


**Department of Public Safety**  
**Police Division**  
**Policies and Procedures**

<u><b>Title</b></u>  <b>Oath of Office and Affirmation of Duty</b>	<u><b>SOP Number</b></u>  <b>2.1.100</b>
<b>Approval Signature</b>  	
<b>Eliot K Isaac</b>	
<b>Reviewed/Revised by</b>	<b>Pages</b> 2
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## ***Oath of Office and Affirmation of Duty***

- I. **Purpose:** The purpose of this policy is to establish the University of Cincinnati Police Division's (UCPD) requirement that all sworn law enforcement personnel take an Oath of Office before the execution of the duties of their position. In addition, all non-sworn campus public safety security officers shall take an Affirmation of Duty before the execution of the duties of their position.
- II. **Policy:** It is the policy of UCPD for all sworn law enforcement personnel to take an Oath of Office per section 3345.04 of the Ohio Revised Code (ORC) and all non-sworn security officers take an Affirmation of Duty before the execution of their duties.
- III. **Procedure:**
  - A. Sworn Law Enforcement Personnel
    1. All UCPD sworn police officers, before assuming sworn status, shall take and subsequently abide by an oath to uphold the Constitution, to enforce the laws under the UCPD jurisdiction, and the applicable policies of their institution, and to support the University's educational mission.
    2. The Training Section Supervisor or designee will be responsible for facilitating the Oath of Office process and forwarding the documentation to the employee's personnel file and the appropriate state agency.
  - B. Non-sworn Campus Public Safety Security Officers
    1. All non-sworn campus public safety security officers, before assuming their duties, shall take and subsequently abide by an affirmation to enforce institutional policies and support the University's educational mission.
    2. The Training Section Supervisor or designee will be responsible for facilitating the Affirmation of Duty process and forwarding the documentation to the employee's personnel file.
  - C. Legally Mandated Authority and Responsibilities
    1. ORC section 3345.04 empowers the Board of Trustees to designate one or more employees as University Law Enforcement Officers. ORC section 109.77 establishes the basic training program necessary for appointment. ORC Chapter 2935 defines the arrest powers of a University Law Enforcement Officer.
    2. The University Police Division will enforce the laws of the State of Ohio and carry out all duties and responsibilities attributed to the police personnel on all properties under the care, custody, or control of the University of Cincinnati Board of Trustees.

### References

Ohio Revised Code 3345.04 State University Law Enforcement Officers

Ohio Revised Code 109.77 Certificate of completion of basic training program necessary for appointment

Ohio Revised Code Chapter 2935: Arrest, Citation, and Disposition Alternatives