated via

- Broadcast e-mail to the campus community
- Campus Text Alert System
- Other Communication methods that may be available

### 2.4570.08 AUTHORIZATION FOR SYSTEM USE

A. When feasible, the Chief of Police or the Director of Risk and Threat Assessment (in that order will attempt to consult with the Vice President for Administration and Finance, or the Public Information Officer regarding the activation of the system and the message to be sent the campus community. Regardless of this contact, the Chief of Police or the Director of Risk and Threat Assessment will send the appropriate message without delay and in a timely manner,

B. On weekends, holidays and/or after normal business hours, either the Chief, the Operations Lieutenant or the Director of Risk and Threat Assessment (in that order) is to be immediately contacted by the shift supervisor/OIC and appraised of any event or situation which could possibly require a "Timely Warning" or the activation of the Emer

**By order of Leonard D. Hamm, Chief of Police**



gency Notification System.

- C. In the unlikely event a command member is unavailable or unable to be reached, the Assistant to the Chief is to prepare and send the timely notice or emergency notification.
  - 1. Officers are also reminded to continue to call, text and/or e-mail command members until one is reached and advised of the situation.

#### **2.4570.10 TESTING THE SYSTEM**

- A. The alert and emergency notification system is to be tested at least once a semester.
- B. The text of the “test” message will clearly state it is NOT an actual emergency.
- C. A copy of all timely notices and emergency notifications are to be retained to ensure Clery compliance.
  - 1. A “hard copy” of each notice, alert, timely warning or emergency notification is to be printed and retained in the Clery, 3 ring binders for that year.

#### **2.4570.12 ADMINISTRATIVE ISSUES**

- A. A campus emergency notification system is an important and effective way to notify the campus community of dangerous conditions that currently exist, i.e. fire or shooting incident, conditions that may develop i.e. tornado notice, or when the campus community may assist in locating a missing person or an offender. As such, coordination and cooperation is critical.
- B. This directive serves to clarify the agency's role and is designed, in part, to identify weakness in the total system for correction or coordination.
- C. As such, consideration will be given to periodic updates of the situation and notification to the campus community when the situation requiring the notice has ended.

**By order of Leonard D. Hamm, Chief of Police**





**Coppin State Police Department  
Manual of Rules and Procedures  
Emergency Notification System**

**Section: 2.4570  
Effective: September 30, 2013**

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## 2.4580 TOWING AND IMPOUNDING VEHICLES

- A. Any vehicle/s coming into the possession of the CSUPD and subsequently towed are to be done so consistent with current law.
- B. The policy of the agency regarding the towing of vehicles is to protect the Coppin State University's community interests against fraud, deception, and similar abuses, and eliminate traffic hazards, congestion and ensure free access to all available parking on properties owned or controlled by the university.

### 2.4580.02 ILLEGALLY PARKED VEHICLES

- A. The Coppin State University has contracted with a tow company named "Greenwood Towing" to tow vehicles as a result of a vehicle coming into our possession (i.e. arrest of driver) or vehicles abandoned on our property. No other private tow company shall be permitted to tow vehicles for CSUPD personnel.
- B. The Baltimore Police Department has jurisdiction and shall arrange for the towing of vehicles as a result of the following:
- C. Vehicles disabled as a result of an accident
  - a. Recovered stolen vehicles
  - b. Vehicles seized as evidence
  - c. Abandoned on a city street
- D. The use of any departmental vehicle to push or tow another vehicle is strictly PROHIBITED, except in a clear and articulable emergency.
- E. If a vehicle needs to be towed as the result of a traffic stop, ALL applicable procedures shall be adhered to, specifically those procedures outlined in **2.2000 Traffic**.

### 2.4580.04 ARRESTEE VEHICLES

- A. Vehicles towed when the owner/operator is arrested, the UPO shall:
  - 1. Release the vehicle to a licensed driver designated by the arrestee, provided that person is at the scene, possesses full and complete ability to safely operate a vehicle (i.e. sober) and will assume full responsibility for the vehicle and all property left therein, only when the vehicle is not subject to seizure;
  - 2. Advise the arrestee (alcohol violations excluded) that they may park and secure the

vehicle provided they do so in compliance with existing parking regulations (be mindful of parking time restrictions) and assume full responsibility for the vehicle and all property left therein. BOTH 1 AND 2 ABOVE SHALL BE CLEARLY STATED IN THE INCIDENT REPORT.

- 3. If neither option is taken by the arrestee, officers shall have the vehicle towed by Greenwood Towing;
- 4. Provide the Police Communications Center with the location, make, registration number of the vehicle in question, and whether there is a need for special equipment (i.e. dolly or heavy duty tow);
- 5. Inventory all personal and detachable property not removed from the vehicle by the owner/operator immediately after a tow vehicle is requested. An inventory is not conducted for the purpose of searching for contraband, but to secure the contents of the vehicle;
- 6. Remove all property left in the trunk if the trunk key is available. Do not remove the spare tire, however, record its presence on the "Vehicle Report";
- 7. If the vehicle is to be towed to the City Yard, advise the Police Communications Operator to obtain a complaint number from Baltimore City Police.
- 8. Itemize all property removed from the vehicle on the Incident Report and process according to established departmental procedure;
- 9. Advise Police Communications Center if the tow vehicle does not arrive within 30 minutes of being dispatched;
- 10. Ensure an Vehicle Report is completed with all information necessary and submit according to established procedure;
- 11. In addition to the Vehicle Report, complete a "Tow Slip";
- 12. On the Vehicle Report, indicate any damage to the vehicle prior to towing and have the tow vehicle operator record the amount of the tow charge and sign in the spaces provided; and
- 13. The tow vehicle operator shall be given the white copy, provide the yellow copy of the "Tow Slip" to the arrestee (if applicable),



and submit the white copy to the shift commander.

#### 2.4580.06 POLICE COMMUNICATIONS

A. The Police Communications Officer (PCO) shall:

1. When advised of the need for a tow vehicle, telephonically notify Greenwood Towing at [REDACTED]. Provide the tow company with the reason for towing, location, make and registration number of the vehicle, and if there is a need for any special equipment;
3. Ascertain the medallion number of the tow vehicle responding and advise the UPO of the medallion number and the time the tow company was notified; and
4. If tow company has not arrived within the prescribed time (30 minutes), contact the company and ascertain the cause of the delay. Consideration will be given to abnormal traffic conditions resulting from adverse weather conditions, heavy traffic or other emergencies.

#### 2.4580.08 ABANDONED VEHICLES

B. Vehicles towed as a result of being abandoned as defined in the Transportation Article, Sections 25-201 and 25-208 (see Annex A), the UPO shall:

1. Respond and investigate the circumstances surrounding the "abandon" vehicle call for service. CSUPD OFFICERS SHALL ONLY INVESTIGATE AND INITIATE ACTION ON ABANDONED VEHICLE CALLS THAT IMPACT UNIVERSITY ROADWAYS AND PARKING LOTS THAT ARE OWNED OR CONTROLLED BY COPPIN STATE UNIVERSITY.
2. Complete a Vehicle Report including the vehicle's registration plate number (if any), year, make, model, and VIN. Provide location of the parking lot/garage where the vehicle has been abandoned;
3. Identify the registered owner and obtain the owner's most recent address;
4. On the first line in the narrative section of the Vehicle Report, write in large letters "ABANDONED VEHICLE";

5. When advised by a CSUPD supervisor, have the abandoned vehicle towed per 2.4580.04, A, # 4 - 12 of this Directive;
6. Complete a supplement to the original report, and a "Tow Slip";
7. On the Vehicle Report, indicate any damage to the vehicle prior to towing and have the tow vehicle operator record the amount of the tow charge and sign in the spaces provided; and
8. Provide the yellow copy of the "vehicle report form" to the tow vehicle operator and submit one copy (white copy) to the shift commander.

#### 2.4580.10 POLICE COMMUNICATIONS

A. The Police Communications Officer (PCO) shall:

1. When advised of the need for a towed vehicle, telephonically notify Greenwood Towing at [REDACTED].
2. Provide the tow company with the reason for towing, location, make and registration number of the vehicle, and if there is a need for any special equipment.
3. Ascertain the medallion number of the tow vehicle responding and advise the UPO of the medallion number and the time the tow company was notified;
4. If the tow company has not arrived within the prescribed time (30 minutes), contact the company and ascertain the cause of the delay. Consideration will be given to abnormal traffic conditions resulting from adverse weather conditions, heavy traffic or other emergencies; and
5. Notify the Baltimore Police Department at [REDACTED] of the following information:
6. Complete description of vehicle to include the VIN
7. Date and time vehicle was towed
8. The reason the vehicle was towed
9. The location where the vehicle was towed from and where the vehicle was towed to.



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**ANNEX A to Directive 2.458**

**TRANSPORTATION ARTICLE**

§ 25-201. Definitions.

- (a) *In general.*- In this subtitle the following words have the meanings indicated.
- (b) *Abandoned vehicle.*- "Abandoned vehicle" means any motor vehicle, trailer, or semitrailer:
- (1) That is inoperable and left unattended on public property for more than 48 hours;
  - (2) That has remained illegally on public property for more than 48 hours;
  - (3) That has remained on private property for more than 48 hours without the consent of the owner or person in control of the property;
  - (4) That has remained in a garage for more than 10 days after the garage keeper has given the owner of the vehicle notice by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to remove the vehicle;
  - (5) That has remained in a garage for more than 10 days after the period when, by contract, the vehicle was to remain in the garage;
  - (6) That was left for more than 10 days in a garage by:
    - (i) Someone other than its registered owner; or
    - (ii) A person authorized to have possession of the vehicle under a contract of use, service, storage, or repair;
  - (7) That has remained on public property for more than 48 hours and:
    - (i) Is not displaying currently valid registration plates; or
    - (ii) Is displaying registration plates of another vehicle;
  - (8) That has been left unattended on any portion of a "controlled access highway" as defined in § 8-101 (f) of this article for more than 24 hours;
  - (9) That has been left unattended on any portion of a primary or secondary highway or controlled access highway, as defined in [§ 8-101 of this](#) article, and is in violation of any of the provisions of [§ 22-408 of this](#) article; or
  - (10) That is not reclaimed as provided under [§ 27-111 of this](#) article.
- (c) *Garage.*- "Garage" means any of the following, if operated for commercial purposes:
- (1) A parking place or establishment;
  - (2) A vehicle storage facility; or
  - (3) An establishment for the servicing, repair, or maintenance of vehicles.
- (e) *Police department.*- "Police department" means:
- (1) The Department of State Police;
  - (2) The police department of any political subdivision of this State;
  - (3) In Baltimore City, the appropriate agency designated by the Board of Estimates;
  - (4) The police forces of public colleges and universities;
  - (5) In Prince George's County, if designated by the County Executive, the Prince George's County Department of Environmental Resources;
  - (6) In any municipality in Prince George's County or Montgomery County, an appropriate agency or department designated by the governing body of the municipality; and



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(7) The police force of any State government agency.

[An. Code 1957, art. 661/2, § 11-1002.2; 1977, ch. 14, § 2; 1980, ch. 156; 1983, ch. 563; 1986, ch. 16; 1987, chs. 128, 149; 1988, ch. 226; 1990, ch. 307; 1991, ch. 82; 1994, ch. 165, § 3; ch. 166, § 3; 1995, ch. 3, §§ 2, 22; ch. 524, §§ 1, 2; 1997, ch. 261; 2002, ch. 19, § 1.]

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25-204. Notice by police to last known registered owner and secured parties - In general.

(a) *Notice to be sent by police.*- As soon as reasonably possible and within 7 days at most after it takes an abandoned vehicle into custody, a police department shall send a notice, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to:

- (1) The last known registered owner of the vehicle; and
- (2) Each secured party, as shown on the records of the Administration.

(b) *Contents of notice.*- The notice shall:

- (1) State that the abandoned vehicle has been taken into custody;
- (2) Describe the year, make, model, and vehicle identification number of the vehicle;
- (3) Give the location of the facility where the vehicle is held;
- (4) (i) Inform the owner and secured party of the owner's and secured party's right to reclaim the vehicle within 3 weeks after the date of the notice, on payment of all towing, preservation, and storage charges resulting from taking or placing the vehicle in custody; or  
(ii) In Baltimore City and Montgomery County, be sent by certified mail, return receipt requested, and inform the owner and secured party of the owner's and secured party's right to reclaim the vehicle within 11 working days after the receipt of the notice, on payment of all towing, preservation, and storage charges resulting from taking or placing the vehicle in custody; and
- (5) State that the failure of the owner or secured party to exercise this right in the time provided is:
  - (i) A waiver by the owner or secured party of all of the owner's or secured party's right, title, and interest in the vehicle;
  - (ii) A consent to the sale of the vehicle at public auction; and
  - (iii) A consent by the owner other than a lessor to the retention of the vehicle for public purposes as provided in [§ 25-207 of this subtitle](#).

(c) *Recovery of costs of impoundment, etc.*- In Baltimore City, Prince George's County, and Montgomery County, a police department or its agent may seek to recover costs of impoundment, storage, and sale of a vehicle as provided by [§§ 25-206.1 and 25-206.2 of this subtitle](#). If a police department or its agent seeks to apply the provisions of [§§ 25-206.1 and 25-206.2 of this subtitle](#), the notice required by this section shall also state that the failure of the owner or secured party to exercise the right to reclaim the vehicle in the time provided may cause:

- (1) Continuing liability of the owner for costs of:
  - (i) Impoundment;
  - (ii) Storage within the chargeable limit for storage as provided in § 25-206.1 (b) of this subtitle; and
  - (iii) Sale of the vehicle; and
- (2) Denial of any application by the owner to renew the registration of any vehicle as required by [§ 25-206.2 of this subtitle](#).

[An. Code 1957, art. 661/2, § 11-1002.2; 1977, ch. 14, § 2; 1983, ch. 563; 1984, ch. 768; 1985, ch. 10, § 3; ch. 522; 1989, ch. 446; 1990, ch. 307; 1994, ch. 417; 1995, ch. 524, § 2.]

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25-208. Special provisions for vehicles abandoned in garages.

(a) *"Abandoned" defined.*- In this section, "abandoned" means abandoned in a garage, as described in § 25-201 (b) (4), (5), or (6) of this subtitle.

(b) *Report by garage keeper required.*-

- (1) A garage keeper shall report any vehicle abandoned in the garage to the appropriate police department.



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(2) Any garage keeper who fails to report the vehicle within 10 days after it becomes abandoned no longer has any claim for servicing, storage, or repair of the vehicle.

(c) *Taking into custody and sale.*- The police department may take the abandoned vehicle into custody and sell it in accordance with the procedures set forth in this subtitle, unless:

- (1) The vehicle is reclaimed by the owner or secured party; and
- (2) The garage keeper is paid.

(d) *Allocation of funds from sale.*- As to the proceeds of the sale:

- (1) They shall be applied, first, to the garage keeper's charges for servicing, storage, or repair; and
- (2) Any surplus proceeds shall be distributed in accordance with § 25-207 (d) of this subtitle.

(e) *Construction of section.*- This section does not impair any:

- (1) Lien of a garage keeper under the laws of this State; or
- (2) The right of any secured party to foreclose.

[An. Code 1957, art. 661/2, § 11-1002.2; 1977, ch. 14, § 2.]



## 2.4590 SUBSTANCE ABUSE

### 2.4590.02 SUBSTANCE ABUSE – General Provisions

- A. Pursuant to the Drug-Free Schools and Communities Act, Public Law 101-226, the university has established programs to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees at the university.
- B. The university distributes copies of the Employee Drug and Alcohol Abuse Policy to all employees. The policy contains information the university is required to provide under:
  - 1. The Drug-Free Workplace Act of 1988;
  - 2. Public Law 100-690;
  - 3. The State of Maryland Substance Abuse Policy;
  - 4. Executive Order .01.01.1991.16; and
  - 5. The Maryland Higher Education Commission's Policies Concerning Drug and Alcohol Abuse Control.
- C. Officers will take appropriate law enforcement actions when they become aware of alcohol or CDS related criminal or motor vehicle incidents involving university students, staff, and faculty.
  - 1. When officers take law enforcement actions against university employees while on-duty or operating State vehicles, officers will ensure the employees' supervisors are notified and informed any administrative or personnel actions must be initiated by the employees' department through University Human Resources.
  - 2. Officers taking law enforcement actions against university employees prepare an appropriate incident report and forward to the Office of the Chief which begins the notification process.
  - 3. Officers are responsible for referring students contacted for alcohol or CDS related offenses to the Office of the Dean of Students.
- D. Non-criminal and non-motor vehicle violations of the university's Drug and Alcohol Abuse Policy, e.g., working while impaired by alcohol, are administrative violations that are to be handled between employees, their supervisors, and their departments through University Human Resources.
- E. There is no statutory or administrative basis that empowers officers to conduct field sobriety, PBT,

breath test instruments, or other alcohol or CDS testing on university employees or students for non-criminal or non-motor vehicle violations of the university's Drug and Alcohol Abuse Policy.

- F. Suspected violations of the university's Drug and Alcohol Abuse Policy involving sworn agency personnel will be investigated and disposed of in accordance with university regulations, agency directives, MOU and LEOBR.

### 2.4590.04 PERSONS IMPAIRED OR UNDER THE INFLUENCE

- A. Agency employees will take reasonable and prudent steps to ensure the safety of persons who are under the influence.
  - 1. Adults who are under the influence may be taken into custody and taken to medical facilities.
  - 2. Juveniles who are under the influence may be taken into custody if they are in danger from their surroundings.
- B. Adult and juvenile detainees who are believed to be under the influence of alcohol or drugs will be afforded appropriate and necessary medical treatments.
- C. Officers taking juveniles into custody will attempt to notify the parents, guardians, or adults responsible for juveniles as soon as practical of the fact that the juveniles have been taken into custody.
- D. Adults who are under the influence, are not in custody, and are capable of making rational decisions will be afforded opportunities to:
  - 1. Seek medical attention at health care facilities; or
  - 2. Be taken by public conveyance, other notified party, or by agency vehicle to their place of residence.
- E. Adults who are under the influence, not in custody, are capable of making rational decision, and reside near the university will be afforded opportunities to:
  - 1. Seek medical attention at health care facilities; or
  - 2. Be taken by other notified party to their place of residence.
- F. Officers will ensure notifications are made to VP for Division of Student Affairs when intoxicated students are transported or taken to their residence.



## 2.4590.06 ALCOHOL & UNDERAGE PERSONS

- A. University regulations forbid unauthorized possession, use, or distribution of alcoholic beverages on or in university property. University regulations are consistent with state and county laws, and restrict on-campus use of alcoholic beverages in specified areas.
- B. All incidents or reports coming to the attention of the agency pertaining to the use of alcohol by persons suspected to be underage will be promptly and fully investigated.
- C. All incidents involving alcohol will be so noted in Report Exec.
- D. Consistent with law, regulations, and agency directives, officers may initiate enforcement actions through the issuance of criminal or civil citations, making arrests, and/or making the appropriate and required referrals.
- E. If underage persons are arrested for driving while under the influence or while impaired, other underage passengers who are involved in alcohol violations may also be charged with appropriate violations.
- F. When officers respond to on campus parties where underage persons are found to be in possession of and/or consuming alcohol, they will:
  - 1. Attempt to contact and positively identify persons responsible for the parties;
  - 2. Attempt to obtain information relating to the identities and ages of party attendees; and
  - 3. Determine the extent, if any, of alcohol use.
- G. Enforcement actions may be initiated if it is determined that there are alcohol violations within buildings, and legal access can be gained. These actions should include, but are not limited to:
  - 1. Identifying those responsible for the events;
  - 2. Arresting, referring to the Office of Student Affairs, and/or issuing citations to violators;
  - 3. Confiscating and impounding alcoholic beverages.
- H. Officers will attempt to positively identify persons possessing or consuming alcoholic beverages and appearing to be underage.
- I. Officers should also be alert to the use of altered or counterfeit identification documents, confiscate same, and take appropriate enforcement actions.
- J. Officers will attempt to identify persons responsible for purchasing, acquiring, or distributing al-

cohol illegally and take appropriate enforcement actions.

- K. Incidents involving liquor license holders will be documented in CAD and any administrative reports prepared.
  - 1. Information that must be contained, where possible, in reports involving liquor license holders includes, but is not limited to:
    - a. Establishment names;
    - b. Names of employees illegally providing alcohol; and
    - c. Whether fraudulent identification documents were involved.

**By order of Leonard D. Hamm, Chief of Police**



**2.4600 TRESPASSING**

**2.460.02 GENERAL PROVISIONS**

- A. Statutes pertaining to various types of trespassing and school security matters include, but are not limited to:
  1. CR 6-402/CR 6-403 - Wanton trespass upon land or vessel;
  2. CR 6-409 - Refusing to leave public buildings or grounds upon request;
  3. ED 26-101 - Disturbing activities at school or college; molesting or threatening students;
  4. ED 26-102 - Trespassing on the grounds of a public institution of elementary, secondary, or higher education.
- B. Officers of the Coppin State University Police Department, being members of the University of Maryland Police Force, as established in ED 13-601, are empowered and authorized to enforce provisions of ED 26-102, CR 6-409, and applicable case law regarding trespassing.

**2.4600.04 WANTON TRESPASS, Etc.**

- A. Consistent with the provisions of CR 6-402, CR 6-403, and CR 6-404, in order to charge persons for:
  1. Trespassing on posted property, the facts must show the areas in question were marked conspicuously with signs that can be easily seen;
  2. Operating off-road vehicles on State property, the facts must show that suspects must have reasonably known the property belonged to the State.
  3. "Peeping Tom" trespass; the facts must show that it would be possible to see into the location. Other "Peeping Tom" statutes are contained in CR 3-902, *et. seq.*

**2.4600.06 TRESPASSING AT A PUBLIC AGENCY**

- A. In order to enforce provisions of CR 6-409 and issue Advisements of trespass for trespassing at a public agency after regular business hours, officers must:
  1. Show the acts took place during hours when the place was closed to the public and violators had no lawful business to conduct; and

- 2. Ensure violators are given reasonable and prudent notice to cease specified activities prior to enforcement actions being taken.
- B. Officers will not issue Advisements of Trespass to those persons who provide evidence of qualification to conduct their activities or are otherwise engaging in lawful, constitutionally protected activities.
- C. In order to enforce provisions of CR 6-409 and issue Advisements of trespass for trespassing at a public agency during regular business hours, officers must:
  1. Show the acts took place during regular business hours, that violators had no lawful business to conduct, or the acts were disruptive or disturbing to regular activities; and
  2. Ensure violators are given reasonable and prudent notice to cease specified activities prior to enforcement actions being taken.
- D. Advisements of Trespass can be issued to any person who violates provisions of this statute, regardless of university affiliation.

**2.4600.08 DISTURBING ACTIVITIES; MOLESTING OR THREATING**

- A. Consistent with the provisions of ED 26-101, it is illegal to:
  1. Willfully disturb or otherwise willfully prevent the orderly conduct of university activities;
  2. Molest or threaten with bodily harm students, employees, etc. on or near school property, on school vehicles, or at school sponsored activities; or
  3. Threaten school employees at their homes when threats arise out of the scope of employees' employment.
- B. In addition to the penalties of ED 26-101, institutional governing boards may seek injunctive relief against specific activities that violate ED 26-101 through appropriate circuit courts.

**2.4600.10 TRESPASSING ON SCHOOL GROUNDS**

- A. Officers may issue Denials of Access consistent with ED 26-102(a). Violators may be charged with "School: Trespass on Ground."
  1. Officers may issue a **Notice of Trespass** to those persons who:



- a. Have no affiliation and have no lawful business to pursue; or
  - b. Disrupts or disturbs the normal educational functions of the institution.
2. Officers will not issue **Notice of Trespass** to those persons who provide evidence of qualification to conduct their activities or are otherwise engaging in lawful, constitutionally protected activities.
  3. A **Notice of Trespass** bars persons from returning to university property in violation of the scope of their **Notice**
    - a. **Notices of Trespass** will be marked to take effect immediately or delayed for 10 days from dates of issuance.
    - b. **Notices of Trespass** can also be held in abeyance pending hearing dates when persons denied access request administrative hearings within the 10 day delay period.
  4. All **Notices of Trespass** must be in writing and personally delivered. (Trespass notices from the Dean of Students can be sent by certified mail, return receipt requested.)
  5. **Notices of Trespass** forbid persons from entering onto any CSU property regularly patrolled by the Coppin State University Police in order to protect and safeguard the entire university community.
- B. Officers may order persons to leave institutional grounds consistent with ED 26-102. Violators may be charged with "School Trespass/Refuse to Leave Building."
1. Officers may issue orders to leave to those persons who:
    - a. Have no lawful business to pursue; or
    - b. Disrupts or disturbs the normal educational functions of the institution.
  2. Subjects must be given reasonable and prudent notice to leave prior to actions being taken.
  3. Orders to leave can be issued to any person who violates provisions of this statute, regardless of university affiliation.
  4. Officers will not issue orders to leave to those persons who provide evidence of qualification to conduct their activities or are otherwise engaging in lawful, constitutionally protected activities.
- C. Officers may charge persons who willfully damage or deface institutional buildings or grounds with "School: Trespass / Damage Property."

#### 2.460.12 PHOTOGRAPHING TRESPASSERS

Consistent with 2.326 **Field and Pre-Arrest Photography**:

- A. Officers should take photographs of persons who are not able to positively identify themselves and are detained for the purposes of issuing **Trespass/Denials**;
- B. Officers may take photographs of persons who are able to positively identify themselves and are advised of trespass or denied access; and
- C. Photographs are to be entered into the Incident report prepared for all persons advised of trespassing and a file for easy access maintained in the Communications Desk area.

#### 2.460.14 REPORTING REQUIREMENTS

- A. Communication Officers are responsible for ensuring a CC number is initiated for all incidents in which a **Notice of Trespass** is issued.
- B. Duties and responsibilities of officers include, but are not limited to:
  1. Completing reports detailing the circumstances surrounding the issuance of all **Notices of Trespass**;
  2. Separating and distributing **Notices of Trespass**; and
  3. Attending any Trespass appeal hearings as required.
- C. Shift supervisor/OIC is responsible for ensuring:
  1. That **Trespass Notice** information has been accurately entered into Report Exec; and
  2. At least one year's accumulation of issued **Trespass Notices** is maintained in the Communications Trespass file.

#### 2.460.16 COMPLETING NOTICE OF TRESPASS

- A. Officers will ensure they utilize current forms, complete forms with required information, and distribute copies accordingly.
- B. The forms are used to issue **Trespass Warnings**.
- C. Only one use per form is allowed.
- D. Trespassers will be requested to sign in receipt of the forms, but cannot be compelled to do so. Should a trespasser refuse to sign the form, issuing officers will write "Refused to Sign" in the



Recipient's Signature box, issue the forms, and ensure refusal information is included in related Trespass reports.

- D. The forms have two copies.
  - 1. White, original copies will be submitted the Police Communications Officer for retention in the **Notice of Trespass** file retained at the desk.
  - 2. Yellow copies will be given to advisees.

**2.460.18 NOTICE OF TRESPASS WARNING**

- A. Officers use the below verbiage when issuing Advisements of Trespass or Denials.

**2.4600.20 TRESPASS WARNING ON RE TURN OR FAILURE TO LEAVE**

- A. In instances when one refuses to leave, returns or at a later date is found on campus (within one year), Officers should use the below verbiage.
- B. In the event the person refuses to leave, the officer is to take the person into custody and charge them appropriately.

My name is Officer \_\_\_\_\_. I represent the Coppin State University.

The University does not want you to remain on its property and, therefore, you are ordered to leave at once. If you remain on or return to this property, you will be considered a trespasser and subject to arrest. Please leave now.

Do you understand this information?

You have remained on University property after being ordered to leave.

You are trespassing on the property of the Coppin State University. If you do not leave at once you will be arrested and charged with trespassing under Education Article, 26-102 (a).

(On return, are subject to immediate arrest.)



**Coppin State University Police Department**  
**Manual of Rules and Procedures**  
**TRESPASSING**

Section: 2.4600  
Effective: September 17, 2013

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## 2.4610 VEHICLE LOCKOUTS

Only CSU Police Officers (CSUPO) are authorized to and will be assigned to assist with vehicle lockouts based on call priority, officer availability, or jurisdictional limitations..

### 2.4610.02 PRIORITY OF CALLS

- A. Vehicle lockout calls that will be given the highest priority within the agency's primary and concurrent jurisdiction are:
  - 1. Children locked in vehicles as described in FL 5-801; and
  - 2. Animals locked in vehicles as described in TR 21-1004.1.
- B. CSUPO's will be assigned to vehicle lockout calls within primary jurisdiction based on officer availability when:
  - 1. Vehicles are left unattended with their motors running;
  - 2. Vehicles are in hazardous locations;
  - 3. Handicapped persons are locked out of their vehicles; or
  - 4. Circumstances exist wherein the well-being of requesters must be addressed and no other options are available.
- C. Police Officers may be assigned to vehicle lockout calls within the agency's primary and concurrent jurisdiction based on officer availability when:
  - 1. No circumstances exist where the well-being of requesters must be addressed; or
  - 2. No hazardous conditions exist.

### 2.4610.04 POLICE COMMUNICATIONS OPERATOR RESPONSIBILITIES

- A. When CSUPO's are to respond to vehicle lockouts, PCO responsibilities include, but are not limited to:
  - 1. Obtaining necessary information to enter into CAD
  - 2. Assigning officer/s to respond; and
  - 3. Conducting NCIC and METERS checks on vehicle registrations as requested.
- B. If officers are not assigned to lockout calls because of jurisdictional issues or based on officer unavailability, PCOs will offer alternatives or assistance that includes, but is not limited to:

- 1. Informing callers why officers are unable to respond;
  - 2. Calling commercial locksmiths; or
  - 3. Arranging for local transport, e.g., with friends, family, taxi, etc.
- C. When the agency is unable to provide lockout services, PCOs will initiate a CC#, enter remarks explaining why lockout services were not provided, and **notify the on-duty shift supervisor/OIC** of the inability to provide lockout services.

### 2.4610.06 OFFICERS' RESPONSIBILITIES

- A. Officers are protected from civil, criminal, and agency administrative liability when taking *reasonable* actions, to include breaking out vehicles windows, in order to extricate children or animals from locked vehicles.
- B. Before attempting to unlock vehicles, officers will advise the requester, by having them read and sign a CSU Police Waiver of Liability form, for requesters to assume full responsibilities for any damages resulting from attempts to unlock vehicles.
- C. Officers will not attempt to unlock vehicles if the requester refuses to sign a CSU Police Waiver of Liability form.
- D. Officers will verify requesters' identities and the legitimacy of their claims to vehicles via driver's license, registration, MVA, or NCIC checks.
  - 1. Officers will not unlock vehicles if they are not satisfied as to the identity of requesters or the legitimacy of their claims to vehicles.
  - 2. Registrations will be checked by officers immediately upon opening the vehicle in instances where listings cannot be obtained prior to opening vehicles.
- E. If requesters appear to be under the influence of alcohol or drugs, officers will unlock vehicles in order to retrieve the keys for requesters. However, requesters will be ordered not to drive until no longer under the influence. Assistance to requesters may be provided in the form of:
  - 1. Notifying substitute drivers;
  - 2. Arranging for local transports; or
  - 3. Attempting other notification requests.
- F. If doors cannot be unlocked, comments to that effect are to be entered in MI reports.
- G. Upon successfully unlocking vehicles, officers will request that requesters check to verify the



locking mechanisms are still functioning properly. Problems should be noted on the MI report.

- H. Completed CSU Police Waiver of Liability form will be submitted to the Operations Lieutenant.

#### 2.4601.08 ROOM UNLOCKS/OPENING REQUEST

- A. Faculty and staff will be granted access to buildings after hours.
- B. Officers will reasonably ensure these individuals are properly identified, i.e. appropriate I.D. is displayed
- C. The PCO will enter the request in CAD. Students will be admitted to facilities after hours only if the agency has on file a memorandum from a member of the faculty or staff granting specific authorization.
  - 1. Such memoranda will be endorsed by the command level and maintained in a building access book in the Police Communications Center.

#### 2.4610.10 VEHICLE HOT SHOTS

- A. CSUPO's will provide stalled motorists with "hot shots" as may be requested.

#### 2.4610.12 PCO RESPONSIBILITIES

- A. When CSUPO's are to respond to "Hot-Shots", the PCO responsibilities include, but are not limited to:
  - 1. Obtaining necessary information to enter into CAD
  - 2. Assigning police officer/s to respond; and
  - 3. Conducting NCIC and METERS checks on vehicle registrations as requested.
- B. If officers are not assigned to "Hot-Shot" calls because of jurisdictional issues or based on officer unavailability, PCOs will offer alternatives or assistance that includes, but is not limited to:
  - 1. Informing callers why officers are unable to respond;
  - 2. Arranging for local transport, e.g., with friends, family, taxi, etc.
- C. When the agency is unable to provide "Hot-Shot", PCOs will initiate a CC#, enter remarks explaining why services were not provided, and notify an on-duty shift supervisor/OIC of the inability to provide lockout services.

#### 2.4610.14 OFFICER'S RESPONSIBILITIES

- A. Officers are protected from civil, criminal, and agency administrative liability when taking *reasonable* actions in giving "Hot-Shots."
- B. Before attempting a "Hot-Shot," officers will advise the requesters, by having them read and sign the "Hot-Shot" Waiver of Liability, that they assume full responsibilities for any damages resulting from attempts to start vehicles.
- C. Officers will not attempt to start vehicles if requesters refuse to sign the Waiver of Liability.
- D. Officers will verify requesters' identities and the legitimacy of their claims to vehicles via driver's license, registration, MVA, or NCIC checks.
  - 1. Officers will not "Hot-Shot" vehicles if they are not satisfied as to the identity of requesters or the legitimacy of their claims to vehicles.
  - 2. Registrations will be checked by officers in instances where listings cannot be obtained prior to opening vehicles or performing a "Hot-Shot."
- E. In the event the requesters appear to be under the influence of alcohol or drugs, officers will **not** give the vehicle a "Hot-Shot".
- F. Completed Hot Shot Waiver of Liability will be submitted to the Operations Lieutenant.

#### 2.4610.16 WAIVER LIABILITY FORM

- A. The waiver form is found on the following page



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## COPPIN STATE UNIVERSITY POLICE DEPARTMENT WAIVER OF LIABILITY

I hereby relieve Coppin State University of any liability for damage to the below named vehicle as a result of the procedure of giving a battery assist by use of jumper cables or by manually entering the vehicle while locked for the purpose of removing keys.

Signature of Person Requesting Assistance	Date/Time
Make, Model of Vehicle	License # and State

Signature \_\_\_\_\_  
Police Officer

NOTE: The person requesting assistance MUST provide proper ID AND the vehicle MUST be owned by the person requesting assistance.



**2.4620 MOBILE DATA COMPUTERS (MDC)**

**2.4620.02 MOBILE DATA COMPUTERS**

- A. The agency obtained mobile data computers (MDC) and installed the required hardware for use in marked police units. To ensure the units are properly cared for, the below guidelines are implemented and must be followed, without exception:
- B. Only trained University Police Officers (UPO) are authorized to use the MDC's and each UPO must maintain all certifications in order to access METERS.
- C. Individual passwords are issued and under no circumstances are they to be shared or made available to another.
- D. MDC's shall be used for official CSU business only.
- E. All applicable State and Federal Laws concerning access to CJIS (NCIC/METERS) as well as administrative guidelines of the department are to be followed, without exception.

**2.4620.04 DEFINITIONS**

- A. Mobile Data Computers (MDC)  
 For the purpose of this directive, MDC's are mounted in the police vehicle and capable of accessing electronic mail systems, electronic bulletin boards, Internet services, METERS and other law enforcement programming.
- B. Training  
 All METERS training will be coordinated the Administrative Lieutenant.
- C. CAPWIN Authorization  
 CAPWIN programming is authorized by the University Of Maryland Department Of Civil and Environmental Engineering's Center for Advanced Transportation Technology. It operates under the guidance of a Board of Directors made up of representatives from local, state and federal first responder agencies. Mobile clients are designed for maximum performance in wireless, field environments and permit local queuing, messaging and local rendering of GIS maps using network linking.
- D. Media

Audio and visual media used for the creative convergence of arts, science and technology for social interaction and education.

- E. E-TIX Coordination/ Program  
 The Maryland Electronic Traffic Exchange Program (E-TIX) was developed to assist law enforcement with the safe and timely means of issuing traffic citations by providing the software to scan bar codes on a driver's license.
- F. LICENSE PLATE RECOGNITION (LPR): also known as an Automated License Plate Recognition or Automated License Plate Reader; a system that includes cameras and computer hardware and software that is designed to capture, read and store images of vehicle license plates. An LPR may be mounted in a vehicle or in a fixed location.
- G. ALARM: an audible and or visual alert generated by an LPR system to the user indicating that a license plate is on the hot list.
- H. HOT LIST: the current electronic file of license plates which will cause the LPR system to trigger an alarm and alert the trooper.
- I. READ: the process by which an LPR system photographs a license plate, translates the photograph into alphanumeric characters and compares that data to the hot list.
- J. STATEWIDE LPR SYSTEMS: those LPR systems that are networked with the Maryland Coordination and Analysis Center (MCAC) Operations Center server through an encrypted Virtual Private Network.
- K. SHIFT SUPERVISOR: a sworn noncommissioned officer (NCO) who is responsible for directing the enforcement activities of troopers assigned to a field installation within the Field Operations Bureau.
- L. POLICE COMMUNICATIONS OPERATOR (PCO): a communications operator responsible for providing real-time information to troopers, and other law enforcement personnel, responding to a fixed LPR alert.
- M. METERS  
 The Maryland Electronic Telecommunication Enforcement Resource System (METERS) refers to the switching system managed by the Maryland State Police giving access to in-state and out-of-state wanted data. The system also combines the functions of the National Crime Information Sys-



tem (NCIC) and the Maryland Interagency Law Enforcement System (MILES) into one criminal justice network.

