

# Standard Operating Procedure for the University of Baltimore Police Services

## 211.1 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to define the responsibilities, guidelines, and requirements for police services at the University of Baltimore (UBalt). Police officers assigned to or providing services at UBalt are responsible for maintaining the safety and security of the campus, operating under established legal authority. A Memorandum of Understanding (MOU) between the University of Maryland, Baltimore (UMB) and the University of Baltimore (UBalt) outlines UMB's provision of police services to the UBalt campus.

## 211.2 POLICY

The policy of the University of Maryland, Baltimore Police Department (UMBPD) requires all sworn police officers to follow the guidelines, responsibilities, and requirements set forth in this SOP to ensure operational continuity, community engagement, and campus safety. Officers shall exercise only the authority granted to them by law. UMBPD will provide police services for UBalt in accordance with the Memorandum of Understanding (MOU).

## 211.3 RESPONSIBILITIES

**UBalt Liaison and Shift Supervisor** – The UBalt Liaison or their designee, along with the Shift Supervisor, is responsible for ensuring staff presence at high-visibility locations during specified times. The UBalt Liaison or designee will provide coverage as necessary, depending on personnel requirements.

**UMBPD Support Services Bureau** – The UMBPD Community Outreach and Support Team (COAST) provides resources to the UBalt campus. COAST members participate in UBalt events such as student orientations, block parties, welcome back events and campus presentations.

**UMBPD Professional Standards Bureau** – The UMBPD Investigations Unit offers investigative services for incidents at UBalt, along with support for victims and witnesses. The unit also monitors high-profile or sensitive events on the UBalt campus. Additionally, the UMBPD Education and Training Unit provides Civilian Response to Active Shooter Events (CRASE) training to UBalt campus members on an ongoing basis. Following CRASE training, the UMBPD Education and Training Unit conducts workspace assessments at UBalt to identify vulnerabilities and develop action plans.

**UMBPD Security and Compliance** – The UMBPD Clery and Compliance Coordinator provides crime log information to UBalt. The crime log information provided to UBalt consists of all reported incidents to UMBPD occurring on the UBalt campus.

## 211.4 PROCEDURES

### Operating Procedures:

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#### **UBalt Post 31**

- A. Post Boundary – The campus patrol includes East Oliver Street (North); Chase Street (South); Morton Street (East); and Dolphin and Cathedral Streets (West).
- B. Responsibilities:
  - 1. The officer will be responsible for the safeguarding of citizens and/or University property within the above-described area.
  - 2. The officer will carry out special assignments during specified times as designated by the Shift Supervisor. The officer may be required to attend and/or provide special attention for campus community events such as block parties, resource fairs and high-profile events.
  - 3. The officer may be required to accept responsibility for other posts under certain circumstances. The 32-post officer may be committed to a call for service, which will necessitate the 31-post officer covering the 32 posts.
- C. Communications:
  - 1. UMBPD has issued ONE POLICE RADIO (400 MHz) to UBalt campus safety to ensure a means of emergency communication. The UBalt campus safety staff has received familiarization training as to the function of the radio and the appropriate use. The UBalt campus safety coordinator or the designee is responsible for the safekeeping and operation of the police radio.
  - 2. The police radio will only be used in emergency situations to provide communication between UBalt campus safety and UMB Police Communications.
  - 3. The 31-post officer and/or the 32-post officer will respond as directed by UMBPD Communications to radio calls received from UBalt campus safety.

#### **UBalt Post 32**

- A. Post Boundary – The campus patrol includes East Oliver Street (North); Chase Street (South); Charles St [from Chase to Preston] St. Paul St [from Preston to Mount Royal Avenue (East); and Morton Street (West).
- B. Responsibilities:
  - 1. This officer will be responsible for the safeguarding of citizens and/or University property within the above-described area.
  - 2. The officer will carry out special assignments during specified times as designated by the Shift Supervisor. The officer may be required to attend and/or provide special attention for campus community events such as block parties, resource fairs and high-profile events.
  - 3. The officer may be required to accept responsibility for other posts under certain circumstances. The 31-post officer may be committed to a call for service, which will necessitate the 32-post officer covering the 31 posts.

#### **HIGH VISIBILITY CORNERS**

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The purposes of the high visibility corners are to provide proactive presence and omnipresence. If an officer receives a call for service or encounters an "on view" incident while on an assigned post, the officer will notify communications and respond appropriately. The officer will return to the high visibility corner as soon as the call for service is handled. If the officer is out of service for an extended period, the supervisor will make accommodations for supplemental high visibility corner coverage. High visibility times are determined based on a number of factors to include but not limited to campus building hours, high volume on campus course time, foot traffic and crime trends and parking statistics. These assignments will be adjusted periodically with deployment plans and at the direction of the Operations Bureau Commander.

#### **SHIFT ONE**

Shift One **will** establish a presence at 0600X0630 (one officer daily) at Charles and Mount Royal to establish a proactive presence until relieved by Shift Two (31 and 32 officers).

