

## Post Assignments

### 1132.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the sectors and post assignments, post duties and responsibilities, and post priorities within the jurisdiction of the University of Maryland, Baltimore Police Department (UMBPD) for the designated patrol areas.

### 1132.2 POLICY

It shall be the policy of the UMBPD that police personnel be assigned to posts according to the needs of the University community as defined in this directive.

### 1132.3 GENERAL POST DUTIES AND RESPONSIBILITIES

#### 1132.3.1 PATROL POSTS

- (a) Officers assigned to a patrol post shall:
  - 1. Enforce applicable rules, regulations, policies, ordinances, and laws of the City of Baltimore and the State of Maryland relating to crimes committed within the jurisdiction of the UMBPD, making arrests when appropriate;
  - 2. Maintain order on campus;
  - 3. Maintain an alert posture while on duty, avoiding the use of personal electronic devices and engaging the community;
  - 4. Be observant for suspicious persons and/or activity;
  - 5. Exercise good judgment in dealing with employees, students, the public, and other counterpart service agencies;
  - 6. Notify via police radio the Communications Center when requesting a personal or lunch relief or when a personal or lunch relief is being taken.
  - 7. Notify via police radio the Communications Center for any absence from the post, whether normal or emergency, including requests for relief;
  - 8. Act at all times in the best interest of the University;
  - 9. Maintain proper post coverage at all times until properly relieved;
  - 10. Check persons for proper identification, their need to be in the area and denying entry of all unauthorized persons to University property; and
  - 11. Ensure the safety of all personnel and the security of all property within and around the officer's assigned post.
- (b) Report in writing all unusual activity associated with the post.
- (c) Officers assigned to patrol posts shall also respond to assignments as directed by the Shift Supervisor.

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### 1132.3.2 MOTORIZED PATROLS

- (a) Officers assigned to motorized or foot patrol posts shall:
1. Enforce the rules, regulations, policies, ordinances, and laws of the City of Baltimore and the State of Maryland relating to crimes committed within the jurisdiction of the UMBPD and make arrests when appropriate;
  2. Exercise good judgment in dealing with employees, students, the public, and other counterpart service agencies;
  3. Notify via police radio the Communications Center when requesting or giving an assigned personal relief and/or lunch relief;
  4. Notify via police radio the Communications Center for any absence from the post, whether normal or emergency, including requests for relief;
  5. Act at all times in the best interest of the University;
  6. Maintain proper post coverage at all times until properly relieved;
  7. Be observant for suspicious persons and/or activity;
  8. Ensure the safety of all personnel and the security of all property within and around the assigned post;
  9. Report in writing all unusual activity associated with the post;
  10. Patrol assigned posts on a random and continuous basis, being alert for criminal activity, safety hazards, and suspicious persons in the area;
  11. Maintain building security according to shift plans;
  12. Carry out special assignments during specified times;
  13. Give special attention to campus security lighting and report deficiencies to the Shift Supervisor via written or electronic report;
  14. Officers will be particularly alert to waste removal from buildings to ensure that property is not being removed by unauthorized persons; and
  15. Accept responsibility for other posts when manpower levels, so necessitate.
- (b) Respond to other assignments as directed by the Shift Supervisor.
- (c) Officers assigned to motorized or a patrol post may, at the discretion of the shift supervisor, use either a patrol bicycle or a Segway transporter instead of a patrol vehicle. Only officers currently certified with the bicycle or the Segway are authorized to operate them for patrol duties.

### 1132.4 POST ASSIGNMENTS

#### 1132.4.1 POST #1

The UMB campus is comprised of two (2) patrol sectors, with each divided into post assignments.

- (a) Area of Patrol - The UMMC Adult Emergency Room and Pediatric Emergency Room.

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- (b) This post assignment will include the Waiting Room, Administrative Offices, Treatment Center, and the Psychological Evaluation Room.
- (c) Members assigned to Post #1 will have a workspace (desk) to use during their tour, and they are required to be alert, pay attention to their surroundings and be ready to assist when needed.
- (d) A second police officer will be assigned to the exterior grounds but will be integrated into the campus patrol structure.
- (e) These assignments will be 24 hours a day and 7 days a week.
- (f) The officer assigned inside the Emergency Room will assume a position advantageous to ensuring the security of the post.

