

# Security Officer

## 1110.1 PURPOSE AND SCOPE

The purpose of this policy is to define the responsibilities of Security Officers at the University of Maryland, Baltimore Police Department.

## 1110.2 POLICY

It shall be the policy of the University of Maryland, Baltimore Police Department (UMBPD) that all non-sworn members adhere to the guidelines, responsibilities and requirements of this directive as it relates to University security.

## 1110.3 PROVIDING SECURITY

### (a) Post Security

1. Security Officers shall maintain an alert posture that commands respect from the public and shall exemplify a professional image, refraining from possession and/or use of newspapers, magazines, books and other distracting materials. In addition, Security Officers shall refrain from non-official conversations while at their posts.

### (b) Duties

1. Security Officers shall check all persons entering the building for proper identification. Persons without proper identification shall be challenged and a determination made as to their need to be in the area. Entry shall be denied to unauthorized persons.
2. Security Officers shall notify the Communications Center regarding suspicious persons or unauthorized persons who refuse to comply with security procedures.
3. Security Officers shall maintain the identification pass system as applicable for the building and be alert for fires or unusual circumstances, reporting them immediately to the Communications Center. When reported, the incident shall be documented in a written report and sent through the chain of command to the Patrol Lieutenant.
4. Security Officers shall also patrol and perform checks in designated buildings, garages, and public areas, being alert for fires, suspicious persons, etc.
5. Security Officers will also be responsible for carryout special assignments as directed, providing lunch and personal reliefs for other officers as directed, reporting post problems (broken doors, broken windows, malfunctioning elevators, burned out lights, malfunctioning equipment) and perform other duties as required.
6. Problems encountered by Security Personnel shall be reported via radio and/or in a written report.

### (c) Prohibitions

# University of Maryland, Baltimore Police Department

## Policy Manual

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1. Security Officers do not have arrest authority and shall not make or attempt to make arrests.
2. Security Officers shall not attempt to physically remove unauthorized persons from the building.
3. Security Officers shall not engage in activity that distracts them from the assigned duties and their post.
4. Security Officers shall not congregate on post prior to going on duty, while on duty, nor when going off duty.