

1.200 ORGANIZATION (11.1.1)

1.205 ORGANIZATIONAL AUTHORITY (11.1.2)

- A. The Chief of Police may establish any organizational units and assign functions as deemed necessary to support the effective and efficient accomplishment of the agency's goals, objectives, responsibilities, and functions.
- B. Functional responsibility may be assigned to individual positions or components or to single positions or organizational components.
- C. When organizational changes are made that transfer functions or responsibilities from one employee or unit to another, directives pertaining to transferred functions or responsibilities, until rewritten to reflect transfers of functions or responsibilities, apply to employees or units receiving functions or responsibilities.
- D. The agency's organization is depicted on an organizational chart that is reviewed, updated as needed, and accessible to all agency personnel.

1.210 COMMAND PROTOCOL (11.2.1, 11.2.2, 11.3.2, 12.1.2)

- A. Each organizational unit is supervised or administered by a supervisor or commander.
 - 1. Each unit within the agency is under the direct command of only one unit head.
 - 2. Organizational units report to their respective superiors consistent with the agency's directives and organizational chart.
 - 3. Supervisors and commanders are accountable for the activities of employees under their immediate control.
 - 4. Employees are directly accountable to their immediate supervisors during their work periods.
 - 5. Employees working overlapping shifts or assignments are under the control, for payroll and other purposes, of the supervisor during which their work periods began, so long as that supervisor is on-duty. When the initial supervisory officer goes off-duty, supervisory responsibilities transfer to the on-duty supervisor.
 - 6. When employees are in operations involving more than one organizational unit or personnel from different units, overall event command will be assigned to a specified supervisor or commander.
 - 7. Major field operations or emergencies will normally be under the direction of a specified supervisor or commander.
 - 8. During the temporary absence of unit heads when competent authority makes no other provision, the command automatically devolves upon the senior ranking officer.
 - 9. A sergeant and at least one corporal are assigned to each patrol squad. Patrol squad supervisors are responsible for ensuring the continuous presence of supervisory personnel on their patrol squads every day of the year. Temporary OICs can be designated to provide patrol squad supervisory assistance during the unforeseen or authorized absence of patrol supervisors.
- B. An acting Chief will be appointed by personnel order, whenever possible, as the result of planned, expected, or anticipated absences of the Chief.
 - 1. Whenever the Chief is absent and is also unable to manage the operations of the agency without having appointed an acting Chief, the position of acting Chief devolves first by rank, then by time-in-grade.
 - 2. Acting Chiefs are authorized to carry out provisions of LEOBR, as well as other powers, authority, and duties conferred upon the Chief except hiring, firing, promoting, demoting, or transferring any employee without the authorization of the Chief or the TU Vice President for Administration & Finance.
- C. The rank order of the sworn employees of the agency in descending order is:
 - 1. Chief of Police;
 - 2. Captain;
 - 3. Lieutenant;

4. Sergeant;
5. Corporal;
6. Private First Class; and
7. Private.

1.215 FUNCTIONAL COMMUNICATION, COORDINATION, & COOPERATION (12.1.4)

- A. All employees will encourage, support, and participate in the reasonable and prudent exchange of information between agency personnel, units, and functions. Mechanisms and processes used to facilitate the exchange of information include, but are not limited to:
 1. Electronic mail accessible to all agency personnel;
 2. Patrol briefings;
 3. Investigators periodically attending patrol briefings;
 4. Incident Summaries;
 5. Structured staff meetings;
 6. Staffing of draft directives throughout the agency;
 7. Incident or special event briefings;
 8. Organizational and individual memberships in professional organizations;
 9. Access to on-line records, reports, and summaries; and
 10. Direct communications between employees.
- B. The Chief maintains an open door policy as schedule dynamics permit. Subordinates who wish to meet with the Chief, but do not have immediate chain of command access to the Chief may do so by providing an agenda and scheduling appointments with the Chief. The Chief will determine whether reported agenda items are appropriate for discussion in this setting.
- C. Various staff meetings are conducted within the agency as formalized methods of problem solving and enhancing intra-agency communications.
 1. Command staff meetings are scheduled and chaired by the Chief as needed. Command staff meetings will be attended by the:
 - a. Chief of Police, at his discretion;
 - b. Commanders; and
 - c. Others as designated by the Chief.
 2. Command / supervisory staff meetings are scheduled and chaired by commanders for personnel within their commands and others as deemed appropriate by commanders and the Chief.
 3. All agency organizational units or components are encouraged to conduct staff meetings in order to discuss matters affecting their units or components.
 4. Formalized staff meetings will be scheduled to maximize attendance by personnel when they are on regular duty.