#### **SHIFT TWO**

UB Corner 1 - Unit W. Oliver St. (between MD Ave. and Mt. Royal Ave. (Monday- Friday)

UB Corner 2 - Charles and Mount Royal Avenue (Monday-Friday)

#### **SHIFT THREE**

UB corner 1 - Unit W. Oliver Street (between MD Ave. and Mt. Royal Ave.) Monday-Friday

UB Corner 2 - Charles and Mount Royal Avenue (Monday-Friday)

#### **211.5 UBALT CONCURRENT JURISDICTION AREA**

The post responsibility map clearly delineates Post 31 and Post 32 (see attachment). [See attachment: UBalt Concurrent Jurisdiction Area Map.pdf](#)

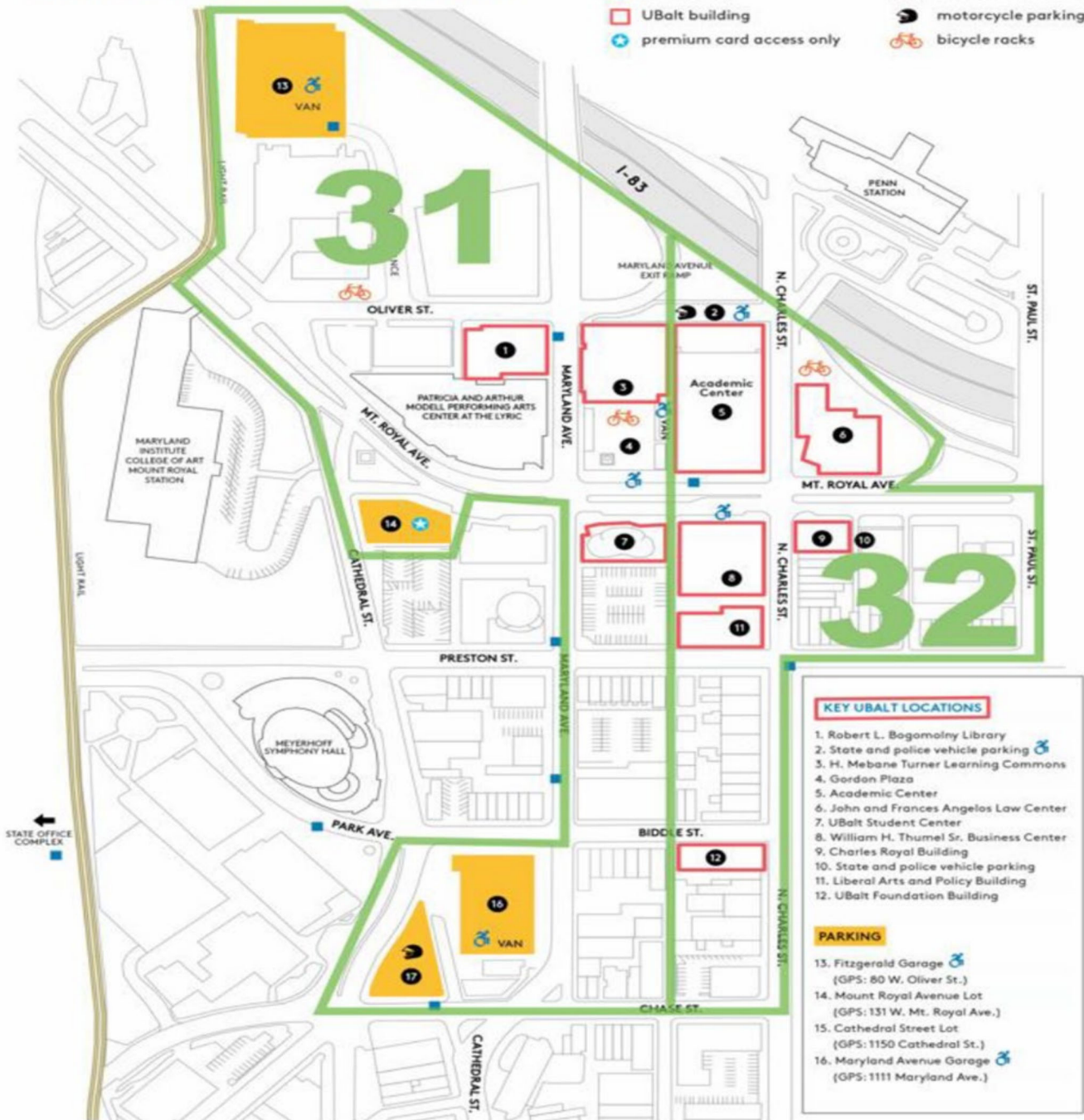
## Attachments

## **UBalt Concurrent Jurisdiction Area Map.pdf**

# UBalt Concurrent Jurisdiction Area

## UBALT CAMPUS MAP

- parking
- shuttle stop\*
- UBalt building
- ♿ disabled parking
- ♿ VAN disabled van accessible
- ♿ motorcycle parking
- ♿ bicycle racks
- ★ premium card access only



**KEY UBALT LOCATIONS**

1. Robert L. Bogomolny Library
2. State and police vehicle parking
3. H. Mebane Turner Learning Commons
4. Gordon Plaza
5. Academic Center
6. John and Frances Angelos Law Center
7. UBalt Student Center
8. William H. Thumel Sr. Business Center
9. Charles Royal Building
10. State and police vehicle parking
11. Liberal Arts and Policy Building
12. UBalt Foundation Building

**PARKING**

13. Fitzgerald Garage (GPS: 80 W. Oliver St.)
14. Mount Royal Avenue Lot (GPS: 131 W. Mt. Royal Ave.)
15. Cathedral Street Lot (GPS: 1150 Cathedral St.)
16. Maryland Avenue Garage (GPS: 1111 Maryland Ave.)