



CHAPTER 41 - PATROL

---

41.1 Administration

41.1.1 Continuous Patrol Coverage

The purpose of the patrol function is to provide a full range of law enforcement and educational services

which, when staffed, shall be reviewed frequently to remain informed of police and service related issues. The sub-station shall be equipped with an independent telephone line for direct contact from public and main police headquarters. The sub-station shall be considered for use as a command post for major on-campus events and/or incidents upon the direction of the Chief of Police. The security guard supervisor shall maintain adequate staffing and shall be responsible for protocol training of security personnel and students relevant to sub-station operations.

Refer to 42.1.1 - On-Call Schedule

#### 41.1.2 Shift Briefing

Shift Briefing/Roll Call should be held at the beginning of each shift. Due to the shift reporting times and special assignments unique to the university, all officers on duty may be unable to attend a formal roll call session prior to their tour of duty. As such, the Squad Supervisor on duty shall ensure that if a shift briefing is unable to be held with his/her entire squad, all officers on duty will review the roll call book located in the Squad Room. Each officer will acknowledge that he/she has reviewed the materials, obtained duty/special assignments, etc by initialing SUPD form 034 located in the front of the book. Daily shift briefings serve many purposes to include, but not limited to:

- A. Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations, actual police hazards, changes in status of wanted persons, stolen vehicles, major investigations

made when necessary by the appropriate Commander to ensure all work orders/special events are handled timely and appropriately.

#### 41.1.3 Agency-Owned Special Purpose Vehicles/Bicycles, Segways

The University Police Department utilizes several special purpose vehicles for enforcement and/or transportation to maximize efficiency of the patrol squads and student-employees in the performance of their duties. These include:

- A. EZ GO VEHICLE - a specially equipped vehicle to complement other agency vehicles in routine and directed patrol activities, selective enforcement, and special events.
  - 1. The agency's EZ-GO program utilizes trained Police, Security Officers, and authorized University Police Department (SUPD) Student Employee's as EZ-GO operators who may use the EZ-GOs in the course of their normal duty assignments.

##### Program Administration

- 1. The Squad Supervisor (OIC) serves as the EZ-GO Program Coordinator.
- 2. Duties and responsibilities of the Squad Supervisor (OIC) include, but are not limited to:
  - a. Overseeing special operating procedures pertaining to EZ-GO maintenance, inspection, and assignment; and training, skill development and so forth.
  - b. Supervising and inspecting the EZ-GO operation activities of authorized operators;
  - c. Preparing and disseminating any required or requested analytical reports pertaining to EZ-GO patrol operations;
  - d. Coordinating EZ-GO use for other than routine program activities;
- 3. EZ-GO's can be used/demonstrated to individuals outside the agency upon approval of the Patrol Commander or the Chief of Police.

##### Training Requirements

- 1. EZ-GO operation is not a specialized assignment. EZ-GO training will be made available to all SUPD Police Officers, Security Guards, Student Patrol and Student Traffic Controllers. EZ-GO training will be made available to Police employees who will use the EZ-GO in the performance of their duties. Only personnel who are currently authorized to operate agency EZ-GOs may do so.

##### Program Operations

- 1. Agency EZ-GOs will not be operated in ice, snow, freezing rain, or any other weather conditions that would unnecessarily compromise the safe operation of EZ-GOs or health of EZ-GO operators.
- 2. EZ-GO operation in roadways is not prohibited, but should only be done when necessary for the performance of duties.
- 3. Off-duty use of agency EZ-GOs is prohibited without specific approval of the Patrol Commander or Chief of Police.
- 4. EZ-GO operators will wear the agency authorized uniforms when conducting EZ-GO operations.



