

The State University *of* New York



University Police Manual

Part 1

Eighth Edition

April, 2014

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

INTRODUCTION

A university police organization and the powers and duties of its sworn officers are conferred by statute. The fundamental duties mission of a university police department includes serving the campus, protecting life and property, protecting constitutional rights, promoting responsible citizenship, preventing crime, suppressing criminal activity, apprehending and prosecuting violators of the law, and regulating non—criminal conduct.

The letter of the law directs police officers in the discharge of their authority. However, the law does not provide explicit guidance to every situation. Accordingly, the exercise of common sense and good judgment by those entrusted with law enforcement is necessary to make police service equitable and effective.

An understanding of human behavior and the application of the principles of common acceptance will go far towards realizing the primary university police department objectives. But these two qualities alone are not sufficient to ensure the proper handling of every incident. There must also be standards of quality and general rules governing the conduct of personnel to serve as guides.

Rules and regulations are designed to fulfill a dual mission. First, they form the basic framework of authority within which the operating policies and procedures of a police department are developed. Second, they are designed to provide employees with a clear guide to acceptable standards of conduct and behavior. They are provided with the requirement that employees study them carefully and be fully aware of their contents and meaning.

In order to fulfill its commitment to providing professional law enforcement services, the New York State University Police (NYSUP) will operate under the guidance of the University Police Manual which consists of two parts. Sections 1-6, and Appendices A-D of the manual, developed and enacted by the State University of New York Office of University Police, contains rules, regulations and specific policies which govern matters having statewide impact. The statewide manual shall further provide definitions and information to help in the organizational structure of each University Police Department as well as general responsibilities for Department employees.

Appendix E of the manual shall be developed and maintained at the campus level. Each University Police Department shall define and regulate specific operational policies and procedures and set appropriate guidelines and instructions applicable to the educational mission for each campus.

The rules and regulations contained in the University Police Manual are intended to define the main responsibilities of employees of the New York State University Police. Rules cannot cover every situation which may arise. It is neither desirable nor possible to make them do so. Some parts must necessarily be left to individual discretion and intelligence. However, a violation of these rules and regulations and/or individual campus policies and procedures shall constitute a basis for disciplinary action. Nothing contained in these rules limits or prohibits the disciplining of, or filing of charges against, Department employees for alleged acts which are not specifically addressed herein.

If any section, subsection, paragraph, sentence, clause, or phrase of these rules and regulations is held to be invalid or unconstitutional for any reason, such decision shall not affect the validity of the remaining portions or sections of these rules and regulations.

LAW ENFORCEMENT OATH OF HONOR

On my honor, I will never betray my badge, my integrity, my character or the public trust. I will always have the courage to hold myself and others accountable for our actions. I will always uphold the constitution, my community, and the agency I serve.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

MISSION GOALS OF THE STATE UNIVERSITY POLICE

- To provide quality law enforcement services to the campus community;
- To maintain a high standard of personal and professional ethics and constitutional rights;
- To incorporate law enforcement personnel as part of the educational process in the campus community;
- To embrace the importance of consultation, teamwork and open discussion with campus constituencies on law enforcement and related safety matter; and
- To appreciate and value diversity on campus.

This manual has been developed by the Office of the Commissioner for University Police in consultation with the State University of New York Police Chiefs Association, to promote a University-wide approach toward professional campus law enforcement.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

DEFINITIONS

These definitions shall apply to the use of such terms herein as well as to the use of such terms in all other departmental contexts, unless a different definition is specifically set forth in another document.

ACTING: Temporarily serving in a position to which the employee is not ordinarily assigned, usually in a position of higher authority. All the authorities, responsibilities, benefits, and duties of the higher position become applicable to the acting employee during the duration of the temporary service.

ADMINISTRATIVE ORDER: Written order, issued by the Commissioner of NYSUP or Chief of Police, which serves as a guiding source of reference to procedural matters involving administration of SUNY, departmental or college policies.

APPOINTMENT: The designation of a person by the appointing authority to any position within a university police department. Each campus and System Administration is considered to be an appointing authority.

ASSIGNMENT: Any personnel placement made by established authority.

AUTHORITY (COMPETENT AUTHORITY): Legal or rightful power; a right to command or act.

AUTHORITATIVE INSTRUCTION: Any order issued verbally, electronically, or in written form, that governs policy, procedures, rules or regulations.

CHAIN OF COMMAND: Ascending or descending order of rank.

COMMANDING OFFICER: An employee holding a higher supervisory or command position.

CONFIDENTIAL: Secret; not to be divulged to unauthorized persons.

CONTROLLED SUBSTANCE: As defined by the New York State Public Health Law.

CURRENT DIRECTIVES: An authoritative instruction or order which governs policy, procedures, rules, or regulations, whether issued verbally, electronically or in written form.

DEPARTMENT: Any State University Police Department.

DISMISSAL: The act of terminating the employment of an employee.

DUTY: Includes those tasks required by law, authoritative instruction, one's assignment, rank or status.

EMPLOYEE: All sworn and non-sworn personnel working for a NYS University Police Department, whether paid or unpaid.

ESTABLISHED AUTHORITY: Legal or rightful power to command or have command over; this includes supervisory and administrative authority.

GENERAL ORDER: Lawful written orders issued by a Chief of Police outlining policy or procedure on

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

matters which affect an entire university police department. A General Order is the most authoritative directive issued by a department and may be used to amend, supersede, or cancel any other rule, regulation, or order of the department. General Orders are permanent department policy and remain in full force and effect until amended, superseded, or cancelled by the Chief of Police.

IMMEDIATELY: As soon as possible without unnecessary delay.

INACTIVE DUTY: A condition in which an employee is relieved of the responsibility to report for duty or exercise police authority.

INCIDENT: An occurrence or happening requiring action or services by employees.

INSUBORDINATION: The willful disobedience of a lawful order issued by any commanding officer or disrespectful, mutinous, rebellious, insolent, or abusive language or action toward any commanding officer.

INTEREST: A pecuniary or material benefit accruing to an employee, unless the context otherwise requires.

LAWFUL ORDER: Any written or oral directive issued by any commanding officer to any subordinate or group of subordinates in the course of police duty which is not in violation of any law, ordinance, agreement, or of this manual. An order which may be challenged later must be obeyed at the time of issuance.

MALFEASANCE: The performance of an unlawful act while undertaking police duties.

MANUAL (MANUAL OF RULES): An instructional booklet containing the rules and regulations of the NYSUP. The Manual shall consist of a statewide sections and a section developed at the individual campuses.

MAY: The action described or specified is permissible.

MEMBER: Any person duly appointed to a university police department as a sworn police officer. Police recruits are included in this definition.

MISFEASANCE: Performing a legal act in an improper manner.

NEGLECT OF DUTY: Failure to take appropriate action when required.

NONFEASANCE: The omission of an act that should have been done while in office.

OFF-DUTY: That period of time that excludes the assigned work period.

OFFICER IN CHARGE: The member having the highest rank. Members at the same rank shall assume charge according to the date of appointment to that rank unless otherwise ordered by the Chief of Police or designated authority.

ON-DUTY: That period of time that includes the assigned work period and/or when an employee is

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

actively engaged in the performance of assigned duties.

ORDER: An order is a command; a directive (either oral or written) given by one in authority and directed to a subordinate.

PERSONALLY RESPONSIBLE (PERSONAL RESPONSIBILITY): A duty or responsibility that falls upon an individual. The responsibility cannot be conveyed or assigned to another. The failure to accomplish any required task is a failure by the principal and not any intermediary.

POLICE OFFICER STATUS: Refers to the law enforcement authority given to members pursuant to Section §355 paragraph l of subdivision two of the Education Law and Section 1.20 34(s) in the Criminal Procedure Law.

POLICY: Any governing principle, broad plan, or course of action, either oral or written, designed to accomplish the goals of the NYSUP or individual university police department.

PRIVILEGE: A condition that is not a basic right but which is granted at the discretion of the department.

PROCEDURE: The official method of dealing with any given situation as prescribed by General Orders, Special Orders, Administrative Orders, Training Bulletins, procedural manuals, or other directives.

REPORT: A written record of departmental activity describing the nature of an incident or occurrence.

RIGHT: A condition specifically outlined by law, administrative directive, or contractual agreement.

RULES and REGULATIONS: Interchangeable terms outlining statewide and/or individual department directives which refer to broad precepts of authority, responsibility or conduct. They carry the full force and effect of a direct order from the Commissioner or Chief of Police and stand until cancelled, amended, or superseded by a direct written order of the Commissioner or Chief of Police.

SHALL/WILL: The action described or specified is mandatory.

SHIFT: A daily tour of duty to which an employee is assigned.

SICK LEAVE: That period during which an employee is excused from duty for illness or injury under applicable provisions of current departmental policies and prevailing agreements.

SPECIAL ORDER: A written directive issued by established authority outlining instructions covering particular situations or special events or circumstances.

SUPERVISOR: Any person designated to act in a supervisory capacity, whether permanent or "acting" in a temporary appointment.

SUSPENSION: The act of temporarily removing an employee of the department from active duty, pursuant to applicable laws, department policies, and prevailing agreements.

THROUGH OFFICIAL CHANNELS: In descending or ascending order of rank; synonymous with "chain of

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

command."

UNIVERSITY POLICE VEHICLE: Department vehicle, marked or unmarked, equipped as a law enforcement emergency vehicle as defined in the *Vehicle and Traffic Law*.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

TABLE OF CONTENTS

SECTION I – ORDERS AND DISCIPLINE

1.1	Obedience to Laws, Ordinances and Rules	1
1.2	Familiarity with Laws, Ordinances, Rules	1
1.3	Chain of Command	1
1.4	Manner of Issuing Orders	1
1.5	Unlawful Orders	2
1.6	Obedience to Orders	2
1.7	Criticism of Orders	2
1.8	Conflict of Orders	2
1.9	Insubordination	2

SECTION II – PERFORMANCE OF AND ATTENTION TO DUTY

2.1	General Duties	3
2.2	Discretion	3
2.3	Identification	3
2.4	Respond when Directed	3
2.5	Reporting for Duty	3
2.6	Absence From Duty	4
2.7	Action Required Regardless of Assignment	4
2.8	Cooperation/Coordination	4
2.9	Seeking Information Regarding Duties	4
2.10	Area of Assignment	4
2.11	Attitude and Impartiality	4
2.12	Assistance to Fellow Employees	5
2.13	Assistance to Citizens	5
2.14	Medical Attention for Ill Persons	5
2.15	Arrests	5
2.16	Investigations	5
2.17	Attention to Duty	5
2.18	Reading on Duty	5
2.19	Supervisors Addressed by Title	5
2.20	Concealment	6
2.21	Performance of Duties	6
2.22	Physical Fitness for Duty	6
2.23	Forwarding Communications to Higher Authority	6
2.24	Relief of Member Conducting Preliminary Investigations	6
2.25	Relief from Duty	6