#### 2.4620.06 CRIMINAL HISTORY

- A. Criminal History reports cannot be run on wireless device/mobile computers.
- B. Should a Criminal History be needed in an investigation or arrest, the report MUST originate from the Communication Center's hard wired NCIC/METERS terminal.
  - 1. The Police Communication Officer, by Federal Law cannot transmit the Criminal History Report over the air via radio transmission.

#### 2.4620.08 REQUIREMENTS

- A. UPO's will request confirmation of the CAPWIN query result from the hardwired NCIC/METERS terminal located in the Communication Center before the results are used as the bases for enforcement action.
- B. UPO's are to also immediately report any false positive, false negative and error responses to their immediate supervisor, the Operations Lieutenant and the Maryland State Police Information Technology Help Desk at [REDACTED]
- C. All information originating from these units is confidential and disseminated only to individuals with a need and right to know.
- D. Accessing or transmitting materials that involves the use of obscene language or images, sexually explicit materials, or intentional messages that maliciously degrade any person, group, or classification of individuals is strictly prohibited.

#### 2.4620.010 HARDWARE/SOFTWARE

- A. The temporary or permanent installation of software, hardware, peripheral devices, screen savers, or any other attachment is strictly prohibited.

#### 2.4260.12 SECURITY

- A. To avoid breaches of security, members MUST log-off their assigned MDC whenever it is not in use.
- B. When accessing information via the MDC, the police vehicle will be at a full stop with the gear-shift placed in the "parked" position.
- C. THE SAFE OPERATION OF A POLICE VEHICLE SHALL ALWAYS BE THE DRIVER'S PRIMARY RESPONSIBILITY!

#### 2.4260.14 SECURING THE MOBILE DATA COMPUTER

- A. The MDC must be locked in the docking station and properly secured at all times.
- B. When not in use, the MDC's will be stored in CSUPD Administrative office [REDACTED]
- C. A log book is maintained with MDC's and used to record the following information;
  - 1. UPO Signature
  - 2. Date & Time Removed;
  - 3. Removed Unit's Serial Number;
  - 4. Time Returned.

#### 2.4620.16 PROCEDURE FOR USE

- A. UPO's must:
  - 1. Sign the log, to include the date and time a MDC is taken from the storage area;
  - 2. Sign and note the time, in the log, the MDC is returned AND this must be no later than leaving at the end of the shift.
- B. At no time is an officer to sign in and/or out any MDC for any other officer.
- C. Without exception, the MDC's serial number is to be recorded on the front upper left corner of their Daily Activity Log (DAL) sheet.
- D. In the event a UPO has to be away from the vehicle for an extended period of time, the MDC must be secured in the trunk of the vehicle.
- E. The MDC must be removed and returned to the storage room when the vehicle is placed out of service for maintenance or repairs.
- F. UPO's shall, by the end of their shift, report all damage and/or technical problems to their immediate supervisor (including damage caused by traffic accidents) and prepare an Administrative (95) report explaining the circumstances.



- G. Computer repairs shall be coordinated by the Operations Lieutenant.

#### 2.4620.18 SUPERVISOR'S RESPONSIBILITIES

- A. Sergeants will be held responsible for the strict adherence to this directive as well as monthly inspection of equipment.
- B. Damage, software alterations and problems with functionality will be reported to the Operations Lieutenant immediately.

#### 2.4620.20 E-TIX PROGRAMMING AUTOMATED LICENSE PLATE RECOGNITION PROGRAM

- A. Currently, the CSUPD does participate in this program. Nevertheless, the Maryland Electronic Information Exchange Program (E-TIX) was developed to assist Maryland law enforcement with a timely means of issuing traffic citations and accumulating pertinent related data. The program is a vehicle-based computer scanning system that permits the scanning of the bar code on the driver's license for the purpose of writing a citation, warning or repair order. Simultaneously, wanted checks are also made through the CAPWIN system during the traffic stop. After scanning the license, a copy of the citation can be printed and issued to the violator. Subsequently, court dockets are sent to the issuer that can be used to testify in court.
- B. The Maryland State Police (MSP) has complete authority to regulate the E-TIX program including establishing rules and regulations, providing program management and data analysis.
- C. Certified Maryland State Police Instructors will train all program participants.
- D. Each participant will adhere to all requirements of the E-TIX program to remain certified. If certifications are suspended or revoked for any reason, the participant will require refresher training before certification can be reestablished.

#### 2.4620.22 AUTOMATED LICENSE PLATE RECOGNITION PROGRAM

**The CSUPD will follow the rules and guidelines established by the Maryland State Police. The**

**CSUPD Operations Lieutenant is responsible for ensuring that CSUPD officers trained in the use of the LPR reader adhere to rules and regulations set forth by MSP.**

- A. The LPR Program focuses on the identification of stolen vehicles, stolen license plates and wanted and missing persons. LPR technology uses specialized cameras and computers to quickly capture large numbers of license plate photographs and compares them to the hot list. LPR systems can identify a target plate within seconds of contact with it, allowing law enforcement to identify vehicles that may otherwise be overlooked. LPR systems also record every license plate they scan and record the location (using GPS coordinates), date and time of each license plate read. The technology is available in mobile systems, which are mounted on police vehicles, and fixed camera systems that can be mounted on poles or on the roadside. Mobile LPR systems are designed to allow officers to patrol at normal speeds while the system reads license plates with which they come into contact and alerts them if there is a match to a hot list.
- B. The MCAC operates an LPR Operations Center which is the central clearinghouse for all license plates scanned by MSP LPR systems. It is maintained by MCAC personnel who are designated by the MCAC Director. The Operations Center provides a database, inquiry tools, history tracking and reporting for the LPR Program.
- C. The Operations Center receives all LPR data and stores it in a database that is accessible via the MCAC intranet by authorized personnel who can:
  1. Look for a license plate or partial license plate in the history and view the image and location of any matches;
  2. View maps with the location of plate reads and alarms;
  3. View statistical reports on reads and alarms; and



4. View reads and alarms for a specific geographic area and time frame.

## 2.4620.24 PROCEDURES

### A. MSP LPR PROGRAM MANAGER

1. The Superintendent appoints the MSP LPR Program Manager (position with the Maryland Coordination and Analysis Center (MCAC)). The LPR Program Manager will be responsible for:
  - a. collecting, reviewing, compiling and disseminating LPR statistics from all MSP personnel using LPR systems;
  - b. providing technical troubleshooting of LPR systems with integrated Mobile Data Terminals (MDTs);
  - c. coordinating the installation and removal of mobile LPR systems from patrol vehicles;
  - d. monitoring the MSP servers for the NCIC and MVA hot lists;
  - e. completing software and hardware upgrades for mobile and fixed LPR systems;
  - f. coordinating the repair or replacement of LPR systems; and
  - g. providing LPR training to MSP personnel.

### B. INSTALLATION AND MAINTENANCE

1. Fixed LPR systems will be installed on public roadways throughout the State, and mobile LPR systems will be installed in MSP vehicles, as determined by the Superintendent.
2. The LPR Program Manager will be responsible for the installation and maintenance of LPR system equipment in MSP vehicles and at stationary locations.
3. The Information Technology Division (ITD), in conjunction with the LPR Program Manager, will be responsible for maintaining the detailed inventory record of all LPR equipment.
4. The LPR Program Manager will be responsible for conducting an annual physical inventory of all LPR equipment and reconciling it with the detailed inventory record. Once reconciled, the inventory will be reviewed by the Commander, ITD, and forwarded to the Capital Property Section.

5. The Commander, Electronic Services Section, must pre-approve the installation or transfer of any LPR system.
6. The LPR Program Manager will be responsible for the installation and maintenance of barrack video monitoring centers, mobile LPR computer systems and all related hardware and software.
7. Any damage to LPR systems will be reported immediately according to established MSP policy and procedures related to the loss of or damage to MSP equipment.

### C. LPR CLEANING AND MAINTENANCE

LPR equipment will be cleaned and maintained according to the manufacturer's recommendations.

### D. Hot Lists

1. Hot lists are updated [REDACTED]  
[REDACTED] LPR Program Administrator or his designee will ensure that updated hot lists are transmitted to all statewide LPR systems.
3. MSP personnel operating mobile LPR systems will ensure that the system's hot list is updated prior to use and that the GPS is connected and working as designed.
4. Problems related to hot lists should be reported to the LPR Program Manager immediately.
5. If it becomes necessary to add specific information after a hot list update, the barrack duty officer or trooper operating a mobile LPR will:
  - a. ensure that all custom manual inputs have a legitimate law enforcement purpose;
  - b. ensure that the barrack duty officer approves all manual inputs requested by troopers operating mobile units before they are entered into the MCAC Operations Center database;
  - c. contact the MCAC Watch Division [REDACTED] and request that the license plate information be manually entered into the Operations Center database;
  - d. document the entry in the barrack CAD system; and
  - e. remove the information from the mobile LPR system when it is no longer needed.
6. The MCAC Watch Division will ensure that any manually entered license plate information is transmitted to all statewide LPR system



## E. USE OF LPR SYSTEMS

1. LPR equipment provides access to stolen and wanted files and is also used in furtherance of criminal investigations. The use of LPR systems and access to its data requires a legitimate law enforcement purpose.
2. No employee may use or authorize the use of the equipment or database records in any situation that does not involve a legitimate law enforcement purpose.
3. An alarm alone does not establish probable cause; the alarm must be confirmed prior to taking any enforcement action.
4. Prior to taking any enforcement action, personnel who receive an alarm will provide the information to the local MSP barrack. Barrack personnel will immediately attempt to confirm the information according to established policy.

## F. FIXED LPR SYSTEMS

1. The LPR Program Manager will coordinate the deployment of fixed LPR systems and ensure they are properly maintained.
2. The barrack commander in the area of deployment will:
  - a. assign personnel to the video monitoring center at the barrack to monitor alarms and take appropriate action when alarms are received; and
  - b. ensure all personnel assigned to the video monitoring center have received the appropriate training and that the training is properly documented.
3. The LPR workstation will be located in the communications room in close proximity to the radio and the **METERS/CJIS** terminal. The PCO/shift supervisor will be alerted by an audible tone when a vehicle matching the database passes in front of one of the cameras. The screen of the LPR computer will include the license plate number, license plate state, date and time, source of alarm (e.g. 95 south at 212), camera or lane, type of alarm and hot lists notes, which may include the make and model of the suspect vehicle. The screen will also display a map showing the vehicle location. A picture of the vehicle identified will be transmitted

and displayed on the patrol unit's and PCO's screen revealing the vehicle color.

4. When the system alerts the PCO/shift supervisor of a suspect vehicle, the PCO/shift supervisor will broadcast the following over the radio: [Barrack Name] to all units: attempt to locate the following LPR vehicle [vehicle information, lane of travel, and suspected offense such as "**POSSIBLE** stolen vehicle]. The PCO will provide the patrol units with all possible information. The LPR will display a real-time still photograph of the suspect vehicle passing through the LPR camera's field of vision. This will allow the PCO to pass other, more specific, information to the patrol units.
5. PCOs will always use the word "**POSSIBLE**" when calling out an attempt to locate. PCOs will enter the information from the LPR into the **METERS/CJIS** terminal as soon as they call out the attempt to locate. **PCOS MUST ALERT THE PATROL UNITS AS SOON AS THE INFORMATION IS VERIFIED THROUGH METERS/CJIS.** Absent other probable cause, patrol units will not initiate a traffic stop until the information has been verified. Upon a negative response, the PCO will instruct the patrol units to disregard the attempt to locate. A positive response will direct the PCO to broadcast that the vehicle information has been verified through METERS/CJIS after viewing the screen and comparing the vehicle tag, make and model with the information NCIC provides as a wanted vehicle. Patrol units then have probable cause to initiate a traffic stop.
6. PCOs should broadcast the offense for which the vehicle is wanted as documented in the database (preceded by "possible" until there is verification).
7. When possible, the PCO/Shift Supervisor will alert the appropriate surrounding police agencies when it becomes apparent that MSP patrol units will be unsuccessful in their attempt to locate the suspect vehicle. Patrol Units need to keep in mind the location and travel direction of the vehicle when it is called out by the PCO. If the responding trooper believes that he is out of position and unlikely to make contact with the suspect vehicle before it leaves their barrack's primary jurisdiction, he should notify communications so neighboring



jurisdictions can be alerted. The highest priority for detection or notifying allied agencies should be given to wanted violent criminals, AMBER, Silver, and Blue Alerts and other real-time critical incidents.

8. PCOs will determine if an alarm is verified or rejected in accordance with training. An example of a rejected alarm would be if an alarm was for Pennsylvania tag ABC 123 but the alarmed tag was from Maryland (as visually verified).
9. PCOs will document all fixed LPR activity (verified alarms) in the remarks section of a CC card initiated when the alert is received. The incident code will be "083 – Fixed LPR Alert". The entry will include time of alert, location, tag number, vehicle year, make and color, reason for the alert, action taken to locate the vehicle and results of search. If the LPR alert results in the initiation of a criminal investigation report (CIR) or incident report (IR), the CC number for the LPR alert will be cross referenced to the CC card associated with the CIR or IR.

#### G. MOBILE LPR SYSTEMS

1. Mobile LPR systems should be installed in vehicles that are equipped with the Electronic Traffic Information Exchange (E-TIX) system. Units that do not perform routine traffic enforcement (e.g., Gang Enforcement Unit, State Apprehension Team) are exempt from this requirement.
2. Commanders whose installations are assigned mobile LPR systems will:
  - a. select the appropriate personnel to operate mobile LPR systems;
  - b. ensure mobile LPR systems are properly deployed and maintained;
  - c. maintain an adequate number of properly trained personnel;
  - d. ensure all personnel using or maintaining mobile LPR systems are properly trained prior to using the system;
  - e. designate a supervisor as the LPR Program supervisor;
  - f. ensure all required LPR Program logs and records are properly maintained according to policy;
  - g. ensure all significant incidents and arrests that are related to LPR usage are properly documented and

forwarded through the chain of command to the appropriate bureau chief; and

- h. ensure that all mobile LPR system equipment is inspected each month and documented on the employee's Motor Vehicle & Issued Equipment Inspection Report (Form 153). Any deficiencies will be immediately brought to the attention of the installation commander or his designee who will notify the LPR Program Manager.
3. The MDT in the patrol vehicle will act as a video monitoring center. All license plates scanned by the mobile LPR system are transmitted to the MDT and checked against the hot list and MVA records. When an alarm is received, a digital image of the license plate will be displayed on the MDT screen for review.
4. Personnel who receive an alarm on a scanned license plate will compare the digital image of the license plate to the hot list or MVA information displayed overtop of the digital image. Verified alarms will be accepted by touching the "Accept" button on the video monitoring center screen. When an alarm is not verified, personnel will touch the "Reject" button.
5. The duty officer at an MSP installation receiving notification of an alarm from a stationary LPR will determine the appropriate response.
6. All scanned LPR data will be transmitted to MCAC through an encrypted VPN and purged automatically from the video monitoring center after one day.
7. Commanders will be responsible for overseeing the mobile LPR systems assigned to personnel under their command and ensuring compliance with Department policy.

#### H. ALARM VERIFICATION

1. At this time, the LPR system does not interface with real-time METERS and NCIC data.
2. LPR alarms may be dated and up to 24 hours old.
3. Personnel must verify all alarms through METERS and NCIC and follow all Department policies and procedures.
4. The LPR system is only to be used as an investigative tool; confirmation of an alarm is mandatory prior to a stop.



## I. EMERGENCY OPERATIONS

1. During the course of normal law enforcement duties, incidents may occur that require immediate assistance. The LPR system can be a valuable tool in these situations, such as AMBER Alerts, bank robberies or other crimes and can help bring those incidents to a safe and successful conclusion.
2. All license plate information related to AMBER, Silver, and Blue alerts will be immediately entered into the MCAC LPR Operations Center database by the MCAC Watch Division. The hot list will be updated with the alert information provided by Computer Crimes Unit personnel. The MCAC Watch Division will ensure the timely transfer of information to all statewide LPR systems.
3. In the event of a critical situation with vehicle registration information, the deployment of an LPR system can maximize the coverage area to search for any vehicle involved.
4. LPR equipped vehicles should be directed to patrol areas which are likely to increase the chance of encountering the vehicle.
5. The duty officer will contact the MCAC Watch Division and request that the LPR Operations Center database be queried to determine if any mobile or fixed LPR systems had previously encountered the target plate.

## J. TERRORIST/GANG WATCHLIST

1. Once the LPR Hit is accepted by the PCO and it involves a Terrorist/Gang watch list plate, the PCO should broadcast to the patrol units: "All units be on the lookout for the following LPR hit [vehicle description] for a PERSON OF INTEREST." PCOs should not broadcast "terrorist or gang watch list." The vehicle registration will immediately be checked through METERS. Once the hit is VERIFIED, the PCO will review the Threat Code that is listed beside the person's name and immediately relay that information to the patrol units. The Terrorist Screening Codes are: CODE 1: Arrest Immediately CODE 2: detain, investigate and contact the Terrorist Screening Center (TSC); CODE 3: obtain pertinent information such as whereabouts, reason for travel, location of residency, occupants in the vehicle (this code is strictly for

intelligence gathering and probable cause is needed to initiate a traffic stop).

2. The Screening Code will determine the action required to be taken by the police. Codes 1 and 2 provide sufficient probable cause to stop a vehicle. Code 3 requires officers to develop their own probable cause to stop a vehicle. If a Code 3 vehicle is stopped, the **SUBJECTS ARE NOT TO BE ALERTED THAT THEY ARE ON A WATCH LIST**. The trooper should conduct a normal traffic stop while attempting to gain as much information as possible about who is in the vehicle, travel plans, etc. NOTE: The actual person of interest may not be in the vehicle.
3. For Codes 1 & 2, the duty officer will immediately contact the Terrorist Screening Center (TSC) [REDACTED] and the Maryland Coordination and Analysis Center (MCAC) [REDACTED] for further instructions. For Code 3, the officer involved in the stop will contact the TSC and MCAC as soon as the stop is complete. An IR will be completed with relevant information and will be e-mailed to the barrack commander with a cc to MCAC prior to the end of the shift. TSC/MCAC information will be included in the IR.
4. If a verified Terrorist/Gang watch list vehicle is not stopped, the duty officer will contact the TSC and MCAC and advise the hit, time, direction of travel and all other pertinent information. Additionally, the PCO will immediately notify the surrounding jurisdictions of the hit and relay all relevant information. An IR should be completed with relevant information and should be e-mailed according to the policy outlined in paragraph 3 of this subsection. Additional notifications of this type of incident should be forwarded through the chain of command immediately.

## K. REPORTING

1. The E-TIX system should be used for all LPR traffic enforcement action. The arrest code "S" has been designated for LPR stops by the District Court of Maryland.
2. Each local LPR Supervisor will:
  - a. compile LPR statistics and forward them to the LPR Program Manager by the 10th of each month. A copy will be retained locally; and



- b. maintain a separate file for each LPR system that will include all monthly reports submitted to the LPR Program Manager. LPR reports will be retained for a minimum of the current calendar year plus one year.
3. Barrack commanders will ensure LPR arrests or related incidents are reported and documented daily in the FOB Briefing.
4. Quarterly, the LPR Program Manager will compile a report of MSP LPR statistics and forward it to the appropriate bureau chiefs for review.
5. The LPR Program Manager will submit an annual LPR report to the Superintendent no later than January 31st each year. This report will cover the prior calendar year.

#### **L. DATA RETENTION**

All CSUPD LPR data will be retained for 72hours. After the 72 hours retention period has expired data information will be removed from system.

**By order of Leonard D. Hamm, Chief of Police**



## 2.5000 CONTROL OF PROPERTY AND EVIDENCE

- A. The agency's evidence and property management functions include, but are not limited to:
  - 1. Administrative control over the disposition and secure storage of evidence, found property, and recovered property; and
- B. Agency employees having custody of evidence, found property, or recovered property are responsible for those articles when in their custody.
  - 1. Evidence, found property and recovered property will be safeguarded from loss, misuse, theft, damage, or destruction.
  - 2. Evidence will be handled and maintained to preserve its evidentiary value and maintain its chain of custody.
- C. Agency employees assigned responsibility for stored agency property and/or supplies are required to maintain same in states of operational readiness with respect to care and cleaning, preventive maintenance, repair, workability, and responsiveness.

## 2.5020 PROPERTY OFFICER

- A. The Administrative Lieutenant is designated as the agency's Property Officer.
- B. Duties and responsibilities of the Property Officer include, but are not limited to:
  - 1. Ensuring that all evidence, found property, and recovered property is controlled, documented, and secured upon receipt from recovering employees through disposal;
  - 2. Ensuring that agency owned property is distributed, issued, or reissued to authorized users;
  - 3. Ensuring that stored articles of agency property are maintained in states of operational readiness, e.g., care and cleaning, preventative maintenance, repair, workability, and responsiveness.
- C. The Operation's Lieutenant serves in *short term* capacity as the alternate Property Officer. Extended absences of the primary Property Officer will result in the Chief appointing a replacement Property Officer.

## 2.5040 PROPERTY & EVIDENCE SECURITY

- A. CSUPD maintains a property room for storage of found and other items coming into the custody of CSU officers. This "Lost and Found" room is located in the Detectives Division of CSUPD in room [REDACTED]. All "lost and found" property will be placed in the secure file cabinet labeled "lost and found."
  - 1. Operations Lieutenant and the Shift Commanders have access to this room to store and/or retrieve found property for return or for disposal.
- B. The "Evidence Room is located inside the "Lost and Found" room and is designated for evidence and no other property.
  - 1. The Operations Lieutenant and the Lead Detective have access to ensure availability during business hours.
- C. In the unlikely event the Operations Lieutenant is unavailable to allow entry into the "Evidence Room", the secure file room # [REDACTED] is to be used for *temporary* storage of evidence.
  - 1. Secure file room [REDACTED] has locking file cabinets.
  - 2. All sworn police officers have access to this room.
  - 3. Officers placing evidence in the *temporary storage* area must send the Operations Lieutenant an e-mail referencing the same.
- 4. The safe is primarily used for securing jewelry, US Currency, and other items of exceptional value.
- 5. D. The Evidence room and the safe in the storage room are designated as an "authorized personnel only" and remain closed and locked at all times, notwithstanding periods when authorized staff is actively engaged in adding, removing, or inventorying stored articles.

## 2.5060 PROPERTY & EVIDENCE RECEIPT & STORAGE

Directives contained herein prescribe the duties, responsibilities, and actions of agency employees who come into possession of property/evidence.

### 2.506.02 SUBMITTING PROPERTY/EVIDENCE

- A. Excluding described exemptions, all articles of found, recovered, evidentiary, or other property coming into agency custody, except motor vehi-



cles; will be entered into CAD, and the items placed in the correct storage area (Evidence or Lost and Found), **prior to the end of shift.**

1. [REDACTED]

[REDACTED] in their personal desks, lockers, vehicles, homes, or other places that are not secure or would interrupt the chain of custody.

- C. On receipt of or on finding property (see Appendix A for specifics of items which will be accepted and stored), the recovering/receiving officer will enter evidentiary articles into CAD, the Detective Sergeant or the Operations Lieutenant to place the article/s in the evidence room, # [REDACTED]
- D. In the unlikely event that the Security Specialist or the Lieutenant is unavailable; the article/s will be secured in the Detectives' Division secure file/storage area (Room # [REDACTED] and sending an e-mail to the Operations Lieutenant of the location of the evidence.
- E. Officers will, as applicable, have articles checked against NCIC/METERS records prior to submitting articles into the evidence room..
- G. Articles will be secured in secure storage unless:
  - 1. Articles are released to property owners or custodians;
  - 2. Articles are collected as evidence and taken directly to the Baltimore Police Department's Evidence Control Unit (ECU) facilities for processing;
  - 4. Articles are released to other agencies; or
  - 5. The Chief or the Operations Lieutenant is contacted and grants permission for personnel to store articles in other facilities for space or logistical reasons.
- H. All articles must be labeled or tagged.
- I. Care must be taken to ensure small, fragile articles are handled with care.
- J. Evidentiary articles, with the exception of jewelry, US Currency, and other items of exceptional value or sensitive evidence or found property, are to be stored in the secure evidence room.
- K. For articles too large to be deposited in either storage room, contact the shift supervisor/OIC or the Operations Lieutenant
- L. At no time are CSUPD personnel to accept flowers, plants, or other perishable articles delivered for another on campus.

M. Food, flowers, plants and/or other perishables recovered as evidence will be photographed and returned to owners if available.

- 1. In the event the owner is unable to receive the perishables or is unknown, the items will be photographed disposed of in an environmentally acceptable manner.

#### 2.5060.04 PROPERTY NUMBERS

- A. Property Numbers from TICKETS issued by a PCO and utilized in conjunction with CC numbers in all reports, property forms, and the CAD property management are used to track articles taken into custody by the agency.
- B. These TICKETS are required for each Non-evidentiary item listed in the CAD.
  - 1. Two tickets are received;
  - 2. One ticket is attached to the property;
  - 3. The other corresponding ticket is attached to a copy of the CAD generated print out for the property and also attached to the property.
  - 4. On return to an owner, both tickets are attached to the Lost and Found Property form and the form signed and dated by the owner.
  - 5. The recovery information is entered into CAD to clear the item from the agency's list of "on hand" found/recovered property (See Appendix A)

#### 2.5060.06 CAD GENERATED PROPERTY RECEIPTS

- A. Employees will utilize the agency's CAD generated property receipts to list and assist in tracking the status of all property and evidentiary articles taken into agency custody.
- B. These Property Receipt Records are utilized to record information that includes, but is not limited to:
  - 1. Circumstances by which the articles came into agency custody;
  - 2. Complete descriptions of articles, including make, model, and serial number as available;
  - 3. Sources from whom, or locations from where, articles were obtained; and
  - 4. Names, phone number, e-mail address and ID#s of persons collecting the items.



### 2.5060.08 LOST& FOUND

- A. The agency is responsible for the collection and safekeeping of lost or abandoned property on university property consistent with **University of Maryland School System Policy for Lost of Abandoned Currency or Tangible Personal Property on University Premises**.
  - 1. With the exceptions described herein, agency employees will accept for safekeeping only those lost and found articles that would be capable of being appraised at an actual or approximate real value by a reasonable and prudent person.
- B. Lost and found articles will be processed and entered into the CAD under **property** and stored in the property room.
  - 1. Eligible property will be stored for ready access in the lost and found storage room in that month's bin and arranged chronologically by Property Number and CCN.
- C. All sworn police officers have access to the lost and found room. Each is issued keys and will not loan them to other persons, even if those persons are otherwise authorized access to the lost and found closet.
- D. Employees receiving lost and found property inquiries will ensure the CAD is checked to assist in determining if the agency is in possession of the property in question.
  - 1. Lost and found articles listed in CAD located in the lost and found storage room can be released only when:
    - a. Personnel authorized to access the room are available; or
    - b. Appointments are made with property owners and the PCO is able to assist by locating the item.
  - 2. CAD Property Receipts for lost and found items released to rightful owners will be completed.
  - 3. The employees releasing lost and found property to **rightful** owners will immediately update CAD to reflect the change in the status of the property.

### 2.5060.10 OWNER/CUSTODIAN NOTIFICATION

- A. Any agency employees receiving property will make reasonable attempts to notify or locate owners/custodians of lost and found or recovered property held by the agency.
- B. PCO's taking custody of lost and found or recovered property for which owner/custodian information is available are to attempt to contact or notify owners/custodians prior to the end of their tour of duty.
  - 1. PCO's will then enter the information into the Report Exec Program, printing the Property Receipt form, attaching the "TICKET/S" received from the PCO and place the item/s into the Lost and Found storage room.
  - 2. Certified or registered mail may be utilized to notify owners or custodians. Articles or property may be shipped to owners or custodians.

### 2.5060.12 REQUESTING PROPERTY & EVIDENCE FOR COURT

- A. Officers needing articles held in the evidence room for court or hearing purposes are to request the Operations Lieutenant or the Detective Sergeant, not less than two business days in advance of their need.
- B. The supervisor retrieving the article will ensure officers picking up evidence sign for receipt.

### 2.5080 PROCESSING FUNCTIONS AT INCIDENT SCENES

- A. Incident scenes requiring processing must be secured as soon as possible after they have been declared safe by initially responding officers.
- B. Employees entering incident scenes will not disturb, touch, or handle physical evidence unless actively involved in incident scene processing or entering scenes because evidence:
  - 1. Must be made safe;
  - 2. May be lost; or
  - 3. May be destroyed prior to processing.
- C. Incident scenes for crimes handled by BPD and their Crime Lab, per MOU, CSUPD police will:
  - 1. Turn over responsibility of the scene to BPD officers and/or detectives who respond.
  - 2. The CSUPD officer will remain at an access point and assist as may be needed.
  - 2. All CSU personnel who enter secured incident scenes and take any investigative actions will



- complete reports or statements detailing their actions.
- D. Evidentiary functions of agency personnel at incident scenes handled by this agency may include, but are not limited to:
1. Protecting scenes to prevent destruction or contamination of evidence;
  2. Documenting entry of persons into incident scenes;
  3. Contacting the BPD Crime Lab to locate and process evidence (if deemed appropriate);
  4. Locating and collecting evidence;
  5. Preserving and packaging evidence (as best as possible);
  6. Preparing or submitting evidence for analysis;
  7. Locating witnesses;
  8. Photographing and possibly sketching scenes; and
  9. Preparing initial offense reports.
- E. Employees should only collect evidence for which they have been trained.
- F. Crime Scenes which entails the collection of trace, DNA, Body fluids, blood etc. will, per MOU, require the assistance of the BPD Crime Lab.

#### **2.5100 EVIDENTIARY ASSISTANCE**

- A. Officers initially responding to incident scenes have the responsibility for assessing incidents and recommending to supervisory personnel if additional assistance is necessary to process evidence.
- B. Supervisory personnel will determine if additional assistance is needed for processing scenes and ensure notifications and requests are made as soon as possible.
1. Incident scenes will be secured, made safe and not disturbed after additional evidence processing assistance has been requested unless evidence may be lost or destroyed prior to the arrival of requested assistance.
  2. Collision investigation and accident reconstruction falls to the Baltimore Police, in accordance with the current MOU.
- C. The CSUPD investigator arriving at incident scenes under CSUPD jurisdiction will assume command authority of the scene, incident, and agency personnel assigned thereto.
- D. Initially responding officers may investigate and process incidents with supervisory approval so long as such approval is consistent with agency directives.

- E. On arrival of Baltimore Police at felony scenes, CSU officers will relinquish the scene but assist as may be needed.
- F. Their agency's Mobile Crime Lab will respond and process the crime. Processing can consist of:
1. Recovery of latent fingerprints;
  2. Photograph incident scenes;
  3. Sketch incident scenes; and
  4. Collect and preserve physical evidence.

#### **2.5120 INCIDENT SCENE PROCESSING**

- A. CSU Police Officers should avoid touching or contacting articles of evidence with anything that might contaminate or destroy the evidentiary value of the articles.
- B. Perishable evidence should be collected first.
- C. If damage or destruction of evidence by natural or outside sources is not a concern, employees should work through incident scenes collecting evidence in a logical sequence, attempting to avoid disruption of other evidence. Processing requirements will determine the progression of processing tasks, such as photograph, sketch, fingerprint, mark and collect.
- D. CSU Police Officers are reasonably expected to collect available evidence for the crimes handled.

#### **2.5120.02 REPORTING REQUIREMENTS**

- A. Employees processing incident scenes will complete agency incident or continuation reports, as appropriate, giving accurate accounts of events that occurred and the actions taken.
- B. Information to be contained in reports includes, but is not limited to:
1. Case number;
  2. Date and time of arrival at the scene;
  3. Location of the incident;
  4. Name of victims, if known;
  5. Name of suspects, if known;
  6. Actions taken at the scene;
  7. Date and time additional or specialist assistance is requested and received;
  8. Name of investigating officer;
  9. Number of photographs taken;
  10. Listings of physical evidence recovered;
  11. Disposition of physical and photographic evidence;



12. Crime scene measurement information; and, if applicable,

#### 2.5140.02 PHOTOGRAPHS & VIDEOTAPING

- A. Primary officers processing incident scenes are responsible for ensuring incident scenes are photographed when it is believed that such processing will benefit investigations.
  - 1. Other than CCTV cameras, CSUPD does not have portable videotaping equipment
- B. Two photographs of articles or areas will be taken when exact sizes comparisons are needed.
  - 1. One photograph will be taken with nothing introduced in the field of vision.
  - 2. One photograph will include a scale placed in the field of vision.
  - 3. Both photographs will be taken utilizing the same equipment, settings, position, and lighting.
- C. If articles to be photographed are fixed objects, the dimensions of those objects should be recorded to provide scales of reference.
- D. Digital Camera media cards used in incident scene processing will be placed in a labeled envelope, marked and recorded as evidence on property receipts, and stored in the evidence safe.
- E. Requests for prints will be submitted to the Baltimore Police Department.
- F. Reporting officers will include details relating to incident scene photography in the incident report. Dates, times, locations, and CC numbers are to be recorded on the back of all photographs.

#### 2.5140.04 SKETCHES

- A. Sketches should be made whenever circumstances indicate that readers of case reports would benefit from sketch information and detail.
- B. Employees processing incident scenes will take measurements, make rough sketches, and include sufficient additional information in the event a scale drawing would be needed for court presentation.
- C. Rough sketches have evidentiary value and will be included in case records.
- D. Some basic elements that should be included in sketches include, but are not limited to:
  - 1. Dimensions;
  - 2. Relation of scenes to other buildings, geographical features, or roads;

- 3. Addresses, floors, or room numbers as appropriate;
- 4. Locations of significant features of the scene, including victims;
- 5. Dates and times of preparation;
- 6. Names of persons preparing sketches;
- 7. Direction of north;
- 8. Location of articles of physical evidence recovered; and
- 9. Notations if drawn to scale or not to scale.

#### 2.5140.06 MARKING PROPERTY & EVIDENCE

- A. Officers taking evidence or property into custody are responsible for sealing, marking, labeling, or tagging articles as they are taken into custody or as soon thereafter as practical in order to initiate and maintain chain of custody.
  - 1. Property/Evidence tags and/or plastic evidence envelopes are to be used by personnel to label articles of evidence or property as appropriate.
  - 2. Plastic evidence envelopes are located in room [REDACTED] and are used for sealing small articles and evidence such as currency, jewelry or other small items of value.
- B. Employees should establish habits of marking similar articles in similar locations. Instruments which may be used for marking physical evidence include, but are not limited to:
  - 1. Permanent markers;
  - 2. Felt tip pens;
  - 3. Scribes; or
  - 4. Where labels are used, ball point pens.
- C. When evidence is marked, marks will be:
  - 1. Distinctive;
  - 2. As small as practical; and
  - 3. Made with markers and placed in locations that will not reduce articles' evidentiary value.
- D. Evidentiary articles will not be marked when:
  - 1. They bear serial numbers;
  - 2. The marking would alter their evidentiary value; or
  - 3. They are capable of being identified through distinctive markings or other recorded information.

#### 2.5140.08 PERISHABLE or DETERIORATING TRACE EVIDENCE



A. CSU officers **do not** collect perishable or deteriorating trace evidence. Felony crimes where this type of evidence is collected will be handled by the Baltimore Police Department and their Crime Lab, per current MOU.

### 2.5140.10 LATENT FINGERPRINTS

A. CSU officers **do not** lift latent fingerprints. Felony crimes where this type of evidence is collected will be handled by the Baltimore Police Department and/or their Crime Lab, per current MOU.

### 2.51600 CONTROLLED DANGEROUS SUBSTANCES (CDS)

A. The Baltimore Police Department uses the Laboratory Information Management System (LIMS) at ECU which streamlines the process of CDS submission, analysis, and report distribution. This ensures the analysis of drug submission and distribution of the reports are completed in less than 24 hours from the time of arrest.

1. The LIMS eliminates paper drug analysis reports and chain of custodies by creating an electronic version. This process begins with the submission of CDS evidence. Officers no longer complete paper versions of the 442 Form or Purchase Slips. All information is to be entered into the LIMS.
2. Officers no longer receive a paper copy of test results or the chain of custody in the mail. The results of the analysis and the chain of custody will be exported as an electronic file to Lotus Notes of which a copy can be obtained by written request to the Crime Lab. The State's Attorney Office will receive their reports through the Lotus notes computer network.
  1. The result report are accessible within minutes of the analysis being completed.
  2. Officers will need the property # and is their responsibility to request the needed reports.
3. When submitting CDS, officers will follow existing protocols; Do not complete a 442 Form; and all CDS submissions are made at Evidence Control. **No**

**CDS is to be submitted into any District CDS mailboxes.**

4. At ECU officers take completed 56 Forms and the prepackaged evidence to the counter. The ECU personnel will enter the submission into the ECU computer system and provide a property number. They will also return the Officer's copy of the 56 Form. This copy will be used to enter your submission into LIMS. When finished at the ECU counter, drop the evidence into the appropriated ECU mailbox.
5. Officers proceed to the LIMS stations located near the elevators. These PC's should be up and running and ready for you to use. (If they are off or if needed to re-boot them, the Microsoft Networking Passwords are provided on the label affixed to the top of the monitor.) **The person who signs the 56 Form and submits the evidence in ECU must be the same person who submits the case on the LIMS.**

(See Annex "C")
6. **Also it is imperative to use care when making multiple submissions**, ensuring the correct CC# and Property # are with the correct item/s. ACE and the LIMS must match.

B. Whenever suspected CDS comes into the possession of the CSUPD, under any circumstances, the following procedures shall be adhered to:

1. Transport the CDS immediately from place of seizure to the Evidence Control Section of the Baltimore Police Department (be guided by BPD submission requirements – chain of custody or laboratory forms, etc.)

