

# Post Assignments - Security Force

## 1135.1 PURPOSE AND SCOPE

The purpose of this policy is to identify post assignments as well as campus and building security measures for all University of Maryland, Baltimore Police Department's Security Officers.

## 1135.2 POLICY

It shall be the policy of the University of Maryland, Baltimore Police Department (UMBPD) that all Security Officers will adhere to the guidelines for post assignments, building security and general duty information as established herein.

## 1135.3 REPORTING FOR DUTY

### 1135.3.1 ASSIGNMENTS

Security Officers reporting for duty will arrive according to their assigned shift and post. Information on reporting late for duty or failure to report for duty can be found in Policy 320 (Standards of Conduct).

### 1135.3.2 ROLL CALL

- (a) Unless otherwise directed, all uniformed security personnel shall report promptly for daily Roll Call briefings at a time and place designated by the agency. They shall be in good physical and mental condition, neat in appearance and properly uniformed and equipped.
- (b) Roll Call briefing sessions are mandatory for post assignments and include the dissemination of information specific to the University campus inclusive of attention to unusual situations, changes in schedules and assignments, evaluating officer readiness, inspections, training, etc.
- (c) Security Officers who cannot attend Roll Call due to their post assignments will be briefed by the Security Supervisor at their post.

### 1135.3.3 CALLING-OUT/RETURNING TO DUTY

Security Officers will notify Communications or an appropriate supervisor no less than two (2) hours before their scheduled time of arrival if they are sick, late or otherwise encumbered in accordance with Policy 320 (Standards of Conduct). In addition, Security Officers not permanently assigned to a post must contact a Security Supervisor in advance of the earliest shift reporting time to verify their daily post assignment and reporting time.

## 1135.4 SECURITY OVERVIEW

### 1135.4.1 SECURITY PHILOSOPHY

Most post assignments are designed as a deterrent to prevent unwanted security breaches including unwanted persons, activities and crime. To that end, Security Officers will wear a uniform

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easily recognized by University staff and visitors and will present an “official” image as individuals enter campus buildings.

#### **1135.4.2 COURTESY**

Security Officers will be courteous to all who enter or attempt to enter campus buildings and will assist in answering questions and giving directions as required. Security Officers shall provide assistance to the general campus community upon request. If the Security Officer is unable to provide the requested information, they shall contact the Communications Center for assistance.

#### **1135.4.3 DISRUPTIVE BEHAVIOR**

If an individual becomes disruptive, the Security Officer will direct the individual to leave the building. If the individual threatens to use physical violence or refuses to leave the building when requested to do so, the Security Officer shall notify the Communications Center to have a police officer respond to escort the individual from the building. If the disruptive behavior occurs on a public street or side walk, the Security Officer shall report the incident and request police assistance.

#### **1135.4.4 SECURITY POSTS**

Security Post are designated as building, garages, corners, patrol, break relief, and Safe Ride driver/escort.

### **1135.5 BUILDING SECURITY DUTIES AND PROCEDURES**

#### **1135.5.1 OPERATIONAL DUTIES**

- (a) Security Officers will check the identification of all who attempt to enter a campus building.
- (b) Visitors that have no University identification must provide a valid photo identification which will be examined and recorded by the Security Officer before entering the building. The security officer must verify the reason for the visit. The exception is UMB public buildings where a current and valid government issued ID is required. If the verifying person/office cannot be reached, the Security Supervisor or designee shall be contacted. Further attempts for verification shall be made by the Security Supervisor in an effort to facilitate the visit.
- (c) Security officers will examine property being removed from a building against an approved UMB Property Removal form.
- (d) Security Officers will remain at their post until properly relieved or the designated building closing time. The officer shall not leave the post at closing time until the exterior doors are secured and alarms are activated. Administrative questions shall be referred to the Security Supervisor and emergencies to the University Police Force.
- (e) Security officer will not accept, receive or sign for any package on their posts.

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#### 1135.5.2 ADMISSIONS

- (a) Only those individuals who meet the criteria as established herein shall be admitted to campus buildings.
- (b) The criteria are:
  1. They are a student, faculty member, or other employee of the University of Maryland or any of the University System of Maryland's thirteen (13) Universities, who displays a current school identification badge.
  2. They are a student, faculty member, or other employee from a Maryland University or College other than those listed above, who displays current school identification.
  3. They are a health care professional with current professional identification, or University of Maryland alumni with current alumni association membership card, or legal professional or their agents with current identification. Each of these individuals must sign in after displaying approved identification.
  4. They are high school students with a dated letter from their teacher, on school letterhead, which verifies the student's need to use the Health Sciences Library and indicates the period for which access is necessary.
  5. They are a person requesting access to a particular government document which has been received on depository.
  6. They are faculty, staff, students and employees without their University of Maryland Baltimore identification cards who have other identification. The person shall be required to sign in using the alternate identification. The verification procedures apply when using the alternate ID.

#### 1135.6 GARAGE SECURITY DUTIES AND PROCEDURES

##### 1135.6.1 GENERAL SECURITY DUTIES

Security officers conducting Garage Checks provide a crime prevention service by the presence in the facility. The security officer shall be aware of their surroundings, checking for glass around vehicles, fluids leaking from vehicles, suspicious persons or activity, and reporting property that appears to have been abandoned, for example.