SECTION III – USE OF OFFICIAL POSITION

3.1	Code of Ethics	7
3.2	Abuse of Position	8
3.3	Endorsements and Referrals	8
3.4	Sale of Tickets or Donations	9
3.5	Gifts, Gratuities, Rewards	9
3.6	Giving Surety for Persons in Custody	9

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

3.7	Communicating Information to Aid Evasion	9
3.8	Civil Cases	9
SECTION IV – GENERAL CONDUCT		
4.1	Conduct	10
4.2	Courtesy	10
4.3	National Colors and Anthem	10
4.4	No Connection with Liquor Establishment	10
4.5	Personal Associations	10
4.6	Frequenting Unlawful Establishments	11
4.7	Truthfulness	11
4.8	Malicious Rumors	11
4.9	Discussing Evidence	11
4.10	Divulging Police Information	11
4.11	Speeches, Statements, etc.	11
4.12	Membership and Organizations	12
4.13	Political Activity	12
4.14	Payment of Debts	12
4.15	Expenditure of Department Funds	13
4.16	Correspondence, Letterheads	13
4.17	Personal Cards	13
4.18	Department Property and Equipment	13
4.19	Departmental Facilities and Property	13
4.20	Department Address	13
4.21	Use of Alcoholic Beverages	14
4.22	Gambling	14
4.23	Use of Tobacco	14
4.24	Controlled Substances	14
4.25	Application for Pistol Permits	14
4.26	Harassment	14
4.27	Notices - Posting/Circulation/Destruction, etc.	15
4.28	Cooperation with Internal Investigations	15
4.29	Racing, Wagering & Breeding Law	15
SECTION V – REPORTS		
5.1	Altering Delaying or Falsifying Reports	16
5.2	Reporting Violations	16
5.3	Reporting Illegal Activities	16
5.4	Testimony for Defense	16
5.5	Information Regarding Crime	17
5.6	Actions against Employees	17
5.7	Address and Telephone Numbers	17
SECTION VI – RESPONSIBILITIES OF COMMAND OFFICERS AND SUPERVISORS		
6.1	Command	18
6.2	Subordinate Incompetence or Misconduct	18
6.3	Courtesy	18

APPENDIX A – ORGANIZATIONAL STRUCTURE RANK/TITLE AND DUTIES & RESPONSIBILITIES

A.1	Commissioner of University Police	19
A.2	Deputy Commissioner of University Police	19
A.3	Campus President	19
A.4	Chief of University Police	19
A.5	Assistant Chief of University Police	20
A.6	Deputy Chief of University Police	20
A.7	University Police Inspector	20
A.8	University Police Lieutenant	21
A.9	University Police Senior Investigator	22
A.10	University Police Investigator	22
A.11	University Police Officer	23
A.12	Campus Public Safety Officer	23
A.13	Security Service Assistant	24
A.14	Desk Officer	24

APPENDIX B – FIREARMS

B.1	Authorization for University Police Officers	25
B.2	Use of Firearms by University Police Officers	25
B.3	Storage of Firearms	26
B.4	Care and Maintenance of Firearms	26
B.5	Department Response to the Use of a Firearm by a University Police Officer	27
B.6	University-Wide Review	27
B.7	Patrol Rifles	27
B.8	Patrol Shotguns	27
B.9	Criteria for Passing the NYSUP Firearms Qualification Course	28
B.10	University Police Pistol Qualification Course	28
B.11	Failure to Qualify	29
B.12	Firearms Qualification Review	30
B.13	Police Pistol Qualification Course	30

APPENDIX C – UNIFORMS, EQUIPMENT AND APPEARANCE

C.1	General Guidelines	31
C.2	Grooming Standards	32
C.3	University Police Standard Uniform	33
C.4	University Police Bicycle Patrol Uniform	34
C.5	University Police Campus Public Safety Officer & Security Asst. Uniform	34
C.6	Wearing the Uniform	34
C.7	Cleaning of Uniforms	35
C.8	Ceremonial Attire	35
C.9	Rank Insignia	37
C.10	Body Armor	38
C.11	Use of Soft Body Armor Vests	38
C.12	Supervisory Responsibility	38
C.13	Exceptions	38

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

APPENDIX D – AWARDS AND RECOGNITION

D.1	General Guidelines	40
D.2	Campus Recognition Awards	40
D.3	University-Wide Recognition	41
D.4	Excellence in Advanced Collateral and Administrative Assignments	41

APPENDIX E – CAMPUS POLICY REQUIREMENTS	43
--	-----------

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

SECTION I

ORDERS AND DISCIPLINE

1.1 OBEDIENCE TO LAWS, ORDINANCES AND RULES

- A. No member or employee shall violate or attempt to violate a law of the United States of America, or of this State, or any laws, local laws or ordinances of the jurisdiction in which he/she may be present, or violate or attempt to violate any authoritative instruction, current directive, rule or regulation, policy or procedure, or any other lawful order.
- B. Employees shall not knowingly aid, abet, or assist another person in the violation of any of the above.
- C. In order to constitute a violation of this rule, a written or electronic complaint or statement must be filed with the department or with a criminal court concerning the alleged violation.

1.2 FAMILIARITY WITH LAWS, ORDINANCES and RULES

Employees shall be held personally responsible for knowing and adhering to the rules and regulations, orders, current directives, and policies and procedures of a Department, University or College, or the State University of New York, and any local state or federal laws affecting their duties.

- A. Returning from Absence - Employees returning to duty from any absence shall acquaint themselves with all directives or amendments which have been issued in their absence.
- B. Unfamiliarity No Defense - Unfamiliarity with or ignorance of laws, ordinances, rules and regulations, current directives, procedures, policies or General Orders shall not constitute a defense.
- C. Making Changes as Directed - It shall be the personal responsibility of every employee to promptly make all directed changes in any manual, text, or reference book issued to them by a Department.

1.3 CHAIN OF COMMAND

Employees shall adhere to the chain of command at all times except in the absence of the employee's immediate supervisor, in which case the next superior officer shall be contacted.

1.4 MANNER OF ISSUING ORDERS

Orders from superior to subordinate shall be in clear, understandable language, civil in tone and issued in pursuit of departmental business.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

1.5 UNLAWFUL ORDERS

No superior officer or officer-in-charge shall knowingly issue any order which is in violation of any law, ordinance, lawful order, or agreement.

1.6 OBEDIENCE TO ORDERS

- A. Employees will comply with all lawful orders. Noncompliance shall be insubordination. Any order which may appear to conflict with current policy or labor agreements must be obeyed. The employee may respectfully inform the supervisor issuing the order of the conflict. If the supervisor does not alter or retract the order it shall be obeyed.
- B. When officially assigned outside of the geographic area of employment, employees shall carry out lawful orders and directives as may be given them by established authority.

1.7 CRITICISM OF ORDERS

Employees shall not publicly criticize instructions or orders they have received outside. Any such criticism will be deemed insubordination.

1.8 CONFLICT OF ORDERS

- A. Employees who are given any instruction or order which conflicts with any previously received instruction or order shall call this fact to the attention of the person issuing the second order. If so directed, the latter order shall be obeyed. Previous orders or instructions shall be countermanded only when necessary. The supervisor issuing the countermanding instructions or order shall be held responsible for that action.
- B. Any order issued by a supervisor and conveyed by a subordinate to another subordinate shall have the same force and effect as though it was issued directly. The intermediary conveying the order shall inform the other from whom the authority came.

1.9 INSUBORDINATION

Employees shall not be insubordinate.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

SECTION II

PERFORMANCE OF AND ATTENTION TO DUTY

2.1 GENERAL DUTIES

- A. Members shall protect life and property, preserve the peace, prevent violations of the law, detect and legally arrest violators of the law when necessary, and enforce those laws of the United States, the State of New York, and the local laws and ordinances over which each Department has jurisdiction.
- B. Employees shall perform their duties in a competent manner.

2.2 DISCRETION

- A. Consistent and wise use of discretion, based on competence and professional policing will do much to preserve positive relationships and retain the confidence of the public. There can be difficulty in choosing between conflicting courses of action. It is important to remember that a timely word of advice rather than official action, which may be correct in appropriate circumstances, can be a more effective means of achieving a desired end.
- B. All members shall responsibly use the discretion vested in their position and exercise it within the framework of the law. The principle of reasonableness will guide the member's determinations and the member shall consider all surrounding circumstances in determining whether any official action shall be taken.

2.3 IDENTIFICATION

- A. Members shall carry their issued badges and identification cards on their persons at all times while on-duty. However, police officers are not required to carry their badges and identification cards on their person when impractical, dangerous to their safety or to an investigation. They shall furnish their name and badge number to any person requesting that information, when they are on-duty or while holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority.
- B. Non-sworn employees shall respectfully furnish their names to any person requesting that information when they are on-duty or presenting themselves as University Police Department employees.

2.4 RESPOND WHEN DIRECTED

Employees shall respond to their duties and assignments and attend all training as directed by competent authority.

2.5 REPORTING FOR DUTY

Employees shall report for duty at the time and place required by assignment or orders and shall be

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they may assume their duties as established by Departmental procedure. Subpoenas shall constitute an order to report for duty.

2.6 ABSENCE FROM DUTY

Employees shall not be absent from duty or place of duty assignment without permission from their supervisor in accordance with current regulations.

2.7 ACTION REQUIRED REGARDLESS OF ASSIGNMENT

Members shall take prompt and responsible action in any crime or emergency situation or in any situation in which substantial and irreversible damage would result from failure to take police action while on duty. Exceptions may be made for persons on special duties or assignments where their actions or police identity may place them in jeopardy.

2.8 COOPERATION/COORDINATION

Employees shall coordinate their efforts with: a) other employees of the Department, b) other campus employees, and c) other public agency representatives so that teamwork may ensure maximum achievement and continuity of purpose in attaining the objectives of the Department. All employees are charged with the responsibility of fostering and maintaining a high degree of cooperation.

2.9 SEEKING INFORMATION REGARDING DUTIES

Employees who are in doubt as to the nature or detail of their assignment shall immediately seek clarification from their supervisor.

2.10 AREA OF ASSIGNMENT

Unless otherwise defined by campus policy, the area of assignment for members of a University Police Department shall be consistent with their geographical area of employment.

Members may leave their area of assignment when:

- A. on assignment from the dispatcher;
- B. authorized by a supervisor;
- C. an incident outside of their immediate area requires police attention;
- D. in close pursuit of a suspected violator of the law;
- E. on personal/meal break within the immediate vicinity of the campus.

2.11 ATTITUDE AND IMPARTIALITY

Employees must exhibit and maintain an impartial attitude toward complainants, violators, witnesses, suspects and any other persons.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

2.12 ASSISTANCE TO FELLOW EMPLOYEES

On-duty sworn and non-sworn employees shall aid, assist, and protect their fellow employees in the performance of their duties.

2.13 ASSISTANCE TO CITIZENS

Employees shall, in accordance with the policies and procedures of a Department, render all possible police service to any citizen seeking information or assistance.

