


Department of Public Safety
Police Division
Policies and Procedures

<u>Title</u> Regional Campus Assignments	<u>SOP Number</u> 3.2.102
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Regional Campus Assignments

I. Purpose: The purpose of this policy is to guide University of Cincinnati Police Division (UCPD) Personnel in duties specifically related to the University of Cincinnati Regional Campuses.

II. Policy: It is the policy of UCPD to provide public safety resources at the University of Cincinnati Regional Campuses.

III. Definitions:

Regional Campus: For this policy, a regional campus is defined as UC Blue Ash and UC Clermont campuses.

IV. Procedure:

A. Supervision of Regional Campus UCPD Personnel

1. The On-Duty Patrol Shift supervisor shall be responsible for the following areas related to Regional Campuses while on duty:
 - a. Supervising UCPD personnel assigned to a Regional Campus on their shift.
 - b. Periodic inspections and spot checks of UCPD Regional Campus personnel.
 - c. Being a UCPD liaison with Regional Campus Deans.
 - d. Responding to and supervising critical incidents at Regional Campuses during their shift.

B. Scheduling coverage and time off requests

1. The On-Duty Patrol Shift supervisor shall be responsible for the Regional Campus scheduling coverage including training, vacations, and sick call-offs while on duty.
 - a. If the time off request is within 48 hours, the time off request will be handled by the UC main campus on-duty patrol supervisor.
 - b. Approved time off requests for Regional Campus Personnel will be logged in the Public Safety Portal (PSP) and an email will be sent to the appropriate patrol shift supervisors.
2. UCPD personnel assigned to a Regional Campus who request time off will contact their shift supervisors if he or she is on duty, or if the request for time off is outside 48 hours from their shift.
3. If UCPD personnel assigned to a Regional Campus staff is requesting time off within 48 hours of their shift, they will contact the on-duty patrol supervisor for notification and approval.

C. Daily Preparation for Duty

1. UCPD personnel assigned to a Regional Campus shall check the Public Safety Portal (PSP) and review items on the Roll Call Checklist.
2. UCPD personnel assigned to a Regional Campus will also conduct a weapon and Body Worn Camera (BWC) inspection.
3. UCPD personnel assigned to a Regional Campus will conduct a UCPD vehicle inspection to include the In-Car Vehicle Recording System (IVRS) if equipped.

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- D. Communication with the Emergency Communication Center and local police agency.
 - 1. UCPD personnel assigned to a Regional Campus will maintain their UCPD radios on the channel assignment for their Regional Campus.
 - 2. UCPD personnel assigned to a Regional Campus shall use their radio to mark on-duty at the beginning of their shift and off-duty at the end of their shift.
 - 3. UCPD personnel assigned to a Regional Campus will notify the local police agency for their campus when they begin and end their shift.
 - 4. UCPD personnel assigned to a Regional Campus shall also mark on their radio when handling any calls for service.

- E. Periodic Regional Campus Patrols and Checks
 - 1. UCPD personnel assigned to a Regional Campus are generally expected to conduct a campus building check, parking lot patrol and any annex property check at least twice per shift.
 - 2. These patrols and checks will be communicated to the Emergency Communication Center.
 - a. When conducting campus building checks, UCPD Regional Campus Personnel will communicate the building the check starts at. After the check, UCPD personnel assigned to a Regional Campus will communicate the check is complete and provide a brief summary of the building's check.
 - b. When conducting parking lot patrols, UCPD personnel assigned to a Regional Campus will communicate the parking lot the patrol starts in. After the check, UCPD personnel assigned to a Regional Campus will communicate the patrol is complete and provide a brief summary of the lots patrolled.
 - c. When conducting Regional Campus annex property checks, UCPD personnel assigned to a Regional Campus will communicate when these checks are complete.
 - d. Regional Campus Annex checks include:
 - 1) Clermont Student Activity Center.
 - 2) Blue Ash Annex.
 - 3) Blue Ash Veterinarian Technology Building.

- F. UCPD Regional Campus Office Operations
 - 1. Generally, the UCPD Regional Campus office door will remain open.
 - 2. Exceptions to this include:
 - a. When out of the office conducting periodic checks and patrols.
 - b. When eating lunch or on reasonable breaks.
 - c. When meeting with faculty, staff, student, or visitors.
 - 3. When out of the office for periodic checks and patrols, the phone system shall be forwarded to the Emergency Communication Center.
 - a. Upon return to the office, the call forwarding will be turned off.

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- b. In addition, the “Out of Office” sign will be placed on the door when out of the office and then removed when UCPD personnel assigned to a Regional Campus return.

G. Property and Evidence

1. Property, evidence, lost and found shall be handled following UCPD policy 15.1.100 Property and Evidence Control.

References

15.1.100 Property and Evidence Control