##### 1135.6.2 GARAGE CHECK PROCEDURES

- (a) A security officer assigned to this post shall wear their safety vest.
- (b) The security officer will report, attend roll call if available, and sign in with a supervisor, receiving the Guard Tek device.
- (c) The assigned security officer shall notify the communications center via radio at the beginning and conclusion of a garage check. The officer shall receive an event number and record the number on their Daily Activity Sheet.
- (d) The security officer's breaks and lunch are covered by "self-relief."

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- (e) At the end of the tour of duty, the security officer shall report to the supervisor, turning in their Guard Tek device and activity sheet.

## **1135.7 CAMPUS PATROL DUTIES AND PROCEDURES**

### **1135.7.1 GENERAL SECURITY CONCERNS**

The security officer who patrols the campus either on foot or on a Segway transporter is a force multiplier for UMBPD. The security officer shall provide assistance as needed to the campus community and report any perceived criminal activity to the Communications Center. The security officer shall not become physically involved in the detention of any person, but shall call for assistance, providing detailed information to the Communications Center.

### **1135.7.2 CAMPUS PATROL PROCEDURES**

- (a) A security officer assigned to this post shall wear their safety vest.
- (b) The security officer will report, attending roll call if available, and sign in with a supervisor.
- (c) The security officer shall patrol their assigned area of campus, providing assistance to the campus community as needed.
- (d) The security officer shall walk through campus building in their assigned area, looking for security concerns such as, but not limited to, suspicious activity, hazardous material leaks, and suspicious packages.
- (e) The security officer shall swipe their One-Card access card at all card readers available during a building tour and check.
- (f) At the end of the tour of duty, the security officer shall report to the supervisor and turn in their activity sheet.

## **1135.8 CORNER ASSIGNMENT DUTIES AND PROCEDURES**

### **1135.8.1 GENERAL CORNER ASSIGNMENT DUTIES**

The Corner Assignment Detail is conducted at specific times of day, during high pedestrian traffic times and are limited in duration. The security officer who is assigned to a Corner Detail is a force multiplier for the UMBPD. The security officer shall maintain a highly visible position at the appointed intersection, monitoring vehicle and pedestrian traffic. The security officer shall provide assistance as needed to the campus community and report any perceived criminal activity to the Communications Center. The security officer shall not become physically involved in the detention of any person, but shall call for assistance, providing detailed information to the Communications Center.

### **1135.8.2 CORNER ASSIGNMENT PROCEDURES**

- (a) A security officer assigned to this post shall wear their safety vest.
- (b) The security officer will report, attend roll call if available, and sign in with a supervisor.

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- (c) The assigned security shall be on post at the specified time, being alert and highly visible.
- (d) While on the corner post assignment, should the officer observe suspicious or criminal activity the officer shall contact the communications center, providing a description of the activity, the location, description of the person (s) involved and the direction of travel.
- (e) The officer shall notify the Communications Center of any breaks taken while on corner assignment.
- (f) The time spent on the Corner Assignment Detail shall be recorded on the Daily Activity Sheet, along with any activities conducted while on the detail.
- (g) At the end of the tour of duty, the security officer shall report to the supervisor and turn in their activity sheet.

### **1135.9 BREAK/RELIEF DUTIES AND PROCEDURES**

#### **1135.9.1 GENERAL BREAK/RELIEF DUTIES**

- (a) The Break / Relief post security officer is responsible to provide the pre-scheduled fifteen (15) minute breaks and the prescheduled half hour lunch to those persons who cannot conduct a self-relief. The officer shall conduct any emergency relief to which they are dispatched.
- (b) While moving from post to post, the officer shall remain alert for suspicious or criminal activity, reporting the activity to the Communications Center. The officer shall swipe card readers as they traverse buildings to record the security check.
- (c) The officer shall record all relief and lunch breaks provided on their activity sheets.
- (d) Security Officers assigned to the Break / Relief post shall wear the Security Officer safety vest.
- (e) While on a post, the officer shall review the Post Book, looking for any new information and shall sign where indicated, acknowledging the review of the book. The Post Book contains information on items such as:
  1. Information on controlling access to the specific building;
  2. Photos of VIPs such as Deans;
  3. Copies of Banning Letters and photos of banned persons;
  4. Copies of recent Crime Alerts;
  5. Safety information for the building such as the Building Coordinator and Safety Wardens; and
  6. Facility staff directory.
- (f) All breaks and lunches shall be conducted as scheduled per the matrix of the assigned Break / Relief post.

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1135.9.2 BREAK/RELIEF PROCEDURES

- (a) A security officer assigned to this post shall wear their safety vest.
- (b) The security officer will report, attending roll call if available, and sign in with a supervisor.
- (c) The assigned security officer shall ensure they have the correct matrix for their assigned Break / Relief post.
- (d) The security officer shall arrive on the post to be relieved at the specified time, accurately recording their arrival and the start of the relief on their activity sheet.
- (e) The relief officer shall receive a briefing on the post activity from the officer being relieved and conduct post operations as required and specified for the post or building.
- (f) The officer shall accurately record the return time of the officer they relieved, brief the officer as needed and depart for the next post to be relieved.
- (g) At the end of the tour of duty, the security officer shall report to the supervisor and turn in their activity sheet.