## Program Operations

1. Agency Segway HT's will not be operated in ice, snow, freezing rain, or any other weather conditions that would unnecessarily compromise the safe operation of Segway HT or health of Segway HT operators. Segway HT's will not be operated in water in excess of one inch in depth.
2. The Segway Human Transporter is a pedestrian assist device and, unlike a bicycle, is not classified as a vehicle. As such, Segway HT should generally be operated where pedestrians normally walk. Use in roadways, excepting pedestrian crosswalks, should be avoided whenever possible. Operation in roadways is not prohibited, but should only be done when necessary for the performance of duties.
3. Off-duty use of agency Segway HT's is prohibited without specific approval of the Patrol Commander or Chief of Police.
4. Segway HT operators will wear the agency authorized uniforms when conducting Segway HT operations.
5. Transporting passengers on agency Segway HTs is prohibited.
6. Segway HT operators should be in good physical condition and capable of riding a Segway HT for an entire shift. Segway HT Operators must weigh no less than 100 pounds and no more than 260 pounds in accordance with manufacturers recommended weight restrictions for riders. The weight limit includes body weight plus equipment combined.
7. Riding on a Segway HT while ascending or descending stairs is prohibited.

## Uniforms/Equipment/Inspection

1. Segway HT operators shall wear the Uniform of the Day and headgear.
2. Segway HT's will be similarly equipped. Each Segway HT will be equipped with the following accessories:
  - a. Police Cargo bag;
  - b. Headlamp; and
  - c. Bicycle lock.
3. Each Segway HT operator is responsible for inspecting the Segway HT prior to its use. This inspection shall include:
  - a. Checking tire pressure;
  - b. Checking battery life;
  - c. Inspecting unit for damage; and
  - d. Checking unit for cleanliness.
4. Employees will report any damages to Segway HT's immediately to their Supervisor.
5. When not in use, Segway HT's should be secured and recharged at the nearest available electrical outlet.

C. BICYCLES - specially BICYC



6. Officers conducting routine bicycle operations may be counted toward minimum mandatory patrol vehicle staffing levels unless such usage would be constrained due to the lack of multi-passenger capabilities.

#### Duty Obligations

1. The conduct of bicycle





3. T3 ESV's can be used/demonstrated to individuals outside the T3 ESV agency upon approval of the Patrol Commander or the Chief of Police.

#### Training & Certification Requirements

1. T3 ESV training will be made available to all Police Officers and Security Guards who will use the T-3 ESV's in the performance of their duties. Only personnel who are currently authorized to operate agency T3 ESV's may do so.
2. Police Officers and Security Guards who wish to be trained in T3 ESV operation, but have not completed required training, may; operate agency T3 ESV's only when under the direct supervision and monitoring of certified operators.
3. Police Officers who have successfully completed the agency approved police T3 ESV operator's course may use departmental T3 ESV's in the performance of their duties, as directed by their supervisors.

#### Program Operations

1. Agency T3 ESV's will not be operated in ice, snow, freezing rain, or any other weather conditions that would unnecessarily compromise the safe operation of T3 ESV's or health of T3 ESV operators. T3 ESV's will not be operated in water in excess of one inch in depth. T3 ESV's will not be operated over curbs or uneven off road terrain.
2. The T3 Electronic Standup Vehicle is a pedestrian assist device and, unlike a bicycle, is not classified as a vehicle. As such, T3 ESV's should generally be operated where pedestrians normally walk.

#### 41.1.4 Agency-Owned Animals

The department does not maintain any animals for use in its patrol operations.

3. Code III - respond with full emergency equipment (audio and visual) activated with an expedited response. This response will be reserved for serious or life-threatening emergencies (ie. felonies/assaults in progress, fire in residence hall, etc) where an emergency response could prevent loss of life or serious injury.

Code III responses shall be requested via radio by the officer responding and the on-duty Supervisor/OIC shall authorize whether or not the Code III response is used.

4. In all emergency response modes, the officer shall be responsible for driving with due regard for the safety of all persons. These responses do not relieve the officer from exercising due diligence nor does it afford protection from the consequences of reckless disregard for the safety of others.
5. Response classifications should be modified as incident dynamics dictate to ensure safety of all persons and officers. Initial responding units at incident scenes will notify Communications via radio if changes are needed in the response classifications and of changes in the nature of the call in order to ensure officer safety and to expedite the efficient handling in incidents (ie. upon initial response by the first officer to a routine incident, the second officer may downgrade his/her response from a Code III/II response to Code I.) At all times during a response to an incident involving an expedited response, officers will maintain contact with Communications and the Squad Supervisor/OIC; providing relevant information regarding the incident upon arrival.
6. In the event of a motor vehicle accident during the emergency response, Supervisors shall ensure that the procedures outlined in 61.2 – Traffic Collision Investigation – are followed.