Exceptions:

- If involved in an event when enroute to the ECS requiring immediate police action or if involved in an accident, immediately notify the shift supervisor/OIC and complete a "95" report outlining the circumstances of the incident. Submit CDS as soon as practical.
2. Booking is not considered an event requiring immediate police action



2. Process evidence (not CDS simply found on street) for latent prints as follows:
  - a. all felony and constructive possession
  - b. seizures involving heroin, cocaine and PCP that are packaged;
  - c. any other significant case beyond those mentioned above.

Exceptions:

- small vials, packets or capsules where the surface areas are too small for fingerprints to be read;
  - instances where the fingerprint surface may be contaminated, or is otherwise unsuitable for recovering fingerprints;
  - indicate on the proper report the reason for the exception.
3. If CBIF personnel discover suspected CDS incident to searching the officer's prisoner:
    - a. whenever possible, the arresting officer will respond to the booking facility and seize the contraband directly from the prisoner.
    - b. if necessary, the CBIF personnel will seize the CDS, notify the arresting officer to take possession of same.
    - c. submit evidence in accordance with this policy.
    - d. **CBIF personnel must then become part of the chain of custody.**
  4. Complete all required reports/forms and submit to your supervisor prior to the end of your shift

**2.5160.02 CDS FOR COURT**

- A. Presentation of CDS evidence in court is usually accomplished by photographs taken at ECU during submission. If photographs are not received when the court summons arrives, officers are to contact ECU and the ASA handling the case.
- B. CDS may be removed from ECU only for the following reasons:
  1. Court or Grand Jury;
  2. Further analysis as requested by the State's Attorney's Office;
  3. Disposal purposes in accordance with BPD policies and procedures.

- C. To remove CDS Officers MUST present the following to ECU:
  1. Court or Grand Jury summons or request letter from an ASA;
  2. CSUPD identification card;
  3. Authorization for Removal of Evidence letter signed by the Chief of Police;
  4. Ensure the evidence package is sealed. If the seal is broken, immediately notify the ECU supervisor.
- D. Complete a "95" report and submit to the shift supervisor, outlining the circumstances surrounding the broken seal.

**2.5180 CONTROL OF CDS IN COURT & RETURN TO THE EVIDENCE CONTROL UNIT**

- A. Control – is defined as having personal custody or being able to observe the evidence at ALL times.
- B. Under agreement with the District Court for Baltimore City, Circuit Court for Baltimore City, and the Baltimore City State's Attorney's Office, do not release control of the CDS evidence nor leave CDS evidence in court overnight.
- C. Remind the proper authority of these agreements when directed to release control of CDS.
  1. If you are sequestered while the evidence is before the court, you would be releasing control of the evidence.
- D. Should the Court or ASA insist the officer release control of the CDS:
  1. Request and complete a Property Received as Evidence Form (available from the court);
  3. State exactly what evidence was released on the form and chain of custody form; and
  4. Have both forms signed by the party requesting custody. Then release control as ordered.
- E. In court, request that seals not be broken when CDS is handed to an officer of the court, unless such action is clearly in the interest of the case.
- F. Ensure the retrieval of all contents, if the evidence seal has been broken.
- G. If seals were broken, complete a "95" and submit to your supervisor outlining the circumstances surrounding the broken seal.



- H. Return all CDS evidence to ECU immediately upon completing court duty. In the event the case is being heard in a *Federal Court* or the presiding Judge in the District or Circuit Court refuses to abide by the aforementioned agreement, the officer shall upon leaving court, immediately proceed to ECU with the signed "Property Received as Evidence" form previously mentioned above.
- I. Complete a "95" outlining circumstances of non-compliance by judge or prosecutor.

**2.5200 REQUESTING & OBTAINING LABORATORY ANALYSIS**

- A. Submitting evidence and requesting laboratory analysis is normally the responsibility of the officer or investigator who actually processed incident scenes and took custody of the evidence.
- B. Requests for forensic laboratory analyses must be approved by agency supervisory or administrative ranked personnel.
  - 1. Requests may be approved either verbally, in writing, or via email.
- C. In those cases where there may be more than one employee processing scenes, one officer will take custody of all evidence collected and be responsible for submitting it for analysis.
- D. All evidentiary articles needing to be analyzed will be submitted for analyses as soon as possible.
- E. Officers are to follow Baltimore Police Department directions when submitting evidence for analysis/comparison.

**2.5220 NEGATIVE LABORATORY REPORT**

- A. Upon notification that the laboratory analysis for items submitted is negative:
  - 1. Confer with the Assistant State's Attorney assigned to the case; and
  - 2. Prepare a follow-up supplement of this conference for the case folder.

**2.5240 CURRENCY & COINS**

- A. When money comes into the possession of an officer, the officer shall *immediately* call for a supervisor. The supervisor will respond to the scene and act as an inventory witness. If a supervisor is the seizing officer, call for another officer to witness the inventory.

- B. The officer shall then conduct an inventory of the money in the presence of the person from whom the money was seized/recovered.
- C. Prior to the end of the shift, report all money seized/recovered, (except personal property of arrestees) on the appropriate field report to include, amount, denomination, quantity, serial number using the exact format shown below. Additionally, this report should include ALL circumstances surrounding the incident.
- D. If there are too many bills to individually record the serial numbers; the bills will be photographed ensuring the serial numbers are in plain view. Photographs shall become a part of the report.
- E. Submit the money in accordance with Annex "A" of this order.
- F. Coins will be listed according to value and amount. Old or rare coins and their mint dates, if readable by ordinary methods, will be listed individually in the program.
- G. Monies from different persons will not be commingled in single envelopes or containers.

<b>U.S CURRENCY AND COIN SEIZED / ACQUIRED</b>			
<u>Amount</u>	<u>Denomination</u>	<u>Quantity</u>	<u>Serial Number</u>
\$200.00	100's	2	#, #
10.00	10's	1	#
.75	Quarters	3	
_.20	dimes	2	
\$210.95 – Total Amount			

**NOTE:** *U.S. currency that is used as an immediate container or for directly administering CDS (i.e. CDS wrapped in the currency or currency used as a snorting tube) shall be submitted as CDS evidence in accordance with established procedures. A complete report shall be submitted outlining such a circumstance. The decision, as to whether or not monies found pursuant to an arrest are to be treated as evidence or as the arrestee's personal property, rests with the seizing officer.*



**2.5240.02 REMOVING MONEY AND RETURNING MONEY FROM THE COPPIN STATE UNIVERSITY POLICE DEPARTMENT PROPERTY ROOM**

- A. Money may only be removed from the property room for the purposes of court, return to rightful owner, disposal purposes.

**2.5240.04 REMOVING MONEY FOR COURT**

- A. Officer shall respond to the Police Communications Center and provide the PCO AND Police Supervisor the following: (PCO's will not have access to the evidence room)
- B. Form 95 signed by you indicating the purpose of the removal;
  - 1. Court summons; and
  - 2. Copy of original offense report (inventory) – to be retained by Police Supervisor until money is returned by requesting officer.
  - 3. Police Supervisor shall enter evidence room and release money to requesting officer in accordance with Annex “A” of this order.
- C. Officer shall check envelope containing the money to ensure that it has not been opened or tampered with.  
If there are indications that the envelope has been tampered with, do not accept the envelope and *immediately* notify a command official of the discrepancy.
- D. Upon returning the money, the Police Supervisor shall inventory the money in the presence of the returning officer and place in new envelope, re-seal it, and return the money to evidence room in accordance with Annex “A” of this directive.
- E. If the amount returned and the amount indicated on the above mentioned copy of the original offense report does not agree, *immediately* notify a command official.

**2.5240.06 REMOVING MONEY TO RETURN TO OWNER OR FOR DISPOSAL**

- A. If the money is being removed – disposal or return to owner  
– an appropriate report shall be completed outlining all circumstances of the incident. Have the owner sign for receipt of the money (receipt

form generated by Report Exec database). The disposal of money shall be in compliance with all state and local laws, rules, regulations and USM policies and procedures.

**2.5260 HAZARDOUS SUBSTANCES**

- A. Evidentiary articles which are potentially toxic, explosive, or highly volatile, e.g., artillery shells, pipe bombs, chemicals utilized in the manufacture of CDS, etc., will be photographed where they are found, if possible.
  - 1. The Baltimore Police Department's bomb unit will be contacted for explosives;
  - 2. Environmental Safety and the City Fire Marshall's Office will be contacted for assistance with hazardous substances.
- B. Hazardous substances that do not establish probative values will not be submitted for analyses.

**2.5280 STOLEN AUTOS**

- A. Stolen vehicles containing probative evidence will be processed as all other crime scenes, in keeping with the existing MOU with the Baltimore Police Department.

**2.5300 COMPUTER EQUIPMENT**

- A. Computer equipment will be seized and processed consistent with the US DOJ Federal Guidelines for Searching and Seizing Computers or as synopsisized in Searching and Seizing Computers, FBI Washington Field Office by the Computer Analysis Response Team.
- B. Officers anticipating seizing computers or related equipment as evidence will attempt to ensure they have on-scene computer forensic assistance.

**2.5320 FIREARMS**

- A. In keeping with the MOU between the Coppin State University Police Department and the Baltimore City Police Department, all serious felonies shall be handled by the latter. As a result, any firearm coming into the possession of the CSUPD, as a result of a serious felony, shall be immediately turned over to a member of the BPD; noting the BPD officer's name and sequence number.



- B. If a firearm comes into the possession of the CSUPD, other than the circumstances listed in "A" above, the below listed procedures shall be followed.
1. Immediately transport the weapon to the Evidence Control Unit of the Baltimore Police Department (be guided by BPD submission requirements);
  2. Use extreme caution when handling firearms;
  3. Treat all firearms as if they are loaded;
  4. Unload all seized/recovered firearms PRIOR to transport AND prior to entering CSU or BPD buildings;
  5. If unfamiliar with any firearm, request assistance from the Emergency Services Unit via the BPD Communications Section (██████████);
  6. Ensure an NCIC and other applicable database checks are conducted on the weapon;
  7. Submit appropriate CSUPD reports indicating the circumstances surrounding the recovery, submission, and results of database checks to your supervisor PRIOR to the end of your shift; and
  8. The return of a firearm to ANYONE will be contingent upon existing local, state, and federal laws AND only upon the written direction of the Chief of Police.

**2.5340 HANDLING OF JEWELRY, NEGOTIABLE INSTRUMENTS OR OTHER ITEMS OF VALUE**

- A. Submission of such items shall be in accordance with Annex "A" of this order.
1. Use good judgment to determine the value of said property.
  2. Complete the appropriate report indicating a complete and accurate inventory and description of all items, including the ticket number placed on the property.
  3. A photographic inventory will be completed.

**2.5360 HANDLING OF CERTAIN LOST & FOUND PROPERTY - - NON EVIDENTIARY**

- A. Submission of such items shall be in accordance with Annex "A" of this directive. **Do not place** the following items in the property room
1. Property that is junk or trash with no legitimate value.
  2. Give-a-ways and/or promotional mugs, glasses, water bottles, Frisbees and the like.
  3. Torn, dirty, old, or "odorous" clothing or shoes.
  4. Perishables, flowers or plants.
  5. Open containers of liquids (alcohol, soda, etc.)
  6. Hazardous materials
  7. Needles (shall only be placed in a "sharps" container and under NO circumstances placed in the property room. When "sharps" container is full, the container will be taken to Maryland General Hospital and handled according to the hospital's protocols.
  8. Personal property of arrestee
  9. Firearms
  10. CDS

**2.5380 INVENTORY OF PROPERTY COMING INTO THE CUSTODY OF THE CSUPD**

- A. The Coppin State University Police Department will inventory all property coming into its custody, in order to protect an owner's property, to ensure against claims of lost, stolen, or vandalized property, and to guard members of this department and the campus community from danger. Officers shall:
1. Conduct and inventory of all monies and other properties of value coming into your custody. This includes:
    - i. The contents of motor vehicles legally in the custody of the department, in preparation for towing due to arrest of driver or abandon vehicle;
    - ii. The personal property of individuals in your lawful custody;
    - iii. The personal property of any person which has been abandoned by the person, for known or unknown reasons, and there exists no other person to take legal custody of the property.



2. Open and inventory the contents of all closed containers (e.g. suitcases, briefcases, backpacks, boxes, etc.) coming into your lawful custody when you are unable to ascertain its contents by examining the container's exterior. If container is locked and no articulable exigent circumstance exists, the container will not be opened and contents will not be inventoried.
3. Itemize all inventoried property on the appropriate field report and forward for review and signature to your supervisor.
4. After completing the inventory and necessary processing, promptly transport the property for safe storage in accordance with established procedure.

**CAUTION – SPECIAL CARE NEEDS TO BE TAKEN WHEN EXAMINING ANY CONTAINERS.**

**WHEN COMING UPON WHAT COULD BE CONSIDERED A “SUSPICIOUS PACKAGE”, WHICH COULD POSSIBLY CONTAIN AN EXPLOSIVE OR INCENDIARY DEVICE, FOLLOW THE PROCEDURES AS ESTABLISHED IN THE UNIVERSITY OF BALTIMORE POLICE DEPARTMENT EMERGENCY PREPAREDNESS MANUAL.**

**NOTE:**

**An inventory is not conducted for the purpose of searching for contraband or evidence but to protect an owner's property while it is in the custody of the police, to ensure against claims of lost, stolen, or vandalized property, and to guard the police from danger.**

**2.5400 PROPERTY/EVIDENCE ROOM**

- A. The Operations Lieutenant serves as the Property Officer, responsible for overseeing the storage and security of all evidence and property held by the Department.
- B. The Assistant to the Chief can serve as an alternate Property Officer during short periods the Operations Lieutenant would be unavailable.

- C. The Property Officer may delegate responsibility for certain property procedures; however he/she will retain overall accountability.
  1. The department's property room is for the exclusive purpose of storing evidence and held property. It shall not be used for the storage of departmental equipment.
  2. The property room shall fall under the venue of the Operations Lieutenant.
  3. **The Operations Lieutenant shall conduct quarterly inventories of the Property Room. Any missing property shall be immediately reported to the Chief of Police in the form of a detailed report.**
  4. The Operations Lieutenant is responsible for an annual property disposal project. Members shall ensure that all attempts to identify and/or locate the rightful owner have been exhausted and that no person has made a claim on any item prior to the disposal project. Property to be disposed of must have been stored in the property room for no less than one (1) year and thirty (30) days.
  5. An individual finding abandoned or lost currency or property has a priority claim which must be exercised within thirty days after the one year holding period expires; the Coppin State University Police Department shall notify the individual that the holding period has expired and that the individual's claim must be exercised within thirty days.
  6. Unclaimed tangible personal property may be disposed of after one year and thirty days. Lost currency and proceeds derived from the disposal of the property, after deducting any costs incurred, shall be deposited in the General Fund of the State to the account of the Coppin State University.
  7. Any serviceable unclaimed property, not sold at auction, will be donated to any campus library, campus club, or organization or any recognized



charity approved by the Chief of Police. The appropriate documentation will be submitted.

8. Any unserviceable or discarded (junk) property will be rendered unrecoverable and disposed of in the normal manner for trash pick-up. The appropriate documentation will be submitted.
9. Due to conflict of interest issues, CSUPD personnel are prohibited from claiming any money or valuables. However, serviceable or unserviceable property, not claimed by the library, campus club or organization, a CSUPD Officer may submit a claim, in writing, to the Operations Lieutenant. The Operations Lieutenant will decide the disposition on a case-by-case basis.

#### 2.5420 CLAIMING/RETURNING OF PROPERTY OR VALUABLES

- A. Anyone claiming to be the owner of found property or valuables the officer shall:
  1. Require proper **photo** identification to ascertain that the person is who they claim to be.
  2. If the property is the type where the owner's name or ID number is not plainly written or inscribed on same, the officer will have the person describe the property in detail, **prior to actually seeing the property**, to insure this is not a fraudulent claim. The description needs to be in sufficient detail to satisfy the officer that the claimant is in fact the owner of the property.
  3. The officer will then turnover the property and have the owner print, sign and date the receipt form. An e-mail address and cell phone should also be obtained.
  4. The officer shall then submit the form to the Operations Lieutenant.
  5. If there is any dispute as to the ownership of the property, the officer will not turn over the property and will further advise the "owner" to make an appointment with the Operations Lieutenant. The Lieutenant will assist in establishing

ownership of the property. This will be done to protect everyone's rights, and property.

- B. All property which has been received as evidence in connection with any investigation or which, for any other reason, comes into the custody of the Department, will be processed and stored and disposed of in accordance with established procedures
- C. An employee shall not convert to his/her own use, tamper with, damage intentionally or through negligence, destroy, or in any other way misappropriate any evidence or any other property held in the possession of the Department.

#### 2.5440 TRANSFERRING CUSTODY

- A. Officers will record each time custody of physical evidence takes place.
- B. BPD Evidence Control Unit requires their forms be used when submitting evidence in order to record prior custody information that includes, but is not limited to:
  1. Name of the officer last having custody of the evidence;
  2. Date and time of submission or mailing and method used for transmission;
  3. Date and time of receipt in the laboratory; and
  4. Name and signature of the person in the laboratory receiving the evidence.

#### 2.5460 PROPERTY & EVIDENCE INSPECTIONS

##### 2.5460.02 NEW PROPERTY OFFICER INVENTORY

- A. Documented inventories of property, evidence, equipment, and records thereof under control of the Property Officer will be conducted whenever a new Property Officer is designated.
- B. At least 50% of all property and 100% of all evidence will be subject to inventory.
- C. Inventories will be conducted by the new and outgoing Property Officers and another employee designated by the controlling bureau commander.
- D. All discrepancies will be recorded in inventory reports and investigated prior to the assumption of property accountability by the new property custodian.



#### 2.5460.04 ANNUAL AUDITS

- A. Documented audits of property, evidence, and equipment under control of the Property Officer will be conducted annually to determine if related property and evidence directives are being followed.
- B. Audits will be conducted by an employee designated by the Chief who is not routinely or directly connected with control of property.

#### 2.5460.06 SEMI-ANNUAL INSPECTIONS

- A. Documented inspections of the property and evidence rooms will be conducted semi-annually by the Operations Lieutenant.
- B. At least 10% of all property, evidence, and records thereof that are under control of the Property Officer will be subject to inspection.

#### 2.5460.08 UNANNOUNCED INSPECTIONS

- A. Unannounced inspections of the evidence and property rooms will be conducted and documented as directed by the Chief annually.
- B. Inspections will randomly examine property, evidence, and records thereof under control of the Property Officer

#### 2.5460.10 REPORTS

- A. Reports will be submitted to Chief of Police.
- B. Inspection reports will be retained in the Office of the Chief for at least three years.

#### 2.5480 DISPOSAL OF PROPERTY & EVIDENCE

- A. All articles of evidence and recovered or seized property held by the agency will be disposed of by the Property Officer in accordance with applicable laws and university policies.
- B. Articles will not be disposed of until all legal or administrative procedures and requirements have been met.
- C. Property and evidence will be disposed of within six months following the fulfillment of all legal or administrative procedures and regulatory requirements.

- D. Employees originally taking custody of articles are responsible for promptly informing the Property Officer of changes in the disposal status of articles.
- E. When authorized by Assistant States Attorney (ASA) personnel, officers may photograph articles of evidence and release the articles to lawful owners or custodians.
  - 1. Photographs will be labeled with the date, time, and CC number
  - 2. Agency reports will contain the names of ASA personnel authorizing evidence release.

#### 2.5480.02 DISPOSAL OF FIREARMS

- A. Seizure and forfeiture of handguns will be responsibility of the Baltimore Police Department and consistent with CR 5-621, CR 4-303(Assault Pistol), and CR 4-402 (Machine Gun).

#### 2.5480.04 DISPOSAL OF WEAPONS

- A. Non-firearms weapons will be returned to their owners or custodians, when legally permissible.
- B. Non-firearms weapons that are not returned to owners or custodians will be destroyed.
- C. The agency does not retain any weapons (or explosives) for investigative or training purposes

#### 2.5480.06 DISPOSAL OF ALCOHOL PRODUCTS

- A. The contents of containers holding alcohol products will be disposed of in an environmentally approved manor in the presence of a witness.
- B. Bottles and cans will be discarded or destroyed.
- C. Kegs or other returnable containers will be returned or donated to alcohol beverage distributors.

#### 2.5480.08 DISPOSAL OF CDS

- A. CDS articles submitted to the Baltimore Police Department will be disposed of consistent with CR 5-309 by burning. Paraphernalia by crushing or incineration.
- B. The agency does not retain any CDS for investigative or training purposes.



### 2.5480.10 DISPOSAL OF DRIVER'S LICENSES, PLATES, REGISTRATIONS

- A. Driver's licenses, license plates, vehicle registration cards, etc., will be promptly returned to appropriate custodians or motor vehicle agencies following fulfillment of all legal or administrative procedures and requirements.

### 2.5480.12 DISPOSITION OF FOUND ARTICLES OR PROPERTY

- A. The agency will make reasonable attempts to notify owners or custodians of articles.
- B. Found articles or property that remains unclaimed are retained by the agency for a period of **one year from date of receipt**.
1. Found articles or property may be claimed by finders within 30 days after the one year anniversary of the property being received by the agency, provided that owners or legal custodians have not reclaimed the articles or property.
  2. Found articles or property will not be released to finders if:
    - a. Items are weapons of any type;
    - b. Items are contraband; or
    - c. Items were found by persons acting in law enforcement capacities.
- D. Found articles or property not claimed by owners, custodians, or finders will be disposed of:
1. With proper documentation, by transferring it, including by donation, to other institutions or major components within the University System, nonprofit organizations, the State, or local governments;
  2. By dismantling it for recovery of parts; or
  3. By destroying it if it has no other value.
- E. Proceeds from the disposal of lost or abandoned property will be submitted to the Budget Office for deposit into the University's general fund.

### ANNEX "A"

- A. When property comes into the possession of CSUPD personnel they shall:
1. Obtain the name, contact or/and cell phone number, e-mail etc., from the person who turns-in the property, location where found, and date & time, or follow evidence submission and recovered property procedures.
  2. It shall be the responsibility of the officer receiving found property or recovering lost property to make every reasonable effort to locate the rightful owner and arrange for the return of the property. PCO's will also assist in this effort. *If ownership cannot be immediately determined, the inquiry/effort that was expended to locate the owner shall be documented in CAD under property.*
  3. Respond to the Police Communications Center and provide all information to PCO to in-



clude the item found. On weekends or holidays the on-duty police supervisor/OIC shall assist the PCO in securing the property and complying with this order.

4. The PCO shall then obtain a numbered ticket and attach to the property.
5. The Officer shall enter all relevant information in the CAD database. (see Annex "B" for detailed logon directions).
6. In the event the officer is receives a call or is "unable" to enter the information, the PCO will assist and enter it into the CAD database.
7. The tagged property shall be placed in AC 100F on the corresponding month shelf.
8. If evidence, UPO shall ensure it is placed in evidence room.
9. **ALL PROPERTY AND/OR EVIDENCE MUST BE PROCESSED PRIOR TO THE END OF THE SHIFT.**

NOTE: All money, jewelry and other items

██████████  
 If money or jewelry, etc., is evidence it shall be placed in an evidence envelope. If the money or jewelry, etc., is found property it shall be placed in a standard envelope and sealed.

- B. When searching the database for property to return to owner, issue for court, disposal purposes, authorized CSUPD personnel shall:
  1. Login to CAD database (see detailed directions in Annex "B")
  2. Search database by date, item, ticket number
  3. Locate property in PEC ██████████
  4. Release property according to **2.5400-CLAIMING/RETURNING OF PROPERTY OR VALUABLES** of this directive
  5. If the release is for court or disposal purposes the established procedures outlined in this order shall be followed.
- C. Evidence or Evidentiary-type Property  
 Evidence or evidentiary-type property shall be recorded in the database as described in this directive.
  1. Evidence shall be placed in an evidence bag, marked, and sealed.
  2. Evidence shall be stored in the "evidence" room (AC 100F); except for money, jewelry, etc. See A-9 NOTE above.

3. Evidence removed for court shall follow the procedures outlined in this order.
4. To access the evidence room, use your card access ID card.
5. All evidence coming into the possession of the CSUPD that is not immediately turned over to the Baltimore Police Department shall be photographed. The digital camera is located in the officer's room located at AC 100A.
6. Any photographs shall become a permanent part of any incident report.

Annex B

Officers logging in property or releasing property to the verified owner should use the following steps:

1. Open Report Exec and complete the log-on procedures to proceed to the below main screen listed below
  - Officer Activities
  - Lost and Found

Complete Information – Property Information Tab

**Item Description** – What the item is  
**Property Type**- Use drop down for appropriate selection "*Found Property, Stolen, Etc.*"  
**Property Category** – Use drop down for appropriate selection  
**Store Bar Code #** - This will be the ticket number used for storing the item.  
**Serial #, Make/Brand, Model, Qty.** - Insert this information where appropriate.  
**Value** – For found property, leave blank unless it is US Currency.

*Additional items located inside of boxes, bags, purses and the like are to be listed in the "Special*

*Instructions/Notes."* *The entire item, whether it contains 1 additional thing or 110, will only Receive one ticket number.*

For property reported stolen or seized as evidence, each item must be entered individually.



#### Found Property Information Tab

**Date Found** – Date property presented to officer

**Location Found** – be as exact as possible

**Found By** – The person's name

**Department** – OTS, Grounds, Student, Staff, etc.

**Return to Finder** – Check box if no reason to hold

**Possible Owner** – Use name if known

**Disposition** – Use drop down box

**Location Placed** – Property Room or Evidence

Click SAVE

#### Property Owner Information Tab

If or when the owner comes to the Police Communication Center's desk to claim the property and ownership has been validated, fill in above information owner information WITH AS MUCH INFORMATION AS YOU CAN OBTAIN FROM THE OWNER. Minimum is name, address, DOB, e-mail address and cell phone number. Please attempt to get as much information as possible. Scars, marks and tattoos can be disregarded unless obvious. Best thing to do is request a driver's license.

#### Property Manager Tab

This tab should only be used by designated individuals authorized to change property dispositions and purge items. PLEASE DO NOT USE.



**2.6000 ARREST PROCEDURES**

- A. Directives contained in this unit specify procedures agency personnel will utilize when arresting and taking persons into custody.
- B. **1.1060 Limitations on Authority** contains directives that describe in permissive and restrictive terms situations under which agency officers are permitted to arrest or otherwise take persons into custody.
- C. **1.1080 Constitutional Protections & Rights** contains directives that describe in permissive and restrictive terms situations under which agency officers are permitted to search persons and property with and without warrants.

**2.6020 ADULTS AND JUVENILES**

**A. ADULTS TAKEN INTO CUSTODY**

Since Coppin State University Police Department does not have or maintain "holding facilities", adults arrested are to be transported to *Baltimore Central Intake and Booking Facility (BCIBF)* for processing AND

**B. JUVENILES TAKE INTO CUSTODY**

The *Baltimore City Juvenile Justice Center (BCJJC)* is a centralized processing entity for juveniles taken into custody by law enforcement agencies. The BCJJC will only accept juveniles taken into custody for Delinquent Acts and wanted on warrants. Juveniles taken into custody for a Status Offense with a pending Delinquent Act shall be processed at BCJJC because the Delinquent Act takes precedent over the status offense.

Whenever dealing with a juvenile, particularly a juvenile offender, use the least coercive among reasonable alternatives, consistent with preserving the public's confidence, public safety, positive relationships, and individual liberty. The principal of reasonableness shall guide discretion when carrying out law enforcement duties.

Juveniles taken into custody for status offenses (*laws applicable only to juveniles such as alcohol and tobacco violations, daytime and nighttime curfew violations, and runaways*) can be processed at the Central District.

Those observed violating alcohol and/or tobacco offenses are eligible to be issued the Uniform Juvenile Civil Citation for Alcohol and Tobacco Offenses, DC 31 by Baltimore Police Officers (BPO). In those situations contact communications to have a city police officer respond and issue the citation identifying the University Police Officer as a witness.

**NOTE:**

Alcohol offenses are enforceable to individuals under the age of 21, and tobacco offenses are enforceable to individuals under the age of 18 years, except when the individual is a bona fide employee acting in the course of employment. For the purpose of the Uniform Juvenile Civil Citation for Alcohol and Tobacco Offense, juveniles are individuals under the age of 21.

Curfew violation enforcement is governed by Baltimore City Code, Police Ordinances, Article 19, and Subtitle 34.

Daytime Curfew Violation: Any juvenile under the age of 16 is prohibited from remaining in or about any public place or any establishment between 0900 - 1430 hours on any day during which the juvenile is required to be in school.

Exceptions apply when the juvenile:

- Has written proof from school authorities excusing their attendance at that particular time; or
- Is accompanied by the juvenile's parent/guardian or by a person 21 years old or older.

Nighttime Curfew Violation: Any juvenile under the age of 17 is prohibited from being in or about any public place or any establishment:

- Between 0001 hours Saturday and 0600 hours Saturday;
- Between 0001 hours Sunday and 0600 hours Sunday; and
- Between 2300 hours and 0600 hours of the following day, on any other day of the week.

Exceptions apply to a juvenile:

- Accompanied by the juvenile's parent/guardian;
- On an errand at the direction of the minor's parent, without any detour or stop;
- In a motor vehicle involved in interstate travel;



- Engaged in an employment activity or going to or returning home from an employment activity, without any detour or stop;
- Involved in an emergency;
- On the sidewalk abutting the juvenile's residence or abutting the residence of a next-door neighbor if the neighbor did not complain to the Department about the juvenile's presence;
- Attending or, without any detour or stop, going to or returning from an official school, religious, or other recreational activity supervised by adults and sponsored by the City of Baltimore, a Civic organization, or another similar entity that takes responsibility for the juvenile;
- Exercising First Amendment rights protected by the United States Constitution, such as the free exercise of religion, freedom of speech, and the right of assembly; or
- Who is or has been married.

Prohibited Conduct of Parents and Operators of Establishments: It is unlawful for the parent of any juvenile to knowingly permit or, by insufficient control, to allow that juvenile to be in or about any public place or any establishment during the hours of the daytime and nighttime curfew violations. No operator of an establishment or their agents or employees may knowingly permit any juvenile to remain on the premise of that establishment during the hours of the daytime and nighttime curfew violations.

Of Extreme Importance and in keeping with the current Memorandum Of Understanding (MOU), the Baltimore Police Department (BPD) continues to assume full and complete responsibility for the preliminary investigation and follow-up in cases of homicide (including suicide and sudden death) and rape. Moreover, the BPD also assumes full and complete responsibility for the preliminary investigation and follow-up of cases of robbery, aggravated assault and other Part 1 offenses that necessitate an ongoing investigation. The Coppin State University Police Department (CSUPD) will assume responsibility for preliminary investigation and follow-up for Part II offenses, and reserves the right to seek assistance from the BPD when investigating Part 1 offenses.

The Baltimore Police Department shall continue to be the lead agency relative to any emergency situation that may arise. The Coppin State University

Police Department shall provide assistance consistent with adequate staffing levels

## 2.6040 SEARCHING OF ALL DETAINEES

### 2.6040.02 DETAINEES

- A. Officers will search ALL detainees coming into their custody, regardless of whether they have been previously searched.
- B. Detainees will be searched prior to transport or, because of exigent circumstances, as soon as possible thereafter.
- C. Officers performing searches are responsible for discovery and removal from detainees all contraband, evidence, weapons, and items that could cause harm to self or others, damage property, or facilitate escape.

### 2.604.04 Search – Officers of the Same Gender

- A. Detainees will generally be searched by Officers of the same gender unless circumstances dictate otherwise, such as when:
  1. Detainees are likely to be armed;
  2. Delaying searches may result in destruction or loss of evidence; or
  3. Same gender officers are not available or are unable to respond within a reasonable amount of time.
- B. Officers conducting searches will, if practical, have at least one witness present.

### 2.6040.06 PRISONER TRANSPORT & STRIP SEARCHES

- A. The Coppin State University Police Department does not have or maintain a “holding facility” and arrested adults are to be transported to the *Baltimore Central Intake and Booking Facility (CCIBF)* for processing, as soon as is reasonably practical. Predicated on the situation and demeanor of the arrestee, the transport can be via a Baltimore Police Department Wagon or the University’s prisoner transport vehicle.
- B. Juveniles taken into custody are, predicated on the offense, to be transported to either Central District’s Juvenile Holding room to complete reports, obtain a juvenile custody number and contact parents to respond to retrieve their child OR



to the *Baltimore City Juvenile Justice Center* (BCJJC).

- C. At no time is a prisoner (adult or juvenile) to be strip searched. A strip search includes inspections of body cavities not involving a physical probing into cavities for the purpose of discovering weapons, contraband, and fruits of crime or evidence.
- D. A strip search is defined as the removal or rearrangement of clothing to permit visual inspection of a person's under garments, buttocks, anus, genitalia, or breasts.
- E. The following does not constitute a strip search:
  - 1. Removal or rearranging clothing reasonably required to render medical treatment or assistance;
  - 2. Removal of articles of outer clothing such as coats, ties, belts, or shoelaces; and/or for other exigent circumstances  
(i.e. checking a suspected suicide bomber).

#### 2.6040.08 BODY CAVITY SEARCHES

- A. At no time is a prisoner (adult or juvenile) to be subject to a body cavity search which involves physical intrusions into stomachs, rectal, or vaginal cavities.
  - 1. Use of emetics or stomach pumps are considered body cavity searches.
  - 2. Use of X-rays to ascertain if individuals have swallowed objects of evidentiary value are considered body cavity searches.
- B. Mouths are the only body cavities that may be searched without search warrants.

#### 2.6060 RESTRAINING DEVICES

##### 2.6060.02 IN TRANSPORT

- A. Detainees will be restrained with handcuffs and seatbelts during transport except as described herein.
  - 1. Officers may exercise discretion in deciding whether to handcuff detainees based upon:
    - a. Arrest circumstances;
    - b. Nature of offenses; or
    - c. Conduct
  - 2. Officers with any doubts relating to detainees' conduct will handcuff them.
  - 3. When handcuffs are utilized, detainees will be handcuffed with their hands, palms out, **behind their backs**.

- 4. Seat belting extremely combative detainees in vehicles equipped with safety barriers is recommended. The alternative is to call the Baltimore Police Department to dispatch a prisoner transport vehicle (wagon).
- 5. Handcuffs will be double locked immediately, notwithstanding a temporary delay because of exigency.
- 6. Restraining devices will not be utilized if their use would exacerbate injuries, illnesses, or disabilities.
- 7. Handcuffs and other restraining devices will be applied to adequately restrain detainees without jeopardizing officer safety or causing injuries to detainees.
- B. Officers may utilize additional or enhanced agency authorized restraints only as necessary for detainees who:
  - 1. Are violent or combative;
  - 2. Are self-destructive or suicidal?
  - 3. Are escape risks;
  - 4. Are under the obvious influence of alcohol or other drugs; or
  - 5. Have mobility, medical or other physical limitations or disabilities that preclude other required restraint uses.
- C. Authorized additional and enhanced restraints are:
  - 1. Multiple sets of handcuffs linked together to lengthen cuffing span;
  - 2. Leg irons;
  - 3. "Flexi-Cuffs" or other similar issued or authorized non-metallic, temporary restraining devices; and
- D. Other unauthorized restraint devices are prohibited.
- E. Officers may exercise discretion in handcuffing or restraining persons who are disabled, sick, or injured based on detainees':
  - 1. States of mind and degrees of cooperation;
  - 2. Nature and extent of disabilities, illnesses, or injuries;
  - 3. Potential for inflicting injury to selves or others;
  - 4. Capacity to physically resist; and
  - 5. Escape potential.
- F. Extremely violent detainees may be handled and secured in the safest and most expeditious manners possible that are not otherwise violations of directives.



- G. "Flexi-Cuffs" or other issued or authorized non-metallic, temporary restraining devices may be utilized when conducting multiple arrests.
- H. Appropriate restraining devices will be utilized when transporting mentally disturbed persons.
  - 1. Officers will use their best judgment to determine the most appropriate methods of restraint for mentally disturbed persons.
  - 2. Officers should consider the use of leg irons, based on the officers' assessment of the behavior of mentally disturbed persons.
  - 3. Officers will request assistance from Emergency Medical Service personnel to restrain and transport extremely aggressive or combative mentally disturbed persons.
  - 4. Circumstances surrounding transport of mentally disturbed persons will be contained in agency reports of such incidents.
- I. Detainees will not be handcuffed or otherwise restrained:
  - 1. To parts of transport vehicles such as door frames, posts, or steering wheels;
  - 2. Linked to each other; or
  - 3. In a "hog-tying" position or other position reasonably known to possibly contribute to "positional asphyxia."
- J. Facts and circumstances leading to increased or enhanced use of restraints will be included in reports related to the incidents.

## 2.6080 DETAINEE TRANSPORT

### 2.608.02 TRANSPORTING DETAINEES

- A. Transporting officers will search detainees coming into their custody regardless of whether they have been previously searched.
- B. Detainees will be removed without unnecessary delay from arrest scenes and transported directly to appropriate police, detention, or medical care facilities.
- C. Nude or indecently attired detainees will be removed from public view and covered prior to transport. They will not be transported in vehicles with detainees of the opposite gender.
- D. Juveniles and adults, male and female detainees should not be transported in the same vehicles, unless arrests were made as part of same incidents.

- E. Juvenile status offenders and non-offenders will be transported separately from juvenile delinquent offenders and adult detainees.
- F. Detainees will be segregated from public contact during transport.
  - 1. Communications between detainees and the public will be limited to those necessary to complete the transport.
  - 2. Detainees' right to communicate with attorneys will not normally be exercised during transports.
  - 3. Detainees will not be transported together if their ability to communicate with each other would lead to further collusion.
- G. Transporting officers will request necessary assistance when transporting disabled detainees.
  - 1. Transports of disabled detainees will be completed in a manner that is most convenient, comfortable, and safe for both detainees and officers.
  - 2. Officers may request EMS personnel to assist in transporting disabled detainees when agency vehicles will not accommodate transports due to size of required medical apparatus or the severity of disabilities. Of note, EMS may refuse this request.
- H. Sick or injured detainees will be transported and treated consistent with 2.6120.