2.14 MEDICAL ATTENTION FOR ILL PERSONS

Employees shall ensure that any injured or ill, person is given the opportunity for medical attention to the level of training of the employee.

2.15 ARRESTS

Sworn members shall make arrests in full compliance and conformity with all laws and Departmental policies and procedures.

2.16 INVESTIGATIONS

- A. Members shall not knowingly undertake any investigation or other official action that is not part of their regular duties without obtaining permission from their supervisor, unless exigent circumstances require immediate action. Any member taking such an action must notify his/her supervisor as soon as possible after the incident.
- B. Members shall not knowingly undertake or maintain continued involvement in any investigation of any current or former family member, in—law, personal relationship, or any business in which the member has a proprietary interest unless approved by a commanding officer.

2.17 ATTENTION TO DUTY

Employees shall remain awake while on-duty. If unable to do so, they shall report to their supervisor, who shall determine the proper course of action.

2.18 READING ON DUTY

Employees shall not, in public view, read newspapers, periodicals, or books while on-duty. Publications and materials pertaining to the police field may be read or studied as long as proper and efficient performance of assigned duties is not impaired.

2.19 SUPERVISORS ADDRESSED BY TITLE

Employees, while on-duty, shall address supervisors by title.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

2.20 CONCEALMENT

Employees shall not conceal themselves while on-duty except for a police purpose, or when exigent circumstances require concealment.

2.21 PERFORMANCE OF DUTIES

Additionally, they shall not commit acts of malfeasance misfeasance, nor nonfeasance.

2.22 PHYSICAL FITNESS FOR DUTY

All members of the Department shall maintain their physical condition at a level appropriate to handle the essential duties and responsibilities related to their job title.

2.23 FORWARDING COMMUNICATIONS TO HIGHER AUTHORITY

Any employee receiving a communication for transmission to a higher authority shall, in every case, forward such communication. An employee receiving a communication from a subordinate directed to a higher authority shall respond indicating approval, disapproval, acknowledgment, comments or recommendations, if appropriate.

2.24 RELIEF OF MEMBER CONDUCTING PRELIMINARY INVESTIGATIONS

Upon completion of a preliminary investigation, the assigned member shall stand relieved and resume normal patrol unless otherwise directed by a superior.

2.25 RELIEF FROM DUTY

Employees shall remain on-duty or at an assigned post until properly relieved by another member of the staff or in accordance with department directives.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

SECTION III

USE OF OFFICIAL POSITION

The New York State University Police recognize that there are rules of ethical conduct its employees must observe if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in each university police department. It is the purpose of this section to promulgate these rules and serve as a guide for official conduct for all University Police employees. Employees at each New York State University Police Department shall be subject to and abide by the following standards of conduct:

3.1 ETHICAL BEHAVIOR

A. Confidential Information

Employees shall not knowingly disclose confidential information acquired during the course of his/her official duties or use such information to further personal interests except when authorized by law, agreement, policy, or order.

B. Representation Before One's Own Agency

University Police Department employees shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any Departmental or College matter over which an employee has jurisdiction or control or to which an employee has the power to appoint or assign any member or employee.

C. Representation Before any Agency for a Contingent Fee

University Police Department employees shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any Departmental or College matter whereby such compensation is to be dependent or contingent upon any action by the Department or College with respect to such matter, provided that this subsection shall not prohibit the fixing at any time of fees based upon the reasonable value of services rendered by the Department or College.

D. Disclosure of Interest

To the extent he/she knows thereof, an employee of a Department who participated in any discussion or gives an official opinion to any board, committee, or agency associated with the College regarding any action before such board, committee or agency shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has in such action.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

E. Investments in Conflict with Official Duties

Employees shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction which creates a conflict with his/her official duties.

F. Outside Employment

Employees shall not engage in, solicit, negotiate for or promise to accept outside employment or render services for interests other than their employment with University Police when such employment or service creates a conflict with or impairs the proper discharge of his/her official duties. Outside employment must be approved by the chief of police.

G. Pursuant to the NYS Public Officers Law §73-a

All employees who are required to file financial disclosure statement forms shall do so in a manner that is consistent with rules established by the NYS Joint Commission on Public Ethics.

H. Pursuant to the NYS Public Officers Law §74

No employee should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of their duties in the public interest.

3.2 ABUSE OF POSITION

- A. Members shall not knowingly use or attempt to use their official position, badge or credentials for personal gain. Members shall not lend their badge or credentials to another person.
- B. Members shall not knowingly authorize the use of their names, photographs, or official titles, which identify them as officers, in connection with testimonials or advertisements or any commodity or commercial enterprise without the approval of the Chief of Police.

3.3 ENDORSEMENTS AND REFERRALS

- A. Employees shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service, or commercial service (such as an attorney, ambulance service, towing service, bondsman, mortician, etc.). In the case of ambulance or towing service when such service is necessary and the person needing the service is unable or unwilling to procure it or requests assistance, officers shall proceed in accordance with established Departmental procedure.
- B. Employees shall not solicit, suggest, recommend, advice, or counsel the engagement or retention of any specific attorney, legal firm, bail bondsman, company, or of another person or firm to any suspect, victim, or witness involved in a police matter. This prohibition shall not apply to employees making such recommendations to their relatives.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

3.4 SALE OF TICKETS OR DONATIONS

Employees shall not engage or authorize any others to engage in, on their behalf, in the sale of any tickets nor in the solicitation of any form of donation or contribution in a manner which indicates or implies any connection with a Department without the written permission of the Chief of Police. When such written permission is granted, employees shall not sell nor solicit in a manner which implies that special treatment will be received from any police department.

This rule shall not apply to activity that is performed strictly among Department employees.

3.5 GIFTS, GRATUITIES, REWARDS

- A. Employees shall not directly or indirectly solicit any gifts or accept or receive any gifts having a value as defined in General Municipal Law, Article 18-805 (sub a), whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence the employee or could reasonably be expected to influence the employee in the performance of official duties or was intended as a regard for any official action on the employee's part.
- B. Employees shall not, under any circumstances, solicit or accept gratuities, loans, or fees when there is any direct or indirect connection between the solicitations or acceptance and their Departmental employment, or when such connection would reasonably be inferred.
- C. Employees shall not accept any reward offered as a result of any services rendered in the line of duty without first obtaining the permission of the Chief of Police.
- D. Employees shall report in writing to the Chief of Police any offer or attempt to offer a gift, loan, fee or gratuity in violation of this section.

3.6 GIVING SURETY FOR PERSONS IN CUSTODY (Bail)

Employees shall not offer or give surety for any person in custody except with the permission of the Chief of Police. This prohibition shall not apply to employees giving surety for their relatives.

3.7 COMMUNICATING INFORMATION TO AID EVASION

Employees shall not communicate any information that may enable persons to evade arrest and punishment or enable them to dispose of or secrete any evidence or contraband.

3.8 CIVIL CASES

Employees shall not use the powers of their office to render assistance in the pursuit of matters which are strictly private or civil in nature, except in those matters where they are required by law to so exercise their powers or where a breach of the peace has occurred or is imminent.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

SECTION IV

GENERAL CONDUCT

4.1 CONDUCT

- A. Employees shall conduct themselves in both their on-duty and off duty lives as to avoid bringing discredit upon the Department.
- B. Employees shall not engage in conduct, whether on- or off-duty, that adversely affects the efficiency of the Department or engages in conduct on- or off- duty that has a tendency to impair public respect for the employee and/or the Department and/or impairs confidence in the operation of the Department.

4.2 COURTESY

- A. Employees shall be courteous, civil and tactful in their contacts with others, while in the performance of their duties, whether such contacts are in person or through any other means.
- B. Employees shall not express or otherwise manifest any prejudice concerning age, marital status, handicap, disability, race, creed, color, religion, national or ethnic origin, sex, sexual orientation or other personal characteristics.
- C. Employees shall not use harsh, profane, insolent, or intentionally insulting language toward any other employee or person in the performance of their duties.

4.3 NATIONAL COLORS AND ANTHEM

Uniformed members will render full military honors to the national colors and anthem at appropriate times. Members and employees in civilian dress shall render proper civilian honors to the national colors and anthem at appropriate times.

4.4 NO CONNECTION WITH LIQUOR ESTABLISHMENT

No member shall be either directly or indirectly interested in the manufacture or sale of alcoholic beverages or offer for sale, or recommend to any A.B.C. licensee any alcoholic beverages except as noted in Section 128 A of the Alcohol Beverage Control Law.

4.5 PERSONAL ASSOCIATIONS

- A. Employees shall not consort or knowingly associate with persons generally known to have a reputation of criminal conduct or association or frequent places where they are known to congregate, except in the performance of their assigned duties and in accordance with current directives. The Chief will resolve officer questions relative to associations.
- B. Employees shall not knowingly associate with any person or organization which advocates

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

hatred, prejudice, or oppression of any racial, ethnic or religious group, or which disseminates defamatory material.

4.6 FREQUENTING UNLAWFUL ESTABLISHMENTS

Employees shall not knowingly enter or remain in any premise wherein the laws of the United States, the State, or the local jurisdiction are violated except in the performance of duty or while acting under proper and specific orders from a supervisor.

4.7 TRUTHFULNESS

Upon an order from the Commissioner of University Police or Department Chief, their designee, or a superior campus official, employees shall truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the Department which may be asked of them, subject to any due process protections contained in applicable law, rules, regulations, and/or agreement.

4.8 MALICIOUS RUMORS

Employees shall not initiate or repeat malicious rumors.

4.9 DISCUSSING EVIDENCE

- A. Employees shall not discuss the evidence arising out of a criminal investigation or civil proceeding with the media, or any other person outside of the University Police Department (except members of an allied law enforcement agency, the District Attorney, or other prosecution authority) without the knowledge and permission of their supervisor or established authority or unless otherwise mandated by law.
- B. Employees shall not discuss the evidence arising out of a confidential investigation of any sort with anyone whatsoever, (except the District Attorney, or other prosecution authority) without the knowledge and permission of their supervisor or established authority or unless otherwise mandated by law.

4.10 DIVULGING POLICE INFORMATION

Employees shall not divulge police information to which they have access to, or which may come to their attention, nor shall they make available any information contained in police records, radio communications, photographs, computers, teletypes or other files or information in any form whatsoever to anyone except as provided by law or approved by established authority. For purposes of this section, all Department information is to be considered confidential unless otherwise provided by current directives or directed by a supervisor. This section does not apply to orders that are of such a nature that they must be communicated to others.

4.11 SPEECHES, STATEMENTS, ETC.

- A. Employees shall not, in matters relative to the Department, address public gatherings, appear

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

on radio or television, prepare any articles for publication, lecture on police related subjects or act as correspondents to a newspaper or a periodical, or make comments in social media outlets except as authorized by current directives or the Chief of Police.

- B. Employees shall not publicly criticize or ridicule the Department, its policies, or other employees by speech, writing, or other expressions which are defamatory, false, obscene, unlawful, or which undermine the effectiveness of the Department or interfere with the maintenance of discipline.