1.220 CHIEF OF POLICE (12.1.1, 91.4.1, 52.1.3)

- A. The Chief of Police / DIRECTOR OF the Office of Public Safety is the chief executive officer of the Towson University Police and answers directly to the Vice President for Administration and Finance. THE CHIEF OF POLICE HAS RESPONSIBILITIES THAT INCLUDE, BUT ARE NOT LIMITED TO:
 1. OVERALL MANAGEMENT AND ADMINISTRATION OF THE AGENCY;
 2. OVERSIGHT OF THE AGENCY'S INTERNAL AFFAIRS COORDINATOR
 3. SERVING AS THE AGENCY'S PRIMARY PIO;
 4. CHAIRING THE AWARDS COMMITTEE;
 5. COORDINATING AGENCY BUDGET AND FISCAL AFFAIRS;
 6. COORDINATING AGENCY HUMAN RESOURCES FUNCTIONS.
- B. Consistent with a position description issued by Human Resources, the Chief, as the agency's chief executive officer, is responsible for the operational efficiency, budgeting, planning, responding to the needs and inquiries of the public, and maintaining interactions with county, state, and federal agencies.

- C. The Office of the Chief of Police consists of, but is not limited to, the units, personnel, and functions of:
1. Chief of Police; and
 2. EXECUTIVE ADMINISTRATIVE ASSISTANT, WHO, UNDER GENERAL SUPERVISION BY THE CHIEF, PROVIDES EXECUTIVE LEVEL SECRETARIAL AND ADMINISTRATIVE ASSISTANCE AND HANDLES MATTERS OF THAT ARE HIGHLY CONFIDENTIAL OR SENSITIVE.
 3. ADMINISTRATIVE ASSISTANT REPORTS DIRECTLY TO THE CHIEF, BUT IS A SHARED RESOURCE WHO PROVIDES A VARIETY OF SECRETARIAL SERVICES AND OPERATIONS TO COMMANDERS, BY EXERCISING INDEPENDENT JUDGMENT AND ACTION, AND RESOLVING ADMINISTRATIVE PROBLEMS THAT DO NOT REQUIRE MAJOR DEVIATIONS FROM ESTABLISHED POLICIES OR PROCEDURES.
 4. INTERNAL AFFAIRS COORDINATOR, WHICH CONSIST OF A SUPERVISORY RANKED OFFICER WHO REPORTS DIRECTLY TO THE CHIEF WHILE FUNCTIONING AS THE AGENCY'S INTERNAL AFFAIRS COORDINATOR;
 5. PATROL BUREAU;
 6. OPERATIONS SUPPORT BUREAU; AND
 7. ADMINISTRATIVE AND TECHNICAL SERVICES DIVISION.
- D. A supervisory ranked officer is detailed to Environmental Health and Safety (EHS) to assist with researching, developing, and facilitating the university's activities related to emergency preparedness and Homeland Security.
- E. The Office of the Chief is also responsible for coordinating the university's and the agency's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).
1. Clery Act responsibilities directly coordinated by the Office of the Chief include compiling, editing, publishing, and distributing the Annual Campus Security & Fire Safety Report.
 2. The ATSD commander is delegated WITH THE Clery Act responsibilities of contacting and coordinating response information from Campus Security Authorities (CSAs) and ensuring that required crime and incident data is collected, submitted, and retained.
 3. Environmental Health & Safety (EHS) is delegated the responsibility of collecting and maintaining required fire safety statistics.
 4. Central Records is delegated certain Clery Act information reporting and retention requirements. See also **1.235.06 Information Support Services Unit.**

1.230 PATROL BUREAU

The Patrol Bureau consists of, but is not limited to:

- A. Functional responsibilities for:
1. Patrol;
 2. Criminal investigations and criminal intelligence; and
 3. Special events;
- B. Units and personnel of:
1. Patrol Bureau Commander;
 2. Patrol Squads;
 3. Operations Squad;
 4. POLICE AIDES
 5. Security Escort Services.