## 2.6100 SEARCHING POLICE VEHICLES USED FOR DETAINEE TRANSPORTATION

### 2.6100.02 OFFICER RESPONSIBILITY

- A. Officers are responsible for ensuring vehicles are searched prior to beginning their tours of duty in addition to before and immediately after transporting detainees.

### 2.6100.04 STAFFING OF TRANSPORT VEHICLES

- A. Primary transport vehicles for use during normal operations are the agency's marked vehicles.
- B. When one officer is to transport more than one detainee, Baltimore City Police are to be contacted to provide prisoner transport.
- C. In situations where two officers are transporting one detainee in vehicles without safety barriers, second officers and the detainees will sit on the



rear seats. Detainees will be seated on the right rear seat of the vehicle with the accompanying officer taking precautions to maintain control of his/her firearm.

- D. For vehicles with safety barriers, transporting officers will place detainees on the right, rear seats.
- E. At no time is a detainee allowed to sit in the front passenger seat during transport.
- F. In situations where officers are transporting detainees seated on rear seats, both rear seat window operations are to be locked and door opening mechanisms over-ridden.
- G. Extremely disorderly or violent detainees will be transported by the Baltimore Police Department.

#### **2.6100.06 SECURITY DURING TRANSPORT**

- A. Officers are responsible for the security of detainees in their custody.
- B. Officers will maintain visual contact with detainees during transport.
- C. Officers will not routinely divert nor delay detainee transport.
- D. Officers performing transports may take police actions when there is grave and imminent danger to third parties and assistance can be rendered without endangering detainees or compromising their security.
- E. Officers transporting detainees will comply with operational directives of those facilities as relating to detainee security. Transporting officers will:
  - 1. Appropriately secure all weapons;
  - 2. Remove restraining devices only when directed to do so by personnel at receiving facilities or detainees are properly controlled and secure;
  - 3. Deliver all necessary documentation to receiving person at the facility;
  - 4. Advise receiving personnel of real or perceived medical or security hazards; and
  - 5. Obtain signatures of receiving personnel and/or documentation detailing the detainee transaction.

#### **2.6100.08 TRANSPORT NOTIFICATIONS**

- A. Officers beginning detainee transports will transmit their mileage and destination to communications.

- B. Officers ending detainee transports will transmit arrival and mileage information to communications. Transporting officers out of radio system range will report destination and mileage information by calling Communications on a recorded line.
- C. Officers interrupting detainee transports for any reason will notify communications of their mileage, location, and reason for the interruption.
- D. Recorded radio transmissions and phone conversations, in addition to on-line data entered by Communications officers, document detainee transport notifications.

#### **2.6100.10 ESCAPES DURING TRANSPORT**

- A. If an escape occurs during detainee transport within agency jurisdiction, transporting officers will:
  - 1. Immediately notify Communications and provide information that includes, but is not limited to:
    - a. Location of escape;
    - b. Complete description and clothing of the detainee;
    - c. Direction of travel;
    - d. Reason for the detainee's custody and
    - e. Whether the detainee is a danger to self, officers, or others;
  - 2. Make every practical attempt to apprehend the detainee by cooperating with responding supervisory personnel and other units;
  - 3. Notify the Operations Lieutenant
  - 4. Prepare report continuations for inclusion with reports of incidents leading to initial arrests; and
- B. If an escape occurs during detainee transport outside agency jurisdiction, transporting officers will:
  - 1. Immediately facilitate notification to the agency with jurisdiction wherein the escape occurred and provide information that includes, but is not limited to:
    - a. Location of escape;
    - b. Complete description and clothing of the detainee;
    - c. Direction of travel;
    - d. Reason for the detainee's custody and
    - e. Whether the detainee is a danger to self, officers, or others;



2. Attempt to notify agency communications of escape information;
  3. Offer to assist in attempting to apprehend the detainee by cooperating with responding supervisory personnel and other units;
  4. Notify the Operations Lieutenant.
  5. Prepare report continuations for inclusion with reports of incidents leading to initial arrests; and
- C. Local apprehending jurisdictions have priority in arrest and charging of offenses against escaped detainees.
- D. Agency officers will take custody of recaptured detainees if local apprehending jurisdictions decline to process recaptured detainees.
- E. Detainees escaping within agency jurisdiction and subsequently recaptured will be charged with escape in addition to the initial charges leading to their arrest.
- F. Administrative investigations into escape circumstances will be in keeping with existing directives.

#### **2.6060.12 DOCUMENTATION NECESSARY FOR TRANSPORT**

- A. The agency's primary detainee transport responsibilities are for transporting detainees to the *Baltimore Central Intake and Booking Facility* and the *Baltimore City Juvenile Justice Center* for processing.
- B. Arresting officers will follow the procedures as required by the respective facility. Questions regarding booking procedures are to be addressed to the Liaison Officer.
- C. Transporting officers are responsible for notifying personnel at transport destinations of any real or perceived security, health, or suicide risks involving transported detainees.

#### **2.6100.14 SPECIAL DETAINEE TRANSPORT REQUEST**

- A. This agency does not fulfill special transportation requests of detainees, but will make every reasonable and prudent effort to expedite detainee transport, processing, and delivery to receiving personnel or agencies. Transporting officers will advise receiving personnel or agencies of detainee's special transportation requests.

### **2.6120 SICK OR INJURED DETAINEES**

#### **2.6120.02 OFFICER RESPONSIBILITY**

- A. Officers will ensure, to the best of their capabilities, that detainees receive necessary medical attention prior to arrest processing.
1. A Baltimore City Fire Department will be called immediately to render assistance if detainees under control of this agency require emergency medical treatment. These situations include, but are not limited to, when detainees:
    - a. Complain of illness or injury;
    - b. Exhibit bizarre behavior;
    - c. Have obvious injuries; or
    - d. Have ingested or secreted into their bodies any non-food or non-prescribed substances.
  2. Officers will render aid to the extent of their emergency medical training and certification until relieved by EMS personnel.
- B. Detainees requiring medical treatment will be transported to appropriate medical facilities by ambulance. The choices of facilities are determined by EMS protocols.
- C. In arrest situations where a detainee requires medical assistance, Officer/s will either follow EMS units or accompany detainees in EMS units based on:
  1. Detainee temperament;
  2. Detainee mobility;
  3. Detainee propensity for escape; or
  4. Request of EMS personnel
  5. Supervisor's input.
- D. Officers should attempt to photograph detainees who are injured or allege injuries. Photographs may be taken following cleaning and/or treatment.
- E. While the Department of Corrections (DOC) medical staff can handle certain non-life threatening medical conditions of committed detainees, some medical conditions are beyond their scope of care. Medical conditions which preclude DOC from accepting detainees without hospital discharge summaries include, but are not limited to:
  1. Projectile vomiting;
  2. Vomiting bright red or dark brown blood;
  3. Compound fractures;
  4. Extremities out of alignment;
  5. Inability to walk due to recent injuries;
  6. Abrasions or bruises on abdomen or chest;



7. Dog bites;
8. Vaginal bleeding other than menses;
9. Unconsciousness
10. Head injuries with accompanying dizziness, convulsions, disorientation, swelling, or visual impairment;
11. Difficulty in breathing with pain in the jaw or neck;
12. Active labor;
13. Serious lacerations involving tendons or muscles; or
14. Serious drug or alcohol withdrawals which may include hallucinating.

**Officers are not to transport sick faculty, staff, students or other individuals requesting such transports. In the event of a request, officers are to direct Communications to call for a Baltimore City Fire Department Ambulance.**

**For additional and detailed instructions for the transportation and guarding prisoners, See Directive 2.6400 DETAINEE SECURITY AT MEDICAL FACILITIES - published separately.**

## **2.6140 DISPENSING MEDICATION TO DETAINEES**

### **2.6140.02 OFFICER RESPONSIBILITY**

- A. Agency Officers will not dispense medications to, or allow self-medication by detainees.
- B. Whenever a foreign national is arrested or detained in the United States, the foreign national must be advised of the right of consular notification and access consistent with existing policy and directives

## **2.6160 INTERROGATIONS**

### **2.6160.02 RESPONSIBILITIES**

- A. It is the State's responsibility to prove in court that detainees were properly and fully advised of their constitutional Miranda rights, that they understood those rights, and were afforded opportunities to exercise them.
- B. Detainees will be advised of their constitutional rights prior to interrogations.

1. Explanation of Miranda Rights forms should be used when officers seek to interrogate suspects or detainees other than in field interrogation situations.
  2. Officers may provide copies of completed Explanation of Miranda Rights forms to suspects or detainees.
  3. In field interview situations, officers may use agency issued advice of rights cards to inform suspects or detainees of their Miranda rights and record the information in the report/s.
- C. Persons waiving their rights must do so knowingly, intelligently, and voluntarily.
- D. It is not necessary in all cases for officers to immediately advise suspects or prisoners/detainees of their Miranda rights.
1. Apprehending officers need not advise suspects of their Miranda rights:
    - a. Unless circumstances necessitate immediate interrogation of suspects; or
    - b. When suspects are taken into custody and are to be turned over to investigators for follow-up investigations.
  2. Officers who turn suspects over to investigators will, in all cases, advise investigators whether suspects have been advised of their Miranda rights.
  3. Investigators receiving suspects for interrogations are responsible for ensuring that Miranda rights are advised.
- E. Juveniles have the same rights regarding statements and confessions as adults.
1. Juveniles can waive or retain their Miranda rights. Officers must be able to articulate that juveniles waiving their Miranda rights did so knowingly, intelligently, and voluntarily.
  2. Officers interrogating juveniles will explain to them the juvenile justice system and the agency's directives relating to juvenile interrogations.
  3. The ages of juveniles and the nature of the alleged offenses are factors that must be considered when determining appropriate length of interrogations.
    - a. Juvenile interrogations will be limited to six hours in length and will be conducted by no more than two officers.
    - b. The interrogation may be extended for exigent circumstances and with supervisory approval based on offense severity and the willingness of juveniles under interrogation



to continue talking with interrogating officers, if necessary, for an additional hour.

## 2.6180 PRESENTING DEFENDANTS BEFORE JUDICIAL OFFICERS

### 2.6180.02 JUDICIAL OFFICERS

- A. Maryland Court Rule 4-212 requires that defendants be presented before District Court Commissioners without unnecessary delay and in no event later than 24 hours after arrest.
  - 1. Officers will avoid unnecessary delays when preparing defendant's cases for presentation before District Court Commissioners.
  - 2. DOC personnel conduct presentations of defendants before District Court Commissioners. DOC personnel will review and evaluate statements of probable cause and statement of charges for sufficiency prior to accepting defendants for presentation.
  - 3. Agency officers are responsible for presenting defendants arrested on motor vehicle charges.
  - 4. Arresting officers will contact DOC personnel for instructions and assistance when defendants are too combative or intoxicated to understand proceedings before Commissioners.
- B. Responsibilities of District Court Commissioners include, but are not limited to:
  - 1. Receiving applications and determining whether probable cause exists for the issuance of charging documents;
  - 2. Advising arrested persons of their constitutional rights;
  - 3. Setting bond or committing persons to jail in default of bond; and
  - 4. Releasing arrested persons on personal recognition if circumstances warrant.
- C. Defendants' opportunities to make bail will not be impeded by agency Officers.

### 2.6180.04 JUVENILE TRAFFIC CHARGES

- A. Copies of the agency's incident reports will be used to process:
  - 1. Non-jailable traffic offenses involving juveniles under the age of 16;
  - 2. Jailable traffic offenses enumerated in TR 27-101 involving juveniles; and

- 3. Juveniles accused of both jailable and non-jailable traffic offenses stemming from the same incident.
- B. Juveniles 16 years of age or older may be issued Maryland Uniform Complaint and Citations for non-jailable motor vehicle offenses.

### 2.6180.06 RELEASE OF JUVENILES TO RESPONSIBLE PARTIES

- A. Arresting officers will attempt to notify the parents, guardians, or adults responsible for juveniles, as soon as practical, of the fact that the juveniles have been taken into custody.
- B. Juveniles may be released to parents, guardians, or other responsible family members. Officers may release juveniles at CSUPD or at the juveniles' residences.
- C. Detaining officers who release juveniles without charges will ensure the Hot Desk has been contacted in order to check for outstanding writs.
- D. Persons accepting custody of charged juveniles must sign the bottom of the completed Juvenile Custody Report Form.
  - 1. The identity of parents, guardians, or persons responsible for juveniles must be confirmed.
  - 2. Permission for adults other than parents or guardians to accept juvenile custody must be confirmed.
- E. Delinquent juvenile offenders may only be held for up to **6 hours** for processing purposes (i.e. awaiting pickup from parents or guardians, transfer to the DJS facility, questioning/interviewing, or for identification purposes).

### 2.6180.08 ESCAPES

- A. Officers will exercise due care and diligence to prevent detainee escapes.
- B. Transporting officers are to be informed of any escape risks when taking custody of detainees.
- C. If escapes occur, Communications personnel will:
  - 1. Broadcast a lookout;
  - 2. Notify Baltimore Police; and
  - 3. Send a wanted/escape message via METERS
  - 4. Notify the Operations Lieutenant.
- E. Recaptured detainees will be charged with escape in addition to initial charges leading to their arrest.



- F. Administrative investigations into escape circumstances will be conducted consistent with **2.9000 Complaints and Discipline.**

**2.6180.10 REPORTING**

- A. Arresting officers are responsible for ensuring all incidents and arrest related documents, forms, reports, etc., are completed, approved, and submitted to their shift supervisor/OIC prior to the end of their tour of duty.
- B. Documentation necessary for detainee presentation before judicial officers must be completed to ensure compliance with Maryland Rule 4-212.
- C. Whenever a foreign national is arrested or detained in the United States, the foreign national must be advised of the right of consular notification and access.
- D. Property being retained by the agency as evidence will be recorded separately on Property Receipts consistent with existing policy and directives.

**2.6180.12 FINGERPRINTING AND PHOTOGRAPHING**

- A. DOC staff at the respective adult holding facility and/or juvenile processing center are responsible for photographing, fingerprinting and processing property of prisoners brought to their respective facility.
- B. University Police Officers are not to photograph or fingerprint any detainee or store any prisoner's personal property.
- C. Evidence will be processed in keeping with **1.4600 Control of Property and Evidence.**

**By order of Leonard D. Hamm, Chief of Police**

**Directive regarding security at medical facilities is published separately**

See:

**2.6400 - DETAINEE SECURITY AT MEDICAL FACILITIES**



## **2.6400 SECURITY OF DETAINEES AT MEDICAL FACILITIES**

Maryland State Police, after working with a number of law enforcement agencies and hospitals, developed and is requesting all Maryland police departments to incorporate a “best practice” protocol to standardize policy as relates to the security of in-custody persons in hospitals and other non-secure public areas while ensuring the safety of hospital personnel, the general public, and involved law enforcement officers.

Coppin State University Police Department is incorporating this policy in which detainees, during emergency clinical evaluation or who have been admitted to a medical facility, can be guarded with minimal risk and inconvenience to all affected persons, while providing maximum safety to officers, EMS personnel, hospital personnel, and the general public.

Sworn members of the Coppin State University Police Department are sworn peace officers and under rules and regulations are required to carry their firearms at all times and they cannot surrender them to anyone except a properly designated authority. Properly identified members of law enforcement agencies are, therefore, permitted to bear firearms while guarding patients in hospitals.

At all times officers must be mindful of good officer safety gun retention practices and training to prevent the prisoner from obtaining their service weapon.

While in civilian attire, officers are reminded to avoid any unnecessary display of their weapon.

Some hospitals maintain handgun lockers and can be utilized at the officer’s discretion to safely secure firearms, if not in conflict with department/agency policy regarding firearm retention.

When officers are entering secure psychiatric units, they will use the provided weapons locker.

### **ARREST**

Whenever an officer makes an arrest, or at any time has personal custody of a prisoner not confined in a cell, the officer will guard the prisoner closely, using

the utmost precaution to prevent such prisoner from escaping or from injuring anyone in such an attempt. If a prisoner escapes because of negligence or carelessness on the part of the officer, it will be considered a violation of policy.

When a prisoner is sick or injured, the arresting officer will arrange for appropriate medical treatment. The officer shall request EMS to respond to the scene to transport the detainee to the hospital. The officer shall immediately notify the shift supervisor of the situation. The supervisor will determine if notification to the prisoner’s family is appropriate.

Absent extenuating circumstances, an officer will ride in the ambulance (EMS operational program unit), preferably in the back, to maintain security of the prisoner while in transit. In the event an officer does not ride in the ambulance after consultation with the EMS provider and the officer’s supervisor the prisoner will be physically secured in the ambulance and the officer will follow the unit to the hospital.

The shift supervisor/OIC will ensure leg irons and flex cuffs are provided to the arresting officer to accompany the prisoner to the hospital and used in accordance with this policy.

The shift supervisor/OIC will telephone or upon arrival the officer will contact the hospital’s security office and make notification of the transport of the prisoner. If available, the hospital will be provided:

- Prisoner's name;
- Any special security concerns known to the officer (i.e. prior assaults on police, prior escape attempts, known gang member, suicide precautions, etc.);
- Any health concerns known to the officer;
- Specific contact information for their shift supervisor/OIC  
to include the dispatcher’s phone number.

### **RESTRAINING DEVICE USE DURING TRANSPORT**

During transport to a medical facility, the transporting officer shall ensure that the prisoner is restrained by one or more of the restraining devices, to include



handcuffs, leg irons, or flex cuffs. Flex-cuffs shall be used only when other devices are unavailable or when requested by medical personnel on a hospital transport by ambulance. Restraining devices shall not be used as a compliance device, but to secure a prisoner.

The officer shall determine the type(s) of restraining devices utilized with input from emergency medical personnel. Consideration of the situation and the extent of injuries or sickness will be made prior to applying the restraining devices on the prisoner.

### **SECURITY OF ADMITTED PRISONER**

If a prisoner in police custody is admitted to a hospital it is the responsibility of the arresting officer to immediately notify the shift supervisor/OIC to include the room number assigned the prisoner.

At a minimum during Emergency Room assessment and treatment, an officer will be assigned to guard the prisoner. This officer will position himself out of the way of attending staff yet always maintaining a visual on the prisoner.

Once the prisoner has been hospitalized with assignment to an inpatient room, the commanding officer of the arresting officer will be responsible for assigning [REDACTED]

[REDACTED] he risk assessment should include, but is not limited to: charges related to murder, attempted murder, and assault on a police officer, violent sexual assault, prior escapes and suicidal tendencies. *There should be an ongoing risk assessment process that considers the patient's ongoing behavior and condition.* When two officers are assigned, one officer will be the same sex as the arrested person if available.

Any change in risk assessment affecting the risk level or number of officers assigned to guard a prisoner will be immediately brought to the attention of the hospital security supervisor.

On the first business day after initiating a Hospital Prisoner Detail the shift supervisor/OIC is to contact

the State's Attorney's Office to determine whether the prisoner should be considered for bond reduction or release if being held on an active warrant. If the prisoner is detained on pending criminal charges, then the District Court Commissioner's Office should be contacted to arrange for an off-site Initial Appearance Hearing.

Assigned officers shall be in complete uniform, nametag, badge, Department-issued I.D. card and MPCTC certification card.

*In the event there is a need for a "plain-clothes" officer to be temporarily assigned as a security officer, the "plain-clothes" officer will ensure his or her badge and identification card are displayed in plain view.*

Upon arrival at the hospital, officers will ensure they have clear radio communications with the local installation. Officers will immediately contact hospital security and, if available, hospital security will provide a hospital radio to ensure interoperability with the facility's security officers. This applies to the emergency room, treatment and admissions.

If a holding area is provided at the hospital, it shall be utilized to keep the prisoner until being moved for treatment or into a regular room. This will be by direction of the hospital staff.

Officers will ensure the hospital room and the prisoner are thoroughly searched before and after all room changes or movements within the hospital facility **and** during shift changes.

Officers assigned to the prisoner detail will stay in the prisoner's room at all times unless it has been determined by the physician that the presence of the officer is medically detrimental to the officer or the patient's care. In these cases, officers will station themselves immediately outside the doorway of the prisoner's room and shall maintain a safe distance from the patient while maintaining and unobstructed view of the prisoner.

Officers will remain with the patient and remain alert during the tour of duty. Card playing, electronic games, personal TV, use of cellular phones for per-



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sonal business and other electronic devices or other distractions are strictly prohibited.

The officers and prisoner will comply with the hospital rules unless they interfere with good security practices. If hospital orders do interfere with appropriate institutional security, officers will contact the supervisor/OIC immediately. The supervisor/OIC will resolve the conflict, acting in accordance with established policies and procedures, and if necessary, in consultation with the hospital staff and security.

Officers will notify the shift supervisor/OIC and the Communications Officer ANY TIME the prisoner is to be moved.

If the prisoner needs additional care in another hospital department, officers will notify the shift supervisor/OIC and accompany the hospital staff on all movements and ensure hospital security personnel are notified prior to any movement. During prisoner movements within the hospital, the prisoner will be transported on a stretcher gurney or in a wheelchair with leg irons and handcuffs. The restraints should never be concealed under sheets, towels etc. unless directed by medical staff for a specific medical condition.

If either officer must use the restroom, security will be informed. Officers will not leave their post until security arrives. An officer's absence from the area will be kept to a minimum. If only one officer is assigned as a guard, the department/agency must provide relief as needed. Security officers shall never be left as sole guarding authority.

If the prisoner becomes violent or disruptive, the assigned officer(s) shall assist and protect the hospital staff to the best of their ability. Proper use of force in accordance with department/agency guidelines is authorized to protect the public, prevent escape and maintain order. The use of pepper spray is strongly discouraged due to the possibility of cross contamination of the medical facility and negative, complicating effects the spray may cause to other patients under the hospital's care.

All prisoners will be supervised and secured with proper restraints. Flex cuffs will be used in place of leg irons in order for hospital staff to perform proce-

dures where the use of metal restraints conflict with the provision of medical care.

**SECURITY/RESTRAINTS DURING ROUTINE TREATMENT AND ADMISSIONS**

Leg irons and handcuffs are the custodial restraining devices used to restrain the prisoner unless the attending physician should request other devices which will not interfere with the patient's care. Flex cuffs are required in the critical care units, operating rooms and other specialty areas where the use of metal restraints conflict with the provision of medical care.

All prisoners, regardless of security status, shall be secured to the bed unless prohibited in writing by the physician. As a minimum, one arm and one leg shall be secured to the bed at all times unless restraints conflict with the provision of medical care.

**SECURITY/RESTRAINTS DURING MEDICAL PROCEDURES**

Prisoners in pre-op are to be restrained in a manner consistent with the operating room procedures using flex cuffs. Flex cuffs may be applied in a fashion that do not interfere with the operative procedure to be performed (one leg to the gurney, both legs together, one arm to the gurney, both arms together or whatever works to immobilize or sufficiently restrict movement) and will be applied prior to the removal of metal restraints.

Sight coverage will be maintained in the operating room or other specialty care areas. Hospital staff will instruct officers where to station themselves in order to be in sight of the prisoner.

Upon return to the assigned room, officers will utilize a hospital staff device or tool appropriate to remove the flex cuffs.

Reestablish *metal* restraints as indicated above for "routine treatment" before removal of flex cuffs.

**PRISONER RESTROOM USAGE**

Prisoner movement to a restroom (even one located in the same room) is inherently dangerous. During all prisoner admissions, officers will ensure a portable commode chair is delivered to the prisoner's



room. The portable commode chair will be used by the prisoner for all personal relief.

The portable commode chair will be placed next to the bed and the prisoner's arm shall remain handcuffed to the bed during use. An officer will unshackle the leg irons from the bed and re-shackle the leg irons to both legs.

### MEALS

Officers will inspect the prisoner's meal tray prior to each meal to ensure that paper products have been used and that one plastic spoon has been provided with which to eat.

Upon completion of the meal, the officers will ensure the plastic spoon has been returned with the tray.

Officers should request of hospital staff meals for the prisoner that can be eaten without utensils such as (sandwiches and soup) where medically possible.

### TELEPHONE PROCEDURES

Generally, hospitals will disconnect phone service to a room occupied by a prisoner. The following procedures will be adhered to in those instances where there is a need for the room phone to remain active:

The telephone number of the hospital room shall not be given to anyone except the officer's supervisor/OIC.

The officer will answer all telephone calls to the hospital room's telephone. The prisoner will not be allowed to receive any incoming calls unless authorized by the Operations Lieutenant or his designee.

Outside calls must be approved by the Operations Lieutenant or his designee, or be approved by the shift supervisor/OIC or hospital staff in an emergency. An officer will place approved calls for the prisoner and retain a list of all numbers called.

All requests for general information regarding the prisoner will be forwarded to the installation where the arrest is being processed. Information requests regarding the prisoner's condition will be forwarded, verbally or in writing (as appropriate) to the medical staff at the hospital when such disclosure is permit-

ted. Hospital staff should not confirm or deny any prisoner's presence or provide information to anyone other than an approved and physically present visitor.

### VISITORS/VISITING PROCEDURE

Visitors will NOT be permitted to visit prisoners except in extraordinary circumstances. The ultimate decision will be made by the law enforcement agency's shift supervisor/OIC or designee after consultation with hospital staff.

Nursing staff and hospital security must be advised of all approvals.

Visits must be consistent with hospital policy and procedure. (Check with the unit nursing staff for current guidelines and time frames for your areas of assignment.) Visits will not exceed 30 minutes in length unless special circumstances exist and an extension is granted by the arresting officer's shift supervisor/OIC.

Visits shall be limited to one adult visitor at a time.

Visitors must provide a photo ID and will submit to a wanted check and physical search of their person and belongings prior to entering the prisoner's room.

Officers will be responsible for the security of the prisoner; they will see that no one other than hospital staff communicates with the prisoner without first obtaining permission from their shift supervisor/OIC. Officers are reminded that hospital staff personnel will be identified with photo ID for their respective facility.

### RELEASE OF PRISONER FROM THE HOSPITAL

When the prisoner is released from the hospital, hospital security shall be contacted prior to the removal of restraints.

The shift supervisor/OIC will be contacted prior to the transport of the prisoner to the appropriate booking or detention facility.



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If a prisoner's custody status should change while inside the hospital, (i.e. released on bond, released on own recognizance, etc.) the officers guarding the prisoner must first notify the nursing staff treating the prisoner and hospital security prior to removing the prisoner's restraints and before the officers leave the hospital.

**By order of Leonard D. Hamm, Chief of Police**



## 2.7000 EMERGENCY OPERATIONS & UNUSUAL OCCURRENCES (ALL HAZARD PLAN)

### 2.7020 PLANNING RESPONSIBILITIES

- A. The Chief of Police has the ultimate responsibility for coordinating the agency's responses to emergency operations and unusual occurrences (All Hazard).
- B. Shift supervisors are responsible for their assigned functional areas of:
  - 1. Overall police operations dealing with emergency operations and unusual occurrences; and
  - 2. Overall logistical and support activities dealing with emergency operations and unusual occurrences.
- C. The agency's planning and response to emergency operations and unusual occurrences (All Hazard) will be conducted consistent with the Incident Command System (ICS) as promulgated by the Federal Emergency Management Agency. **All police Officers are required to successfully complete basic NIMS/ICS training.**

#### 2.7020.02 ACCESSIBILITY & REVIEW OF PLANS

- A. This unit of the Manual, accompanied by other supporting directives and documents, is published and distributed as a self-contained Emergency Management Manual (EMM). Copies of the EMM will be distributed to personnel and positions that include, but are not limited to:
  - 1. Lieutenants;
  - 2. Sergeants; and
  - 3. the Communications Center
- B. The Director of Emergency Management and Threat Assessment is responsible for ensuring:
  - 1. All of the agency's emergency operations and unusual occurrence plans and directives are reviewed and updated at least every three years or on an as needed basis; and
  - 2. That relevant and necessary supporting documents utilized as EMM annexes are obtained from other agencies and organizations and distributed to EMM holders.

## 2.7040 EMERGENCY MOBILIZATION PLAN

- A. The emergency mobilization plan is designed to be implemented in situations requiring more police officers and support personnel than are immediately available from on-duty patrol personnel.
- B. Situations addressed by the agency's emergency mobilization plan include, but are not limited to:
  - 1. Disasters of human origin;
  - 2. Environmental disasters; and
  - 3. Civil disturbances.
- C. Utilization of emergency mobilization plan components will be consistent with dynamics presented by individual incidents or situations.

### 2.7040.02 ACTIVATION AUTHORITY

- A. Shift Sergeants/OIC's are primarily responsible for recognizing, requesting, and/or implementing mobilization needs that occur because of unplanned, emergency, or exigent circumstances.
- B. The Operations Lieutenant is primarily responsible for recognizing and implementing mobilization needs resulting from no-notice events or incidents; or notice events that utilize primarily Police personnel.
- C. The Director of Emergency Management and Threat Assessment is also responsible for implementing mobilization needs for notice events that would utilize a large cross-section of agency personnel such as both sworn and non-sworn; and no-notice events designated as a special operation by the Chief of Police, based on the need for the mobilization of a large number of outside assets and/or specialized resources.

### 2.7040.04 PHASE 1 MOBILIZATION

- A. Phase 1 mobilizations can be implemented only Monday through Friday, during normal office hours.
- B. Phase 1 mobilizations are limited mobilizations that are to be initiated when:
  - 1. Events or incidents develop beyond the response capacities of on-duty patrol squad personnel;
  - 2. Specialized equipment, personnel, or units are not needed; and
  - 3. The utilization of on-duty, personnel is sufficient to fulfill response needs.



- C. Incidents or situations for which Phase 1 mobilizations may be implemented include, but are not limited to:
1. Those incidents or situations requiring enhanced perimeter security;
  2. Minor civil disturbances;
  3. Spontaneous labor disputes or strikes;
  4. Minor political demonstrations;
  5. Limited evacuations due to fire, HAZMAT, etc. incidents.
- D. In order to initiate Phase 1 mobilizations, shift supervisors or OIC's will:
1. Notify communications and request the PCO to alert and mobilize on-duty and non-sworn personnel;
  2. Advise incident type, nature, and location;
  3. Identify reporting or staging areas;
  4. Identify reporting times;
  5. Identify uniforms or equipment needed by responding personnel; and
  6. Provide other pertinent information relating to the mobilization.
- E. Shift Supervisors/OIC's are responsible for ensuring:
1. The Chief and Lieutenants are notified and briefed;
  2. The shift supervisor/OIC is responsible for:
    - a. available personnel assistance; and
    - b. command staff contacted to respond and assume incident control;
  3. Responding personnel are provided with information regarding:
    - a. Incident type, nature, and location;
    - b. Reporting or staging areas;
    - c. Reporting times;
    - d. Uniforms and/or necessary equipment;
    - e. Commanders responding; and
    - f. Other pertinent information relating to the mobilization.

#### 2.7040.06 PHASE 2 MOBILIZATION

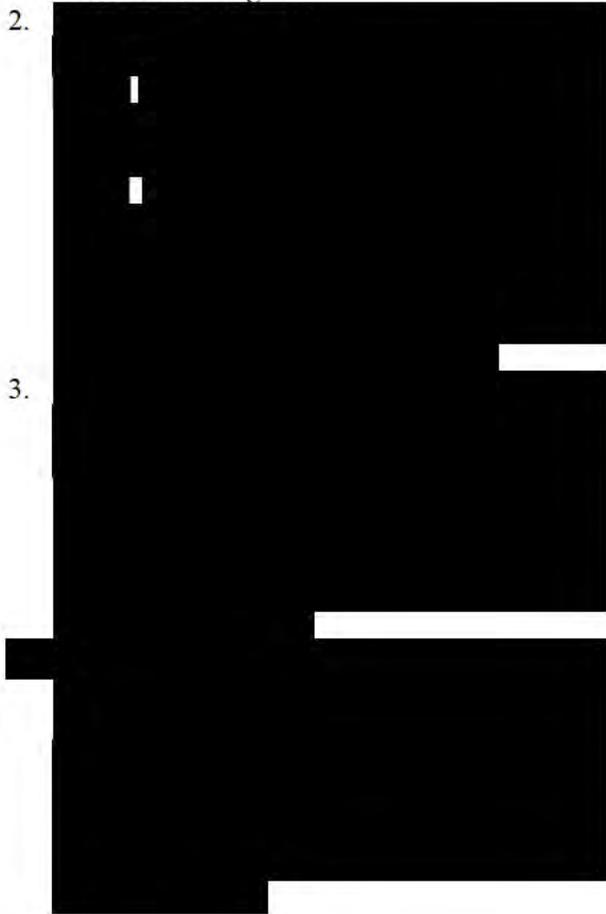
- A. Phase 2 mobilizations are limited mobilizations that are initiated when:
1. Events or incidents develop beyond the response capacities of on-duty UPO's;
  2. Specialized equipment, personnel, or units may be needed;
  3. There are insufficient on-duty and non-sworn personnel to fulfill response needs; and

4. It is necessary to hold over or call in off-duty personnel to fulfill response needs.
- B. Incidents or situations for which Phase 2 mobilizations may be implemented include, but are not limited to:
1. Incidents or situations otherwise requiring Phase 1 mobilizations, but occurring during non-business hours, on weekends, or holidays;
  2. Large demonstrations;
  3. Situations where mass arrests are anticipated; and
  4. Moderate scale evacuations due to fire, HAZMAT, etc. type of incidents.
- C. In order to initiate Phase 2 mobilizations, shift supervisors/OIC's, serving as initial incident commanders, will:
1. Request Communications to alert and mobilize appropriate personnel;
  2. Advise incident type, nature, and location;
  3. Identify reporting or staging areas;
  4. Identify reporting times;
  5. Identify uniforms or equipment needed by responding personnel; and
  6. Provide other pertinent information relating to the mobilization.
- D. Shift Supervisors/OIC's are responsible for ensuring:
1. That the Lieutenants and the Chief are notified and briefed;
  2. That employees are notified in accordance with the notification protocol;
  3. That initial incident scene commanders are informed of:
    - a. available personnel assistance; and
  4. Responding personnel are provided with information relating to:
    - a. Incident type, nature, and location;
    - b. Reporting or staging areas;
    - c. Reporting times;
    - d. Uniforms and/or necessary equipment;
    - e. Commanders responding; and
    - f. Other pertinent information relating to the mobilization.
- E. The protocol for calling in off-duty personnel for mobilizations (**10-10 Alert**) is:
1. The next shift due to work;
  2. Non-watch personnel;
  3. The shift just relieved; and
  4. Personnel scheduled leave
- F. Security Officers and PCOs will be assigned to 12 hour shifts, per the below 10-10 Alert Policy:





- 3. The shift just relieved; and
  - 4. Personnel scheduled leave
- H. PCOs will be assigned to 12 hour shifts, per the below 10-10 Alert Policy:
- 1. If a Crisis Condition – Level 4 or Level 5, as specified in the Emergency Preparedness Manual is announced, the Department of Public Safety shall enter into a 10-10 Alert status. If the Chief of Police or his designee announces a 10-10 Alert, the following emergency staffing protocols will immediately become effective, and remain so for the duration of the emergency. A Crisis Condition – Level 3 may also demand a 10-10 Alert status but that decision will be made on a case-by-case basis by the Chief of Police or his designee.



- a. Notifying key university officials;
  - b. Dispatching emergency personnel and equipment as requested by on-scene personnel;
  - c. Dedicating radio frequencies for the exclusive use of those involved in unusual occurrences;
  - d. Disseminating additional and pertinent information as it is received; and
  - e. Serving as the contact point for other departments and agencies.
- B. The Baltimore City Emergency Operations Center assumes coordination and control of communications on activation of the City’s Emergency Operations Plan. In these situations, this agency may be requested to provide communications assistance and/or personnel to ensure communications are maintained by all on-scene personnel.
  - C. PCOs are responsible for continually staffing and operating the agency’s main communications facility in addition to any other command post radio operations as may be directed.
  - D. All sworn personnel assigned to field duties will have immediate access to portable and/or mobile radios.
  - E. PCOs will distribute command post phone numbers on an as-needed basis.
  - F. Shift Commanders/OIC’s will ensure radio communication protocols are announced and utilized as necessary.
  - G. All personnel placed in an “on-call” status must ensure they can be contacted for recall.

**2.7040.10 COMMUNICATIONS**

- A. The agency’s main communications facility will serve as the primary focal point for the communications needs of university personnel involved during unusual occurrence situations. These needs include, but are not limited to:

**2.7040.12 SITUATIONS MAPS**

- A. The Director of Emergency Management and Threat Assessment is responsible for ensuring up-to date copies of situational maps are obtained by the agency and available for use at Communications or the command post.
- B. Maps for situational use include, but are not limited to:
  - 1. Baltimore City road maps;
  - 2. Campus maps;
  - 3. Small Scale Facility Drawings (building floor plans).

**2.7040.14 EQUIPMENT**

- A. The Lieutenant of Administration is responsible for:



1. Maintaining equipment and supplies that are designated and reserved for use in emergency operations, unusual occurrences, and critical incidents; and
2. Inspecting equipment and supplies a minimum of once a month to ensure operational readiness.
3. Maintaining a list of the locations, amounts, maintenance, and inspections of supplies and equipment designated and reserved for use in unusual occurrence situations.

#### **2.7040.16 ASSEMBLY/STAGING AREAS**

- A. The agency's primary assembly and staging area is at the Communications Center.
- B. Shift Supervisors/OIC's are responsible for ensuring employees are informed of the location to report if alternative assembly or staging areas are to be utilized.
- C. Staging and assembly areas may be separate and apart from command posts.
- D. Factors used for selecting staging areas include, but are not limited to:
  1. Proximity to operational assignments;
  2. Proximity to possible hazards;
  3. Access routes;
  4. Space; and
  5. Security.