4.12 MEMBERSHIP AND ORGANIZATIONS

- A. Employees shall not join or be a member of any organization or society whose object or purpose, either directly or indirectly, would adversely affect the discipline or conduct of the officer.
- B. Employees shall not knowingly be connected with or be a member of any subversive organization except in the line of duty and with the knowledge and consent of the Chief of Police.

4.13 POLITICAL ACTIVITY

Members shall not:

- A. Use or threaten or attempt to use their power or authority in any manner, directly or indirectly, in aid of or against any political party, organization, association, or society or control, affect, influence, reward or punish the political adherence, affiliation, action expression or opinion of any citizen.
- B. Appoint, promote, transfer, retire or punish an employee, or ask for or aid in the promotion, transfer, retirement or punishment of an employee because of the party adherence or affiliation of such employee, or for or on the request, direct or indirect, of any political party, organization, association or society, or of any officer, member of a committee or representative official or otherwise of any political party, organization, association, or society.
- C. Solicit, collect, or receive any money for any political fund, club, association, society, or committee.
- D. Engage in political actions and activities that violate Section 17-110 of the New York State Election Law.

4.14 PAYMENTS OF DEBTS

- A. Employees shall not undertake any financial obligations that they know or should know they will be unable to meet, and shall pay all just debts when due. Any isolated instances of financial irresponsibility will not be grounds for discipline except in unusually severe case. Repeated instances of financial difficulty may be cause for disciplinary action.
- B. Filing for a voluntary bankruptcy petition shall not by itself be cause for discipline.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

- C. Financial difficulties stemming from unforeseen medical expenses or personal disaster shall not be cause for discipline, if a good faith effort to settle all accounts is being undertaken.
- D. Employees shall not co-sign a note for any supervisor.

4.15 EXPENDITURES OF DEPARTMENT FUNDS

Employees shall not spend any monies or incur any financial obligations in the name of the Department without prior knowledge and permission of the Chief of Police.

4.16 CORRESPONDENCE and LETTERHEADS

- A. All correspondence leaving the Department shall be issued only with the signature of the Chief of Police or as authorized by the Chief of Police.
- B. The official letterhead shall not be used for unofficial correspondence.

4.17 PERSONAL CARDS

Employees shall possess or use business cards bearing Departmental affiliation and/or rank, as authorized by the Chief of Police and then only in the furtherance of official business.

4.18 DEPARTMENT PROPERTY AND EQUIPMENT

Employees shall be held responsible for the proper care and use of property and equipment assigned to or used by them. When obtaining any equipment, and again upon its return, it is the employee's responsibility to inspect the equipment. Employees shall immediately report in writing all damage to vehicles and equipment when discovered. Such report shall contain all known facts surrounding the cause and nature of the damage.

4.19 DEPARTMENTAL FACILITIES AND PROPERTY

- A. Employees may be assigned Department owned or controlled facilities or property (including, but not limited to, offices, vehicles, lockers, desks, cabinets) for the mutual convenience of both the Department and employees. Such facilities or property and the contents therein (including any personally owned property) shall be subject to inspection without notice for reasonable work-related purposes even if an employee has placed a personal lock on the facilities or property.
- B. Retaining personal items such as briefcases and purses in such facilities or property shall be at the risk of the employee. The Department shall not be liable for any losses.

4.20 DEPARTMENT ADDRESS / CAMPUS CONTACT INFORMATION

Employees shall not use the Department or campus mailing address, telephone numbers, websites, social media sites, and/or electronic mail addresses for personal or private business related purposes.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

4.21 USE OF ALCOHOLIC BEVERAGES

- A. Employees shall not drink or purchase any alcoholic beverage while on duty, or store or bring any alcoholic beverage into any college owned facility or vehicle, except in the performance of their official duty or when authorized by established authority.
- B. Employees, who are off-duty in uniform or in any recognizable part of their uniform, shall not drink alcoholic beverages in public view.
- C. Employees, while on or off-duty, shall not drink any alcoholic beverages to the extent which results in the commission of an act which might tend to discredit the Department.
- D. Employees shall not appear for duty, or be on-duty, while under the influence of intoxicants or with the odor of intoxicants on their breath.

4.22 GAMBLING

Employees shall not engage or participate in any form of illegal gambling except in the performance of duty and acting under proper and specific orders.

4.23 USE OF TOBACCO

Employees shall not chew or smoke tobacco in such a manner as to adversely affect the professional image of the department. They shall not use tobacco products while in direct contact with the public, while engaged in traffic direction or where use of tobacco is in violation of the law or College policy.

4.24 CONTROLLED SUBSTANCES

- A. Employees shall not possess or use any non-prescribed controlled substance, except for that possession occurring in the line of official duty.
- B. Employees using prescribed controlled substances under direction of a physician shall not abuse said controlled substances. Employees are responsible for discussing their job duties with the physician prescribing such medications to determine if it will affect their work performance. If it may have an effect, employees shall report the use of the drug to their supervisor and bring a physician's letter if any restrictions are recommended by the physician. The supervisor may consult with a Department or state physician if necessary to determine restrictions.

4.25 APPLICATION FOR PISTOL PERMITS

Members shall not endorse applications for pistol permits as character references except that members may act as character references for other members of the NYSUP, other law enforcement agencies, or immediate family members.

4.26 HARASSMENT

Harassment due to age, marital status, handicap, disability, race, creed, color, religion, national or ethnic origin, sex, sexual preference or other personal characteristics is prohibited.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

4.27 NOTICES—POSTING/CIRCULATION/DESTRUCTION/DEFACING

Employees shall not destroy or deface any official written notice relating to police business. The posting or circulation of any notices at the Department without prior approval from the Chief or his/her designee is prohibited.

4.28 COOPERATION WITH INTERNAL INVESTIGATIONS

Employees shall answer questions, respond to lawful orders and render material and relevant statements in an internal investigation when such orders, questions and statements are related to the performance of official duties or fitness for office.

4.29 RACING, WAGERING AND BREEDING LAW

In accordance with the New York State Racing, Wagering and Breeding Law (RWBL, §107), members are prohibited from holding any office or employment with any firm that is licensed to conduct its business at a racetrack or that owns, leases or manages a racetrack.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

SECTION V

REPORTS

5.1 ALTERING, DELAYING, OR FALSIFYING REPORTS

- A. Employees shall not steal, alter, delay, falsify, tamper with, withdraw or request that any other person do the same to any report, letter, request, or other communication that is being forwarded through the chain of command. The removal of any record, card, report, letter, document, or other official files from the Department, or the permitting of inspection of same, except by process of law or as directed by the Chief of Police or a superior is prohibited.
- B. Additionally, the obtaining and/or duplicating, or the attempt of the same, any information from Department files, sources or reports other than that to which one is properly entitled in accordance with one's duties and/or assignments is prohibited. This shall not apply to the correction of errors.
- C. Employees shall not dissuade any other employee from originating and submitting any lawful or proper report, whether on criminal or disciplinary matters.
- D. Employees shall not falsely make or submit any type of official report or knowingly enter or cause to be entered any inaccurate, false, or improper information on the records of the Department.

5.2 REPORTING VIOLATIONS

Employees shall report, in accordance with current directives, all violations of the law, rules, General Orders, and current directives of the Department. All such violations shall be reported in writing to the employee's immediate supervisor, or the next succeeding supervisor if the reported violations involve the employee's immediate supervisor.

5.3 REPORTING ILLEGAL ACTIVITIES

- A. Employees shall report to their supervisors all suspected places of illegal activity discovered or coming to their attention while on- or off-duty.
- B. Members shall report all suspicious persons, vehicles and incidents in accordance with current directives.

5.4 TESTIMONY FOR DEFENSE

- A. Employees who are requested or subpoenaed to testify or give evidence, or who intend to testify or give evidence on behalf of the defense in any criminal action, shall immediately notify their supervisor and the prosecuting attorney of such request, subpoena, or intention to testify prior to testifying.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

- B. Employees who are requested or subpoenaed to testify or give evidence against the Department in any civil action shall immediately notify their supervisor of such request or subpoena.

5.5 INFORMATION REGARDING CRIME

Employees, whether on- or off-duty, shall communicate promptly to their supervisors in accordance with current directives, all information on crimes, criminal activity or important events which may involve the Department or its employees of which they have knowledge.

5.6 ACTIONS AGAINST EMPLOYEES

- A. Employees shall immediately report to their supervisor any arrests, including traffic violations, or court actions, instituted against them with the exception of divorce proceedings or child support. However, any contempt of court arising from divorce or support proceedings must be immediately reported as required above.
- B. Employees, upon receipt of a notice of claim or lawsuit arising out of their employment, shall note on the document(s) served the date, time, location and how or by whom served and shall immediately forward the original to the Chief of Police through the chain of command. Employees failing to forward such notices immediately may result in their own liability for the action.

5.7 ADDRESS AND TELEPHONE NUMBER

All employees must have an operative telephone. Employees shall report their current address and telephone number(s) in accordance with current directives.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

SECTION VI

RESPONSIBILITIES OF COMMANDING OFFICERS AND SUPERVISORS

6.1 COMMAND

- A. Supervisors shall ensure that employees under their command perform their full duty. Supervisors shall provide efficient, effective and meaningful direction to subordinates.

- B. Supervisors, or temporarily assigned supervisors, must provide a good example in both conduct and appearance, have a thorough understanding of the rules and regulations of the NYSUP, and policies and procedures of the Department, and shall assist and instruct subordinates in the proper performance of their duties.

6.2 SUBORDINATE INCOMPETENCY OR MISCONDUCT

Supervisors shall not overlook, condone or fail to take action on incompetence or misconduct on the part of their subordinates. Supervisors who fail to do so shall be guilty of neglect of duty.

6.3 COURTESY

Supervisors shall treat employees with courtesy and establish an atmosphere of mutual respect.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

APPENDIX A

ORGANIZATIONAL STRUCTURE, RANK/TITLE, AND DUTIES & RESPONSIBILITIES

The purpose of this addendum is to outline the chain of command for University Police Departments and to briefly outline the authority and responsibilities for each position.

A.1 COMMISSIONER OF UNIVERSITY POLICE

Appointed by the Chancellor for system-wide coordination of University Police. Under the direction of the Chancellor and Board of Trustees, the Commissioner of University Police has the responsibility for:

1. coordinating operations;
2. coordinating training;
3. setting operational standards and hiring practices;
4. assisting campuses as the point of contact for emergency response planning;
5. representing all University Police in legislative matters and with state and federal agencies.

A.2 DEPUTY COMMISSIONER OF UNIVERSITY POLICE

Appointed by the Chancellor to assist the Commissioner with system-wide coordination of University Police. The Deputy Commissioner assists with the functions, operations and responsibilities of the Office of Commissioner of University Police as directed by the Commissioner.

A.3 CAMPUS PRESIDENT (President)

The chief administrative officer for each campus. The campus president has the authority and responsibility for the overall operation and security of the campus. Accordingly, the president, or his designee, through the chief of university police, administers the operations of the University Police Department.

