

Professional Standards Bureau Standard Operating Procedures (SOP)

219.1 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to clearly define the responsibilities, guidelines, and requirements of the Professional Standards Bureau (PSB) within the University of Maryland, Baltimore Police Department (UMBPD). The PSB is crucial in maintaining and enforcing professional integrity and ethical standards across the department. In addition to addressing allegations of misconduct, the PSB identifies and assesses equipment, policy, tactical, and training concerns, coordinating with the Accreditation Division and Education & Training Division to address these issues. The Criminal Investigation Division is responsible for the investigation of all crimes and offenses that occur within the department's jurisdiction, ensuring that offenses are promptly, effectively, and efficiently addressed. By ensuring the discipline and ethical conduct of all employees, the PSB safeguards the integrity of the UMBPD by maintaining the trust of the community.

219.2 SCOPE

The PSB plays a vital role in upholding professional conduct within the department. The department's integrity relies on the discipline and ethical behavior of every employee. The public's perception of the department is largely influenced by the effectiveness of the PSB in addressing allegations of misconduct involving the agency and its personnel. To support these objectives, the PSB is tasked with ensuring the integrity of the UMBPD and all its members, both sworn and non-sworn.

219.3 POLICY

The UMBPD policy requires all members to follow the guidelines, responsibilities, and requirements in this SOP to maintain the department's integrity by effectively addressing ethical behavior, misconduct, discipline, and criminal investigations, thereby upholding public trust and campus safety.

219.4 RESPONSIBILITIES

Assistant Chief of Police – Leading the bureau, the Assistant Chief of Police is tasked with providing overall management, direction, and control. The bureau encompasses several sections/units, including Education and Training, Internal Affairs, Inspections, and Criminal Investigations. The PSB Commander may assign members to specific areas based on interest, training, past performance, or departmental requirements. In the absence of the Chief of Police, the Assistant Chief of Police shall be subject to act in the capacity of Chief of Police when designated to do so. The PSB Commander is also responsible for overseeing the department's planning and research functions, managing awarded grants and collaborating with internal and external agencies to support the department's objectives.

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Lieutenant – This rank assumes the role of a section/unit commander within the bureau, overseeing and directing the operational requirements of the assigned team. The duties and responsibilities of Lieutenant are delineated in Policy 1109 (Lieutenants).

Sergeant – Serving as a key first-line supervisor, this rank plays a crucial role in supporting the designated Lieutenant by assisting in the guidance and supervision of the operational requirements of the assigned team. The duties and responsibilities of Sergeant are delineated in Policy 1111 (Sergeants).

Corporal – The duties and responsibilities of Corporal are delineated in Policy 1112 (Corporals).

Detective – The duties and responsibilities of Detective are delineated in Policy 1113 (Detectives).

219.5 SECTIONS/UNITS

The bureau is comprised of the following sections/units:

- (a) **Internal Affairs Section (IAS)** – IAS plays a crucial role in upholding professional conduct within the organization, as the integrity of the UMBPD relies on the personal integrity and discipline of each member. The public's perception of the UMBPD is significantly influenced by how effectively the IAS addresses allegations of misconduct, misfeasance, malfeasance, and nonfeasance, as well as complaints related to the organization's response to the needs of the University of Maryland, Baltimore. The primary objective of IAS is to preserve the department's integrity through a system that guarantees objectivity, fairness, and justice, achieved through thorough and impartial investigations and reviews. IAS is responsible for ensuring that all complaints or allegations involving members of the department are properly documented and registered.
- (b) **Staff Inspection Unit** – The Staff Inspection Unit is tasked with evaluating every component and function within the department to assess operational efficiency and effectiveness. The primary purpose of these inspections is to determine whether the anticipated results are being achieved and to ensure that resources are being utilized to the greatest advantage of the organization, which remains a continuous priority.
- (c) **Criminal Investigations Section (CIS)** – CIS is a specialized unit responsible for a range of duties, including the prompt, effective, and efficient investigation of all serious crimes and offenses occurring within the jurisdiction of the UMBPD. This section is tasked with identifying and apprehending individuals committing crimes within the department's jurisdiction, ensuring that charging documents are accurate and complete, and that evidence is properly prepared for court presentation. Furthermore, this section is responsible for conducting all follow-up investigations related to crime reports.
- (d) **Education and Training Division (ETD)** – ETD is responsible for ensuring that all personnel meet the necessary training requirements. Its mission is to enhance public safety within the department and UMB community by providing training programs that focus on ethics, professionalism, and the latest best practices in law enforcement. These programs are designed to equip members with the skills and knowledge needed to effectively serve the UMB community.