#### **2.7040.18 INCIDENT COMMAND POSTS**

- A. Incident command posts (ICP) will be established by the shift supervisor/OIC and be based on the incident, its location and/ or mobilization complexities.
  1. There will be only one ICP for each incident.
  2. Incident commanders will attempt to ensure ICPs are:
    - A. away from the general noise and confusion associated with incidents;
    - b. Outside areas of present and potential hazards; and
    - c. Within view of incidents, when possible.
  3. ICPs will be located at or near incident scenes utilizing:
    - a. Agency vehicles;
    - b. University buildings; or
    - c. Specialized command vehicles provided by other departments or agencies.
  4. Desirable characteristics of ICPs include, but are not limited to:

- a. Telephone & computer service, preferably a location with multi-line capabilities;
- b. Electricity;
- c. Restroom facilities;
- d. Climate control;
- e. Adequate space;
- f. Ample parking; and
- g. Preferably located between the inner and outer perimeters.

- B. Command posts may be separate and distinct from assembly or staging areas.
- C. Duties of personnel assigned to command posts include, but are not limited to:
  1. Protecting life and property;
  2. Performing command activities such as managing, coordinating, scheduling, and deploying agency personnel and equipment;
  3. Establishing and maintaining effective liaison with other departments, agencies and organizations;
  4. Maintaining accountability for first responder as well as for task accomplishment;
  5. Conducting and coordinating incident related communications;
  6. Keeping the Chief, Commanders, and the PIO updated with incident related information;
  7. Tracking time for agency personnel; and
  8. Maintaining event logs (Flip charts), in conjunction to Report Exec entries, for immediate identification of pertinent information which include, but are not limited to:
    - a. Arrival times (staff, police, fire, PIO, etc.);
    - b. Notification times;
    - c. Orders and decisions received or rendered;
    - d. Uses of force, chemical agents, etc.;
    - e. Requests for, and utilization of, outside agency assistance;
    - f. Significant problems and/or developments;
    - g. Detentions/Arrests; and
    - h. Exact time incident ended and secured.
- D. As incidents grow, the incident commander may delegate authority for performing certain activities to others as required. Examples are:
  1. An information officer - handles all media inquiries and coordinates the release of information to the media.
  2. A safety officer - monitors safety conditions and develops measures for ensuring the safety of all assigned personnel.
  3. A liaison officer for on-scene contact for other agencies assigned the incident.



4. A designated "scribe."
- E. As incidents become more involved, the incident commander can activate additional general staff sections as necessary.
  1. The Director of Emergency Management and Threat Assessment will assist in the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources, and the creation of the Incident Action Plan (IAP).
  2. The operations section is responsible for carrying out the response activities described in the IAP.

#### 2.7040.20 CHAIN OF COMMAND

- A. Command and control of unusual occurrences/incidents is retained by the ranking on-scene UPO until relieved by:
  1. The Chief or specific designee;
  2. The ranking on-scene Baltimore Fire Department official if the scene is strictly fire, HAZMAT, EMS, etc. related; or
  3. The ranking on-scene official of any other department, agency, or organization having exclusive jurisdiction over the specific incident.
- B. Command and control will be coordinated among the senior ranking officials from each agency on the scene and the incidents involving the response of personnel from more than one department, agency, or organization.
  1. Unless otherwise designated by competent authority, the CSUPD will preserve unity of command, and will serve as the primary, or lead, agency in responding to emergency operations or unusual occurrences within the agency's campus jurisdiction.
  2. Agencies assisting the CSUPD during emergency operations and unusual occurrences will do so in supporting roles on a mission type basis under a unified command system.
  3. Consistent with the principles of a unified command system, elements of those agencies providing assistance to the CSUPD on a mission basis are to retain their own chains of command and adhere to their own procedures.
  4. CSUPD personnel assisting other agencies with emergency operations and unusual occurrence CSUPD personnel will retain their own chain of command and follow CSUPD directives.

- C. Incident commanders are responsible for ensuring operational goals are fulfilled as necessary. Operational goals may include, but are not limited to:
  1. Coordinating air support and/or other air transport;
  2. Ensuring radio and telephone communications are conducted efficiently and effectively;
  3. Ensuring evacuation efforts are conducted to protect the public;
  4. Coordinating activities with hostage negotiators;
  5. Ensuring incident scene perimeters and security, maintaining public order, screening individuals to ensure that only authorized individuals access incident areas, and safeguarding personal and real property within incident perimeters;
  6. Ensuring investigative and intelligence functions are coordinated and/or conducted;
  7. Coordinating activities with EMS, Medical Examiner, etc., personnel for treatment and/or care of victims and notifications of next of kin;
  8. Coordinating efforts with other appropriate agencies;
  9. Ensuring operational and strategic decisions are implemented;
  10. Ensuring the coordination of processing, confinement, transportation, and custody/control of all persons detained and/or arrested;
  11. Ensuring the receipt, documentation, custody, and control of personal property and items having evidentiary value;
  12. Ensuring that event logs are prepared;
  13. Ensuring that personnel, food, supplies, and equipment are available to appropriately support the operation; and
  14. Ensuring essential police services continue to be provided in areas not affected by the incidents.

#### 2.7040.22 POLICE OFFICERS (Perimeters)

- A. The purpose of police lines, or perimeters, is to seal off incident areas so that persons, vehicles, and equipment do not interfere with incident operations. Major incidents or events usually necessitate the establishment of police lines that include inner perimeters and outer perimeters.
  1. Inner perimeters are police lines that are established to insulate high security areas and incident scenes; to deny access to all but essential personnel, vehicles, and equipment.



2. Outer perimeters are police lines and established to include all areas affected by arriving personnel, vehicles, and equipment as well as locations where various operational units or functions are to be stationed.
- B. Outer perimeters are to be established to ensure traffic and pedestrian movement minimize the need for barriers and to provide for the orderly movement of vehicles and pedestrians in more than one direction.
- C. Necessary and approved personnel and equipment arriving at outer perimeters are to be directed to staging areas unless otherwise ordered by incident commanders.
  1. Persons routinely permitted to pass through outer perimeters include, but are not limited to:
    - a. The Chief of Police;
    - b. The Operations Lieutenant and the Director of Emergency Management and Threat Assessment. On-duty members of responding police, fire, and other public safety, civil defense, etc., personnel in the performance of their duties;
    - d. On-duty members of any county, state, or federal agency whose presence is required;
    - e. Members of Facilities or public utility agencies engaged in emergency operations;
    - f. Authorized members of the media BUT only to traverse to their identified staging area IF it is "inside" the outer perimeter; and
    - g. Those other individuals specifically authorized by the incident commander.
      - a. A list needs to be in place to avoid confusion.
  2. Vehicles routinely permitted through outer perimeters include, but are not limited to:
    - a. The Chief of Police's vehicle;
    - b. Police, fire, EMS, etc., vehicles operated by on-duty personnel in the performance of their duties;
    - c. Equipment vehicles being used in connection with the emergencies;
    - d. Facilities utility vehicles used in connection with the emergencies; and
    - e. Other vehicles or equipment whose admittance is deemed by incident commanders to be necessary for the efficient and effective handling of the emergencies.
      1. As before, a list needs to be prepared to avoid confusion.

3. Persons and vehicles permitted through inner perimeters are only those deemed as immediately necessary for the safe, efficient, and effective operations and management of incidents.
- D. Persons who willfully, deliberately, or maliciously violate the integrity of police lines and perimeters are to be apprehended and appropriately charged.

#### **2.7040.24 MILITARY SUPPORT**

In order to obtain military support and assistance during times of public crisis, disaster, rioting, catastrophe, insurrection, etc., or the reasonable apprehension thereof, the University President must request the Governor to activate the services of the National Guard consistent with the Governor's authority under Art. 65., Sec. 8.

#### **2.7040.26 TASK FORCES**

The Chief may create and activate managerial or operational task forces in order to address or accomplish critical mission elements of emergency operations or unusual occurrences.

#### **2.7040.28 LEGAL LIASIONS**

- A. Incident commanders are responsible for ensuring liaison is established with Office of the Attorney General, the Office of the States Attorney, and the courts when substantive enforcement actions take place or are anticipated as the result of emergency operations or unusual occurrences.
- B. The Office of the State's Attorney will be contacted to provide prosecutorial advice.
- C. The Office of the Clerk of the Court will be contacted to provide assistance in scheduling court cases.
- D. The Administrative District Court Commissioner will be contacted to enable them to arrange for additional District Court Commissioners to be available for defendant's initial appearances.

#### **2.7040.30 OTHER LAW ENFORCEMENT AGENCY SUPPORT**

- A. Incident commanders are responsible for ensuring other law enforcement agencies are contacted as necessary or appropriate to provide assistance during emergency operations or unusual occurrences.



- B. The Baltimore Police Department (BPD) will be utilized as the primary agency to provide immediate back-up assistance. Requests for assistance will be made by incident commanders to the BPD on-duty communications supervisor. Assistance available from BPD includes, but is not limited to:
1. Personnel;
  2. Canine units;
  3. Mounted units;
  4. Tactical units;
  5. Mobile command posts;
  6. Helicopter support;
  7. Homicide investigators; and
  8. Crime scene technicians.
- C. The Maryland State Police (MSP) will be used as the secondary agency to provide back-up assistance. Requests for assistance will be made by the Chief of Police or designee to the MSP Pikesville Barrack Commander. Assistance available from MSP includes, but is not limited to:
1. Personnel;
  2. Intelligence units;
  3. Canine units;
  4. Tactical units;
  5. Mobile crime lab; and
  6. Aviation support.
- D. The Baltimore City Sheriff's Office can also be contacted to provide back-up assistance when mass arrests and prisoner transport situations are anticipated or required. Requests for assistance will be made by the Chief or incident commander to the Sheriff's Communication Section. Other assistance available from Sheriff's Office includes, but is not limited to:
1. Personnel;
  2. Canine units; and
  3. Prisoner transport vehicles.
- E. AMTRAK and CSX Transportation police departments should be notified when incidents involve, or potentially involve, their trains or tracks.
- F. Mass Transit Police should be notified when incidents involve, or potentially involve, their buses, light rail, trains, or tracks.
- G. Assisting law enforcement agencies are responsible for reviewing uses of force committed by their personnel. They will also be requested to submit copies of their use of force reviews to this agency if deemed appropriate.

#### **2.7040.32 PUBLIC INFORMATION**

Community relations, public information, and rumor control activities will be conducted by the Public Information Officer (PIO).

#### **2.7040.34 CASUALTY INFORMATION**

- A. Casualty information will be forwarded to, and maintained at field command posts, the Communications Center and the PIO personnel.
- B. The names of those persons killed or injured **will not** be released to the media or other third parties until:
1. Notifications have been made to next of kin; and
  2. Information releases have been approved by the Office of the Chief and the PIO.
- C. Preliminary casualty information which can be released will be of a general nature only, such as:
1. Numbers of casualties;
  2. Numbers of deaths;
  3. Nature of injuries; and
  4. Sex and age of victims.
- D. Specific cause of death information **will not** be released until autopsy findings are complete.

#### **2.7040.36 PUBLIC SECURITY FACILITY**

- A. Incident commanders will ensure university buildings near incident areas or scenes are evacuated and secured as reasonable and prudent in order to protect them from being unnecessarily compromised or damaged. They can, if deemed appropriate, be used as a staging area or a tactical advantage.

#### **2.7040.38 TRAFFIC CONTROL**

- A. Incident commanders are responsible for ensuring that traffic control during critical incidents is implemented as quickly as possible to avoid unnecessary congestion or problems.
- B. Media access to incident scenes and areas will be determined on a case by case basis. In any case, a staging area for media must be determined at the onset of the situation.

#### **2.7040.40 TRANSPORTATION**

- A. Incident commanders are responsible for ensuring agency employees are informed where they are to



park their personal vehicles if different than the existing parking lots/facilities.

- B. Agency vehicles are to be used to assist in transporting agency employees to or from staging areas, assembly areas, or post assignment locations.
- C. Incident commanders may contact the CSU Shuttle Bus to determine what, if any, assistance can be provided in transporting personnel involved in the ongoing operation.
- D. Transportation of prisoners/detainees by agency personnel in agency vehicles will be consistent with existing protocols unless other arrangements have been made with Central Booking.
- E. Incident commanders may contact the Department of Corrections and the Baltimore Police Department to determine what, if any personnel and specialized vehicle assistance can be provided to transport detainees during mass arrest situations.

#### 2.7040.42 DE-ESCALATION

- A. Incident commanders are responsible for ensuring de-escalations are accomplished gradually and systematically following emergency operations or unusual occurrences to ensure any necessary staffing levels are maintained.
- B. Situation maps with post assignments may be consulted to ensure the appropriate posts, personnel, and assembly or staging areas are “decommissioned” systematically.
- C. Outer perimeters should be placed out of service **prior** to taking the inner perimeter out of services.
- D. Incident commanders are responsible for ensuring employees are instructed, as applicable, to:
  - 1. Take down or remove any temporary traffic control devices, cones, flares, yellow tape, etc;
  - 2. Ensure automatic signals are returned to their automatic operation;
  - 3. Open the roadways, alleys and sidewalks;
  - 4. Unlock or open university buildings or facilities;
  - 5. Return special use equipment or supplies; and
  - 6. Report for debriefing sessions.

#### 2.7040.44 AFTER ACTION DUTIES

- A. After action duties of agency employees may include, but are not limited to ensuring:
  - 1. Command records reflect their times of service for time keeping and payroll purposes;
  - 2. Their own, personal time keeping records accurately reflect their times of service; and

- 3. They have completed all of their required reports and debriefings.
- 4. Attendance at a critical incident stress debriefing or demobilization if mandated by the Chief of Police or Incident Commander.
- B. After action duties of incident commanders may include, but are not limited to ensuring:
  - 1. Adequate police personnel remain on duty to provide regular levels of police services;
  - 2. Roadways, buildings, and facilities are opened in accordance with their regular usages;
  - 3. Automatic signals are returned to operation;
  - 4. Relevant information is prepared for release;
  - 5. Command logs and time keeping records are completed;
  - 6. Documentation supporting emergency or exigent agency related expenses are submitted to the Budget Office.
  - 7. Communications recordings (radio and telephone) are identified, copied and retained;
  - 8. Special use equipment and supplies have been collected, accounted for and/or returned;
  - 9. Temporary traffic control devices, traffic cones, etc., have been collected, returned, or accounted for;
  - 10. Debriefings are conducted with agency employees and representatives from assisting agencies; and
  - 11. Required incident, criminal, Workers’ Compensation, awards, recommendation, after action, etc., reports are completed as required or necessary.
  - 12. Assessing the need for critical incident stress management intervention, including a debriefing, defusing, or demobilization.
- C. After action duties of the Chief include, but are not limited to ensuring:
  - 1. After action reports are completed by incident commanders; and
  - 2. Critique sessions are conducted to evaluate overall event management and operations.
  - 3. Any additional critical incident stress intervention that is necessary for specific employees is conducted.

#### 2.7040.46 REHEARSALS

- A. Emergency Mobilization Plan rehearsals will be conducted at the direction and authorization of the Chief.



- B. Rehearsals must be conducted at least once every calendar year.
- C. Employees will receive training on the Incident Command System. There will be documented annual training exercises on the Incident Command system and annual training on Emergency Operations and Unusual Occurrences (All Hazard plan).

## 2.7060 CIVIL DISTURBANCES

- A. Civil disturbances may take many forms and vary in size and amount of danger to the university community.
  - 1. Civil disturbances can emanate from planned activities such as organized protests, unlawful assemblies, sit-ins, and demonstrations.
  - 2. Civil disturbances can spontaneously arise from events such as concerts, parties, and athletic events.
- B. Lawful gatherings of persons exercising rights guaranteed under the Constitution are not civil disturbances, even though they may require some police presence or response for crowd control and possible emergencies.
- C. The agency's response to civil disturbances wherein advanced planning will be conducted as needed.
- D. All reasonable and prudent attempts should be made by agency personnel to defuse or mitigate situations that could develop into civil disturbances.
  - 1. Intelligence information concerning the motives, site, and numbers of possible participants should be gathered.
  - 2. Group leaders should be identified and a dialogue opened, if possible.
  - 3. Rumor control should be established.
  - 4. Group leaders and participants need to be made aware by agency personnel that unlawful actions will not be tolerated.
- E. Civil disturbances should be contained and not allowed to expand.
- F. Access to areas in which civil disturbances are taking place should be controlled to:
  - 1. Prohibit additional persons from becoming involved;
  - 2. Keep innocent persons passing through from being victimized;
  - 3. Keep dangerous items, weapons, and other articles out that may place public safety personnel or the public in general at tactical disadvantages; and

- 4. Leave avenues of exit for participants.
- G. Groups involved in civil disturbances should be dispersed so that the perception of those involved return to that of citizens responsible for their actions rather than that of members of a mob or unlawful assembly. Dispersal may be accomplished by tactics that include, but are not limited to:
  - 1. Waiting and taking no immediate action;
  - 2. Undertaking tactical operations to separate and disburse involved persons;
  - 3. Executing arrests; and/or
  - 4. Isolating the incident via tactical operation.

## 2.7060.02 MASS ARRESTS

- A. Duties and responsibilities of incident commanders in mass arrest situations include, but are not limited to:
  - 1. Ensuring personnel mobilizations are sufficient to execute mass arrests;
  - 2. Deciding if, when, and where mass arrests are to be made;
  - 3. Determining, with advice from legal and prosecutorial liaisons, primary charges to be placed against arrestees;
  - 4. Designating arrestee staging and transport areas;
  - 5. Ensuring availability and staging of transport vehicles;
  - 6. Ensuring arrest teams are appropriately equipped to execute their missions;
  - 7. Determining and designating where arrestees are to be transported for processing; and
  - 8. Detailing officers into arrest teams consisting of:
    - a. Sufficient personnel to successfully, expeditiously, and safely affect arrests;
    - b. An administrative or supervisory ranked officer for each team to serve as arrest team supervisor; and
    - c. A single officer in each team designated as the arresting officer of record. In order to maintain prosecutorial integrity and to protect the due process rights of each individual arrestee, the arresting officer of each arrest team is limited to 15 arrests at any specific location during the incident.
- B. Arrest team supervisors will direct the arrests of specifically selected violators.
  - 1. Each violator will be warned twice by officers, if feasible, of the violations and the consequence of arrest for continuing the violations.



2. Arrestees who cooperate and agree to walk from the scene will be escorted to arrestee staging areas.
  3. Arrestees who refuse to cooperate and walk from the scene should be carried to the arrestee staging area utilizing the two-person or four-person carry technique.
  4. Violators resisting arrest will be taken into custody using only that amount of force as is necessary to affect the arrest and be taken from the scene to arrestee staging areas. Every effort should be made to keep resisting or non-compliant prisoners separate from the other compliant arrestees.
  5. After arrestees are taken to arrest staging areas, photographed, searched, secured, and turned over to the custody of transporting officers, arrest teams will report back to arrest team supervisors for further orders and/or potential arrests.
- C. At arrestee staging areas:
1. Arrestees will be personally advised of initial charges by arresting officers;
  2. Arrestees will be photographed along with arresting officers, using instant or digital cameras;
  3. Arrestee / arresting officer photographs will be labeled with the names of arrestees and arresting officers and arrest dates and times;
  4. Arrestees will be searched for weapons, evidence, and contraband which, if found will be seized and turned over to the control of transporting officers, but other property will be left on arrestee's person;
  5. Arrestees will be secured with handcuffs or authorized, temporary restraining devices;
  6. Arrestees will not be advised of their Miranda rights unless they are to be immediately questioned concerning matters that go beyond general fact finding; and
  7. Turned over to the custody and control of transporting officers.
- D. Arrestees will be transported to processing areas or Central Booking, which ever has been deemed most appropriate for the situation. Agencies which can be contacted and requested to assist in providing transport during mass arrest situations include, but are not limited to:
1. DOC;
  2. Baltimore City Sheriff's office;
  3. BPD; and
  4. MSP

#### 2.7060.04 EVIDENCE COLLECTION

Collection and preservation of evidence related to civil disturbances is extremely important and to be handled as soon as reasonably possible

#### 2.7060.06 DETENTION FACILITIES

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tions will include access to water, sanitation facilities, and ability to provide food to arrestees if necessary.

#### 2.7060.08 PROCESSING

- A. The processing of arrestees will be at Central Booking, unless another location has been designated.
- B. Incident commanders will designate a supervisor/OIC as a processing supervisor, if staffing levels permit.
- C. Processing supervisors have duties and responsibilities that include, but are not limited to ensuring:
  1. Sufficient sworn and non-sworn employees are detailed to process arrestees successfully, expeditiously, and safely;
  2. Charging officers are designated to facilitate initial appearances before District Court Commissioners;
  3. Arrestees have been thoroughly searched upon arrival at the processing site;
  4. Arrestees are screened for observable injuries or illnesses;
  5. Arrestees receive necessary medical treatment or attention;
  6. Weapons, contraband, evidence, etc., is properly inventoried, recorded, and submitted;
  7. Personal property of arrestees is removed from them, inventoried, and safeguarded; and
  8. Arrestees are positively identified and matched up with initial photographs taken with arresting officers.
  9. Juvenile arrestees will be processed in keeping with current directives dealing with juveniles taken into custody.

#### 2.7060.10 ACCESS TO LEGAL COUNSEL

- A. Because of exigent security situations and concerns caused by mass arrest situations, attorneys will be able to meet with arrestees only if:



1. Arrestees are to be questioned concerning matters that go beyond basic identification information; and
2. Arrestees specifically request presence of their attorneys during interrogations.

#### **2.7080 SPECIAL EVENTS**

- A. The Chief is ultimately responsible for the management and conduct of special events at the university.
- B. A Special Events Commander can be named and will have functional duties and responsibilities for special event planning and assignment of personnel for events that include, but are not limited to:
  1. Athletic events;
  2. Community social events;
  3. Parades;
  4. Motorcades;
  5. Public demonstrations;
  6. VIP and dignitary protection details;
  7. Graduations or commencement exercises; and
  8. Other events that result in the need for crowd, traffic, or crime control.
- C. All special event plans must include, as applicable, information that includes, but is not limited to:
  1. Designations of event commander or OIC's;
  2. Reporting dates, times, and locations;
  3. Uniform, equipment, and other logistical requirements;
  4. Estimations of traffic, crowd control, and crime problems expected or anticipated;
  5. Traffic direction and control plans;
  6. Use of specialized personnel or units;
  7. Coordination inside and outside the agency.
- D. Commanders or OIX's of special events are responsible for the conduct of their applicable events and completion of after-action reports.

#### **2.7100 VIP / DIGNITARY PROTECTION**

- A. The agency is responsible for affording adequate security and assistance to dignitaries as necessary or required and, in doing so, cooperate and coordinate such efforts as needed with other involved agencies.
- B. All VIP / dignitary protection plans must include, as applicable, information that includes, but is not limited to:
  1. Designations of event OIX's and coordinators of security details;
  2. Reporting dates, times, and locations;

3. Uniform, equipment, vehicle, weapons, and other logistical requirements;
  4. Planning for, and reconnoitering of, travel routes and alternates;
  5. Advance inspections for gathering intelligence information;
  6. Coordination of operations inside and outside the agency;
  7. Identification of emergency first-aid, ambulance, and medical facilities;
  8. Specialized communications operations; and
  9. Methods of identifying personnel involved in VIP / dignitary protection details.
- C. Commanders or OIC's of special events are responsible for the conduct of their applicable events and completion of after-action reports.

#### **2.7120 HOSTAGE/ BARRICADESITUATIONS**

- A. Agency officers responding to, or discovering hostage or barricade situations, will attempt to avoid confrontation in favor of controlling and containing situations until the arrival of trained tactical and/or hostage negotiations personnel.
- B. BPD will be contacted and requested to respond and take control of hostage / barricade situations occurring within this agency's primary jurisdiction.
- C. Duties and responsibilities of first officers on the scene include, but are not limited to:
  1. Assessing whether hostage / barricade situations exist;
  2. Notifying Communications and requesting the on-duty shift supervisor/OIC to respond and establish initial field command posts;
  3. Ensuring the Chief, the Operations Lieutenant, Director of Emergency Management and Threat Assessment, the shift supervisor/OIC and the PIO are notified;
  4. Attempt to contain and control the situation; and
  5. Brief arriving supervisory and/or administrative personnel of all known, pertinent facts that may include, but are not limited to:
    - a. Numbers, descriptions, and locations of hostage takers, hostages, and/or barricaded subjects;
    - b. Types of weapons involved;
    - c. Locations to which responding units may respond safely; and
    - d. Types of incidents which are thought to have led to the hostage taking or barricading.



- D. Responding agency personnel will establish initial inner perimeters in order to contain situations to the smallest possible areas without unduly endangering police personnel, hostages, or bystanders. Outer perimeters will be established as personnel resources become available to secure areas from traffic and bystanders, and to allow for emergency access to the areas.
- E. Responding agency personnel will attempt to immediately evacuate any bystanders and injured victims, if safe to do so, and request any necessary EMS or BCFD assistance. Evacuations from inner perimeter areas will be controlled by BPD personnel.
- F. The initial responding CSUPD supervisor/OIC will:
  - 1. Establish initial command posts;
  - 2. Notify communications of command post locations;
  - 3. Coordinate with responding BPD units to establish centralized command posts for the operations;
  - 4. Relinquish command and control of operations to appropriate ranking personnel from BPD once they have sufficient personnel in place and have been sufficiently briefed; and
  - 5. Provide liaison services to necessary and appropriate university administration, departments or organizations.
- G. The PIO will then work with CSUPD personnel to assist with appropriate media access and briefings.
- H. Once BPD personnel have assumed command and control of hostage / barricade situations, their duties and responsibilities are to include, but are not limited to:
  - 1. Interaction between tactical and hostage negotiation personnel and responsibilities of each;
  - 2. Controlling the establishment of inner and outer perimeters;
  - 3. Evacuations;
  - 4. Requests for additional logistical, personnel, or other specialized support;
  - 5. Authorizing uses of force and/or chemical agents;
  - 6. Use of trained negotiation and support staff;
  - 7. Pursuit/surveillance vehicles and control of travel routes; and
  - 8. Reviewing uses of force committed by their personnel.
- I. The Chief, or specific designees, will participate in debriefing and after-action reporting sessions with BPD personnel.

## 2.7140 BOMB THREATS

- A. Bomb threats are sometimes reported by persons who have definite knowledge or who believe that devices have been, or will be, placed and want to minimize personal injuries or property damage. These callers may have been personally involved in placing devices or have become aware of such information.
- B. Bomb threats are sometimes reported by persons who want to create an atmosphere of anxiety or panic which will possibly result in the disruption of normal activities at locations where devices have purportedly been placed.
- C. Terrorist or politically motivated bombers more often select targets according to potential publicity and political or psychological gain that may be achieved by bombings.
- D. Criminally motivated bombers more often select targets for reasons related to revenge, extortion, intimidation, etc.

### 2.7140.02 EVALUATING THREAT AUTHENTICITY

- A. Bomb threats will be evaluated by agency personnel as specific threats or nonspecific threats in accordance with the circumstances of individual bomb threat incidents.
  - 1. Specific bomb threats are less common, but more likely involve actual explosive devices. Specific threats usually provide information regarding devices, their placement, rationale for attacks, and when devices are scheduled to detonate.
  - 2. Nonspecific bomb threats generally provide little additional information other than that devices have been placed in locations as stated by persons reporting threats.
  - 3. Bombers usually do not make any threats, they just bomb and take credit for bombings after they occur.
  - 4. Agency employees will not automatically discount specific or nonspecific bomb threats without careful investigation and evaluation.
- B. The presence of certain information generally and proportionally increases the likelihood that bomb



threats are specific and valid. This information includes, but is not limited to:

1. [REDACTED]

**2.7140.04 RECIEVING & COORDINATING BOMB THREATS**

A. Agency personnel receiving bomb threats will attempt to obtain as much information as possible from persons reporting bomb threats.

1. [REDACTED]

B. Agency employees receiving bomb threats will ensure the ATF "Bomb Threat Check List" (Attached

on last page of directive) is used to facilitate the collection of bomb threat information.

- C. Police Communications Operators (PCO) will:
1. Utilize bomb threat information obtained by the agency to notify the on-duty shift commander/OIC;
  2. Make notifications as directed by the on-duty shift commander/OIC
  3. [REDACTED]

1. [REDACTED]



- E. Command protocols for incidents involving BCFD bomb squads responding to bomb threat incident scenes involve those units being responsible for:
  - 1. Rendering harmless primary explosive devices;
  - 2. Searching for secondary explosive devices;
  - 3. Notifying appropriate state and federal agencies if explosions occur; and
  - 4. Releasing public information relating only to the suppression and mitigation of any explosive devices.
- F. Media access and release of information rests with the PIO.

#### 2.7140.06 NOTIFICATIONS

- A. Communications personnel will:
    - 1. Attempt to notify and establish contact with departmental representatives or building managers of affected buildings or facilities; and
    - 2. Make other notifications as required or requested.
  - B. Incident commanders will ensure:
    - 1. Attempts are made to notify and establish contact with departmental representatives or building managers of affected buildings or facilities;
    - 2. BPD is notified and bomb squads are requested if suspicious devices or packages are found;
    - 3. Bomb detection assistance is requested when buildings are evacuated;
    - 4. Other necessary notifications are made; and
    - 5. 
- Those departments and organizations may include, but are not limited to:
- a. Facilities personnel;
  - c. Shuttle Bus drivers;
  - d. Athletics;
  - e. Construction contractors.
- C. Ensure notifications to State Fire Marshal personnel if suspicious packages or devices are discovered, or if explosions have taken place and BPD is not on the scene.
  - D. BPD protocols ensure appropriate state and federal agencies are notified if confirmed devices are found or explosions occur when BPD bomb squad is on the scene.

#### 2.7140.08 EVACUATIONS

- A. Agency personnel will conduct, support, or assist in building evacuations only when:
  - 1. Bomb threats involve confirmed or suspected explosive devices or packages; or
  - 2. Specific information is present indicating the probable presence of explosive devices.
- B. When bomb threat related evacuations are necessary to be conducted:
  - 1. Bomb detection dogs may be requested from other agencies to conduct searches for explosive devices;
  - 2. Evacuations will be initiated by activating, Mass Notification (text and e-mail) and other personal notifications conducted by evacuation teams, or other methods that have been pre-arranged with building or facility administration or management;
  - 3. 
  - 4. Exterior building entrances will be secured and monitored by personnel maintaining perimeter security;
  - 5. Entry by unauthorized personnel into buildings, facilities, or areas under evacuation is trespassing and will not be permitted;
  - 6. Persons evacuated from buildings or facilities should be directed to assemble in pre-established evacuation assembly areas.
    - a. 
- C. When building evacuations have been initiated by citizens as the result of non-specific bomb threats, responding agency personnel will:
  - 1. Ensure notifications are made to have any sounding alarms reset or silenced; and
  - 2. Ensure facility administrative or management personnel are located in order to encourage evacuated personnel to reenter buildings and conduct limited building searches;

#### 2.7140.10 SEARCHES

- A. The agency may request the assistance of bomb detection dogs from other agencies to conduct bomb searches in evacuated buildings or facilities when a suspected bomb has been located.
- B. Officers may conduct, support, or assist in limited building searches for explosive devices with the as-



sistance of building or facility administrators or management.

C. [REDACTED]

6. Building search areas will be coordinated so as to be systematic and non-repetitive.

7. Searches will be conducted from exterior to interior and from lowest levels or floors to highest levels or floors.

8. [REDACTED]

11. Individual employees and occupants may be asked to search their own work areas and assist in searching common areas.

12. Search teams will not disturb any suspected devices that may be located and will notify incident commanders immediately, either in person or by telephoning Communications on recorded lines for relay to incident commanders.

13. Search teams will be instructed by Communications personnel to report to command posts should suspicious or confirmed explosive devices be discovered during searches.

14. Officers assigned to search teams will periodically telephone Communications on recorded lines in order to provide search updates to incident commanders.

15. Search teams will be instructed by Communications personnel to report to command posts when searches are completed.

D. [REDACTED]

**2.7160 TACTICAL OPERATIONS**

A. Agency officers responding to, or discovering, situations that require the assistance of tactical teams will attempt to avoid confrontation in favor of controlling and containing situations until the arrival of trained tactical unit personnel.

B. The CSUPD will request other law enforcement agencies to provide tactical unit support for incidents occurring within this agency's primary jurisdiction because the agency does not have full or part time tactical personnel or units.

C. The initial incident commander is responsible for notifying the Operations Lieutenant who will direct allied agency response.

D. BPD will be utilized as the agency to provide immediate back-up tactical team assistance when adequate time is not available for prior planning and coordination. Requests for assistance will be made by incident commanders to the BPD on-duty communications supervisor.



**2.7160.02 TACTICAL TEAM DEPLOYMENT -  
EMERGENCY**

A. Duties and responsibilities of first officers on the  
, but are not limited to:

[REDACTED]

F. Once BPD personnel have assumed command and control of tactical situations, their duties and responsibilities are to include, but are not limited to:

1. Interactions between personnel and units and responsibilities of each;
2. Establishment and control of inner and outer perimeters;
3. Evacuations;
4. Requests for additional logistical, personnel, or other specialized support;
5. Authorizing uses of force and/or chemical agents;
6. Use of specially trained and equipped personnel; and
7. Pursuit/surveillance vehicles and control of travel routes.

**2.7160.04 TACTICAL TEAM DEPLOYMENT  
NON-EMERGENCY SITUATIONS**

A. The agency may request other law enforcement agencies to provide tactical team support and assistance during non-emergency situations or when event pre-planning can be conducted. Unless otherwise designated by the Chief, the Director of Emergency Management and Threat Assessment will coordinate and direct the utilization of tactical team support from allied agencies. Events or incidents that may necessitate the deployment of tactical teams in support or assistance of CSUPD operations include, but are not limited to:

1. Athletic events;
2. VIP or dignitary protection details;
3. Political demonstrations;
4. Acts of civil disobedience; and
5. Execution of high-risk search or arrest warrants.

B. Command and control will be coordinated among the senior ranking officials representing each agency in all incidents involving the non-emergency deployment of tactical units.

1. Unless otherwise designated by competent authority, this agency will serve as the primary, or lead, agency in responding to emergency operations or unusual occurrences within the agency's primary jurisdiction.
2. Agencies assisting the CSUPD with tactical deployment will do so in supporting roles on a mission type basis.
3. Elements of those agencies providing assistance to the CSUPD on a mission basis are to retain



their own chains of command and adhere to their own procedures.

4. CSUPD personnel assisting other agencies with tactical deployments retain their own chain of command and follow CSUPD directives.

### 2.7180 EXTREME WEATHER EMERGENCIES

- A. A Shift Supervisor/OIC will need to coordinate the agency's response whenever the university is closed for substantial periods of time due to weather or other emergency conditions.
- B. The supervisor's duties and responsibilities include, but are not limited to:
  1. Determining how many personnel, at or above minimum staffing levels, is needed to provide agency service during the emergency conditions;
  2. Ensuring notifications are made to have essential personnel present for duty;
  3. Ensuring notifications are made to patrol squad personnel not needed for duty;
  4. Ensuring that overtime records documenting all work hours of essential personnel are established for each day emergency conditions exist and the university is closed;
  5. Making reasonable efforts to determine if special events or operations scheduled during the hours of emergency conditions are to be conducted and make appropriate notifications to agency personnel involved;
  6. Ensuring readiness of vehicles that includes, but not limited to:
    - a. Having all agency vehicles fueled, equipped and available for assignment and use;
    - b. Having all vehicles cleared of ice and/or snow as best as possible;
    - c. Contacting Director of Threat and Risk Assessment to verify the readiness of related supplies and equipment;
  7. Ensuring access points to all CSUPD facilities are cleared and open;
  8. Ensuring critical parking lots are cleared and open at all university facilities;
  9. Ensuring patrol personnel are alert for, and report, hazardous conditions;
  10. Checking weather reporting and forecasting sources for updated information;
  11. Briefing on-coming administrative coordinators; and
- C. Administrative personnel can be assigned as administrative coordinators on a rotating basis with a dif-

ferent administrator assigned for each day the university is closed. Patrol's bureau commander will distribute listings of personnel to serve as administrative coordinators.

- D. University and agency employees critical to extreme weather emergency operations may be transported to or from the university utilizing agency vehicles if those persons are unable to arrange for private transport.
  1. Transport should not be provided to persons outside a 5 mile road distance to the university.
  2. Transport will not be provided if doing so will adversely affect police operations.

### 2.7180.02 EQUIPMENT READINESS

As a matter of practice, each shift is responsible for ensuring weather emergency related equipment is maintained in operational states of readiness. This equipment includes, but is not limited to:

- A. De-icing agents;
- B. Windshield scrapers;
- C. Cones;
- D. Flares;
- E. Snow shovels;
- F. Caution tape;
- G. Gasoline cards;
- H. Brooms;

### 2.7180.04 AFTER ACTION EVALUATIONS

- A. The Director of Threat and Risk Assessment is responsible for ensuring timely after action evaluations are prepared and submitted to the Chief after each extreme weather emergency.
- B. After action evaluations should involve participation of all university departments or organizations working with or assisting the University Police during extreme weather emergencies.
- C. Topics for discussion during after action evaluations should include, but not be limited to:
  1. Police staffing levels;
  2. Logistical support and needs inside and outside the agency;
  3. Response of the agency to the needs of its own employees, the university community, and outside agencies;
  4. Complaints and compliments received;
  5. Direct and incidental costs to the agency; and



6. Recommendations for improvement.

### 2.7200 RESPONSE TO FIRE EMERGENCIES

- A. Officers will respond to all fire and EMS related calls that originate within the agency's primary jurisdiction. Officers may also respond to fire and EMS calls within the agency's area of concurrent jurisdiction to assist.
- B. Responsibilities of officers responding to fire and EMS related calls include, but are not limited to:
  - 1. Attempting to assist victims to the extent of their training, certifications, and available equipment;
  - 2. Relinquishing command and control of calls that are strictly fire or EMS related upon the arrival of ranking BCFD personnel;
  - 3. Setting up perimeters around scenes of fire and EMS emergencies, facilitating traffic movement, and keeping unauthorized personnel out of incident scenes;
  - 4. Completing any necessary or required reports.