A.4 CHIEF OF UNIVERSITY POLICE (Chief of Police/Chief)

The highest ranking member at each University Police Department. The chief of police has overall command of the University Police Department. In addition to the general and individual responsibilities for all employees and supervising officers, the chief is responsible for the:

1. planning, directing, coordinating, controlling and staffing all of the department activities to include the protection of people, personal property, state property and equipment;
2. enforcement of laws and ordinances within the Department's legal jurisdiction;
3. training of employees and the documentation of such training;
4. development and maintenance of a positive relationship with all segments of the campus community to obtain their support in conducting a successful campus law enforcement program;
5. enforcement of rules and regulations within the Department;

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

6. appropriate investigation of complaints made against personnel;
7. completion and forwarding of such reports as may be required by competent authority;
8. Department's relations with the campus community;
9. appropriate liaison in law enforcement and related matters between the campus and local state and federal officials.

A.5 ASSISTANT CHIEF OF UNIVERSITY POLICE (Assistant Chief)

A member of the Department's command staff who serves directly under the command of the Chief and supervises command, line and auxiliary employees within the Department.

A.6 DEPUTY CHIEF OF UNIVERSITY POLICE (Deputy Chief)

A member of the Department's command staff who is in charge of a specific function such as patrol, investigations, etc. Assistant Chiefs and Deputy Chiefs coordinate the activities of all Department employees, following the guidelines and policies prescribed by the chief. In addition to the general and individual responsibilities for all employees and supervising officers, the Assistant and/or Deputy Chief are responsible for the:

1. control of personnel to assure the performance of duties and adherence to established rules, regulations, policies and procedures.
2. continuation of the Departmental policies and operational supervision during the Chief's absence;
3. development and maintenance of dedication and loyalty to the Department;
4. maintenance of discipline and morale within the command and the investigation of personnel complaints as designated by the chief, promotes a positive working environment;
5. promotion of harmony and cooperation with other campus units or departments;
6. organization and assignment of duties within various units to assure proper performance of Departmental functions in conformance with university and state regulations and the Departmental policies;
7. preparation of staff reports as assigned by the chief, preparation of required correspondence, reports and maintenance of Departmental records related to the activities of the position, and the assurance that information is communicated through all channels as required;
8. assurance that facilities, equipment, supplies, and material assigned to the Department are correctly used and maintained in accordance with university and campus policy guidelines.

A.7 UNIVERSITY POLICE INSPECTOR (Inspector)

A member of the command staff who has specialized skills or is assigned to handle specific tasks, i.e., forensics, records, reporting system, etc. Inspectors supervise university police investigators and/or senior investigators in the conduct of their duties. Inspectors may supervise other members within the Department including to those assigned to areas such as community policing, and/or crime prevention.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

In addition to the general and individual responsibilities of a university police investigator or senior investigator, an Inspector performs specialized assignments as directed by the Chief of Police or senior system administration official designated by the Chancellor.

A.8 UNIVERSITY POLICE LIEUTENANT

University Police Officer Lieutenant is a member holding the civil service title and rank of University Police Officer 2. This individual supervises the activities of subordinates in the Department as assigned by the chief. Lieutenants supervise one or more subordinate Department employees which may include University Police Officer-1, Campus Public Safety Officers, Security Assistants, Student Assistants and support staff as assigned. In addition to the general and individual responsibilities of employees under their command, lieutenants are specifically responsible for the:

1. enforcement of rules through the maintenance of good order of their command during their tour of duty to include the adherence to policies, rules, and regulations, conduct, welfare, field training, and efficiency;
2. conduct of roll call and inspection of personnel during pre-shift briefings, the communication of all orders or other information at roll call, and making corrections as necessary;
3. inspection of activities, personnel and equipment under their supervision and initiation of simple action in the event of a failure, error, violation, misconduct or neglect of duty by a subordinate;
4. assurance of the preparation of required reports in a timely, accurate, and a professional manner, and informing superiors and relief of all activities transpiring during the tour of duty;
5. immediate notification to the chief of all allegations of misconduct or abuse of authority made against Department employees, and making inquiry into personnel complaints against employees under their command, as assigned by the chief, and in accordance with the provisions of this manual;
6. the scheduling and assignment of University Police Officers 1 to field and dispatch/desk assignments in order to effectively and efficiently utilize staff and insure adequate coverage;
7. provision of effective supervision and leadership of subordinate employees including on-the-job training as needed for efficient operation and the coordination of effort when more than one member or employee is involved.
8. the maintenance of effective liaison with other campus departments;
9. performance of such duties as assigned by the competent authority within the Department.
10. appropriate direction of command and supervision to ensure the good order, conduct, discipline, and efficiency of subordinates;
11. performs the full range of duties assigned to University Police Officer 1.

**NOTE: The exercise of command may extend to subordinates outside their usual sphere of supervision if the police objective or reputation of the department so requires or if no other provision is made for personnel temporarily unsupervised. This authority shall not be exercised unnecessarily.*

University Police Lieutenants shall have a working knowledge of the duties and

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

responsibilities of their subordinates. They shall observe contact made with the public by their subordinates and be available for assistance or instruction as may be required. University Police Lieutenants shall respond to calls of emergencies, felonies in progress, assaults, and other serious incidents. They should observe the conduct of assigned personnel and take active charge when necessary.

A.9 UNIVERSITY POLICE SENIOR INVESTIGATOR (Senior Investigator)

A member holding the civil service title and rank of University Police Investigator-2. The Senior Investigator supervises the activities of Investigators. Senior Investigators supervise university police investigators in the conduct of their duties. A senior investigator also performs the same type investigative work and has all the duties and responsibilities of the campus university police investigator. In addition to the general and individual responsibilities of the investigator, a senior investigator is responsible for the:

1. supervision of subordinates including the scheduling and assignment of investigations and the review of written investigative reports'
2. assurance of the preparation and completion of required reports in a timely, accurate and neat manner, and informing superiors of the investigative activities of staff in a timely manner;
3. immediate notification to the chief of all allegations of misconduct or abuse of authority made against Department employees and making inquiry into personnel complaints employees under their command, as assigned by the chief, and in accordance with the provisions of this manual.

A.10 UNIVERSITY POLICE INVESTIGATOR (Investigator)

A member holding the civil service title and rank of University Police Investigator-1. Investigators conduct investigations into criminal and non-criminal matters and perform other related assignments as directed by competent authority. In addition to the general and individual responsibilities of all employees, each investigator is specifically responsible for the:

1. investigation into violations of laws, campus regulations and other regulations coming within their legal jurisdiction;
2. performance of follow-up investigations as required in those cases initiated by other members of the Department;
3. interview of complainants regarding pending or open cases and to apprise them of the results of the investigation conducted;
4. reporting of events and conditions which affect the well-being of the campus community;
5. maintenance of an effective liaison with other campus departments;
6. supervision of all activities relevant to the investigation of a crime scene unless otherwise instructed by higher authority;
7. prompt preparation and completion of required reports and records shall;
8. performance of other duties as assigned by higher authority.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

A.11 UNIVERSITY POLICE OFFICER (Officer)

A member holding the civil service title and rank of University Police Officer 1 who, unless otherwise assigned, serves as a member of the Department's patrol personnel under the general supervision of a lieutenant. Officers enforce state laws and local ordinances and the state university's rules for the maintenance of public order including those rules and regulations enacted for the protection of persons and property and the general maintenance of peace, order, and security. In addition to the general and individual responsibilities of all employees, university police officers are responsible for the:

1. response to calls for assistance and criminal complaints
2. arrangement of care for injured persons;
3. enforcement of state laws and local ordinances;
4. regulation of pedestrian and vehicular traffic through the enforcement of vehicle and traffic laws;
5. enforcement of campus rules and regulations;
6. detection and prevention of crime including the participation in crime prevention and personal protection programs;
7. provision of information and assistance to the community as requested;
8. questioning of victims, complainants and witnesses to obtain information on crimes and disorders;
9. development and maintenance of positive relations with all segments of the campus community in order to obtain cooperation and support in conducting a successful law enforcement program;
10. provision of definitive and authoritative orders to members of the campus community and visitors, including non-sworn Department members, during emergency situations and events;
11. maintenance of public order through crowd and traffic control, foot, bicycle and/or mobile patrol efforts;
12. performance of non-patrol related duties such as dispatching and/or desk duty, procedural and investigative follow-up, the writing of reports, and other duties as directed by competent authority.
13. must be able to work alone and exercise independent judgment in performing duties; substantial contact with the public and other law enforcement personnel;
14. may direct Campus Public Safety Officers, Security Services Assistants or student workers.

A.12 CAMPUS PUBLIC SAFETY OFFICER-1

An employee holding the civil service title of Campus Public Safety Officer-1 (CPSO). Campus Public Safety Officers may serve as the Department's desk officers, perform dispatching duties and may be assigned to patrol duties including but not limited to gate guard, building guard, parking enforcement

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

through the issuance of parking tickets, etc.

A.13 SECURITY SERVICE ASSISTANT

An employee holding the civil service title of Security Service Assistant (SSA). Security Service Assistants may be assigned to a fixed security post or patrol duties not relating to law enforcement authority.

A.14 DESK OFFICER

Any Department employee assigned to perform the duties of the Department's front desk. Desk Officers receive and interpret incoming radio and telephone calls from other members and the campus community, dispatch members and other emergency personnel to the scene of incidents, enters and queries computer data, greets and liaisons with community members seeking assistance at the Department's front desk.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

APPENDIX B

FIREARMS

The purpose of this addendum is to set forth firearms policy and safety standards for all State University police officers.

B.1 AUTHORIZATION FOR UNIVERSITY POLICE OFFICERS

1. The president of a state-operated campus may authorize university police officers to carry firearms while on-duty.
2. Only university police officers appointed under authority of Section 355 (2)(1), of the New York State Education Law and who are recommended by the chief of university police and approved in writing by the campus president are authorized to carry firearms on-duty.
3. Prior to being given written authorization to carry firearms on-duty, officers must successfully complete a course of instruction (practical pistol course), conducted under the direct supervision of a qualified firearms instructor, approved by the system administration office of university police. All university police officers are required to qualify to carry a firearm at least twice a year.
4. Pursuant to Section 400.00 of the NYS Penal Law, firearms obtained by each university police department, for issuance to its members, must be registered with the Division of State Police.