1.230.02 Patrol Bureau Commander

The Patrol Bureau Commander reports to the Chief and has responsibilities that include, but are not limited to:

- A. All matters pertaining to the efficient and effective administration and command of the Patrol Bureau; and
- B. Coordinating and facilitating planning for activities such as athletic events, community social events, parades, motorcades, public demonstrations, or other events that result in the need for crowd, traffic, or crime control;
- C. Administering the agency's security escort program, to include its staffing, operational oversight, and statistical reporting of related activities;

1.230.04 Patrol Squads

- A. Patrol squads are organizational components of the Patrol Bureau and are primarily responsible for providing continuous police services to the community.
- B. Patrol squad supervisors report to the Patrol Bureau Commander and have overall supervisory responsibilities that include, but are not limited to the efficiency, discipline, appearance and general good conduct of personnel under their command, in addition to general police duties and problem solving.
- C. Patrol officers report to their patrol squad supervisors and have duties and responsibilities that include, but are not limited to, uniformed patrol, maintenance of public order, discovery and reporting of hazards, responding to citizens' needs for services, investigating crimes and incidents, community policing through the Building Assignment Program, arresting offenders, directing traffic and traffic control, providing emergency services, and reporting information to appropriate organizational units or personnel.
- D. Traffic function activities may be conducted or facilitated by all sworn personnel. However, personnel assigned to the Patrol Bureau and within patrol squads conduct most traffic function activities.
- E. All agency employees may conduct juvenile operations and related activities. However, personnel assigned to the Patrol Bureau and within patrol squads conduct most juvenile related activities.

1.230.06 Operations Squad

- A. The operations squad is an organizational component of the Patrol Bureau. It is under the command of a supervisory ranked officer who reports to the Patrol Bureau Commander.
- B. The Operations Squad has functional duties and responsibilities that include, but are not limited to:
 - 1. Conducting basic criminal, non-disciplinary administrative investigations, vice, drug, and organized crime investigations not otherwise assigned to patrol squad officers as described in **2.306.04 Case Assignments – Investigations**;
 - 2. Providing flexible staffing to patrol squads as needed to ensure uniformed coverage or to respond to unexpected, unusual, or exigent situations;
 - 3. Criminal intelligence and homeland security as described in **2.328 Criminal Intelligence & Homeland Security**;
 - 4. Victim / witness assistance, even though certain initial services are provided by patrol and other agency personnel;
 - 5. Maintaining liaison with allied federal, state, and local agencies for facilitating an exchange of intelligence and homeland security information;
 - 6. VIP and dignitary protection;
 - 7. Legal process control;
 - 8. Community policing and outreach through the Building Assignment Program;
 - 9. Staffing the agency's Canine Program.
- C. The agency's Canine Program (K9) consists of the current number of officers and their specially trained dogs that are used according to their qualifications and certifications to enhance public safety and policing needs of our service community. Canine officers revert to performing activities normally associated with patrol officers when not actively involved in K9 activities.

1.230.08 Special Events

- A. A supervisory ranked officer is delegated certain responsibilities by the Patrol Bureau Commander for routine special event planning, staffing, and management.
- B. When not actively involved in special event activities, this supervisor reverts to performing activities normally associated with patrol supervisors.

1.230.10 POLICE AIDES

- A. POLICE AIDES (PAS) ARE NON-SWORN EMPLOYEES WHO ARE ASSIGNED BY THE CHIEF THROUGHOUT THE AGENCY TO PERFORM DUTIES THAT DO NOT REQUIRE POLICE AUTHORITY, SUCH AS:
 - 1. CONDUCTING ROUTINE SECURITY ACTIVITIES IN AN EFFORT TO PROTECT THE UNIVERSITY BUILDINGS AND PROPERTY, AND TO SAFEGUARD OCCUPANTS AND VISITORS;
 - 2. ASSISTING WITH PARKING, TRAFFIC AND CROWD CONTROL; SECURITY OF CAMPUS FACILITIES; AND ASSIST WITH VARIOUS PUBLIC SERVICE FUNCTIONS AND SPECIAL EVENTS;
 - 3. ASSISTING IN COMMUNICATIONS OR LOGISTICS; AND
 - 4. PERFORMING OTHER DUTIES AS ASSIGNED.
- B. POLICE AIDES RECEIVE DIRECT SUPERVISION, OBSERVATION, AND EVALUATION BY COMMANDERS OR SUPERVISORS TO WHOM THEY ARE ASSIGNED.

1.230.12 Security Escort Services

Employees assigned to the Patrol Bureau provide security escort services. This service is an integral part of personal security and protection services provided to university students, staff, faculty, and visitors.

1.235 ADMINISTRATIVE & TECHNICAL SERVICES DIVISION

The ATSD Commander reports to the Chief and is assigned units, personnel and functions of:

- A. All matters pertaining to the efficient and effective administration and command of the ATSD;
- B. Planning and accreditation;
- C. ADMINISTERING THE AGENCY'S INFORMATION TECHNOLOGY DEVELOPMENT PROGRAMS;
- D. Training Coordinator;
- E. Information Support Services Unit; and
- F. Ensuring the agency submits approved information consistent with the UCR program and Clery Act requirements.
- G. Serving as the agency's staff and line inspections coordinator and manager.