### 2.7220 SUSPENSION OF PATROL

- A. Routine patrol activities may be temporarily suspended when environmental conditions become so adverse as to make patrol unduly hazardous. Those agency personnel having authority to suspend patrol are:
  - 1. The Chief of Police;
  - 2. The Operations Lieutenant; and
  - 3. On-duty shift commanders/OIC's.
- B. Patrol activities may be suspended in part or in the agency's entire jurisdiction, based on operational or environmental considerations.
- C. During the suspension of patrol activities, officers will be deployed strategically within the agency's jurisdiction to facilitate emergency responses and calls for service requiring the presence of officers.
- D. Persons ordering the suspension of patrol activities are responsible for:
  - 1. Notifying higher command.
  - 2. Ordering the resumption of patrol activities when conditions subside, stabilize, or cease to exist.

### 2.7240 THREAT ASSESSMENT

- A. Agency officers are responsible for conducting initial threat assessments whenever the agency re-

ceives reports involving crimes of targeted violence.

- B. Crimes that may involve components of targeted violence include, but are not limited to:
  - 1. Hate Crimes (CR 10-301, 10-302, 10-303, and 10-304);
  - 2. Phone misuse (CR 3-804);
  - 3. Stalking (CR 10-201 and CR 2-208);
  - 4. Domestic violence (FL 4-501 through 4-516);
  - 5. Threats, extortion, blackmail, threatening letters, etc. (CR 3-701, CR 3-702, CR 3-704, CR 3-705, CR 3-706, CR 3-707, and CR 3-708);
  - 6. Malicious destruction of property (CR 6-302); and
  - 7. Bomb threats (CR 9-504).
- C. The Chief may designate officers to be trained and serve in an ancillary capacity as threat case management officers. Duties and responsibilities of threat case management officers include, but are not limited to:
  - 1. Providing guidance and supervision of officers when conducting threat assessments of agency cases involving harassment, stalking, workplace violence, or other cases wherein there is a reasonable potential for targeted violence;
  - 2. Using technical resources as tools for determining threat levels;
  - 3. Serving as active liaisons to, and marshaling resources of, various university and community organizations;
  - 4. Attempting to manage threat situations to non-violent conclusions; and
  - 5. Conducting presentations and training related to workplace violence and threat assessment for internal and external groups.

### 2.7240.02 THREAT ASSESSMENT FUNCTIONS

- A. The function of identifying potential perpetrators of targeted violence includes, but is not limited to:
  - 1. Defining criteria that could lead to persons becoming subjects of threat assessment investigations;
  - 2. Determining units/personnel within the agency that could be responsible for receiving information about possible subjects and conducting threat assessment investigations;
  - 3. Notifying those individuals and organizations that might come in contact with, or know of, po-



- tential subjects about the existence of threat assessment programs; and
4. Educating notified individuals and organizations about the criteria for bringing concerns about potential violence to the attention of investigating officers.
- B. The function of assessing threats of targeted violence may include, but not limited to:
1. Conducting personal interviews with the subjects;
  2. Reviewing materials created or possessed by the subjects, including journals and letters, and materials collected by the subjects, such as books and magazines, that may relate to the investigations;
  3. Interviewing persons who know the subjects;
  4. Reviewing records and/or archival information related to the subjects from inside and outside the criminal justice system;
  5. Obtaining descriptions of subjects' behaviors, motives, intentions, capacities, and actions that prompted other persons to notice the subjects.
- C. Decisions whether to interview subjects of threat assessment investigations depend on factors that include, but are not limited to:
1. Investigators' needs for information;
  2. Facts leading to initiation of investigations;
  3. Investigators' legal standings in relation to the subjects;
  4. Resources available to investigators;
  5. Investigators' training and experience in interviewing;
  6. Stage of investigations; and
  7. Investigators' strategies for resolving the cases.
- D. Subjects' attack-related characteristics may include, but not limited to:
1. Expressing interest in possible targets;
  2. Communicating, potentially obsessively, with or about potential targets;
  3. Considering or attempting to harm self or others;
  4. Obtaining, discussing, or practicing with weapons;
  5. Following or approaching potential targets;
  6. Aggressive or threatening physical actions or past histories of violent acts;
  7. Alcohol or drug abuse, including emotional mood swings;
  8. Overreacting to newly announced policies or work rules;
  9. Carelessness, accidents, or near-misses on the job;
10. Repeated violations of policies or rules;
  11. Excessively defensive or "everyone is against me" attitude;
  12. Discussing plans to "solve everything;"
  13. Alluding to, and preoccupation with, violent acts committed by others;
  14. Expressing empathy with those who resort to violence; and
  15. Psychological test results supporting concerns regarding subject's potential for violence.
- E. Information should be developed on targeted places / individuals that includes, but is not limited to:
1. If potential targets are identifiable;
  2. If potential targets are well known to subjects;
  3. If potential targets are vulnerable to attacks;
  4. If targeted individuals are afraid of subjects; and
  5. If targeted individuals are sophisticated or naive about their needs for caution.
- F. Final threat assessment evaluations should determine:
1. If evidence of conditions and behaviors would be consistent with attacks;
  2. Whether subjects appear to be moving toward or away from attacks;
  3. How close subjects are to attempting attacks;
  4. What thresholds, if any, have been crossed?
  5. What might change in the subject's lives to increase or decrease the risk of violence?

## 2.7260 DEMONSTRATIONS

- A. The University supports the rights of persons to dissent and to demonstrate provided such demonstrations are lawful, do not disrupt normal campus activities, or do not infringe upon the rights of others. It is the illegal acts which sometimes arise from these activities for which the agency is concerned. The agency's effectiveness is maintained by personnel remaining impartial at all times regarding the parties and issues involved and by taking appropriate actions whenever unlawful and/or administrative violations occur.
- B. The agency will, as necessary, reasonable, and prudent, monitor and control demonstrations in order to preserve the peace and protect persons and property.
- C. All reasonable and prudent attempts should be made by agency personnel to ensure demonstrations are conducted lawfully and legitimately.



1. Intelligence information concerning the motives, site, and numbers of possible participants should be gathered.
  2. Group leaders should be identified and a dialogue opened, if possible.
  3. Rumor control should be established.
  4. Group leaders and participants should be made aware by agency personnel that unlawful actions will not be tolerated.
- D. The University has established guidelines that apply to all demonstrations.
1. The University maintains the right to define time, place, and manner in which demonstrations occur on campus.
  2. Reasonable access to and from any office or building must be maintained.
  3. The right-of-way on streets and sidewalks must be maintained.
  4. Demonstrators will not attempt to force cancellations or interruptions of events sponsored by University offices or by faculty or student organizations or by organizations authorized to use University facilities.
  5. Classes or other educational activities in classroom buildings and libraries will not be disrupted.
  6. Where invited speakers are objects of protests, demonstrations may be conducted outside the buildings where the speeches are being delivered. Demonstrators who wish to enter buildings must do so as members of the audience and must give speakers respectful hearings. Signs, placards, or other paraphernalia associated with demonstrations are not allowed in the buildings or event sites.
  7. The safety and well-being of community members, collectively and individually, must be protected at all times.

#### 2.7280 PANDEMIC INCIDENTS

- A. The University has taken several measures to prepare the campus for a pandemic event. An influenza pandemic occurs when a new virus subtype emerges that has not previously circulated in humans. Communities need to prepare for a pandemic event because if human to human transmission is identified, it has the potential to spread very quickly.
- B. During times when pandemics are occurring, all marked patrol vehicles will have **Flu Personal Protection**

- Equipment (PPE) Kits** placed in them along with bottles of hand sanitizer.
- C. Officers should comply with the following precautionary procedures when responding to a sick/injured person call:
1. Put on the **Flu PPE Kit** just prior to entering the room;
  2. Take off the **Flu PPE Kit** once you leave the room;
  3. Thoroughly wash your hands with soap and water;
  4. Alert your supervisor that the sick person call was for someone who exhibited flu like symptoms; and
  5. DO NOT transport sick persons! Call for BFD/EMS if a transport is required.
- D. All agency employees should comply with the following general personal Hygiene procedures listed below:
1. If you cough, do so into the inside part of your elbow and not into your hands.
  2. Use hand sanitizer all the time, especially:
    - a. After you touch another person or their property;
    - b. After allowing another individual to use your pen or other equipment;
    - c. After pumping gasoline into your vehicle.
  3. Avoid being around others who are at risk for exposure.
  4. As a pandemic emerges, do not kiss, hug, shake hands or come in close contact with others, particularly in large gatherings.
  5. Wash your hands frequently with soap and water, especially if you suspect that you may have been exposed.
  6. Check your temperature regularly for several days after you suspect possible exposure and, should your temperature rise, see a physician immediately.
- E. Should an outbreak occur, the university will begin to activate its emergency response plan. Steps will be taken to:
1. Help faculty and students get home safely before national and international travel restrictions begin;
  2. Maintain a reduced level of key campus operations through remote or online interaction;
  3. Implement on-campus wages and other payments through direct deposit and other electronic means; and
  4. Communicate contingencies if phone or internet



access becomes bogged down as a result of increased activity.

5. Once the outbreak has been controlled, the university will begin its recovery process.
- F. CSUPD's response will be guided by several different levels to include: CSU Administration, Baltimore City's Health Department and Maryland DHMH.
- G. CSUPD will assist in providing security for the CSU Point of Distribution for Flu vaccines and flu antiviral as necessary.
- H. CSUPD will follow the guidelines of the Pandemic Flu Plan when it is activated by the University Administration.

## **2.7300 RISK ANALYSIS AND ASSESSMENT**

### **2.730.02 RISK ASSESSMENT AND ANALYSIS COMPONENTS**

- A. The Chief of Police has the ultimate responsibility for coordinating the agency's all hazard and incident management activities, but may delegate certain activities to other employees.
  1. The Chief is responsible for ensuring a risk assessment and analysis is conducted and documented at least every three years, using principles and formats similar to the Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA) Enhanced Threat and Risk Assessment (ERTA). The risk assessment and analysis must minimally address:
    - a. Specific areas to be reviewed;
    - b. Identifying records and reports to be used;
    - c. Risks to campus community from criminal activity;
    - d. Risks to campus community from accidents;
    - e. Risk of property loss to the institution and individuals;
    - f. Liability issues; and
    - g. Reporting analysis conclusions and recommendations to appropriate officials outside the agency.

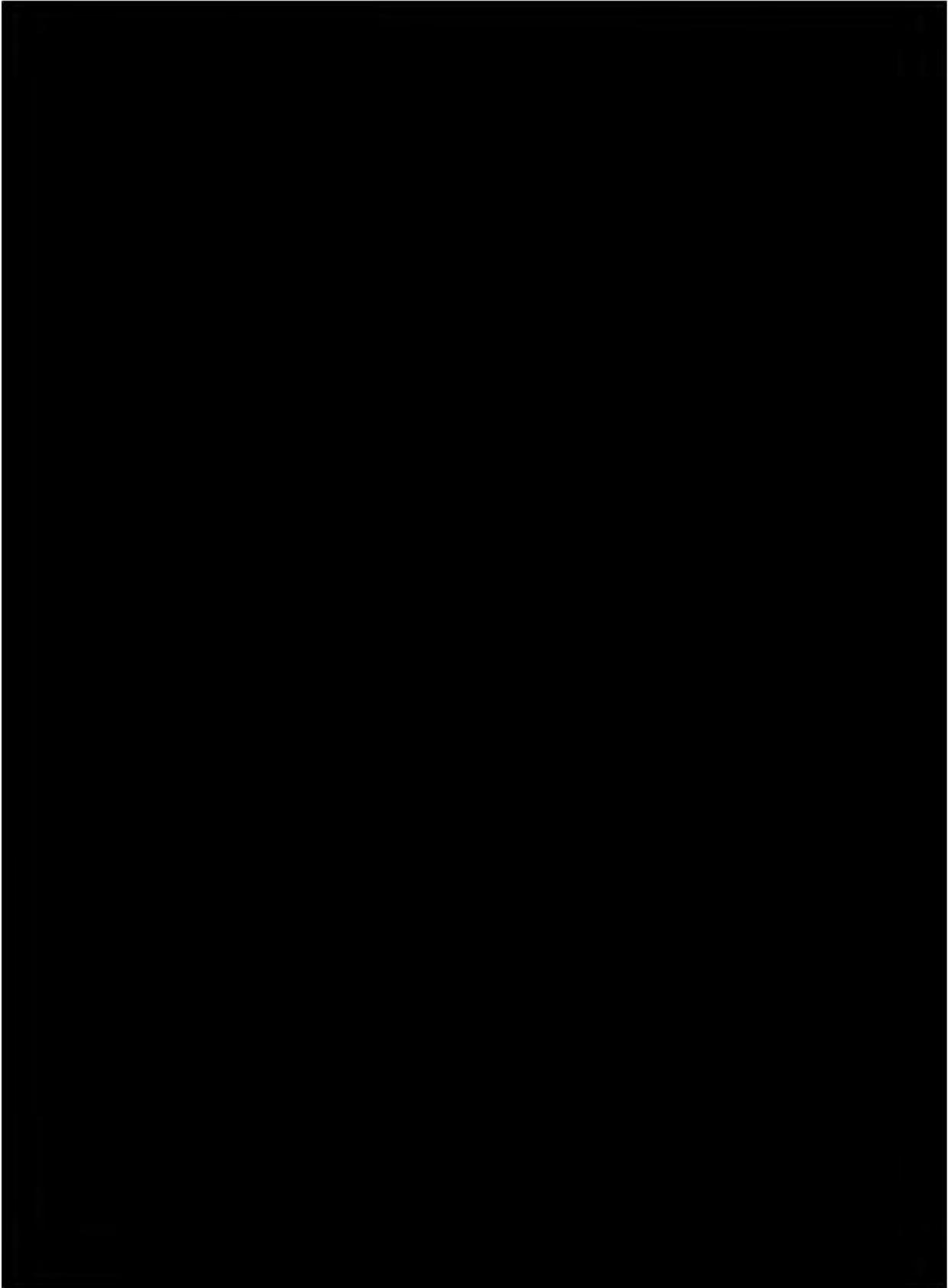
**ATF "Bomb Threat" Check List - - on next page.**

**By order of Leonard D. Hamm, Chief of Police**



**Coppin State University Police Department**  
**Manual of Rules and Procedures**  
**EMERGENCY OPERATIONS & UNUSUAL**  
**OCCURRENCES (ALL HAZARD PLAN)**

Section: 2.7000  
Effective: October 18, 2013





## **2.7300 RISK ASSESSMENT & ANALYSIS**

### **2.7300.02 RISK ASSESSMENT & ANALYSIS COMPONENTS**

- A. The Director of Threat and Risk Assessment has the ultimate responsibility for coordinating the agency's all hazard and incident management activities, but may delegate certain activities to other employees.
- B. The Director of Threat and Risk Assessment is also responsible for ensuring a risk assessment and analysis is conducted and documented at least every three years, using principles and formats similar to the Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA) Enhanced Threat and Risk Assessment (ERTA). The risk assessment and analysis must minimally address:
  - a. Specific areas to be reviewed;
  - b. Identifying records and reports to be used in the analysis;
  - c. Risks to the campus community from criminal activity;
  - d. Risks to the campus community from accidents;
  - e. Risk of property loss to the institution and individuals;
  - f. Liability issues; and
  - g. Reporting analysis conclusions and recommendations to appropriate officials outside the agency.

**By order of Leonard D. Hamm, Chief of Police**



## 2.8000 USE OF FORCE AND WEAPONS

The directives contained in this section are for agency use only and do not apply in any criminal or civil proceedings. These directives will not be construed as creating a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of these directives will only form the basis for agency administrative sanctions. Violations of law will be the basis for civil and criminal sanctions in recognized judicial settings.

### 2.8020 GENERAL PROVISIONS FOR THE USE OF FORCE

It is the policy of the Coppin State University Police Department that protecting life is its highest priority. Lethal force can be applied when it is necessary to protect lives of citizens and police officers, or to prevent serious bodily injuries. To that end:

- A. Employees will use only that amount of force necessary to effect lawful objectives.
- B. Employees may repel force with force, using only that amount of force reasonably necessary to defeat attackers or overcome resistance. **(If you are resisted, you may repel force with force, using only as much force as is necessary)**
- C. Force may be used by police personnel:
  1. When necessary to preserve the peace, prevent the commission of offenses, or prevent suicides or self-inflicted injuries;
  2. When necessary to overcome resistance to lawful arrests, searches and seizures, and to prevent escapes from custody; or
  3. When in self-defense or in defense of another against unlawful violations to their person or property.
- D. The amount and degree of force which may be employed will be determined by surrounding circumstances including, but not limited to:
  1. The nature of the offense;
  2. The behavior of subjects against whom force is to be used;
  3. Actions by third parties who may be present;
  4. Physical odds against the member; or
  5. The feasibility and availability of alternative actions.
- E. A member acting alone may be required to resort to a much greater use of force than would be necessary if other employees were present. There-

fore, whenever possible, police personnel should call and wait for assistance, unless immediate action is required.

- F. The use of force is a continuum ranging from verbal commands to deadly force. Employees should exhaust every means of employing the minimum amount of force before escalating to more severe applications of force except where lesser methods would result in death or injury.
- G. Employees will use force consistent with specifications of training standards and guidelines.
- H. Employees will not use unnecessary, aggressive, or excessive force.
- I. Employees will not use firearms to fire warning shots, shoot from, or at, moving vehicles, or to intentionally strike on the head.
- J. Sworn personnel will ensure appropriate training regarding the use of force and the use of issued firearms and equipment is used.

### 2.8040 JUSTIFICATIONS FOR USE OF FORCE

- A. Justifications for uses of force must be judged from the perspective of reasonable member, similarly situated, rather than with the 20/20 hindsight. Facts unknown to agency members, no matter how compelling, cannot be considered when later determining whether uses of force were justified.
- B. In addition to other criteria discussed in these directives, Tennessee v. Garner, 471 U.S. 1, 85 L.Ed. 2d 1 (1985), Graham v. Connor, 490 U.S., 104, L.Ed. 2d 443 (1989), Samuel v. Busnuck, 423 F. Supp. 99 (D.Md. 1976), and State v. Albrecht, 336 Md, 646 A.2d (1993) provide that some “reasonableness” factors will be considered while evaluating uses of force. Some “reasonableness” factors include, but are not limited to:
  1. Severity of the crimes at issue;
  2. Whether suspects pose immediate threats to the safety of the agency members or others;
  3. Whether suspects are actively resisting arrest or attempting to evade arrest by flight;
  4. Examining uses of force in the light of the circumstances as they appeared to Agency members at the time of incidents;
  5. Whether agency members exercising their official discretion as the functionaries in the front line do so in good faith; and



6. Allowances for the fact that agency members are often forced to make split-second judgments in circumstances that are tense, uncertain, and rapidly evolving.

## 2.8060 USE OF DEADLY FORCE

- A. The use of **deadly** force is authorized **only** under the following circumstances:
  1. In defense of self or another when the officer has reasonable cause to perceive an imminent threat of death or serious physical injury.
  2. To prevent the escape of suspect of a **violent** felon whom the officer has probable cause to believe will pose an imminent threat of death or serious physical injury (still armed with a deadly weapon) to other agency members or the public. Under **no** circumstances will an officer fire at any person who is running away simply to avoid arrest and who presents no imminent threat of death or serious physical injury to the officer or others.
  3. To kill any animal that poses an imminent threat of serious physical injury to the officer or others; provided all other means to secure the animal have been exhausted, if practical. Great care must be given to any potential danger to the public prior to the use of the firearm.

## 2.8080 WEAPONS TRAINING PROGRAMS

- A. Only agency members demonstrating proficiency in the use of agency issued or authorized weapons will be approved to carry and use such weapons.
- B. All weapons will be inspected, reviewed, and approved by departmentally qualified weapons instructors or armorers before agency members are issued the weapons for carrying. Unsafe weapons will be removed from service and replacement weapons issued.

## 2.8100 WEAPONS QUALIFICATION

### 2.8100.02 QUALIFICATION REQUIREMENTS

- A. All agency members issued weapons must qualify with their agency issued handguns with minimum scores of 70% for daylight and reduced lighting.

- B. Agency members (authorized to carry agency weapons) are also qualified on their authorized privately owned handguns annually, again with a minimum score of 70%, **IF** they intend to carry off duty.
- C. The agency's certified firearms instructor is responsible for developing the qualification course of firearm instruction for approval by the Chief and MPTC.
  1. Firearms qualification training programs are conducted by a certified firearms instructor only.
  2. Agency members will be issued copies of, and instructed in, the directives contained in **2.8000** prior to authorization to carry weapons.
    - a. The issuance and instruction will be documented by instructor conducting the training.
    - b. The firearms instructor will provide training and proficiency documentation on a timely basis to the Accreditation Coordinator and the Training Coordinator for inclusion in Accreditation and Training files respectfully, and forwarding to MPCTC.

### 2.8100.04 IN-SERVICE FIREARMS TRAINING

- A. All agency members who carry agency weapons must qualify at least annually with their agency issued handguns with minimum scores of 70% for daylight and reduced light.
- B. The shotgun training program, the agency does not offer a shotgun qualification program
- C. The agency's certified firearms instructor will develop in-service qualification courses of firearm instruction for approval by the Chief and MPTC.
  1. Firearms qualification training programs are conducted by a certified firearms instructor only.
  2. At least once a year, and during firearms training, all University Police staff will be provided updated copies of, and receive instructions on this directive **2.8000 Use of force**.
    - a. Directive issuance and instruction will be documented by instructor conducting the training.
    - b. The firearms instructor will provide training and proficiency documentation on a



timely basis to the Accreditation Coordinator and the Training for inclusion in Accreditation and Training files respectfully and forwarding to MPCTC.

- E. In conjunction with the Chief of Police, the agency firearms instructor will schedule and publish firearms training and qualification dates. Shift supervisors/OIC will be consulted in the assignment of agency staff to training dates.

### 2.8100.06 Other Weapons Training Programs

- A. All employees authorized to carry agency weapons will receive initial training and at least biennial (every 2 years) in-service training on less lethal weapons issued or those authorized by the agency.
- B. The agency's certified O.C. and ASP instructor will develop initial and in-service qualification courses of weapons instruction for approval by the Chief and any other applicable approving regulatory authorities.
  - 1. Initial and in-service weapons training programs will be conducted only by certified instructors.
  - 2. The O.C. and ASP instructor will provide training and proficiency documentation on a timely basis to the Accreditation Coordinator and the Training Coordinator for inclusion in Accreditation and training files respectfully.
- C. The O.C. and ASP instructor, after consultation with the Chief of Police or his/her representative, will schedule and publish weapons training and in-service dates. Shift Supervisors/OIC's will be consulted in the assignment of employees to training dates.

### 2.8100.08 REMEDIAL TRAINING

- A. Agency staff that is on medical leave must be rescheduled for all training purposes; authorization from the Chief to be temporarily excused from, or rescheduled for, weapons requalification as a result of temporary medical conditions is required.
- B. Should an officer fail to qualify with issued or authorized weapons during regular re-qualifications, instructors will:
  - 1. in accordance with applicable qualification standards conduct same-day remedial training and requalification programs with those employees; and

- 2. after successfully qualifying in a subsequent test during the same day requalification will remain on full duty but may be scheduled for additional training, as may be deemed necessary.
- C. If employees fail to qualify during same-day or additional remedial firearms training and requalification programs, the firearm instructors will immediately:
  - 1. Notify the employees' shift supervisor, the Chief, and the appropriate Administrative staff and subsequently in writing/e-mail; and
  - 2. Suspend employees on an emergency basis. These administrative suspensions are non-disciplinary and result in employees continuing on full pay and benefits status, but with no police authority and will remain working on their assigned shift.. Emergency suspension hearings will be scheduled and conducted in accordance with **Complaints and Discipline**.
- D. Employees will be sent for medical evaluation if, during the remedial training and requalification process, the inability to qualify is believed to be the result of a possible medically related condition.
- E. The employees' shift supervisors will adjust the employees' work schedules to accommodate remedial training assignments.
- F. Upon completion of additional remedial instruction designed by the firearms instructor, employees will be retested and must attain at least 70% daylight and 70% reduced light qualification scores to remain in full duty status.
- G. The firearms instructor is responsible for immediately informing the Chief and the Lieutenants when staff fails to qualify following remedial training for the purpose of initiating other appropriate training or personnel actions, as appropriate and listed in B and C of this section.

### 2.8120 WEAPON AUTHORIZATIONS

- A. Service weapons and ammunition must be issued by the department. Off duty ammunition must meet departmental standards.
- B. **Weapons and ammunition not issued or authorized by the agency will not be carried by employees on their persons, in agency vehicles, or used at any time while on duty.**



- C. The only exception is confiscated weapons and/or ammunition in the possession of employees and being transported as evidence or for storage.
- D. The exigency of situations may cause employees to justifiably use other articles to defend or protect their life or the life of others. Such use of other articles will be examined as any other use of force.

#### 2.8120.02 AUTHORIZED HANDGUNS

- A. Handguns and ammunition will be issued by the agency to all employees upon successful completion of entrance level or comparative compliance firearms training and certification programs as required by the MPCTC.
- B. Armed employees will possess, wear, carry and use only issued or authorized firearms and ammunition for which they are currently qualified.
  - 1. Unless otherwise authorized by the Chief, the only handgun issued and authorized for on-duty use are 9mm and 40 caliber pistols.
  - 2. The only ammunition authorized for use in issued agency issued pistols is 9mm or 40 caliber ammunition.
    - a. Employees will be issued sufficient rounds to fully load their service weapons (including a round chamber [REDACTED])
    - b. Practice ammunition is issued for service weapons. Off duty ammunition must be supplied by qualifying officer.
- C. When worn on-duty, issued handguns will be carried in an issued or authorized holster, on the officer's strong hand side, and in a service ready condition. On-duty holsters will be selected and authorized by the Chief or their designee.
- D. Uniformed police officers are required to be armed with their agency owned 9mm caliber pistols in a service ready condition and carry their I.D.card, MPTC certification card and badges on their persons when on duty with the exception of:
  - 1. Where, for tactical or other bona fide police concerns, the carrying of credentials and firearm could actually place employees in jeopardy;
  - 2. When circumstances make it impractical for an officer to carry a firearm, it must be secured in readily available place protected from public access;

- 3. When processing prisoners; or
- 4. Where prohibited by law or other controlling directives.
- E. Firearms will be concealed from public view when employees are not in uniform except at crime scenes or other assignments where their badges are visible and they are readily identifiable as police officers.
- F. Police Officers are authorized by Coppin State University Police Department, but not required, to carry issued or authorized firearms when off-duty and in the state of Maryland.
  - 1. Police officers carrying issued or authorized firearms off-duty are required to also carry their issued badge and agency the I.D. Card and MPTC certification card.
  - 2. Firearms and ammunition will be reasonably and prudently protected from damage and theft and when police officers are off-duty and not in uniform.
  - 3. While off duty, police officers are responsible for secure storage of their issued firearms. The safest condition for storage of their issued firearm is unloaded; weapon and ammunition stored separately under lock and key; and out of the sight and reach of children or other unauthorized persons.
- G. Police Officers will abide by statutory constraints placed by other states relating to out-of-state Police Officers wearing or carrying firearms when in those other states.

#### 2.8120.04 AUTHORIZED OFF-DUTY HANDGUNS

- A. Police Officers are authorized to carry privately owned .380, .40 caliber or 9mm semi-automatic pistols while off-duty or for non-operational, non-uniform temporary duty assignments such as training days, providing the UPO qualified with same.
- B. The off-duty pistols must meet the following criteria:
  - 1. Pistol must be double action only; or
  - 2. Pistol must be double/single only; and
  - 3. Pistol must be made by a reputable manufacturer.
- C. Suggested reputable manufacturers include, but aren't limited to:
  - 1. Sig Sauer
  - 2. Beretta



3. Smith and Wesson
4. Glock
- D. Police Officers must obtain written approval before carrying an off-duty pistol by the Operations Lieutenant.
- E. Authorized ammunition for off-duty pistols must meet the following criteria:
  1. Police Officers wishing to carry off duty weapons must agree to supply all their ammunition for qualifications and other training deemed necessary by the agency.
  2. Agency issued 9mm caliber ammunition for .9mm caliber pistols; or
  3. Semi Jacketed or Jacketed Hollow Point ammunition of a reputable U.S. manufacturer as approved by the Chief of Police for .380 caliber and 9mm pistols.
  4. Full Metal Jacketed ammunition is prohibited.
- F. All police staff will report all instances of pointing or discharging their off-duty weapon.
- G. Police Officers must successfully complete agency training and qualification programs before carrying an off-duty pistol. Police Officers must qualify on an MPCTC approved off-duty pistol course of fire before carrying the off-duty pistol.
- H. In order to maintain certification for the off-duty pistol, Police Officers shall qualify annually on an MPCTC approved course of fire with a minimum score of 70%.
- I. Police Officers are prohibited from wearing or carrying privately owned off-duty pistols while on-duty unless they meet the requirements established by the Chief.

#### **2.8120.06 POLICE CARBINE RIFLES AND SHOTGUNS**

- A. At this time, the agency does have, store, issue or maintain four Winchester shotguns and one Remington 870 12 gauge shotgun.

#### **2.8120.08 RIOT BATON**

- A. At this time, the agency does not own, issue or authorize use of the 36 inch Riot Baton.

#### **2.8120.10 EXPANDABLE BATONS**

- A. The agency's secondary impact weapons for which Police Officers are trained and are certified to carry are the ASP Expandable Batons.
- B. Police Officers will be issued expandable batons only after completion of the ASP Expandable Baton Basic Course certifying they have achieved minimum proficiency levels.
- C. Expandable baton use will not be inconsistent with training guidelines of the ASP Training.
- D. Police Officers must qualify at least biannually with the expandable baton in order to maintain authorization to carry the weapon.
- E. Police Officers may be equipped with their expandable batons. Police Officers are encouraged to be equipped with, and have ready access to issued or authorized expandable batons.

#### **2.8120.12 FN-303 LESS LETHAL LAUNCHER**

- A. The agency does not have, maintain, issue or train in FN-303 less-lethal launchers.

#### **2.8120.14 OLEORESIN CAPSICUM (OC) SPRAY**

*(There are generally two situations where non-compliance presents a threat to the officer and where OC spray can be used reasonably and effectively to elicit compliance; when effecting an arrest, or when reasonable suspicion warrants a legal stop and frisk.*

- A. The only OC authorized for agency use are those OC delivery systems purchased by the agency and approved for use by the Chief of Police.
- B. OC delivery systems exceeding 10% Oleoresin Capsicum or utilizing alcohol-based or other flammable propellants are prohibited.
- C. Police Officers will:
  1. Be issued OC only after completion of required training certifying they have achieved minimum proficiency levels;
  2. Carry only those serial numbered OC canisters registered and issued to them;
  3. Carry issued OC canisters only in agency issued or authorized holders; and
  4. Undergo OC training to maintain authorization to carry it.



- D. The use of OC spray will be inconsistent with applicable training.
- E. Uniformed Police Officers engaging in routine field operations will wear an issued OC streamer canister with safety tabs intact in their issued OC holsters, on their duty belts.
- F. Authority to mandate carrying of OC spray for cause rests with Operations Lieutenant and the Chief.
- F. Police Officers will render aid and decontamination measures to subjects on which OC spray has been used as soon as possible and practical after such use.
- G. Discharged duty canisters, regardless of the extent of the discharge, will be submitted to the shift supervisor/OIC in a sealed, plastic evidence bags for replacement and diversion to training use.
- H. Use of force reports must be completed consistent with all discharges of OC, except for training purposes, and must include:
  - 1. Effects of OC spray use on suspects and any other contaminated personnel; and
  - 2. Decontamination measures and first aid given or offered to suspects and any other contaminated personnel or areas.

### 2.8120.16 WEAPONS IN COURTHOUSES

- A. Uniformed Police Officers of this agency may be armed within Baltimore City Courthouses.
  - 1. Police Officers of this agency who are not in uniform, but who are on official police business, may be armed within courthouses so long as they display both badge and identification cards at all times.
  - 2. Wearing or carrying firearms in courthouses outside of Baltimore City is governed by any applicable laws or regulations of those other jurisdictions.
- B. Police Officers who are called to jury service, or are personal parties to civil litigation, are not allowed to wear firearms within courthouses during the times they are serving as jurors or litigants.

### 2.8140

#### 2.8140.02 USE OF FIREARMS

- A. Police Officers are responsible for continuous and safe display, handling, cleanliness, and security of

all issued and authorized firearms and ammunition.

- B. Firearms may be discharged only:
  - 1. To defend themselves or others when there is reasonable belief that there is imminent danger of death or serious physical injury;
  - 2. To apprehend fleeing persons when no reasonable alternatives for apprehension exist and Police Officers have probable cause to believe that the persons:
    - a. Have committed crimes involving the infliction or threatened infliction of serious physical harm, **AND**
    - b. Pose **imminent AND significant** threats of serious physical harm to Police Officers or to others;
  - 3. During agency mandated firearms training and requalification;
  - 4. For practice in areas where discharging firearms would not be unsafe or illegal; or
  - 5. With supervisory approval, to kill dangerous animals or animals so badly injured or ill that humanity requires they be removed from further suffering.
    - a. Owner permission must be obtained, whenever possible.
    - b. Great care must be taken to protect the public from ricocheting bullets.
    - c. Killing of animals in the presence of children should be avoided.
- C. Firearms use is prohibited:
  - 1. When innocent persons would be severely and unduly endangered;
  - 2. To fire warning shots to induce persons to surrender; or
  - 3. For misdemeanor arrests.

### 2.8160 REPORTING USE OF FORCE

#### 2.8160.02 GENERAL REPORTING REQUIREMENTS

- A. Use of force reports is required when an employee:
  - 1. Draws and points firearms at person;.
  - 2. Discharges a firearm – except to practice and/or qualify at the range or at other appropriate location;
  - 3. Discharges OC spray;
  - 4. Strikes with an impact object;



5. Uses weaponless techniques including, but not limited to, physical take-downs, kicks, knee strikes, open hand and elbow stuns and strikes, pressure points, hair control, pain compliance techniques, or throws that are intended to overcome and control suspect's physical resistance without intent or expectation of lasting, serious, or permanent injury or death;
  6. Applies force through use of lethal or non-lethal weapons;
  7. Charges an arrestee with resisting arrest;
  8. Has any physical contact with a suspect and/or arrestee resulting in injury OR complaint of injury;
  9. Is the subject of physical injury.
- B. Use of force reports are **not required** when Police Officers use weaponless control techniques that are intended to compel compliance with officer's instructions with minimal chance of injuries. These situations include, but are not limited to:
1. Physical touching when accomplishing lawful frisks, arrests, handcuffing, investigatory, or custodial procedures; or
  2. Gripping, grabbing, or holding subjects for the purpose of escorting people to other locations, interrupting suspect's resistance, noncompliance, assaultive, disorderly or other similar behavior, and compelling compliance with officer's instructions or orders.
- C. All uses of force as defined in **A** require timely:
1. Notification to supervisors by involved Police Officers or on their behalf if involved Police Officers are unable to do so;
  2. Completion and submission of reports and all related documents by involved Police Officers or on their behalf if involved Police Officers are unable to do so.
- D. Although use of force report information is usually contained in incident reports, a separate "use of force" report is still required.
- E. The Chief will designate a supervisory or administrative ranked officer to serve in an ancillary capacity as coordinator for timely reviews of these incidents.
1. Incidents involving no apparent chargeable conduct will be submitted to the Chief and recommended for closure.

2. Incidents involving apparent chargeable conduct will be referred to Internal Affairs for follow-up.
  3. The Inspections Coordinator is responsible for ensuring an annual analysis of all use of force incidents is conducted and submitted to the Chief in order to reveal patterns or trends that could indicate training needs, equipment upgrades, or directive modifications.
- F. Police Officers will notify appropriate law enforcement agencies to respond to incidents of uses of force if the incidents occur outside primary or concurrent jurisdiction of the University Police.
1. Local jurisdictions involved will be responsible for thorough investigation of incidents including the pursuit of criminal charges, if warranted.
  2. Police Officers involved will notify on-duty supervisory personnel as soon as possible.

#### **2.8160.04 INVOLVED EMPLOYEE'S RESPONSIBILITY**

- A. Involved employees will immediately notify the shift supervisor/OIC and prepare necessary administrative report detailing facts regarding uses of force or discharges of firearms.
1. Reports must be completed prior to the end of involved employees' shifts if the employees are physically and emotionally able to do so.
  2. If involved employees are unable to complete required reports, supervisory or administrative ranked personnel will prepare the reports using the best information available.
- B. Involved employees will ensure appropriate medical aid is provided as necessary after all lethal and less lethal uses of force. This may include, but is not limited to:
1. Care and treatment consistent with **2.6080 Sick or Injured Detainees** and/or **2.6390 Security for Detainees at Medical Facilities**;
  2. Increased observation to detect obvious changes in condition; or
  3. Decontamination after uses of OC.
- C. Ensure the crime scene is protected.
- D. Employees who shoot or critically injure persons in the line of duty will receive post-trauma debriefing within eight hours and other post-trauma mental health services as necessary.



### 2.8160.06 RESPONDING OFFICER'S RESPONSIBILITY

Responding police staff arriving at scenes of other's use of force resulting in death or injury will, if appropriate:

- A. Render or ensure first aid is provided to the injured or others after triage examinations;
- B. Alert communications to situations and request medical assistance and additional personnel as deemed necessary;
- C. Secure any suspects, injured or otherwise, according to directives;
- D. Secure and protect the scene from any contamination of evidence;
- E. Identify and/or detain witnesses present; and
- F. Remain at the scene until supervisory personnel arrive unless there are hazardous conditions which require evacuation of the immediate area for safety purposes.