B.2 USE OF FIREARMS BY UNIVERSITY POLICE OFFICERS

1. Members authorized to carry firearms shall adhere to rules and regulations that appear in the administrative policies of the SUNY System Administration Board of Trustees, titled: *Possession, Safety, Care and Use of Firearms on State Operated Campuses* and the rules and regulations of the Department.
2. When written authorization is given to university police officers to carry firearms on-duty, the weapon to be carried shall be state-owned and approved by the campus president. Only an officially issued firearm will be carried at any time while on-duty.
3. Holsters shall have a safety strap, trigger cover or other similar device designed to inhibit removal and/or discharge of the weapon by other than the carrying officer.
4. As authorized by the provisions of Article 35 of the NYS Penal Law, including but not limited to Article 35.30, a university police officer may use deadly physical force in order to protect the officer or another person from what is reasonably believed to be an immediate threat of death or other serious physical injury, or to prevent the escape of a fleeing felon whom the officer has reasonable cause to believe will post a significant threat to human life should the escape occur. Firearms shall not be discharged when it appears that a third party may be injured as a result.
5. Officers shall not draw or exhibit any firearm unless circumstances create a reasonable cause to believe that it may be necessary to use the firearm in conformance with this policy. However, firearms may be drawn for storage, cleaning, authorized training and supervisory inspection.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

6. Officers may discharge a firearm during range practice, or to destroy an animal that represents an immediate threat to human life, or as a humanitarian measure where an animal is seriously injured.
7. Officers shall adhere to the following restrictions regarding firearms:
 - a) warning shots are prohibited;
 - b) the discharge of a firearm from a moving vehicle is prohibited;
 - c) dry firing of firearms, except under the direct supervision and authorization of a certified firearms instructor or armorer, is prohibited.
 - d) In considering the use of a firearm, university police officers must keep in mind that the officer alone is responsible for his or her acts and that he or she may be required to justify them in administrative hearings and courts of law.
 - e) Officers shall report immediately in person or by telephone (followed by report in writing) to the chief of university police the voluntary or involuntary discharge of a firearm, except during official firearm training sessions. The report shall include the full circumstances of the discharge and all relevant information related to the incident.
 - f) Any violation of the regulations contained herein may be cause for administrative and/or disciplinary action.

B.3 STORAGE OF FIREARMS

1. All firearms shall be stored in an appropriately secured area within each university police department. The chief of university police and his or her designees shall have access to all firearms.
2. The loading and unloading of all firearms shall be done within designated areas of the department.

B.4 CARE AND MAINTENANCE OF FIREARMS

1. Officers will maintain issued firearms in a clean and serviceable condition. Firearms will be examined and cleaned at least once a month and after the weapon has been fired. Problems found with firearms during these examinations will be brought to the attention of the chief of university police and his or her designee.
2. Firearms will be disassembled for examination and cleaning only to the extent authorized by the chief of university police.
3. A full inspection of all firearms will be conducted annually by the chief of university police or designee to determine their condition, safety and reliability. Firearms found with broken, worn or missing parts will be removed from service until repaired or replaced.
4. Each university police department will maintain an accurate inventory of all firearms and ammunition.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

B.5 DEPARTMENT RESPONSE TO THE USE OF A FIREARM BY A UNIVERSITY POLICE OFFICER

1. After an incident involving the use of a firearm by a university police officer, the chief of university police will be notified as soon as possible by the officer involved in the incident. Each campus will have a formal notification procedure to the campus president and appropriate campus officials. In addition to campus notifications, the chief or designee will also notify the system administration office of university police as soon as possible.
2. The firearm used by officer in the incident will be secured for investigation and storage and will be replaced as soon as practical.
3. An administrative investigation of the incident will be conducted under the aegis of the chief of university police according to department procedures and, when applicable, protocols established by the respective county's District Attorney's Office.
4. Where the use of a firearm causes serious physical injury or death, the officer shall be immediately assigned administrative duties and will not return to field assignments until he or she is determined fit for duty.

B.6 UNIVERSITY-WIDE REVIEW

The System Administration Office of University Police may conduct regular on-site reviews of the application of these policies and procedures. Campuses may establish policies consistent with this administrative policy to augment and address local operating needs.

B.7 PATROL RIFLES

1. Those campuses deploying patrol rifles are required to have a detailed policy in place establishing operating guidelines governing the carrying, use and security requirements for department issued patrol rifles. At a minimum, such policy must address initial, in-service and remedial training, qualification, maintenance, storage, recordkeeping and procedures for deployment.
2. As each campus is a unique environment, the local patrol rifle policy will be the controlling document for any issues arising from the deployment of patrol rifles.
3. All university police personnel receiving initial patrol rifle training must attend a DCJS certified Basic Patrol Rifle Operator's Course. Subsequent in-service training and qualification will be in accordance with individual campus protocols.

B.8 PATROL SHOTGUNS

1. Those campuses deploying patrol shotguns are required to have a detailed policy in place to establish operating guidelines governing the carrying, use and security requirements for university police members regarding department issued patrol shotguns. At a minimum, such policy must address initial, in-service and remedial training, qualification, maintenance, storage, recordkeeping and procedures for deployment.
2. As each campus is a unique environment, the local patrol shotgun policy will be the controlling document for any issues arising from the deployment of shotguns.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

B.9 CRITERIA FOR PASSING THE NYSUP FIREARMS QUALIFICATION COURSE

The purpose of this section is to establish the criteria for passing the University Police Firearms Qualification Course. Members must exhibit proficiency in the areas of safety, accuracy and proper technique to successfully qualify. Deficiencies in any of these areas are grounds for disqualification.

1. The strictest discipline must be maintained at all times on the firearms range in order to prevent accidents or injuries. Carelessness or thoughtless action will not be tolerated. It is the responsibility of every member to comply with the safety regulations established in policy by the Board of Trustees and this Manual, and to promptly report violations of these rules to the firearms instructor.
2. When acting as a designated firearms instructor, an officer regardless of rank represents the chief of university police and is authorized to direct the activities of persons receiving firearms training. All officers are required to comply with the lawful instructions of the designated firearms instructor while engaged in firearms training.
3. Proper handling and operation of a firearm, ammunition, holster and any other related equipment is necessary. Proper tactics should be employed at all times. Proper use of cover, shooting positions, verbal commands, and safe movements are essential.
4. Pursuant to the New York State Law Enforcement Accreditation Program Standards Manual: *Officers shall not be authorized or permitted to carry firearms in connection with the performance of their duties, with the exception of authorized department firearms training, unless such officers have satisfactorily completed that portion of an approved municipal police training council program or a program that meets or exceeds those requirements that constitute the basic course of instruction in the use of deadly physical force and in the use of firearms."*

B.10 UNIVERSITY POLICE PISTOL QUALIFICATION COURSE

Sworn members of each university police department shall meet or exceed the following firearms criteria with their issued service weapon:

1. Fire one qualification course two times each calendar year utilizing a NYSP B-27 target and a minimum of 50 rounds of duty or similar ammunition with the duty weapon.
2. The qualification standard will be a score of 84 percent, 210 out of a possible 250 points.
3. Qualification score will be calculated by scoring ring values assigned on the NYSP B-27, upper left corner of the target.
4. Training will be conducted by a New York State certified firearms instructor.
5. Fire at various distances from the target, up to and including 25 yards, with some rounds fired at less than seven yards. If the range being utilized does not accommodate 25 yard shooting, the firearms instructor shall direct the 25 yard shooting sequence to take place from the furthest allowable point of the range. NOTE: A range with 25-yard capability must be utilized for Department qualification once each calendar year.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

6. Fire at least one sequence within a time limit or using another factor that assists in evaluating the officer's ability to fire the weapon accurately and handle the weapon safely under stress conditions.
7. Require reloading at least once during the course of fire sequence to evaluate the handling of the weapon and reloading skills.
8. In addition to the standing position, the officer will be required to use the kneeling position during the course of fire and fire at least one sequence using an object for cover/concealment (barricade position).
9. Meet the criteria in the areas of accuracy, safety and proper technique.

B.11 FAILURE TO QUALIFY

1. The failure of an officer to qualify will result in remedial training which will occur as soon as possible, but within thirty days, and will be conducted by a New York State certified firearms instructor.
2. Remedial training will be scheduled at the convenience of the department and will be overseen by the chief of university police.
3. If the officer fails to qualify after remedial training, the governing firearms instructor shall report such to the chief in writing documenting the subject officer's firearm deficiencies.
4. The chief will examine the firearms instructor's report and make arrangements for the subject officer to receive additional remedial training and qualification oversight by a second firearms instructor.
5. A written report by the second firearms instructor will be submitted to the chief relative to the qualification status of the officer.
6. During this period of time, the chief may use his/her discretion as to the arming status of the officer.
7. The failure of an officer to meet the firearms standard after receiving remedial training, or the continuing inability of an officer to participate in qualification for a period of time that, in the discretion of the chief, impedes the department's ability carry out its mission, may result in the campus exercising its discretion regarding the removal of the officer's duty weapon and the surrender of all personal firearms possessed as an exempt person.
8. The chief may also pursue administrative action pursuant to the collective bargaining agreement seeking discipline up to and including termination from employment.
9. The Commissioner for University Police will be notified in writing of officers that fall within the parameters of the aforementioned paragraphs and resulting campus action.
10. This policy does not prohibit a campus from training its officers above and beyond the established standard.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

B.12 FIREARMS QUALIFICATION REVIEW

A statewide standing firearms qualification committee will meet annually to review the standardized firearms qualification course and to make recommendations for training, equipment and qualification.

B.13 POLICE PISTOL QUALIFICATION COURSE

The course of fire for the pistol qualification courses shall consist of a twenty five yard phase of fire, fifteen yard phase of fire, seven yard phase of fire, and a tactical exercise beginning at the seven yard line. The number of rounds and positions are presented in Police Pistol Qualification Course as presented by the University-wide Firearms Review Committee.

B.14 GUIDELINES FOR INSTRUCTORS

1. All qualification courses shall be fired on a hot line. A hot line is defined as the responsibility of each member to ensure that after being directed to charge their weapon by the firearms instructor at the commencement of the shooting sequence, that their weapon remain in fire ready condition for the duration of the qualification sequence.
2. All firing will be directed to the center of the 5 ring, which is slightly higher than true center of mass, unless otherwise instructed. The range safety rules will be strictly enforced. Shooters will clear any stoppages on their own command with a minimum of coaching. Intentional "head shots" will be scored as 5 points each.
3. It is within the discretion of the firearms instructor to direct the minimal firearms qualification course to begin at 25 yard phase and proceed to the 7 yard phase of the shooting sequence, or begin at the 7 yard phase and proceed to the 25 yard phase of shooting.

Recommended training initiatives include:

- a. Low light shooting
- b. Weapon retention
- c. One handed/weak hand shooting
- d. Shooting while on the move
- e. Transition drills
- f. FATS training when available
- g. Weapon maintenance

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

APPENDIX C

UNIFORMS, EQUIPMENT and APPEARANCE

The purpose of this appendix is to establish standards governing uniforms, equipment and appearance for university police officer.