Refer to 61.1.7 – Stopping Traffic Violators

#### 41.2.2

D.

- A. Medical Examiner – shall be notified in all situations where an officer responds to a location where death is unexpected and the victim was not under the care of a physician who will sign the death certificate. Request for a medical examiner to respond to a location will be made by the Squad Supervisor, after consultation with the On-call Commander, via the

7.

- vii. Believed to be with persons who could endanger his/her welfare. A missing person in such circumstances is in danger not only of sexual exploitation, but of involvement in criminal activity such as burglary, shoplifting, and robbery.
- viii. Is absent under circumstances inconsistent with established patterns of behavior. Most children and adults to some degree have established routines that are reasonably predictable. Significant, unexplained deviations from those routines increase the probability that the person may be at risk. A child or adult whose disappearance involves circumstances that would cause a reasonable person to conclude that the missing person should be considered at risk.

#### MISSING PERSONS INVESTIGATIONS

- A. Police Communications personnel receiving the report of a missing person shall be responsible for:
  - 1.





2. Child abduction by a non-custodial parent is not a case that would routinely meet MD Amber Plan criteria, unless the agency can articulate a reasonable suspicion that the parent intends to physically harm the child.
3. Upon confirmation of the above criteria, officers will contact the Maryland State Police headquarters Duty Officer and request that the MD Amber Plan be activated.

#### MISSING ADULT INVESTIGATIONS PROCEDURES

- A. When an officer is dispatched to a missing adult call, the officer will:
  1. Make personal contact with the complainant.
  2. Conduct a preliminary investigation and complete the State of Maryland Missing Persons Report form 79.
  3. Place a radio lookout with the Police Communications Center when unusual circumstances are involved and there is a reasonable belief that the missing adult is still in the immediate area.
  4. Confer with the Squad supervisor regarding CID notification, if necessary, and sending a METERS message as appropriate.
  5. Determine if an NCIC entry should be made. An NCIC entry will be made if the missing person falls into one or more of the following categories:
    - a. Disability -- a person, regardless of age with a proven physical/mental disability or is senile, thereby subjecting them or others to personal and immediate danger.
    - b. Endangered -- a person, regardless of age, who is missing under circumstances indicating that their physical safety may be in danger.
    - c. Involuntary -- a person, regardless of age, who is missing under circumstances indicating that the disappearance may not have been voluntary, i.e., abduction or kidnapping.
    - d. Catastrophe Victim - a person, regardless of age, who is missing after a catastrophe.
- B. For an NCIC entry to be made, the complainant must sign the Missing Persons Report at the time of the filing of the report attesting to the circumstances of the missing person. NCIC regulations mandate that a signed statement be provided to the agency taking the report to aid in the protection of the missing person's right to privacy.
- C. If the missing person does not fit into any of the entry categories, no NCIC entry will be made.

#### MISSING PERSONS REPORTING PROCESS

- A. The initial investigating officer



- D. Advise the original complainant of the relevant details of the case and the subject's location. Officers are cautioned that every case presents different problems and that discretion will be exercised in furnishing information.
1. If it develops that the missing person has been the subject of foul play or has been located either deceased or in severely deteriorated physical or mental condition, personal contact will be made with the complainant.  
  
Refer to 55.2.6
  - 2.

Agency personnel shall afford people with mental illnesses the same rights, dignity and access to police, community and university services at the same levels provided to all citizens, students, faculty and staff. The Americans with Disabilities Act (ADA) requires equal treatment for people with disabilities in all state and local

6. Common Symptoms - Symptoms of mental illness may vary but mentally ill persons have thoughts, feelings, or behavioral characteristics which may result in an inability to cope with the ordinary demands of life. While a single symptom or isolated event does not necessarily indicate mental illness, professional help should be sought if symptoms persist or worsen. The following may prove useful in recognizing warning signs of mental illness:

- \* Sitting and doing nothing
- \* Social withdrawal from family, friends; abnormal self-centeredness
- \* Decline in academic or athletic performance
- \* Loss of interest in once pleasurable activities
- \* Expression of hopelessness, helplessness, inadequacy
- \* Thinking or talking about suicide
- \* Inability to concentrate or cope with minor problems
- \* Irrational statements, poor reasoning, memory, judgment
- \* Argumentative, belligerent or hostile behavior
- \* Drug or alcohol abuse

- a. The degree to which these symptoms exist varies from person to person. Many of these symptoms represent internal, emotional states that are not readily observable from a distance but are noticeable in conversation with the person.