### 2.8160.08 COMMUNICATIONS RESPONSIBILITY

- A. The Police Communication Officer on duty at the communications center will ensure, per the shift supervisor/OIC, notifications are made when agency staff use deadly force or when there are serious physical injuries resulting from agency activities. Those to be notified are:
  - 1. On-duty shift supervisor/OIC;
  - 2. Operations Lieutenant;
  - 3. Investigator;
  - 4. PIO;
  - 6. Chief of Police; and
  - 8. The Baltimore Police Department.
- B. The Investigator will, once the agency has the capability, submit copies of all involved and/or related recorded media of telephone and radio transmissions from at least 30 minutes prior to incidents and until clearance of all investigators from scenes to the Operations Lieutenant.

### 2.8160.10 SHIFT SUPERVISOR RESPONSIBILITY

- A. On notification, immediately respond to the scene and:
  - 1. Ensure proper medical assistance is requested;

- 2. Ensure the crime scene is protected;
- 3. Conduct a "Use of Force" investigation;
- 4. Promptly identify citizens who may have witnessed the use of force occurrence and obtain statements from witnesses;
- 5. Identify CSU police officers who may have witnessed the use of force occurrence and instruct them to prepare an administrative report detailing where they were at the time and what they observed.
- 6. Ensure immediate and proper notification of departmental command members;
- 7. Ensure photographs are taken of suspect/arrestee, the involved officer and others who claim to be injured. Seek assistance from the Baltimore Police Department.
- 8. If the use of force involves the discharge of a firearm or any injury inflicted by a member of the CSUPD that is likely to result in a death or serious physical injury, the Baltimore Police Department MUST be notified;
- 9. Request the officer submit an administrative report with the facts relevant to the incident. If the officer refuses to submit a report, do not order the officer to submit a report. However, note this refusal in your administrative report;
- 10. As safety permits, involved employees' weapons must be secured. In cases of firearms use, ammunition used in the incident must be secured. Firearms, shell casings, and magazines are to be left undisturbed for evidentiary purposes. Involved CSU police officers will be issued replacement firearms if suspensions are not invoked.
- 11. Control of scenes and incidents will be turned over to City police and/or investigators.
- 12. Supervisory personnel will ensure that reporting requirements by CSU employees are met.
- 13. Reports of incidents are to be completed by employees, if physically and/or mentally possible.
- 14. Each CSU personnel at an incident scene will submit detailed reports of their observations and/or actions.
- 15. Copies of all reports will be sent to the Operations Lieutenant, unless otherwise directed by the City Investigator in charge at the scene.



### 2.8160.12 COMMAND RESPONSIBILITY

- A. The Chief or a designate will coordinate with Homicide Detectives in making notification arrangements to the next of kin if employees are critically injured. The Chief will ensure that follow-up support is provided to families of involved employees.
- B. If an employee uses deadly force or causes serious physical injuries, the involved member will be removed from line-duty assignments pending an administrative review to determine if the employees are to be placed on suspension, paid administrative leave, in non-contact assignments, or returned to full-duty status.
  - 1. These actions and reviews are to:
    - a. Protect the community's interest when employees may have exceeded the scope of their authority in the use of deadly force; and
    - b. Shield employees who have not exceeded the scope of their authority from possible confrontations with the community.
  - 2. These reviews will be structured and conducted according to **2.9000 Complaints and Discipline**.
- C. If incidents occur outside the primary or concurrent jurisdiction of the agency, the Chief of Police or the Operations Lieutenant will determine if personal responses to scenes are warranted. In all cases, the shift commanders will be responsible for collecting and forwarding copies of reports made by other agencies.
- D. In the event the Chief is unavailable, the Operations Lieutenant or an officer specifically designated by the Chief will assume that responsibility.
- E. The Office of the Chief Unit will ensure:
  - 1. Follow-up medical support is provided to involved employees; and
  - 2. Arrangements are made for employees who use deadly force or cause serious physical injuries as the result of agency activities to receive post-incident debriefing and/or counseling as soon as practical after incidents.
- F. The Chief will also be responsible for:
  - 1. Reviewing all reports and facts in the case and initiate an internal investigation to determine if the member's actions were consistent with departmental policy and whether

the actions were within the legal scope of the member's authority.

- 2. Ensure the investigation is in compliance with LEOBR parameters.
- 3. Possibly directing a change in the involved officer's duty assignment.
- 4. Determining whether to suspend the officer's *police powers*, this is NOT a suspension from duty.
- 5. Implementing any training initiatives or equipment needs resulting from the investigation.

### 2.8160.14 INTERNAL INQUIRIES

- A. The Operations Lieutenant or another as assigned by the Office of the Chief will respond to any scene where employees used deadly force or when there are serious physical injuries resulting from agency activities.
- B. Investigations into uses of force will be conducted or coordinated by the Operations Lieutenant.
- C. Internal Investigation reports will be submitted to the Chief. They will contain relevant facts and circumstances surrounding incidents and determinations if:
  - 1. Actions of agency employees were in accordance with law and agency directives;
  - 2. Actions of agency employees were in apparent violation of law and should be referred to the Chief who will confer with the Office of the States Attorney;
  - 3. Actions of agency employees were justifiable under law but violated agency directives;
  - 4. Agency disciplinary actions are necessary; or
  - 5. Changes should be made regarding:
    - a. Training;
    - b. Supervision and accountability procedures;
    - c. Psychiatric or psychological counseling;
    - d. Hiring and promotion criteria;
    - e. Deployment and dispatch techniques; or
    - f. Operational policy and practices.
- D. The assigned Internal Investigator will provide necessary statistical information in order to facilitate yearly use of force analysis reports.

### 2.8160.16 PUBLIC INFORMATION OFFICER



- A. The PIO or designate will be informed and may or may not respond to scenes and assist in releasing information when employees use deadly force or when there are serious physical injuries resulting from agency activities.
- B. Except as directed by the Chief, employees of the agency will refer media requests to the University's PIO.

## 2.8180

### 2.8180.02 FIREARM MAINTENANCE

- A. The Operations Lieutenant is responsible for:
  - 1. Coordinating with the firearms instructor/armorer on all repairs and maintenance of agency owned fire arms;
  - 2. Maintaining records pertaining to maintenance transactions and the state of repair of all agency owned firearms;
  - 3. Maintaining records pertaining to the issuance and surrender of agency owned firearms; and
  - 4. Issuing firearms.
- B. The agency firearm instructor is responsible for tracking firearm approval, issuance, inspection, maintenance, and safety.
- C. Malfunctions or complaints concerning issued firearms or ammunition will immediately be brought to the attention of supervisors who will verify problems, notify agency firearms instructors, and prepare an appropriate report.
  - 1. Defective or unsafe firearms or ammunition discovered during normal business hours will be replaced by the Firearms Instructor.
  - 2. The Firearms Instructor will be contacted to determine the appropriate courses of action when unsafe firearms or ammunition are discovered during non-business hours.
- D. Shift supervisors/OIC's will inspect issued firearms monthly and document the inspections.
- E. Employees will inspect all firearms issued to or carried by them on (at least) a weekly basis, being alert for residue, corrosion, or deterioration.
- F. Employees will clean issued or authorized firearms as soon as possible after they have been fired and maintain firearm cleanliness between firings.
- G. Employees will not undertake or authorize any repair, modification, or refinishing of any agency owned firearm without the written permission of the Chief.

- H. All agency owned firearms will be inspected monthly and serviced on an "as needed" basis.
- I. Employees will surrender all agency issued firearms, weapons, ammunition, and equipment when leaving the employ of the agency.
- J. Firearms taken as the result of firearm recoveries, police power suspensions, emergency suspensions, disciplinary suspensions, shootings, etc., will be documented on property receipts and submitted to the Firearms Instructor.

## 2.8200

### 2.8200.02 LOSS OR THEFT OF FIREARMS

- A. Employees discovering their agency issued or authorized firearms have been lost or stolen will immediately report same to on-duty patrol squad commanders and complete incident or crime reports as soon as practical regarding the incidents.
- B. Initial reviews will be made consistent with the directive concerning **Property Care and Maintenance**.
  - 1. On-duty shift supervisors/OIC's will conduct preliminary investigations and prepare supplemental reports assessing whether or not losses resulted from officer non-compliance with directives.
  - 2. NCIC entries will be made by communications personnel to report losses or thefts of firearms. Copies of NCIC entries will be forwarded to Operations Lieutenant.
  - 3. NCIC entries will be made by communications personnel if lost or stolen firearms are recovered. Copies of NCIC entries will be forwarded to involved employees' supervisor/OIC.
  - 4. A summary report is required from the investigating official.
  - 5. Recovered firearms are to be forwarded to the Operations Lieutenant after any evidentiary requirements are met.
- C. The Operations Lieutenant will:
  - 1. Coordinate the return and delivery of firearms when in the possession of authorities other than the CSU police officer; and
  - 2. Issue replacement firearms, in conjunction with the Firearm Instructor to the staff member upon loss or theft of agency firearms.



2.8220

2.8220.02      **GUIDELINES FOR  
ADMINISTRATIVE REPORTS**

- A. Report the facts accurately; guesses, theories, and editorial comments have no place in these reports.
- B. This is not a “justification” report; the fair, accurate, and impartial reporting of the facts will determine if the action complies with departmental policy.
- C. If known, “state of mind” feelings expressed by the member are often useful.
- D. Note any departmental or civilian property damaged as a result of officer’s involvement.
- E. Notation of the on-scene supervisor’s actions and observations is required.
- F. Each higher ranked member in the Chain of Command shall review the first line supervisor’s report. Concurring or Non-concurring opinions must be in writing.
- G. The first line supervisor shall include in the report the actual quote (from the Directive, Training Guidelines, and Police Chief’s Memoranda) the rule(s) that formed the basis under which the action was reviewed.
- H. Include a brief summary of the deposition of the subject after force was used (released, charges filed, sent to hospital, etc.)
- I. Notations of attempts to conduct a neighborhood canvass for witnesses **MUST** be included.
- J. Include the full name, address, race, sex, and date of birth of all subjects and witnesses.
- K. All injuries to anyone involved must be documented; also include negative injury statements for each participant.
- L. If drawings can help explain the facts in a complex incident, include them.
- M. Injuries (or lack of injuries) to all involved **MUST** be photographed.
- N. Did the officer supply a written statement; if not, why not.
- O. Statements from witnessing agency personnel are required
- P. Explain why alternative means of force were not used
- Q. **Administrative reports are required from all witnessing member(s) at the scene of the incident.**

**By order of Leonard D. Hamm, Chief of Police**



**2.9000 COMPLAINTS AND DISCIPLINE**

**2.9020 DISCIPLINARY SYSTEM**

- A. The agency will exercise disciplinary action fairly and equitably, regardless of rank or assignment and will promote uniformity in the imposition of disciplinary actions.
- B. The disciplinary system of the agency contains components that include, but are not limited to:
  - 1. Rewarding and recognizing employees for their actions;
  - 2. Ensure employees receive training as a means of improving productivity and effectiveness through positive and constructive methods;
  - 3. Procedures and criteria for using counseling as a function of discipline; and
  - 4. Procedures and criteria for taking punitive actions in the interest of discipline.
- C. Section **1.4420 Awards and Commendations** contains procedures and criteria for rewarding and recognizing exemplary employee performance.
- D. Section **1.5080.06 Remedial Training** contains procedures and criteria for using training as a function of discipline.
- E. Section **1.4400 Goal Setting and Evaluation** contains procedures and criteria for using counseling as a function of discipline.
- F. Agency employees will not maliciously or negligently interfere with, hinder, or delay the initiation, documentation, or investigation of complaints.
- G. Employees who become aware of unethical or unlawful conduct, or violation of directives, are to report them to the offenders' shift supervisor/OIC. These reports can be submitted on a 95 form or a Complaint form and made directly to the individual's Lieutenant if involving confidential matters.

**2.9040 AUTHORITY TO TAKE DISCIPLINARY ACTION**

- A. Where not in conflict with LEOBR, other applicable state laws, executive orders, the AFLCIO Memorandum of Understanding (MOU), or the Coppin State University Manual of Rules and

- Policies is applicable to agency employees with respect to taking punitive actions in the interest of discipline. The agency and its employees are bound by LEOBR and the MOU's provisions in disciplinary matters regarding sworn personnel.
- B. The Chief is authorized to initiate and administer discipline within the agency and to authorize certain subordinates to initiate, administer, or recommend disciplinary action against employees.
    - 1. Employees ranked sergeant or higher may recommend, initiate, or administer discipline for sworn and non-sworn personnel under their command.
  - C. All complaints, including anonymous complaints, against the agency or employees will be investigated. On occasion, malicious and deliberate false accusations are made against the agency or its employees. These accusations are to be investigated to protect the integrity of the agency or the employees, thereby instilling public confidence in the agency. In some cases, the extent of the investigation may be limited to substantiating the falsity of the accusation.

**2.9060 PROCESSING COMPLAINTS**

- A. Citizens verbally reporting what they perceive as improper police conduct will be referred to the shift's supervisors/OIC. The supervisors will attempt to resolve the matters if complaints are relative to differences of opinion between officers and citizens over the issuance of traffic, or criminal, unless the complaint falls within the meaning of the term "complaint."
- B. If complaints are not filed the supervisor will prepare memorandums or email messages to the Chief containing the synopses of the allegation.
- C. In the event that matters cannot be resolved, citizens should be advised to submit a written complaint to the Chief of Police.

**2.9060.02 RECEIVING COMPLAINTS**

- A. Complaints must be treated as confidential information by agency personnel who receive them and will not be discussed with personnel against whom complaints are made or anyone not authorized to have such information.



- B. Complaint forms (last pages of this directive) are available in the officer's roll call room. Complaint forms are to be given to anyone wanting to file a complaint
- C. Complaint forms may be submitted personally or by mail. Complaints may be typed or handwritten. Handwritten forms are to be legible and written in ink. Additional sheets of paper may be used should complaints require more space than is on complaint forms.
- D. Complainants should prepare the complaint form. However, in situations where complainants cannot or will not complete complaint forms, officers will record complaint details on complaint forms and submit them.
- E. Complaints may be received by telephone or by mail without the complainant's signature. Agency personnel receiving telephone complaints should make every effort to identify complainants and obtain a phone number/e-mail address in order to be re-contacted.
- F. Complaints received from anonymous sources may be the only information that could reveal serious misconduct. Employees receiving anonymous complaints are to advise complainants of the formal complaint procedures and attempt to obtain their identities. If unsuccessful, employees should obtain as much information as possible in order to provide sufficient information to determine courses of action.
- G. When complaint forms are submitted in person, receiving officers will:
  - 1. Sign for complaint receipt;
  - 2. Provide a copy to the complainant; and
  - 3. Place originals in sealed envelopes and forward to the Office of the Chief where they will be logged and forwarded to be investigated.
- H. All complaints will be forwarded directly to the Chief of Police.
- I. Nothing precludes the agency from investigating allegations against employees received from any source consistent with law, when it is determined that such investigations are in the best interests of the agency.

**2.9060.04 ALLEGATIONS OF CRIMINAL MISCONDUCT BY EMPLOYEES**

- A. Employees receiving complaints alleging criminal misconduct by other employees will immediately arrange for complainants to speak with an on duty supervisor.
- B. Interviewing officers will document the information and contact the shift supervisor or the Operations Lieutenant, as deemed necessary and prudent, for guidance. Original reports will be forwarded to the Chief prior to the end of the interviewing officers' shift.

**2.9060.06 INTERNAL COMPLAINT ASSIGNMENT AND REPORT FLOW**

- A. Complaints will be forwarded to the Office of the Chief for assignment to a shift supervisor, OIC or detective. The assignment level is based, in part, on the seriousness of the alleged conduct.
  - 1. Shift level investigations usually involve allegations of minor violations against officers.
  - 2. Command level investigations usually involve allegations of minor violations against supervisory ranked employees.
  - 3. Departmental level investigations usually involve allegations of violations against administrative ranked officers or major violations against any agency personnel.
- B. Complaints assigned at the unit level will usually be forwarded to the supervisor of the respondent officer. Completed reports will be returned via the Operations Lieutenant to the Chief for final disposition.
- C. Complaints assigned to the command level will usually be forwarded to a Detective to investigate. Completed reports will be returned to the Chief for final disposition.
- D. Complaints assigned to the departmental level will be coordinated or handled as directed by the Operations Lieutenant. Completed cases will be forwarded to the Chief for final disposition.
- E. Liaison may also be maintained with Office of the Attorney General and/or the Assistant States Attorney during criminal investigations involving employees.

**2.9060.08 COMPLAINT NOTIFICATIONS**



- A. When complaints are received, the Office of the Chief is responsible for notifying complainants that their complaints have been received for processing.
  - 1. Notifications will be in the form of dated letters or emails of receipt that contain a description of the investigative process.
  - 2. Notification receipt letters or emails are not sent out for anonymous complaints.
- B. Employees named in complaints will be notified in writing of complaints consistent with LEOBR.
- C. Officers will be issued written statements of allegations as well as their rights and responsibilities when they are notified that they have become subjects of investigations.

### 2.90800 VIOLATION CLASSIFICATIONS

- A. Minor violations are those for which summary punishment may be imposed.
- B. Major violations are those violations for which maximum sanctions exceed summary punishment or when cumulative minor violations would indicate the need for exceeding summary punishment maximums.
- C. With the agreement of respondent officers, the agency may impose sanctions beyond summary punishment in lieu of convening hearing boards to review charges.
- D. Respondent officers may waive any or all of their LEOBR rights.
  - 1. Respondent officers waiving their LEOBR rights may do so to accept sanctions imposed by the agency or to request allegations be processed, investigated, and disposed of in accordance with applicable university employee disciplinary systems.
  - 2. Respondent officers waiving their LEOBR rights and electing to have complaints processed, investigated, and disposed of in accordance with applicable university employee disciplinary systems do so irrevocably for those complaints.
  - 3. Respondent officers will not be pressured, coerced, threatened, or intimidated into waiving any or all of their LEOBR rights.

### 2.9100 DISCIPLINARY ACTION

- A. Disciplinary Action (**2.9900**), as identified in the MOU between the Fraternal Order Police Lodge# 145 and the Coppin State University Police (Sworn Police Officer Unit), is used to promote uniformity in the implementation of disciplinary actions. Disciplinary recommendations do not abrogate the disciplinary authority of the Chief as granted by LEOBR.

### 2.9100.02 PENALTY SELECTION

- A. Investigators will consult the MOU's Disciplinary Action section **2.9900** when complaints have been sustained in order to make recommendations to the Chief.
- B. Once the Chief has reviewed investigation files, written notifications of decisions and recommendations will be presented to accused officers.
- C. Disciplinary actions will be imposed consistent with the MOU and LEOBR.

### 2.91200 SUPERVISOR'S ROLE IN DISCIPLINE

- A. Supervisors will participate in the development of rules, policies, and procedures defining misconduct and unacceptable performance.
- B. Supervisors will train subordinates in proper conduct and acceptable performance.
- C. The role of immediate supervisors is crucial in the disciplinary process. They have the best opportunity to observe the conduct and appearance of subordinates and detect those instances where disciplinary actions are warranted. Immediate supervisors also have the opportunity to understand the personality traits of their subordinates and to determine the most effective methods of discipline.
- D. Supervisors will perform investigations and recommend disciplinary action to the Chief.
- E. A supervisor's primary responsibility is to observe, investigate, and, when necessary, recommend disciplinary action.

### 2.9140 SPECIAL ACTION APPEALS FOR CLASSIFIED EMPLOYEES



- A. Employees may appeal adverse personnel actions in accordance with the MOU. These personnel actions include charges for removal, disciplinary suspensions, involuntary demotions, and rejection on probation.
- B. Officers may elect to waive their LEOBR rights and appeal adverse personnel actions consistent with the MOU.
- C. If the Chief orders termination of respondent personnel, final written orders will contain:
  - 1. Statements citing reasons for termination;
  - 2. Effective dates of terminations;
  - 3. Status of fringe and retirement benefits after terminations; and
  - 4. Content of the employee's employment records relating to terminations.

#### **2.9160 SUSPENSION FROM DUTY – LEOBR**

Suspensions will be imposed consistent with LEOBR and Sworn Police Officers Bargaining Unit.

##### **2.9160.02 AUTHORITY TO SUSPEND**

- A. Officers holding the rank of sergeant or above are authorized to suspend sworn and non-sworn subordinates when circumstances warrant such action.

##### **2.9160.04 SUSPENSION SITUATIONS**

- A. The need for suspensions will be determined by weighing the gravity of alleged offenses against the effects of officers' continued duty status pending internal investigations.
- B. Officers may be suspended for:
  - 1. The best interest of the public, the officer, or the agency;
  - 2. Reporting for work under the influence of alcohol or consuming alcohol on the job without authorization;
  - 3. Reporting for duty unfit or unprepared for work;
  - 4. On-duty or off-duty conduct determined to be detrimental to the performance of police duties;
  - 5. Unsatisfactory performance;

- 6. Being convicted of crimes;
- 7. Being **AWOL**;
- 8. Mishandling, abusing, or theft of university or state property;
- 9. Knowingly being untruthful when answering questions relating to their employment which is asked of them except in the furtherance of a bona fide police duty;
- 10. Any immoral or unethical conduct reflecting unfavorably on the university as an employer;
- 11. Membership in any organization advocating the overthrow of the U.S. Government by force or violence;
- 12. Failure to maintain any mandated license or certification.
- 13. Alleged to have engaged in conduct of such nature the Chief determines suspension is an appropriate course; or
- 14. Charged via statement of charges, criminal charging document, indictment or information from any competent judicial authority with:
  - a. Crimes classified as felonies within this state or within jurisdictions placing charges; or
  - b. Crimes of moral turpitude.

##### **2.9160.06 EMERGENCY SUSPENSION & HEARING PROCEDURES**

- A. Suspending officers will:
  - 1. Contact and inform the Chief and Operations Lieutenant of suspensions;
  - 2. Suspend officers by taking possession of their issued firearms, badges, ID cards, and MPCTC certification cards;
  - 3. Complete an administrative report to include all relevant facts and supplementary documents supporting the suspensions; and
  - 4. Provide the suspended officers and their shift supervisors with letters containing:
    - a. Reasons for suspensions;
    - b. Dates and times of suspension hearings; and
    - c. Notification that suspension hearings will be held on the first working day following suspension.
- B. Suspension hearings will be conducted consistent with LEOBR and Sworn Police Officers Bargaining Unit.



- C. Only matters dealing directly with the determination of suspensions will be heard at suspension hearings.
  - D. Emergency suspension hearing officers will be appointed by the Chief and should hold the rank of Sergeant or above.
  - E. Suspension hearings will be electronically recorded and the recordings forwarded to the Chief.
  - F. Suspended officers may be represented by OAG or other representatives.
  - G. Suspending officers and suspended officers' shift supervisors may be required to attend the hearings. Suspended officers need not be present, but may attend and present testimony on their behalf.
  - H. Hearing officers may request university legal staff or the ASA to be present or provide assistance.
  - I. The public and news media are excluded from hearings unless called to testify. Evidence presented at suspension hearings is confidential.
  - J. Hearing officers will determine whether officers' alleged conduct was serious enough to order continued suspensions.
  - K. Hearing officers must determine and order if continued suspensions will be with or without pay.
    - 1. Suspensions without pay may be imposed only when allegations constitute felonies.
    - 2. Allegations that constitute administrative or misdemeanor criminal charges may result in suspensions continuing with pay.
  - L. Hearing officers will inform respondent officers of their decisions and promptly submit written reports of same to the Chief with copies to:
    - 1. Respondent officers;
    - 3. Respondent officers' shift supervisors; and
    - 4. Payroll with information as to the suspension being with or without pay.
    - 5. HR
- A. When charges for removal are filed against an employee, the agency may suspend the employee without pay; suspend the employee with pay; or allow the employee the employee to remain on duty pending the outcome of the charges.
  - B. Offenses which can result in suspension include, but are not limited to, incidents involving:
    - 1. Misconduct;
    - 2. Negligence;
    - 3. Inefficiency;
    - 4. Insubordination;
    - 5. Disloyalty; or
    - 6. A reason satisfactory to the Director of University Human Resources.
  - C. Employees shall have the right to union representation during any meeting, hearing, formal or informal discussion pertaining to the investigation or imposition of discipline relating to conduct that may lead to disciplinary action against the employee.
  - D. When the Chief recommends; charges are filed for removal of an employee, the Chief will consult with the Director of Human Resources or designee who will review the case. If the Director determines that charges for removal are warranted, he/she shall present in person or mail a copy of the charges by registered or certified mail to the last known address of the employee against whom the charges are brought. Such notice shall advise the employee that he/she may, within five (5) working days of the date of delivery as indicated by the return receipt or other evidence of delivery, request an opportunity to be heard in his/her defense.
  - E. Suspension actions will be consistent with the MOU.
  - F. Suspension appeals through the Chief will be held consistent with **1.4440 Grievances**.

#### **2.9160.08 RESTORATION TO DUTY**

When proximal reasons for officers' emergency suspensions no longer exist, the Chief will return respondent officers to full duty and inform the shift supervisors, in writing, of the decisions.

#### **2.9180 SUSPENSION FROM DUTY**

#### **2.9200 OFFICER STATUS DURING INVESTIGATIONS**

- A. Any employee, whose action/s or use of force in an official capacity results in the death or serious physical injuries, the Operations Lieutenant or Chief of Police will remove the officers from line-duty assignments pending administrative re-



views to determine if an officer are to be placed on suspension, paid administrative leave, in non-contact assignments, or returned to full-duty status.

1. The purposes of these actions and reviews are:
  - a. To protect the community's interest when officers may have exceeded the scope of their authority in the use of deadly force; and
  - b. To shield officers who have not exceeded the scope of their authority from possible confrontations with the community.
2. Reviews will be structured and conducted according to the *Emergency Suspension & Hearing Procedures* identified above.
- B. The member may be placed on paid, administrative leave by the Chief when:
  1. Involved in shootings involving injury or death;
  2. Involved in actions which results in the death of individuals or the hospitalization of individuals who are expected to die;
  3. Involved in incidents where preliminary investigations reveal significant possibilities of serious misconduct by an employee; or
  4. It is in the best interest of the public, officers, or the agency.
- C. Non-contact assignments may be employed as alternatives to administrative leave to enable employees to continue working while awaiting dispositions of internal or criminal investigations or disciplinary action recommendations sent to the Chief. Officers working in non-contact assignments may retain police powers and will:
  1. Attend job related training;
  2. Attend court;
  3. Perform administrative functions not requiring personal contact with the public; and
  4. Take police actions in emergency circumstances if still retaining police powers.

#### **2.9220 INVESTIGATION OF SERIOUS INJURY OR DEATH INFLICTED BY OFFICERS**

- A. Whenever persons are hospitalized because of injuries inflicted by employees acting in their of-

ficial capacities, the on-duty shift supervisor or OIC will obtain reports on the severity of injuries. If probabilities exists that injured persons will not survive, the shift supervisor/OIC will notify In the Operations Lieutenant and the Chief who will notify the CSU Investigator and the Baltimore Police Department.

- B. Baltimore Police Department Investigators will assume initial responsibilities for investigating the circumstances and determining the likelihood of patient death. Cases will be handled as investigations involving the use of deadly force. Investigators will maintain a working relationship with the Operations Lieutenant and/or Chief throughout investigations.
- C. Employees will be placed on administrative leave with pay pending investigations to determine:
  1. If violations of law were committed;
  2. Compliance or non-compliance with agency directives;
  3. Compliance with equipment regulations regarding both equipment type and its proper use.

#### **2.9240 INVESTIGATOR'S RESPONSIBILITY**

- A. The agency employee assigned to investigate an internal complaint alleging misconduct will have responsibilities that include, but are not limited to:
  1. Ensuring confidentiality of all interviews, photographs and other evidence regarding the investigation and records involved in the complaint against the agency or employee;
  2. Determining a plan of action to begin, follow up and conclude the inquiry;
  3. Regularly brief the Chief and/or his designee assigning the investigation on the progress of the inquiry; and
  4. Preparing and filing a report of the findings of complaints filed against sworn and full-time civilian employees.
- B. The employee conducting the internal investigation/s will hold in strict confidence all information which may have any bearing whatsoever on the conduct and results of any investigation.



- C. Yearly statistical summaries of all complaints will be maintained in a confidential and secure file in the office of the Chief of Police.

## 2.9260 INVESTIGATIVE PROCEDURES

### 2.9260.02 GENERAL PROVISIONS

- A. Investigators will conduct thorough investigations and submit completed reports.
- B. Investigations will be conducted consistent with applicable provisions of the LEOBR and the CSUPD's Manual of Rules and Procedures.
- C. If reasonable suspicions are developed during the course of investigations that complaints are false or that complainants have lied under oath, parallel investigations will be conducted to determine what, if any, actions will be contemplated against complainants. This information will be included in the final report.
- D. Ordinarily, investigations will be completed within 60 days of assignment, although factors could necessitate longer periods.
  - 1. Officers conducting internal investigations will provide the Operations Lieutenant and/or Chief at least biweekly status reports when investigations extend beyond 45 days. Status reports must also include justifications for delays when investigations extend beyond 60 days. Justifications must be reasonable, prudent, and objective based.
  - 2. Investigating officers will provide complainants with periodic status reports, providing that such notifications do not compromise the integrity of investigations. Updates should be provided at least every 14 calendar days. The degree of update specificity is left to investigator discretion, subject to approval by the Chief.
- E. Internal Investigation Reports will include:
  - 1. Pertinent statements or summaries of statements from all concerned parties;
  - 2. Summaries of incidents being investigated;
  - 3. Accountings of related evidence;
  - 4. Findings as to the legitimacy of allegations; and
  - 5. Investigative findings and recommendations.

- F. The agency will report to the ASA or Attorney General's Office, as appropriate, any attempts by complainants or their counsel to use the complaint or complaint process as items of discussion and consideration for plea bargaining or the filing of civil action against the agency, the university, or the State.

### 2.9260.04 INTERVIEW AND INTERROGATIONS PROCEDURES

- A. Officers alleged to have committed acts of misconduct will be interrogated or interviewed if necessary to establish a thorough understanding of the incidents.
- B. Sworn officers will be interrogated under the provisions of LEOBR.
- C. Officers may be required to submit to various investigative techniques that may include, but are not limited to, polygraphs, breath test instruments, medical or laboratory examinations, photographs, tape recordings, financial disclosures, participation in line-ups and/or any other investigative technique as consistent with LEOBR and other applicable statutes and regulations.
- D. Except upon refusal to answer questions pursued in a valid investigation, no officer shall be threatened with transfer, dismissal or other disciplinary action. Officers *refusing to answer* questions can be charged with insubordination. In these situations, the shift supervisor will be contacted.

### 2.9260.06 POLICE OFFICER WITNESS

- A. Officers who are deemed witnesses to alleged acts of misconduct by other officers will be interviewed as necessary by the case investigator.
- B. When practical, interviews will be documented by electronic recordings. Duress statements are not necessary for witnesses, but investigators will order witnesses, if necessary, to provide statements.

### 2.9260.08 INVESTIGATIVE FINDINGS



- A. All investigative conclusions will be reported upon, and each alleged violation will be classified as:
  - 1. Not Sustained;
  - 2. Sustained;
  - 3. Exonerated;
  - 4. Unfounded.
- B. **Not Sustained** dispositions conclude that investigations failed to discover sufficient evidence to clearly prove  
Or disprove a violation of directives.
- C. **Sustained** dispositions conclude that sufficient evidence exists to clearly prove violations of directives.
- D. **Exonerated** exists when the alleged actions taken are true but were lawful and in keeping with policy, protocol, or directives.
- E. **Unfounded** the investigation reveals the allegation is false or not factual.

#### 2.9260.10 UNCOOPERATIVE COMPLAINANTS

- A. Personal contacts will be made with, or certified-return receipt request letters will be sent to, uncooperative complainants by the assigned investigator.
- B. Contacts or letters will set deadlines for cooperating with investigations and include notices that failure to do so may result in administrative closure of investigations.
- C. Letters notifying uncooperative complainants will be signed by investigating officers. If there are no responses and if cases cannot be adequately investigated without an interview, investigating officers may recommend in their Internal Investigation Report that the cases be closed administratively.
- D. Internal Investigation Reports which recommend administrative closure of cases will detail the investigative steps that were taken to justify administrative closure. The report may also include other appropriate recommendations.

#### 2.9260.12 RECOMMENDATIONS

- A. Investigating officers will, as necessary and prudent, make:
  - 1. Recommendations to modify policy or procedures when policy, procedure, or directives are discovered to be inappropriate or insufficient; and
  - 2. Recommendations to improve the efficiency or effectiveness of the agency and its relationship with the community.
- B. Shift supervisors of respondent officers will recommend disciplinary action based on sustained complaint findings.

#### 2.9260.14 FALSE REPORTS

When investigators develop probable cause to believe false reports have been filed, they will bring that information to the attention of the Operations Lieutenant and the Chief for consideration of filing criminal charges.

#### 2.9280 LEGAL ACTIONS AGAINST EMPLOYEES

- A. Employees will immediately, or as soon as reasonable and prudently practical, notify their immediate supervisor on being:
  - 1. Arrested or charged with crimes or any traffic violations mandating court appearances;
  - 2. Served with warrants, criminal summonses, statement of charges, criminal information or indictments naming them as defendants;
  - 3. Made aware that legal actions are pending or on file, but have yet to be served;
  - 4. Made aware of driver's license suspensions or revocations; or
  - 5. Made aware of the loss or pending loss of any critical job certifications.
- B. Shift supervisors so notified will immediately, or as soon as reasonably and prudently practical, notify the Operations Lieutenant who will, in turn, notify the Chief.
- C. Internal investigations will be conducted to determine if alleged incidents constitute violations of agency directives.

#### 2.9300 RIGHT TO HEARING BOARDS



- A. For sustained disciplinary infractions, respondent officers will be informed in writing of the:
  - 1. General nature of the charges;
  - 2. Proposed disciplinary actions; and
  - 3. Right to hearing boards as afforded by LEOBR.
- B. Hearing boards will be conducted in accordance with LEOBR in those cases where disciplinary action is not accepted by respondent officers.

### **2.9320 ADMINISTRATIVE HEARING BOARDS**

- A. Hearing boards will be conducted within the requirements of LEOBR.
- B. Summonses for employees to appear before hearing boards are orders. Unexcused failure to appear is insubordination.
- C. Employees who disobey orders to testify specifically, directly and narrowly to the facts at issue may be charged with insubordination and suspended.

#### **2.9320.02 CHIEF'S DECISION**

- A. The Chief, in consultation with HR, will render a final order consistent with LEOBR.
- B. If the Chief orders termination of respondent officers, final written orders will contain:
  - 1. Statements citing reasons for termination;
  - 2. Effective dates of terminations;
  - 3. Status of fringe and retirement benefits after terminations; and
  - 4. Content of the officers' employment records relating to terminations.

#### **2.9320.04 APPEALS**

Appeals from decisions in accordance with LEOBR may be taken by respondent officers to the circuit court for the county pursuant to Maryland Rule 7.202. Parties aggrieved by decisions of courts under LEOBR may appeal to the Court of Special Appeals.

### **2.9340 DISPOSITION OF FINDINGS**

- A. Notification letters will be sent by the Chief to complainants and respondent officers if charges are not sustained or closed administratively.
- B. If charges are closed as sustained:
  - 1. Letters will be sent by the Chief to complainants;
  - 2. The final order of the Chief will be personally delivered by the Chief or designee or sent by certified mail, return receipt requested, to the respondent and, if applicable, to the representative of record;
  - 3. Complaint records will remain in the IA active files; and
  - 4. Any adverse materials placed in respondent officers' personnel files will be consistent with LEOBR.

### **2.9360 DISCIPLINARY RECORD MAINTENANCE**

- A. All records of Internal Investigations are considered confidential and are maintained by the Chief of Police in separate, secure file cabinets and/or in secure computer applications.
  - 1. All such records are maintained until such time as they are expunged pursuant to LEOBR, & the MOU, or purged at least three years following the resignation, retirement, or termination of employees.
  - 2. Adverse materials pertaining to disciplinary actions will be permanently placed in respondent employees' personnel files consistent with LEOBR or the MOU.
- B. Internal investigation records will not be released or disclosed except to:
  - 1. Comply with court orders to produce such records;
  - 2. Assist background investigators who present properly executed releases of information;
  - 3. Attorneys representing client officers to whom specified records apply in accordance with LEOBR or the MOU;
  - 4. Attorneys representing the agency, the university, or the state in relevant cases.

#### **2.9360.02 EXPUNGEMENTS**



- A. Record expungements will be consistent with LEOBR or the MOU.
- B. Expungement requests will be forwarded to the Chief.
- C. If expungement requests are denied, the Chief will notify requesting officers in writing of the objective based reasons for that decision.
- E. Expungements will be conducted:
  - 1. By shredding or burning all printed files, records, and documents that make reference to expunged cases;
  - 2. By degaussing magnetic media containing files, records, and documents that make reference to expunged cases; and
  - 3. In the case of multiple officers with multiple findings, obliterating references to respondent officers in case files, records, and documents.
- F. Records expungements will be certified by the Operations Lieutenant. Officers requesting expungements will be notified in writing of expungement completion.
  - 1. Copies of expungement notifications will be retained by the Chief, identifiable by case numbers only, and retained apart from other investigative files.
  - 2. Data records will be retained listing only:
    - a. Internal Investigation case numbers;
    - b. Dates complaints were filed;
    - c. Investigation findings;
    - d. Dates of findings; and
    - e. Dates of expungements.
- G. The Operations Lieutenant may initiate expungement actions via letters to the Chief and respondent officers (if still employed by the agency) for cases that meet expungement criteria and five years have elapsed since the determination of the case classification. However, the agency may not initiate expungements for investigations involving officers who have been subject to numerous investigations involving misconduct or use of excessive force that could indicate a pattern.
- H. Employees not wanting cases expunged will notify the Chief in writing at least 30 days prior to the date of eligibility for automatic expungement.