C.1 GENERAL GUIDELINES

1. Department employees assigned to a uniformed position shall maintain, in good order, the regulation, well-fitted uniforms.
2. Employees shall be neat in appearance and well groomed while in uniform.
3. All articles of clothing shall conform to university specifications and Departmental uniform regulations.
4. Civilian clothing will not be worn with any distinguishable part of the uniform.
5. Employees shall not wear the uniform when off-duty (except to and from work) nor shall they shop or take care of personal business while they are in uniform.
6. Uniformed employees will wear the duty uniform during their tour of duty unless otherwise directed by Chief of Police who may prescribe other clothing as required by the nature of the duty to which a particular member is assigned.
7. Whenever two or more uniformed officers appear together on a tour of duty, they shall be dressed alike.
8. Tattoos, brands, body piercings and other body art shall not be visible while a member is in uniform or other business attire. In addition to visibility, tattoos or brands that have symbolic meanings that are inconsistent with the values of the New York State University Police will not be worn.
9. Members and employees permitted to wear civilian clothing during their tour of duty shall wear clothing as prescribed by the Chief and shall dress neatly in all cases. The chief may prescribe other clothing when necessary to meet a particular objective.
10. All members shall carry university-approved identification cards and badges while on duty.
11. A departmental-issued nameplate shall be worn on a uniformed employee's outermost garment, centered horizontally on the right breast pocket of the uniform shirt or jacket, with the upper edge ½ inch below the top seam of the pocket flap.
12. There will be an assessment cost of replacement for the loss of badge or credential card.
13. All equipment must be clean, in good working order and conform to Department specifications.
14. Equipment shall be stored in accordance with university regulations and departmental orders.
15. All state-owned equipment issued to Department employees must be registered before its issuance.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

Employees are required to sign for any issued uniforms and/or equipment received and thereafter responsible for maintenance and/or loss. All equipment issued by the Department must be returned at the time of retirement, resignation, suspension, termination, or leave without pay.

Any claims for damage to clothing, equipment, and eyeglasses caused by performance on duty shall be made in accordance with current departmental directives.

Employees shall not seek, in any way, nor accept from any person money or other compensation for damages sustained or expenses incurred by them in the line of duty without first notifying the Chief in writing.

Employees who have sustained injuries while off-duty, or due to illness, shall notify the Chief in writing regarding their ability to perform the functions of the assigned position.

C.2 GROOMING STANDARDS

The following outlines grooming standards for all uniformed personnel:

MEN

1. Hair must be neatly groomed and clean.
2. Hair must be tapered so it does not fall over eyebrows, ears, or touch the shirt collar except closely cut hair at the back of one's neck.
3. Sideburns will be neatly trimmed with a base that may not exceed below the lowest part of one's ear. Mutton chop or flared sideburns are not permitted.
4. Mustaches are permitted but must be kept trimmed and may not extend beyond the corners or the mouth or below the centerline of the lip.
5. Beards are not permitted except for cases of medical exigencies. For medical cases, authorization must be granted by the chief of university police upon a request by an officer. Such request must be accompanied by a medical review conducted by a medical specialist whose area of expertise is related to the problem.

WOMEN

1. Hair may not extend below the top of the shirt. Hair must be neatly groomed and clean.
2. The bulk or length of hair must not interfere with the wearing of uniform and emergency headgear.
3. Hair pins or barrettes similar to the color of the employee's hair are permitted provided they are nonobtrusive and concealed as much as possible.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

C.3 UNIVERSITY POLICE STANDARD UNIFORM

The official university police uniform will consist of the following:

1. 4 university blue/gray trousers;
2. 4 university blue/gray shirts (short sleeve) with New York State University Police patch on left sleeve ;
3. 4 university blue/gray shirts (long sleeve) with New York State University Police patch on left sleeve;
4. 2 university regulation navy blue knit ties;
5. 2 turtleneck or mock turtleneck navy blue winter undershirt with SUNYPD on collar (optional);
6. 1 university blue/gray dress blousecoat (optional)
7. 1 university regulation service bar;
8. 1 university metallic gray Stetson (with gold braid for command staff);
9. 1 university navy blue Tasian Fur Trooper Winter Hat (optional);
10. 1 university navy blue mid-profile ball cap with embroidered New York State University Police logo (optional);
11. 1 university regulation navy blue knit cap with embroidered New York State University Police logo (optional);
12. 1 university regulation navy blue coat with NYS University Police patch on left sleeve with optional pull down with "State University Police"
13. 1 university regulation navy blue sweater with New York State University Police patch on left sleeve;
14. 1 university regulation raincoat with "State University Police" imprinted on back;
15. 1 university regulation name plate;
16. black shoes (plain toe and low heel);*
17. black socks (plain);*
18. black Sam Browne belt and belt keepers;
19. handcuffs and black leather or Velcro handcuff case;
20. official State University of New York Police credential card;
21. official State University of New York badge;
22. soft-body armor;
23. baton and holder;
24. black winter footgear;*
25. collar ornaments;
26. *Officers*: silver metal tie clips (university police with blue New York seal in center);
27. *Lieutenants*: gold metal tie clips (university police with blue New York seal in center);
28. *Investigators*: gold metal tie clips (university police with blue New York seal in center)

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

29. All leather equipment shall be plain black and shall be kept clean and polished.
30. All of the above items except those listed as optional, shall be issued by the university police department. Shoes and socks and those that appear * are to be purchased by each member.

C.4 UNIVERSITY POLICE BICYCLE PATROL UNIFORM

The uniform for employees assigned to bicycle patrol duty will consist of:

1. 1 department regulation vest and zip off bolero;
2. 2 department regulation bike patrol shorts;
3. 1 department regulation long pants;
4. 1 padded brief for bike patrol use;
5. 3 department regulation short sleeve polo shirts;
6. 1 pair of eyeglasses;
7. 1 white helmet with "police" on sides;
8. 1 pair of gloves;
9. 3 department regulation turtleneck shirts;
10. 1 pair of athletic shoes black in color.*

C.5 UNIVERSITY POLICE CAMPUS PUBLIC SAFETY OFFICER AND SECURITY SERVICE ASSISTANT UNIFORM

The uniform for Campus Public Safety Officers and Security Service Assistance will consist of:

1. 4 university regulation trousers;
2. 5 long sleeve shirts;
3. 5 short sleeve shirts;
4. 2 short sleeve polo shirts;
5. 1 university regulation winter coat;
6. 1 university regulation raincoat.

At the Department's option, the polo shirt with regulation seal may be worn during the summer months. Winter coat and raincoat are issued if the employee is assigned to field duties.

C.6 WEARING THE UNIFORM

1. The uniform of the day is determined by the Chief.
2. While wearing the uniform, employees shall maintain a positive bearing avoiding mannerisms such as slouching, shuffling, and keeping hands in pockets, or other lackadaisical behavior.
3. Uniform headgear shall be worn out of doors, unless otherwise directed by competent authority.
4. When wearing the short sleeve uniform shirt, the undershirt will be determined by the Chief.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

5. Earrings, large rings, and neck jewelry are not permitted.
6. A Departmental-issued nameplate shall be worn on an employee's outermost garment, centered horizontally on the right breast pocket of the uniform shirt or jacket, with the upper edge ½ inch below the top seam of the pocket flap.
7. Members will wear a "Years of Service" plate attached to the name tag with the inscription, "Serving Since xxxx", where xxxx denotes their years of law enforcement service.

C.7 CLEANING OF UNIFORMS

Uniforms shall be kept neat, clean, and well pressed at all times. Maintenance of uniforms shall be by manufacture recommendations only, and are the responsibility of each employee.

C.8 CEREMONIAL ATTIRE

1. Uniformed members assigned to ceremonial details including funerals, parades, press conferences, or other similar events will be directed to wear the uniform blouse and polished plain toed, all leather shoes.
2. Members will not wear boots unless authorized by appropriate authority. Every member wearing ceremonial attire will ensure that all uniform parts are cleaned and neatly pressed.
3. The uniform blouse and associated accessories shall be worn as illustrated and as follows:
 - a. The only uniform blouse allowed shall be the approved New York State University Police blouse that bears the official shoulder patch of the New York State University Police on the left arm and two stripes near the cuff of each sleeve. This same blouse shall be worn by members of all ranks.
 - b. Sleeve stripes shall be ½ inch in width, and ½ inch apart from each other. The first stripe shall be located 3 inches from the edge of the cuff.
 - c. Buttons on the dress blouse and all metal uniform items such as belt buckles, snaps and nameplates, shall be gold in color for members holding the rank of Lieutenant or higher, and silver in color for all other police officers.
 - d. Rank insignia for all ranks shall be displayed on the outer portion of the epaulet 1 ½ inches from the outer shoulder seam of the epaulet and sleeve, in the center of the cross stitching, and on the collar of the uniform shirt.
 - e. Rank insignia on the blouse shall be polished gold 1" in size. Rank insignia on the shirt shall be polished gold ½" high.
 - f. The blouse insignia shall be centered, front to rear on the epaulet.
 - g. No unauthorized items such as shoulder braids, pins etc. shall be worn on the dress blouse.
 - h. For right-handed shooters, the Sam Browne belt shall be worn and positioned under the left epaulet and left lapel.
 - i. For left-handed shooters, the Sam Browne belt shall be worn and positioned under the right

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

epaulet and right lapel.

- j. The gun belt shall be worn seated in the metal belt keepers of the blouse with the buckle squarely centered at the front.



- k. All leather shall be plain black and shall be clean and polished. Basket weave or other such leather items shall not be worn.
- l. As illustrated, service weapons associated equipment authorized to be worn on the gun belt shall be worn in the appropriate order with the proper positioning of the handcuff case, magazine carrier (horizontal), and holster for right handed shooters. Left-handed shooters shall reposition their gun belt equipment in the reverse order of what is illustrated.
- m. Handcuffs shall be inserted and stored in the handcuff case. A handcuff key shall be available but not visible.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

- n. As illustrated, issued name plates shall be worn on the outermost garment, centered horizontally on the flap of the right breast pocket of the blouse, with the upper edge approximately one-half inch below the top seam of the pocket flap.
- o. Only officially issued service award ribbons or pins are permitted on the dress blouse.
- p. Service award ribbons or pins will be worn above the left breast pocket flap, with the lower portion of the ribbon centered horizontally, and aligned with the uppermost seam of the pocket flap.
- q. No unauthorized ribbons or pins may be affixed to the dress blouse.