1.235.02 Planning & Accreditation

The ATSD Commander is responsible for:

- A. Coordinating the agency's strategic planning process;
- B. Researching, writing, and tracking the progress of grants;
- C. Researching, writing, and managing the staffing of the agency's directives;
- D. Serving as the agency's Form Control Manager; and
- E. Managing the agency's participation in the accreditation process through CALEA AND IACLEA.

1.235.04 Information Support Services Unit

- A. The Information Support Services Unit is an organizational component of the ATSD. It is under the command of a supervisory ranked officer who reports directly to the ATSD Commander.
- B. Primary functional duties and responsibilities of personnel staffing Information Support Services include, but are not limited to:
 - 1. Central Records;
 - 2. Crime analysis function;
 - 3. Disseminating police reports to interested parties; and
 - 4. Collecting, analyzing, and reporting of statistical information in support of the agency's Uniform Crime Report (UCR) and *Clery Act* compliance such as:

- a. Retaining file copies of crime alerts consistent with Clery Act records retention requirements;
 - b. Updating, retaining, and making available the agency's crime log; and
 - c. Submitting required data to the US Department of Education.
4. Performing the functions of the Police Services Window during normal business hours. Functional duties provided through the Police Services Window include, but are not limited to:
 1. Assisting members of the public;
 2. When possible, directing employee complaints from citizens to supervisory or administrative ranked officers; and
 3. Ensuring proper security and disposition of lost and found items brought by citizens to Headquarters.

1.235.06 Training Coordinator

- A. A supervisory ranked officer reports directly to the ATSD Commander while functioning as the agency's Training Coordinator.
- B. The Training Coordinator has primary duty responsibilities that include, but are not limited to:
 1. Planning and managing in-service training programs;
 2. Coordinating and facilitating field training programs for officers and aides;
 3. Researching, recommending, and facilitating roll-call training;
 4. Serving as the agency's liaison with the Maryland Police Training & Standards Commission (MPTSC);
 5. Maintaining training related records;
 6. Supervising and facilitating the agency's inspection activities.

1.240 OPERATIONS SUPPORT BUREAU

The Operations Support Bureau (OSB) consists of, but is not limited to, the units, personnel and functions of:

- A. Operations Support Bureau Commander;
- B. Logistics;
- C. Communications Unit; and
- D. Community outreach.
- E. Managing agency facilities.

1.240.02 Operations Support Bureau Commander

The OSB Commander reports to the Chief and is assigned units, personnel, and responsibilities that include, but are not limited to:

- A. All matters pertaining to the efficient and effective administration and command of the OSB;
- B. Logistics Unit;
- C. Communications Unit;
- D. Community Outreach;
- E. Having overall responsibility for managing operational components of the agency's private security contract; and
- F. Managing the agency's fleet activities.

1.240.04 Logistics Unit

- A. The Logistics Unit is staffed by at least one supervisory ranked officer who reports directly to the OSB Commander.
- B. The Logistics Officer has primary responsibilities that include serving as the agency's:
 1. Quartermaster;
 2. Property and evidence coordinator;

3. Fleet coordinator;
4. Safety coordinator;
5. Key coordinator; and
6. Court liaison.

1.240.06 Communications Unit

- A. The Communications Unit is an organizational component of the OSB. It is:
 1. Under the command of a supervisory ranked employee who reports to the OSB Commander; and
 2. Staffed primarily by Police Communications Operators (PCOs).
- B. Duties and responsibilities of the Communications Unit include, but are not limited to:
 1. Providing continual police communications services;
 2. Operating the agency's TU Alerts system;
 3. Monitoring the agency's CCTV system;
 4. Operating and maintaining security of the METERS and NCIC terminal;
 5. Maintaining security of the Communications facility; and
 6. Performing the functions of the Police Services Window during non-business hours or as directed by a commander. Functional duties provided through the Police Services Window include, but are not limited to:
 1. Assisting members of the public;
 2. When possible, directing employee complaints from citizens to supervisory or administrative ranked officers; and
 3. Ensuring proper security and disposition of lost and found items brought by citizens to Headquarters.

1.240.08 Community Outreach

At least one supervisory ranked officer is assigned as a direct report to the OSB Commander to operationally coordinate and conduct certain aspects of the agency's community outreach activities. The primary duties and responsibilities of this officer include, but are not limited to:

- A. Crime prevention and community involvement;
- B. Security surveys;
- C. Coordination of problem solving;
- D. Liaison with the Towson community; and
- E. Working with the OSB commander to ensure certain community policing assignments are scheduled and conducted by officers assigned to the Patrol Bureau.