B. Procedures for Accessing Community Mental Health Resources

The Maryland Department of Health and Mental Hygiene, Office of Regulations, Legislation and Policy, has designated the Peninsula Regional Medical Center as a psychiatric emergency facility. This facility is designated for the purpose of providing evaluation of individuals who are presented on the basis of a Petition for Emergency Evaluation pursuant to Health - General Article, Sections 10-620 - 10-629, Annotated Code of Maryland.

The University maintains a Counseling Center which is available to meet with persons who have mental illnesses. The Police Communications Center maintains a list of available resources and telephone numbers. Officers in need of assistance with persons with mental illnesses shall make contact with available resources.

C. Guidelines for Dealing with Mentally Ill Persons

COMMUNICATIONS RESPONSIBILITIES:

The quality of information gathered and shared by

3. Prior suicide threats;
4. Reliance on medication or failure to take medication;
5. Relatives, friends or neighbors available to assist officers; and
6. Physicians or mental health professionals available to assist officers.

When dispatching calls for service involving people who may have mental illnesses, the PCO should provide all relevant background information to responding officers.

Communications personnel will have ready access to contact and referral information for available

5.



c.

feels that the Department should transport the individual, two officers will be assigned to do so.

- v. If after the evaluation the evaluatee is not committed, the individual may request that the officer return him to his residence, or the place of apprehension. The officer will honor this request only if the individual has no other means of transportation.

University Police Officers will respond to the medical facility and transport the individual (student) back to the main campus of the University. In the event an emergency petition is completed for a University student who is evaluated by the examining physician at a medical facility, the Office of Student Affairs will be notified, by the on-duty Supervisor or Division Commander, to determine whether the student poses a threat to the safety and security of the campus community.

9.





### 41.3.7 Computerized Mobile Data Access

## GENERAL MDT USAGE

Safe operation of vehicles equipped with an MDT is paramount. Common sense and safe driving practices dictate that the officers will focus their attention on safe operation of the vehicle and will utilize the MDT only when it is safe to do so.

Officers assigned to any patrol unit with an MDT will log into the CapWIN network at the beginning of each shift. The MDT will remain on and logged into at all times while the officer is on duty. The Communications Center will also log into CapWIN which will allow police communications personnel to transmit correspondence via the messaging system instead of using the radio. Only full-time PIN employees assigned to the Communications Center are trained in the systems outlined in this policy.

If a vehicle is taken out of service due to an accident or prolonged maintenance, the MDT must be removed from the vehicle and will be maintained by the Patrol Commander.

#### CARE OF EQUIPMENT

The MDT's will be securely locked into place on the docking station while the computer is in a vehicle. The key for the locking system will be kept with the vehicle. The MDT will only be removed from the vehicle during times when the patrol unit will not be used for an extended period.

Although the terminal is a ruggedized model, care must still be used in handling the computer. Avoid exposing the computer to moisture, including rain and snow, as well as beverages. Beverages consumed within the patrol unit will require a lid to prevent spillage within the vehicle and possible damage to the MDT.

The MDT is capable of operating in extreme temperatures; however, it may not function properly until it returns to an ideal operating range. In extreme cold, the computer may not function until the unit warms up. In the extreme heat of summer, the unit may not work properly until the ambient temperature of the vehicle has cooled.

Care should be used in cleaning the screen of an MDT. An anti-static cleaning cloth should be used to clean the screen. Another cleaning method is the use of a soft cotton cloth lightly moistened with water. No cleaning solution shall ever be used to clean the screen or computer housing.

As the MDT's have a touch-screen system option, an operator will use only a fingertip or the stylus pen that is provided with the terminal. Under no circumstances will an ink pen be used on the screen. The use of an ink pen will cause damage to the screen.