C.9 RANK INSIGNIA

- 1. Commissioner of University Police: Three gold stars evenly spaced on each shoulder of the blousecoat and intermediate uniforms and four miniature gold stars evenly spaced on each collar of the uniform shirts, centered between top and bottom edge of the collar, and one half inch in from the front edge of the collar and parallel to the neckline. The Stetson will have a gold hat braid.
- 2. Chief of University Police: Three gold stars evenly spaced on each shoulder of the blousecoat and intermediate uniforms and three miniature gold stars evenly spaced on each collar of the uniform shirts, centered between top and bottom edge of the collar, and one half inch in from the front edge of the collar and parallel to the neckline. The Stetson will have a gold hat braid.
- 3. Assistant Chief University Police: Two gold stars centered on each shoulder on a blousecoat and intermediate uniforms and two miniature gold stars evenly spaced on each collar of the uniform shirt, centered between top and bottom edge of the collar, and one half inch in from the forward edge of the collar and parallel to the neckline. The Stetson will have a gold hat braid.
- 4. Deputy Chief University Police: One gold star centered on each shoulder on a blousecoat and intermediate uniforms and one miniature gold star evenly spaced on each collar of the uniform shirt, centered between top and bottom edge of the collar, and one half inch in from the forward edge of the collar and parallel to the neckline. The Stetson will have a gold hat braid.
- 5. Inspector University Police: One raised gilt metal spread eagle displayed with eagle facing forward on each shoulder with talons one half inch from shoulder span on blousecoat and intermediate uniforms and one miniature raised metal spread eagle facing forward on each collar of the uniform shirt, centered between edges of collar one half inch in from the forward edge of the collar and parallel to the neckline. The Stetson will have a gold hat braid.
- 6. Lieutenant University Police: One raised gilt metal bar displayed parallel to the shoulder seam on the blousecoat and intermediate uniforms and one miniature raised gilt metal bar on each collar of the uniform shirt centered between top and bottom edge of the collar and one half inch in from the front edge to the neckline. The Stetson will have a gold hat braid.
- 7. Investigators: One raised gilt metal initials "INV" displayed parallel to the shoulder seam on the

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

blousecoat and intermediate uniforms and one raised gilt metal “INV” on each collar of the uniform shirt centered between top and bottom edge of the collar and one half inch in from the front edge to the neckline. The Stetson will have a gold hat braid.

C.10 BODY ARMOR

It is the policy of the New York State University Police to maximize officer safety through the individual use of soft body armor vests. While soft body armor provides a significant level of protection, it is not a substitute for the diligent use of officer safety practices. The purpose of this section is to provide guidelines for distribution and use of soft body armor vests.

C.11 USE OF SOFT BODY ARMOR VESTS

1. Soft body armor vests shall be issued to all sworn university police officers.
2. All members assigned to uniformed functions and non-uniformed functions are required to wear department issued body armor while engaged in *field activities* and/or tasks that place or could place officers in situations where they would be required to act in an enforcement role rather than in administrative or support role.
3. Each member is responsible for the proper storage and daily inspection of their issued body armor for damage and general cleanliness. The cleaning of soft body armor shall be done by the member following the manufacturer’s instruction. The member is responsible for reporting in writing, any damage or wear to his/her immediate supervisor, who will forward the written report to the Chief of Police through the chain of command.
4. Each member will receive training that demonstrates the armor’s stopping power and that emphasizes its safe and proper use.
5. Soft body armor will be inspected at least annually, generally at firearms training. Armor will be checked for recommended expiration date from the date of issue, wear and tear, and fit. Deficiencies will result in written communication to the Chief of Police through the chain of command and the armor will be repaired or replaced as soon as practical.

C.12 SUPERVISORY RESPONSIBILITY

Immediate supervisors will verify that this policy is complied with and shall be responsible for ensuring that body armor is worn and maintained as required.

C.13 Exceptions

Members are exempt from wearing soft body armor when:

1. A licensed physician specifically provides written documentation that a medical condition would preclude the member from the wearing of body armor. However, such an exemption must be renewed and submitted annually.
2. A member is involved in undercover or plain clothes work that his/her supervisor determines could be compromised by wearing body armor.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

3. A member is assigned to perform and administrative functions which usually involves no patrol or response to patrol functions.
4. During training, except for firearms training, or other times specified by the instructor.
5. The Chief or designee determines an exception is appropriate due to exceptional circumstances.

*NOTE: When exempted as stated above, the member must have their armor within reach whenever practical.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

APPENDIX D

AWARDS AND RECOGNITION

The purpose of this appendix is to establish guidelines for recognizing and awarding noteworthy actions taken by employees in the line of duty.

D.1 GENERAL GUIDELINES

1. Awards and recognition within each university police department will be standardized as authorized by Commissioner of University Police.
2. The Office of the Commissioner will manage and process the procurement and distribution of awards for both campus and university-wide recognition.
3. Employees will display award bars on the standard uniform shirt left side above the pocket flap.
4. Campus recognition awards shall be presented by the chief of university police at a time and place determined by the individual department. FTO bars are presented by the chief of university police after the member completes FTO training.
5. University-wide recognition awards shall be presented by the Office of Commissioner or a representative from the State University Police Chiefs' Association at a time and place determined by the Commissioner of University Police.
6. Award Bars are to be worn in rank order with the highest award positioned nearest to the uniform tie.

D.2 CAMPUS RECOGNITION AWARDS

The following are authorized recognition and award bars for individual campus university police departments:

1. Field Training Officer (FTO)
 - a. Presented to members who have successfully completed Field Training Officers training.
 - b. The FTO award bar shall consist of a blue enamel bar with letters "FTO" centered on the bar, silver-edged bars for university police officers and gold-edged bars for supervisory officers.
2. Excellent Service Award
 - a. Presented to employees for the initiation or development of procedures that result in the improvement of campus or university police department operations or enhanced community relations.
 - b. The Excellent Service Award shall consist of a yellow enamel bar with the word "EXCELLENCE" spelled out and centered on the bar.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

3. Meritorious Service Award

- a. Presented to members for acts of valuable police service.
- b. The Meritorious Service Award shall consist of red and blue enamel with the word "MERITORIOUS" spelled out and centered on the bar.

D.3 UNIVERSITY-WIDE RECOGNITION

The following are authorized university-wide recognition and award bars:

1. Heroism

- a. Presented to members for acts involving grave personal danger to the officer or the saving of a life.
- b. The Heroism Award shall consist of a red enamel bar with the word HEROISM spelled out on and centered on the bar.

2. Professional Service

- a. Presented to members for those acts that greatly enhance the operation of the respective university police department.
- b. The Professional Service Award shall consist of a blue enamel bar with the word PROFESSIONAL SERVICE spelled out and centered on the bar.

D.4 EXCELLENCE IN ADVANCED COLLATERAL and ADMINISTRATIVE ASSIGNMENTS

1. Campuses are permitted to recognize individual employees for their excellence in advanced collateral or administrative assignments by bestowing certain in-house designations. For example, campuses may recognize employee excellence in areas such as but not limited to: communications, educational programming, evidence collection, firearms instruction, fleet management, quartermaster, field training, and/or information technology.
2. The in-house designation for members holding the rank of University Police Officer 1 shall be "Technical Sergeant" (T/Sgt). The T/Sgt designation does not include supervisory responsibilities or any additional pay.
3. The in-house designation for members holding the rank of University Police Officer 2 (UPO2) shall be "Captain." The Captain designation would continue to include the supervisory responsibilities of the UPO2 rank as necessary but would not confer supervisory authority over other UPO2 members or any additional pay.
4. The use of the Captain or T/Sgt designation and the recognition of any Department member are at the sole discretion of the Chief of Police and may be rescinded at any time. However, such designation requires the member to actually perform a collateral or administrative assignment.
5. Campuses wishing to utilize such designations must have clearly written guidelines which define the collateral duties being recognized.
6. Members bestowed with the designation of Captain are permitted to wear two gold colored

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

bars on the shirt collar and epaulet of outerwear in a manner consistent with the requirements established in Appendix C – Uniforms, Equipment and Appearance.

7. Members bestowed with the designation of T/Sgt are permitted to wear three upward pointing chevrons with one bottom rocker on their uniform shirts. Chevrons shall be black in color on a gray background and shall be worn centered on both upper sleeves of the uniform shirt and jacket. Matching style chevron collar brass, silver in color, will also be worn on the shirt collar and epaulet of outerwear in a manner consistent with the requirements established in Appendix C – Uniforms, Equipment and Appearance.

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

APPENDIX E

CAMPUS POLICY REQUIREMENTS

The purpose of this appendix is to provide university police departments with a list of topics for which each department must address through written policies. This list is minimal in nature and not meant to limit individual departments from developing policies which cover situations unique to their own operations. All campuses are encouraged to develop and adopt policies consistent with the standards established and enacted by the New York State Law Enforcement Accreditation Program.

ACCIDENT INVESTIGATIONS

AIDS FOR DETECTION OF DECEPTION BIAS RELATED OFFENSES

BLOODBORNE PATHOGENS

CASE MANAGEMENT

CHILD ABUSE

INVESTIGATIONS

CITIZEN

COMPLAINTS

COURT APPEARANCES

CRIME SCENE INVESTIGATIONS AND COMMAND CRIMINAL

INVESTIGATIONS AND ARRESTS DEPARTMENT AWARDS

DEPARTMENT/STATE-OWNED PROPERTY

DISCIPLINE

DNA SAMPLE COLLECTION

DOMESTIC DISPUTES

DRIVING WHILE INTOXICATED

INVESTIGATIONS

EMERGENCY EVACUATION PLAN

EMERGENCY MOBILIZATION OF PERSONNEL

FIREARMS POSSESSION AND QUALIFICATION

FISCAL MANAGEMENT

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

FLEET VEHICLES

GOALS AND OBJECTIVES

GRIEVANCE

PROCEDURES

HAZARDOUS DEVICE INVESTIGATIONS

HAZARDOUS ROADWAY CONDITIONS

INCIDENT SCENE PROCESSING – EVIDENCE TECHNICIAN

INFORMANTS

INSPECTIONS

INTERNAL AFFAIRS INVESTIGATIONS

INTERVIEW AND INTERROGATION PROCEDURES

JUVENILE INVESTIGATIONS

LESS-LETHAL WEAPONS

LINE OF DUTY DEATH/INJURY

MEDIA RELATIONS

MISSING PERSON INVESTIGATIONS

MUTUAL AID (MOU)

NOTIFICATION PROCEDURES

NOTIFYING NEXT OF KIN (Death Notices)

OATH OF OFFICE

OFF-CAMPUS OPERATIONS

OFF-DUTY ENCOUNTERS

ORGANIZATION OF THE DEPARTMENT

OUTSIDE EMPLOYMENT

PATROL ASSIGNMENT AND DUTIES

PERFORMANCE ASSESSMENT

PRISONER TRANSPORTING

**STATE UNIVERSITY OF NEW YORK
UNIVERSITY POLICE MANUAL**

PROMOTION PROCESS

PROPERTY AND EVIDENCE

RADIO COMMUNICATIONS

RECORDS AND REPORTS

RECRUITMENT, SELECTION AND APPOINTMENT

ROUTINE, EMERGENCY AND PURSUIT DRIVING

SEARCH WARRANTS / CONSENSUAL SEARCHES

SEX OFFENDERS

SEXUAL ASSAULT INVESTIGATIONS

SPECIAL PURPOSE VEHICLES

SUBJECT MANAGEMENT / USE OF FORCE

TOWING OF VEHICLES

TRAINING

UNIFORMS AND EQUIPMENT

USE OF DEADLY PHYSICAL FORCE

VEHICLE AND TRAFFIC LAW ENFORCEMENT

VICE AND ORGANIZED CRIME INFORMATION – INTELLIGENCE REPORTS

WARRANT PROCEDURES (Arrest & Bench)

WRITTEN ORDERS