**2.9900 DISCIPLINARY ACTION - - MEMORANDUM OF UNDERSTANDING BETWEEN FRATERNAL ORDER POLICE LODGE#145**

**AND THE COPPIN STATE UNIVERSITY'S SWORN POLICE OFFICER UNIT.**

**ART. 23 - COUNSELING AND DISCIPLINARY ACTIONS**

**Section 1 - - PROGRESSIVE DISCIPLINE**

The University subscribes to the tenets of progressive discipline, where appropriate. However, the University reserves the right to administer any discipline deemed necessary and appropriate by the University. No employee shall be disciplined without cause.

Whenever a bargaining unit employee is under investigation or subjected to interrogation by the University for any reason which could lead to disciplinary action, demotion or dismissal, the investigation or interrogation shall be conducted in accordance with Public Safety Article Title 3 (LEOBR) of the Annotated Code of Maryland.

The University shall provide at no cost to an employee, and the Union, if requested by the employee, a LEOBR investigation file at least twenty (20) days prior to any hearing.

**Section 2. DISCIPLINARY ACTIONS**

Progressive disciplinary actions may include but are not limited to the following actions: informal counseling, formal counseling, and official reprimand (verbal or written), suspension without pay, involuntary demotion, and charges for removal from University services. The University is not required to utilize all of the above-listed actions when administering progressive discipline.

**Section 3. CHARGES FOR REMOVAL**

A. A bargaining unit employee, who has completed his/her probationary period, may be removed from University service only for cause, only upon written charges for removal and after his/her appeal has been heard



B. Any of the following shall be sufficient cause for removal of an employee, although dismissal may be for causes other than those enumerated:

1. That the employee is incompetent or inefficient in the performance of his/her duties.
2. That the employee has been wantonly careless or negligent in the performance of his/her duties or has used unwarranted or excessive force in his/her treatment of the public, fellow employees or other persons.
3. That the employee has violated any lawful official regulation or order; or failed to obey any lawful and reasonable direction given by his/her superior officer.
4. That the employee has been wantonly offensive in his/her conduct toward fellow employees or the general public.
5. That the employee has taken for personal gain a fee, gift or other valuable item in the course or in connection with his/her work, when such fee, gift, or other valuable item is given to him/her by a person seeking a favor or better official treatment than that accorded other persons.
6. That the employee is engaged in a secondary business or in a trade or occupation despite prior warning and without the prior written consent of the Chief of Police
7. That the employee has been guilty of a violation or violations of Section 40 of the Merit System Law referring to dishonest or fraudulent actions regarding examinations and act of coercion against other employees.
8. That the employee has been convicted of a criminal offense or of a misdemeanor involving moral turpitude or of domestic violence.
9. That the employee, through negligence or willful conduct, has caused damage to public property or waste of public supplies.

10. That the employee has been guilty of a violation or violations of the provisions of Chapter 122 of the Acts of 1908, commonly known as the Corrupt Practices Act, or using, threatening to use, or attempting to use, political influence or the influence of any State employee or officer in securing promotion, transfer, leave of absence, or increased pay.

11. That the employee has willfully made a false official statement or report.

12. That the employee has been guilty of conduct such as to bring the Department and/or the University into public disrepute.

C. When the Chief of Police recommends that charges be filed for removal of an employee, the Chief will consult with the Director of Human Resources or designee who will review the case. If the Director determines that charges for removal are warranted, he/she shall present in person or mail a copy of the charges by registered or certified mail to the last known address of the employee against whom the charges are brought. Such notice shall advise the employee that he/she may, within five (5) working days of the date of delivery as indicated by the return receipt or other evidence of delivery, request an opportunity to be heard in his/her defense.

D. When charges for removal are filed against an employee, the Department may: suspend the employee without pay; suspend the employee with pay; or allow the employee to remain on duty pending the outcome of the charges.

E. If an employee is suspended without pay pending the charges for removal, the HR Director will inform the employee, in writing, of the reasons for the suspension. The employee will be provided with the grievance regulations and forms to appeal the decision.

F. In the event an employee is suspended without pay pending the filing of charges for removal, and the charges are not received by the HR Director within five (5) working days, the Department must







**Coppin State University Police Department**  
**Manual of Rules and Procedures**  
**COMPLAINTS AND DISCIPLINE**

Section: 2.9000  
Effective: April 23, 2013

Signature (in presence of Notary)	Date
Sworn to before me and subscribed in my presence this _____ day of _____, 20____.	
_____	(seal)
My commission expires _____, 20____.	

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**S.O.P. 01-13**

**Automated License Plate Program**

June 13, 2013

**PURPOSE**

The Purpose of this policy is to provide Coppin State University Police personnel with guidelines and principles for the collection, analysis, dissemination, retention and destruction of information regarding the Automatic License Plate Recognition Program.

**APPLICABILITY**

This policy applies to all personnel utilizing the automatic license plate reader.

**POLICY**

CSUPD personnel will comply with all applicable laws and regulations as they pertain to collection, use, and dissemination of obtained through the License Plate Reader (LPR) Program. **The CSUPD Operations Lieutenant is responsible for ensuring that CSUPD officers trained in the use of the LPR reader adhere to rules and regulations set forth by MSP.**

**AUTOMATIC LICENSE PLATE RECOGNITION/READER TECHNOLOGY**

Automatic License Plate Recognition (ALPR), also known as License Plate Reader (LPR), provides automated detection of license plates. The LPR system consists of a high-speed camera, mounted either at a fixed location or on a mobile patrol vehicle, and a computer to convert data from electronic images of vehicle license plates into a readable format, and then compare the information against specified databases of license plates. The system attaches camera identification, date, time, and location information, to include GPS coordinates, to the digital image and it is maintained electronically in a central location to provide a means of ensuring the license plate number was properly converted. The digital image can include additional information such as:

- The vehicle's make and model;
- The vehicle's driver and passengers;
- Distinguishing features (e.g., bumper stickers, damage);
- State of registration

If a given plate is listed in the database, the system is capable of providing the vehicle's location, direction of travel, and the type of infraction related to the notification.

**USES OF LPR DATA**

Identifying the intended uses of LPR data is critical in assessing any privacy and/or civil liberties implications due to the networking within the MCAC of LPR data collected by participating law enforcement agencies. The Maryland Coordination and Analysis Center has, as one of its core missions, the sharing of information, thereby assisting law enforcement agencies in the fulfillment of their duties. The MCAC's Operation Center, which is the

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statewide central repository for license plate reader data, serves specific public safety goals. Specifically, LPR data may be used for, but is not limited to, the following purposes:

- Crime analysis;
- To alert law enforcement officials that a license plate number is on a list of
- targeted license plate numbers (Hot List) or is related to a criminal investigation
- and is found in the LPR database;
- To alert law enforcement officials that a license plate number on a hot list has
- been recorded by a fixed versus mobile camera, possibly requiring notification to
- law enforcement agencies in proximity or travel route of the identified vehicle;
- To identify the movement of vehicles operated by individuals currently under an
- open criminal investigation;

**PROCEDURES**

**A. Mission**

1. The mission of CSUPD is to serve as partners with Maryland State Police in the collection, analysis, and dissemination of criminal and homeland security information within Maryland.
  
2. In furtherance of that mission, the primary goal of the LPR program is to collect and store vehicle license plate information in an effort to increase the detection of stolen vehicles, stolen tags, wanted and missing persons and aid criminal investigations and prosecutions of other crimes involving vehicles that impact the safety of Maryland's citizens.
  
3. The MCAC collects information in a manner consistent with applicable laws, regulations, and internal policies. Collected information is analyzed and distributed in order to provide tactical, operational, and /or strategic intelligence on the existence, identities, and capabilities of criminal suspects or enterprises. In accordance with these principles, LPR data will be queried and disseminated only if there is legal process requiring these actions or there is reasonable suspicion that an individual or enterprise is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity and the requestor has a legitimate need to know.

**B. DATA COLLECTION, RETENTION, AND DISSEMINATION**

1. The LPR data collected by the various agencies participating in the LPR program will be transmitted to the MCAC Operations Center via a fiber optic line or through an encrypted Virtual Private Network (VPN). The data will be maintained on the Operation Center server independent of any other law enforcement databases housed at the MCAC.

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2. All LPR system data provided to the MCAC will be stored on the Operations Center server for a period not to exceed one year. After the one year period, the data will be purged unless it has become, or it is reasonable to believe that it will become, evidence, including evidence that tends to inculcate or exculpate a suspect, in a specific criminal or other law enforcement investigation or action. Should data be determined to have evidentiary value, the following paragraph applies:

a. In those circumstances when data is identified as having evidentiary value, the LPR Program Administrator, or designee, will review the facts of the specific case and determine if the data should be saved. If the LPR Program Administrator determines it is reasonable to believe the data has evidentiary value, the Program Administrator will authorize the transfer of the applicable data from the LPR Program server to a form of digital storage media (CD, DVD, etc.) or other portable storage devices.

b. Agencies requiring data to be retained by MCAC beyond the established retention period may make a formal request to the MCAC to extend retention. Each request must specify the need for extended retention, the circumstances surrounding the request, the requesting agency's case number, and a specific point of contact within the requesting agency. The MCAC reserves the right to grant or deny agency requests based on the information provided.

3. The following methods shall be used when disseminating LPR information:

a. The "need to know" and "right to know", as defined in the *MCAC Privacy Protection Policy* of a potential recipient must be verified and documented prior to dissemination of LPR information.

b. Requests for Service (RFS) for License Plate Reader data will be processed in accordance with the *MCAC Standard Operating Procedures for Processing Requests for Information and Requests for Service Guidelines*.

become, or it is reasonable to believe that it will become, evidence, including evidence that tends to inculcate or exculpate a suspect, in a specific criminal or other law enforcement investigation or action. Should data be determined to have evidentiary value, the following paragraph applies:

a. In those circumstances when data is identified as having evidentiary value, the LPR Program Administrator, or designee, will review the facts of the specific case and determine if the data should be saved. If the LPR Program Administrator determines it is reasonable to believe the data has evidentiary value, the Program Administrator will authorize the transfer of the applicable data from the LPR Program server to a form of digital storage media (CD, DVD, etc.) or other portable storage devices.

b. Agencies requiring data to be retained by MCAC beyond the established retention period may make a formal request to the MCAC to extend retention. Each request must specify the need for extended retention, the circumstances surrounding the request, the requesting agency's case number, and a specific

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point of contact within the requesting agency. The MCAC reserves the right to grant or deny agency requests based on the information provided.

c. The primary method of dissemination shall be via email, in an electronic format that employs a reasonable level of security to guard against alteration, or fax.

d. If access to secure email accounts is not practical, the information may be provided to the requestor via digital storage media or paper copy, as determined by MCAC staff.

4. Reports and other investigative information received and disseminated by the MCAC shall be retained within internal electronic MCAC files. After disseminating LPR information deemed to have evidentiary value, the completed report containing the data will be entered into a searchable database for future exploitation and auditing purposes in accordance with the *MCAC Privacy Protection Policy*.

**C. LPR Operations Center System**

1. The LPR Operations Center system provides the database, query tool, history tracking, and reporting for the LPR program. It manages and provides a storage and search structure for the license plate information being collected in the field. The Operations Center is established as a secure intra-net site within the MCAC IT network, allowing only personnel with password protected access to license plate data collected.

2. The Operations Center receives data from scanned license plate reads from participating agencies collected via fixed and mobile LPR systems, and organizes the data in a central database. The central database is the basis for reporting and query functions. Authorized MCAC personnel will have the ability to:

- a. Query license plate or partial license plate information in the system and view the image and location of matches;
- b. View maps with the location of plate reads and alarms;
- c. View statistical reports on reads and alarms;
- d. View reads and alarms for a specific geographic area and time frame; and
- e. Produce a geographic map of the plates that were searched

**D. Manual Inputs**

1. License plate information connected to crimes reported after the LPR automatic "Hot List" twice-daily upload (e.g., lookouts for stolen vehicles, AMBER alerts, or other wanted vehicles, not yet in NCIC) shall be accomplished through a manual input of the information in the LPR Operations Center system.

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2. Prior to authorizing the manual input of license plate information, the Watch Supervisor, LPR Program Administrator, or their respective designees, shall ensure the information is related to a specific criminal investigation or to an officer safety concern.
3. The manual entry shall be documented on the "Hot List" log, located in the "LPR" folder on the MCAC IT Network "Common Drive".
4. In order to ensure the accuracy of the "Hot List" for manually inserted license plates, each Shift Supervisor shift Supervisor or designee shall verify the logs accuracy. Manual entries are required to be removed following the automatic upload of NCIC and MVA wanted plates (if applicable) or if the wanted status of the plate has changed before the automatic upload.
  - a. The LPR Operations Center System Hotlist Management tool does not automatically remove the inserted plates and therefore a separate query of the manually inserted hot list will be necessary.
5. For manual entries that pertain to ongoing investigations (which are not automatically uploaded through NCIC or MVA), the manually inserted license plate shall remain on the LPR Operations Center server until advised by the requesting investigator to remove it. Periodic audits of the "Hot List" log shall be conducted by the LPR Program Administrator or designee.

**E. Audit Logs**

1. All transactions and queries of the system are logged in MEMEX and are subject to review at any time. Anyone found to misuse the system is subject to disciplinary action.
2. The primary goal of maintaining audit logs is to deter and discover any abuse or misuse of a LPR system or the Operations Center.
3. Operation Center files shall be audited and evaluated at least yearly through an independent auditor to be determined by the Director.
4. When a file has no further informational value and meets no other legal requirement for retention, it shall be destroyed.
5. In order to facilitate the periodic and random audits necessary to monitor user compliance with laws and policies, audit logs should include certain information. Specifically, queries to the Operations Center should be logged and include:
  - a. The identity of the user initiating the query;
  - b. The license plate number or other data elements use to query the LPR system.
  - c. Date and time of the inquiry; and
  - d. The response to the user's query.

**RESPONSIBILITIES**

**A. LPR Program Administrator**

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1. The LPR Program Administrator, as appointed by the Director, MCAC, will be responsible for the following:
  - a. Oversee and administer the LPR program, including storage and management of all LPR data systems;
  - b. Ensure stored data is purged from the LPR System Operations Center one year after it has been entered, unless determined to be of evidentiary value. (Refer to Paragraph VII.B.2 and B.2.a above);
  - c. Confirm LPR data is purged in accordance with this policy through random audits;
  - d. Act as the authorizing official for individual access to the data collected on the Operations Center server and to conduct LPR stored data queries;
  - e. Ensure appropriate training in accordance with this policy of all personnel authorized access to LPR Operations Center prior to using the system;
  - f. Ensure all training is documented;

**B. WATCH SECTION PERSONNEL**

1. The MCAC Watch Section will be responsible for the following:
  - a. At the beginning of each shift, ensure all “Hot Lists” have been updated in the Operations Center. This function is currently programmed to perform automatically  
(see “Hot List” definition for details):
  - b. Check the Operations Center “Car download status” at least once per shift for excessively large numbers of files aborted or waiting to be transferred;
  - c. Notify the LPR Program Administrator or MCAC Information Technology Specialists of any problems encountered;
  - d. The Watch Section Supervisor or Designee shall ensure accurate records of all LPR RFS requests entered by Watch Section personnel are documented and retained in accordance with established Center policy.

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- e. Intelligence Bulletins or “Look Outs” sent to the MCAC for dissemination, which pertain to crimes of violence, critical missing or endangered subjects, or other critical situations as deemed appropriate have a potential Maryland nexus, and which contain license plate information, shall be queried through the LPR Operations Center System in accordance with the guidelines established for a standard RFS. Any positive responses will be sent to the Bulletin originator in accordance with the dissemination procedures outlined in this policy.

**C. MCAC INFORMATION TECHNOLOGY SECTION**

- 1. The MCAC Information Technology Specialists will be responsible for system security and the maintenance of the LPR Operations Center server. In addition, the Section will:
  - a. Ensure that LPR data is backed up daily and monitored for abnormal operations.
  - b. Act as the MCAC representative with the contracted vendor for system related issue.



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### APPENDIX

#### DEFINITIONS

**Case Management Systems:** Case management databases, tips and leads files, records management systems, criminal history records, and other non-intelligence databases used and maintained by the MCAC are not Criminal Intelligence Files and are not required to comply with 28 CFR Part 23 (<http://www.iir.com/28cfr/FAQ.htm>). Much of the information stored in these databases tend to fall into one of two categories: uncorroborated information (such as tips) or fact-based information (such as arrest or criminal history information).

**Criminal Activity:** A behavior, action, or omission that is punishable by criminal law. A crime is a public, as opposed to a moral, wrong; it is an offense committed against (and thus punishable by) the state or the community at large.

**Criminal Case Support:** Those administrative or analytic activities that provide relevant data to law enforcement personnel regarding the investigation of specific criminal activities or trends, or specific subject(s) of criminal investigations.

**ELSAG:** ELSAG North America Law Enforcement Systems, the contracted provider of the LPR Operations Center System.

**Hot List:** The hot list is a file which contains the license plate numbers of stolen vehicles, stolen tags, AMBER, SILVER or BLUE alerts, lists of license plate numbers known to be associated with specific individuals such as wanted persons or missing persons (i.e. wanted for homicide, rape, robbery, child abduction, etc.), terrorist watch lists. The Motor Vehicle Administration also provides Suspended or Revoked Registrations. This hot list is scheduled to be updated twice daily and does not rely on real-time communications with State or Federal data sources. LPR hot lists are compiled to serve agency-specified needs. Manual Entry is always available, allowing additions for specific license plates. The hot list is essential to LPR systems as it is required in order to notify law enforcement that a vehicle on the list is near an LPR camera.

**License Plate Reader (LPR):** The License Plate Reader Technology consists of an infrared strobe and high speed cameras combined with computer algorithms capable of converting the images of license plates into computer readable data. LPR systems use cameras to capture images of vehicles and their license plates, from both mobile patrol vehicles or from fixed positions, converts them to text and compares them quickly to a large list of plates of interest. This system also records the location, date and time of each license plate read. The resource is available as a tool, allowing the law enforcement officer to identify the last known contact with



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a vehicle and also to report the list of vehicles located in a specific area at a given time. When a target plate is located, the user may be notified with a message alert tone.

***License Plate Reader (LPR) Program Manager/Administrator:*** The employee designated by the Executive Director of the Maryland Coordination and Analysis Center (MCAC), who is responsible for the oversight of the LPR Program.

***License Plate Reader (LPR) Operations Center System:*** The system that manages the data collected from LPR systems (fixed and mobile), downloads hotlists and automatically secures the license plate data in a central server. This management is automatically run without user intervention. The Operations Center database provides an inquiry tool, tracks history, analyzes and manages license plate data. The MCAC will manage the LPR System Operations Center and assume the role as a central clearinghouse for all license plates scanned by various law enforcement agencies. The Operations Center will also manage the distribution and update of hotlist data, in addition to providing a storage and query tool for the plate information being collected in the field.

***MEMEX:*** The Maryland Coordination and Analysis Center's internal information management system, a software tool capable of consolidating data and information, managing cases and providing an audit trail.

***Need-to-Know:*** Requested information which is pertinent and necessary to the requestor agency in initiating, furthering, or completing an investigation.

***Non-Criminal Intelligence Files:*** Data, frequently raw and unanalyzed, compiled by law enforcement agencies in the conduct of normal business, such as suspicious activity tips, numbers and types of calls received from the public in agency call centers, situational awareness/officer safety information, etc. These files may also include open source (i.e. news media and publically accessible internet) information. Such files do not include personally identifying information (PII) such as name, Social Security Number, birth date and address, etc. with regard to any particular individual.

***Right-to-Know:*** Requestor has official capacity and statutory authority for the information being sought.

***Requests for Information/Service (RFI/S):*** Defined as a request for any information or service, routinely provided by the MCAC, which is made by a law enforcement or homeland security or public safety agency such as: general, unclassified or classified information, suspect targeting information, basic or advanced research (database and information system checks), analysis of a terrorism or violent crime issue, and notification of officials of general and/or specific intelligence information or threats.



# COPPIN STATE UNIVERSITY POLICE DEPARTMENT COMMENDATION AWARD REPORT



**To:** Commendation Report Board

**From:** \_\_\_\_\_

**Subject:** \_\_\_\_\_  
(Name of Candidate)

**Instructions:** In order for the board to effectively evaluate the merits of an incident, case, or distinguished service a complete explanation must be submitted, containing the essential facts in detail. Field and arrest/custody reports shall be included and where applicable, include other documents pertinent to the case. **Explain in detail: (Attach additional sheets, if necessary)**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Action of Commendation Review Board:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Award Suggested:** \_\_\_\_\_

**Comment(s):**

**Chairperson:** \_\_\_\_\_

**Member:** \_\_\_\_\_

**Member:** \_\_\_\_\_

**Disposition:** \_\_\_\_\_

\_\_\_\_\_  
**Chief of Police**

# Coppin State University Police Department

<b>Coppin State University Police Department Search Report (Required)</b>		Vehicle						CC#									
		Person															
		Premises															
<b>Consent Search</b>		<b>Type of Search</b>						<b>Consent Not Required</b>									
Consent Requested		Hand						"Terry" Stop (Complete MSP97) Probable Cause									
Consent Granted		K-9 Scan															
Consent Refused																	
<b>Location Of Search:</b>																	
<b>Name of Primary Subject * (Last, First M.I.):</b>																	
<b>Vehicle Information</b>	Veh. License #				State		Veh. Year		Make		Model		Color				
	<b>Persons</b>		<b>1*</b>		<b>2</b>		<b>3</b>		<b>4</b>		<b>5</b>		<b>6</b>		<b>7</b>		<b>8</b>
	Race	Sex	Race	Sex	Race	Sex	Race	Sex	Race	Sex	Race	Sex	Race	Sex	Race	Sex	
* Primary Subject (e.g.: driver, agent or owner in control of area to be searched, etc.) Race Codes:    1=White/Caucasian    2=Black/African-American    3=Asian/Pacific    4=American Indian 5=Other/Unknown																	
<b>Reason for Initial Contact:</b>																	
<b>Specific Grounds for Requesting / Conducting Search (Not Required if Contained in Report Narrative)</b>																	
<b>Report</b>		<b>Property Recovered</b>		<b>Property Tag #'s</b>				<b>Officer</b>		<b>ID#</b>		<b>Supervisor</b>		<b>ID#</b>			
Yes		Yes															
No		No															
<b>Consent Search &amp; Seizure Advisory (Optional, 1.1005)</b>																	
I, _____, have been fully informed of my absolute Constitutional right to refuse to permit a search of the described vehicle and/or premises without a search warrant. I am fully aware of any Constitutional rights regarding a search and seizure. I completely waive my rights knowing that if any incriminating material is found pursuant to a search it may be seized and used against me in any court of law. I authorize Coppin State University Police Officers to conduct a complete search of the vehicle and/or premises described herein. I authorize Coppin State University Police Officers to take from the vehicle and/or premise any letters, papers, materials, or other property of any kind which they may desire. I give this written permission to Coppin State University Police Officers freely, voluntarily, and without threats or promises of any kind having been made to me.																	
<b>Signature</b>						<b>Witness</b>						<b>Date</b>			<b>Time</b>		



## **COPPIN STATE UNIVERSITY POLICE STANDARD OPERATING PROCEDURE SOP: 02-14**

### **Limited Voluntary/Confidential Reporting**

#### **I. Policy Limited Voluntary/Confidential Reporting**

The CSUPD encourages anyone who is a crime victim or witness to promptly report the incident to the police when the victim of such crime elects or is unable to make such a report. Because police reports are public records under state law, the Coppin State University Police Department cannot hold reports of a crime in confidence. Confidential reports for the purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities.

Professional and pastoral counselors are exempt from certain reporting requirements when they are acting within the scope of their professions. The university encourages counselors and clergy; if and when they deem it appropriate, to tell the people they counsel about how to report crimes on a voluntary, confidential basis to any Campus Security Authority (CSA).

#### **II. Purpose**

The purpose of a confidential report is to comply with a victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others.





University of Baltimore Police Department  
NOTICE OF TRESPASS

Date: \_\_\_\_\_ CC#: \_\_\_\_\_ From: UB Police

TO: \_\_\_\_\_

Address: \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Wgt: \_\_\_\_\_ Hgt: \_\_\_\_\_

DOB: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_

OTHER: \_\_\_\_\_

I, \_\_\_\_\_  
having no lawful business with the University of Baltimore,  
understand I have received a Trespass Notice for all  
properties of the University of Baltimore, to include  
buildings, grounds, and parking facilities. This notice is for  
an indefinite time. Violations of this notice will result in my  
immediate arrest for Trespassing under Education Article 26,  
Section 102.

Signature \_\_\_\_\_

Officer's Signature \_\_\_\_\_

# ***COPPIN STATE UNIVERSITY POLICE FORCE***

## ***CODE OF ETHICS***

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As a Law Enforcement Officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the Constitutional Rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice, or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

# **COPPIN STATE UNIVERSITY POLICE FORCE**

## **MISSION AND VALUE STATEMENT**

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*Our mission is to enhance the living, learning, and working experience at Coppin State University, by protecting life and maintaining order. The Police Department shall continue to maintain through professional and academic training, the highest possible professional standards and state of readiness to serve the Coppin community. We fulfill this purpose by providing our community with a full range of services that meet the highest professional standards of campus policing. We are committed to working with the community to define our priorities and build lasting partnerships, while at the same time ensuring professional growth and development of department members.*



# COPPIN STATE UNIVERSITY POLICE STANDARD OPERATING PROCEDURE SOP: 01-14

## SEX CRIMES

### **I. Purpose**

The purpose of this Written Directive is to establish the responsibilities and duties of the Coppin State University Police Department (CSUPD) in the investigation of sex crimes.

### **II. Policy**

It is the policy of the CSUPD that all investigations of sex crimes shall be investigated aggressively based on procedures as outlined in this Written Directive.

### **III. Definitions**

#### **A. Sexual Offense**

A Sexual Offense is a sexual act with another person by force or threat of force against the will and without consent, or sexual contact with another person against their will and without consent. There are four degrees of sexual offenses, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>. The first three degrees are felonies and the last is a misdemeanor.

#### **B. Rape**

Rape is the vaginal intercourse with another person by force or threat of force against the will and without the consent of the other person.

#### **C. S.A.F.E. Exams**

This is an acronym for Sexual Assault Forensic Examinations. These exams are conducted by specifically trained nurses or physician's assistants.

#### **D. Delayed Reporting**

Delayed Reporting allows the victim to obtain the S.A.F.E. Exam without police involvement.

#### **E. Marital Rape**

There are cases when a spouse can be charged with marital Rape. Because of the complexity of these cases, contact should be made with the State Attorney before proceeding.

### **IV. Investigating Sex Crimes**

#### **A. Authority of the Operations Commander**

The responsibility for the overall direction of sex crimes investigations rests with the Operations Commander. The specific investigation of such offenses, however are jointly conducted by a uniformed officer and a C.I.D. investigator.

#### **B. The Preliminary Investigation**

1. Although the overall command and direction of a sex crimes investigation rests with the Operations Commander, the responsibility for the preliminary investigation of a sex offense rests with the uniformed patrol officer, CSUPD's Criminal Investigation Unit, and Baltimore Police Department's Sex Offense Unit.



## **COPPIN STATE UNIVERSITY POLICE STANDARD OPERATING PROCEDURE SOP: 01-14**

### **SEX CRIMES**

2. The officer responding to a sex crime must realize that it is essential that the victim of a sex offense be treated with courtesy, dignity, respect and compassion and must always be aware that the manner in which the victim is treated at the time of the incident and afterwards affects the victim's ability to cope long-term with the crime and may affect the extent to which the victim will assist in the investigation.
3. If the victim of any sex crime requires immediate medical attention and only one officer is present, they shall remain at the scene, contact the Communications Center and request appropriate medical transportation. Another officer will then respond to the hospital while the first responder protects the crime scene.
4. If two officers are present, one officer shall accompany the victim to the hospital and conduct a preliminary interview. The second officer shall remain at the crime scene to protect it. If death is imminent, the Operations Commander shall be notified immediately.
5. The investigator shall determine the mode and direction of travel and the physical description of the assailant.
6. Additional responsibilities of the preliminary investigator include:
  - a. Summoning medical assistance.
  - b. Confirmation that the required elements of the crime are present.
  - c. Arresting the assailant if possible.
  - d. Attempting to obtain an accurate description of the assailant and immediately broadcasting a lookout.
  - e. Requesting additional resources through the Communications Center after consultation with a patrol supervisor.
  - f. Isolating the victim and witnesses.
  - g. Taking measures to have the crime scene protected and evidence preserved.
  - h. Ensuring that witnesses are interviewed and that their names, addresses and phone numbers are recorded
  - i. Record each visitor to the crime scene by name and time of arrival/departure including medical personnel.
  - j. Making notifications as requested by the victim.



## **COPPIN STATE UNIVERSITY POLICE STANDARD OPERATING PROCEDURE SOP: 01-14**

### **SEX CRIMES**

k. Waiting for the arrival of a CID investigator before interviewing the victim in detail.

#### **C. The Investigation Team**

The CID Investigator, the patrol officer and/or Victim/Witness Officer shall make up the investigating team.

#### **D. Interviewing the Victim**

1. The investigation team will refrain from expressing or implying any personal opinion during the course of the investigation.

2. It should be noted that the primary concern of the investigation team shall be the complete sensitivity to the needs and wishes of the victim. Therefore, it is essential that the interview be conducted with sensitivity, patience, persistence and dedication to the task at hand.

3. The effectiveness of the investigation team will be dependents upon the ability of the team to obtain information from the victim and witnesses.

4. The following guidelines shall be followed whenever the victim is to be interviewed in detail by the investigation team.

a. The interview shall be conducted in private and away from other officers and persons.

b. The investigating patrol officer, CID Investigator and/or Victim/Witness Officer, shall be the only personnel present at the interview.

c. Only one member of the investigation team will do the interviewing.

d. If the interviewing officer encounters difficulty in obtaining information from a victim of the opposite gender, they shall summons an officer of the same gender to conduct the interview.

e. The interviewer shall, when obtaining a written statement from the victim, follow the proper procedure for obtaining a statement or confession.

f. After obtaining a written statement, the investigating team will advise the victim that it will be necessary to testify in court as to the contents of the statement and the details of the offense.

g. If the victim is a female, the investigative team shall also advise the victim that she may be interviewed at a later time by an investigator from the States Attorney's Office.

#### **E. Additional Responsibilities of the Investigation Team**



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### **SEX CRIMES**

1. Additional responsibilities of the investigation team will be to initiate an accurate and detailed police report. In addition, an investigation on both the victim and suspect (if known) will be conducted that includes checking arrest records and any previous involvement in similar types of incidents. This information, however, will not be included in the police report but will be recorded on an Administrative Form 95 and sent to the State's Attorney's Office.
2. The investigative team will also explain police procedures and legalities to the victim and keep them updated as circumstances change.

#### **F. Duties of the Supervisor**

The Shift Supervisor will respond to the scene and verify the incident, assess the need for additional resources, ensure that all notifications are made and ensure all reports and forms are accurately completed.

#### **G. Duties of the Communications Center**

1. Contact medical assistance as required.
2. Broadcast a description of the suspect to CSUPD personnel and the Baltimore Police.
3. A supervisor shall be dispatched.
4. A CID investigator will be contacted and dispatched.
5. Communicate any other assistance in support of the investigation.

#### **H. Collection of Evidence/Crime Laboratory**

1. If the actual attack occurred in a house or building, the following items shall be collected by Crime Laboratory personnel.
  - a. Bedding - sheets, pillow cases, blankets, etc.
  - b. Scatter rugs
  - c. Evidence of any forced entry including glass fragments, tool marks, etc.
  - d. Any items foreign to the area such as buttons, pieces of torn cloth, or any item that may have been torn from or dropped by the assailant.
  - e. Fingerprints
  - f. Hairs, fibers on floors or carpet.



## COPPIN STATE UNIVERSITY POLICE STANDARD OPERATING PROCEDURE SOP: 01-14

### SEX CRIMES

2. If the attack occurred in a vehicle, the following shall be collected by the Crime Laboratory personnel.

a. Hairs, fibers on seats and floor.

b. Hairs, fibers on seat covers, blankets, or other items found in the car.

c. Fingerprints

3. Any vehicle involved in a sex offense may be towed for processing at the discretion of the investigation team. (This holds true even if the attack did not take place in the vehicle or if the victim only sat in the vehicle before or after the offense was committed)

4. If the attack occurred outside, the following shall be collected by the Crime Laboratory personnel.

a. Soil samples taken from the scene and the surrounding area.

b. Footprints, tire prints or items foreign to the area.

5. If injuries to the victim or assailant were sustained as a result of the attack, they should be photographed by either the Crime Laboratory or investigations team personnel. The nature of all injuries and the fact that photographs were taken shall be included in the narrative of the report.

6. The victim should be re-contacted 48 hours after the attack as further bruises may appear. (For more information on the Victim/Witness services see Crime/Victim Directive of the Police Force Manual).

#### **B. Follow-Up**

1. Keep in touch with the victim and advise them of any changes in the case (arrest, charges filed, etc.).

2. When feasible, the investigator I. Use of Composites

If the assailant has not been identified, but the Investigating Team feels that facial identity may be obtained through the use of a composite, arrangements shall be made to have the victim interviewed by an officer trained in the use of composite sketching.

#### **J. Maintaining Records**

Accurate and complete records of the case will be required. Reports on file shall include a clear and concise investigative report, statements from the victim and witnesses, evidence (properly marked), chain of custody of the prisoner, detailed description of the crime scene, all photographs of the scene and physical injuries and medical reports and findings.

The investigator will also note the blood types of the victim and the suspect (if known) in the police report.

#### **K. Notifications**



## **COPPIN STATE UNIVERSITY POLICE STANDARD OPERATING PROCEDURE SOP: 01-14**

### **SEX CRIMES**

All sex offenses on campus will be reported through the chain of command to the Operations Commander, Assistant Director and Director.

#### **L. S.A.F.E. Exam**

1. If after a brief interview it is determined that a sex crime has been committed, the victim should be transported to the hospital (currently Mercy Hospital) for the S.A.F.E. exam. The victim will be asked only those questions necessary to determine the type of crime and to obtain information necessary for a suspect lookout. A more detailed interview can be completed at a later time.
2. In order to maintain custody, the investigator shall wait with the victim until the S.A.F.E. nurse or physician's assistant arrives.
3. The S.A.F.E. nurse will contact the investigator when the rape kit is ready for collection.
4. The rape kit will then be transported to the Baltimore Police Department Lab or the MSP Lab.

#### **V. Victim/Witness Assistance**

##### **A. At the Scene**

1. The investigator or Victim/Witness Officer will provide assistance to the victim through local services (counseling, medical attention and victim advocacy). Also, the Victim/Witness Officer will provide the victim with the booklet "Crime Victims and Witnesses, Your Rights and Services".
2. The victim will also be provided with the investigator's name, the Victim/Witness Officer's name, case number and phone numbers so that additional information can be received.
3. Follow-up sessions with the victim shall be at their convenience.
4. The Officer shall promptly return personal property taken as evidence to the victim.

##### **C. Delayed Reporting Cases**

The 2005 reauthorization of the Violence Against Women Act Statute (VAWA) (HR 3402) states that a victim of sexual assault is not required to participate in the criminal justice system in order to provide a forensic medical exam. In order to comply, a victim may have the S.A.F.E. exam without notification of law enforcement. In such circumstances, the evidence of the exam will be transported to the Baltimore Police Department Lab and will be stored for 90 days in the event that the victim chooses to request an investigation at a later date.



## COPPIN STATE UNIVERSITY POLICE DEPARTMENT



August 29, 2011

### STANDARD OPERATING PROCEDURE

#### MISSING PERSONS NOTIFICATION POLICY AND PROCEDURE

Coppin State University (CSU or the University) views the safety of the students residing in residential housing as a foremost concern. In pursuit of this, the University will take the following actions regarding a missing residential student; in compliance with the missing person provision of the Higher Education Opportunity Act of 2008.

##### **Registering Emergency Contact Information:**

Residential students must identify an individual(s) during their check-in-process that the University will contact no later than twenty-four (24) hours after the residential student is determined to be missing pursuant to this policy. All emergency contact information will be kept confidential with access limited to those who have a need-to-know.

##### **Report of a Potential Missing residential Student:**

If information about a potential missing residential student is received by the Director of Residence Life, the Director Student Support Services, and/or the Vice President of the Division of Student Affairs, the applicable director or vice president shall immediately undertake efforts to determine the student's whereabouts. As soon as circumstances dictate, the Director of Residence Life, the Director Student Support Services, and/or the Vice President of the Division of Student Affairs will contact the University Police Department and provide information that a residential student might be missing. Additionally, any member of the University community (e.g., students, faculty, or staff) who is concerned that a student may be missing is urged to immediately contact the University Police Department to report their concerns.

##### **Determining Whether a Residential Student is Missing:**

Upon receiving information that a residential student may be missing, the University Police Department will immediately initiate an investigation. The University Police Department will be responsible for making the determination whether the residential student is missing. Once such determination has been made, the University Police Department will initiate an investigation, the make the appropriate notifications, complete the appropriate reporting and entering the applicable information into the National Crime Information Center (NCIC) System.

##### **Notifying the Emergency Contact Once it has been Determined that a Residential Student is Missing:**

Once the determination has been made that a residential student is missing, the University Police Department will notify the missing residential student's emergency contact that the student is missing. If the missing residential student is under eighteen (18) years of age and has not been emancipated, the University Police Department will notify the custodial parent or guardian in addition to the student's emergency contact. Throughout the process, the University



## **COPPIN STATE UNIVERSITY POLICE DEPARTMENT**



Police Department will work closely with the Director of Residence Life, the Director Student Support Services, and/or the Vice President of the Division of Student Affairs (whichever is applicable).

### **Coppin State University Contact Information:**

The University Police Department may be contacted at 410.951.3900 or 911.

### **COMMUNICATION OF POLICY**

Supervisors shall be responsible for communication of this Standard Operating Procedure to their subordinates and to ensure compliance. This Standard Operating Procedure is effective on the date of publication and is to be read at roll call for five (5) consecutive days and posted on the Departmental Bulletin Boards for five (5) consecutive days.

By Order of Leonard D. Hamm, Chief of Police