#### 1132.4.2 POST #6

- (a) Area of Patrol - The campus patrol includes the area from Martin Luther King Boulevard to Paca Street and from Saratoga Street to Fayette Street.
- (b) This officer will be responsible for the safeguarding of citizens and/or University property within the above described area.
- (c) The officer will maintain building security of those buildings within the above described area after normal building hours.
- (d) The officer will carry out special assignments during specified times as assigned by the Shift Supervisor.
- (e) The officer may be required to accept responsibility for other posts when manpower levels necessitate.
- (f) The post officer shall be assigned a corner detail foot patrol according to the general guidelines contained in Appendix 6.1.1, UMB Police Department Sector and Post Boundary Information. The corner times and locations may be changed by a shift supervisor or higher ranking authority, based on crime trends, campus needs, shift/time of day, and other factors that may apply.
  1. Corner detail foot patrol is not mandatory for Shift A. The shift supervisor shall deploy foot patrols based on crime trends, campus needs, and other factors that may apply, such as events on or near campus.
  2. The officer will be on foot, wearing a traffic vest, walking a post and engaging the community.

#### 1132.4.3 POST #7

- (a) Area of Patrol - The campus patrol the area from Martin Luther King Boulevard to Paca Street and from Fayette Street to Redwood Street.
- (b) This officer will be responsible for the safeguarding of citizens and/or University property in the above described area.
- (c) The officer will maintain building security of those buildings within the above described area after normal business hours.

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- (d) The officer will carry out special assignments during specified times as required by the Shift Supervisor.
- (e) The officer may be required to accept responsibility for other posts when manpower levels necessitate.
- (f) The post officer shall be assigned a corner detail foot patrol according to the general guidelines contained in Appendix 6.1.1, UMB Police Department Sector and Post Boundary Information. The corner times and locations may be changed by a shift supervisor or higher-ranking authority, based on crime trends, campus needs, shift/time of day, and other factors that may apply.
  - 1. Corner detail foot patrol is not mandatory for Shift A. The shift supervisor shall deploy foot patrols based on crime trends, campus needs, and other factors that may apply, such as events on or near campus.
  - 2. The officer will be on foot, wearing a traffic vest, walking a post and engaging the community.

### 1132.4.4 POST #8

- (a) Area of Patrol - The campus patrol includes the area from Martin Luther King Boulevard to Paca Street and from Redwood Street to Pratt Street.
- (b) This officer will be responsible for the safeguarding of citizens and/or University property within the above described area.
- (c) The officer will maintain building security of those buildings within the above described area after normal business hours.
- (d) The officer will carry out special assignments during specified times as required by the Patrol Supervisor.
- (e) The officer may be required to accept responsibility for other posts when manpower levels necessitate.
- (f) The post officer shall be assigned a corner detail foot patrol according to the general guidelines contained in Appendix 6.1.1, UMB Police Department Sector and Post Boundary Information. The corner times and locations may be changed by a shift supervisor or higher-ranking authority, based on crime trends, campus needs, shift/time of day, and other factors that may apply.
  - 1. Corner detail foot patrol is not mandatory for Shift A. The shift supervisor shall deploy foot patrols based on crime trends, campus needs, and other factors that may apply, such as events on or near campus.
  - 2. The officer will be on foot, wearing a traffic vest, walking a post and engaging the community.

### 1132.4.5 POSTS #21 & #23

- (a) Area of Patrol - The campus patrol includes the BioPark area from the 800 Block of Baltimore Street to Poppleton Street to Boyd Street.

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- (b) The officer assigned to this post will be responsible for the safeguarding of citizens and/or University property within the post.
- (c) The officer will maintain building security of those buildings within the above described area after normal business hours.
- (d) The officer will carry out special assignments during specified times as directed by the Patrol Supervisor.
- (e) This officer may be required to accept responsibility for other posts when manpower levels necessitate.
- (f) The post officer shall be assigned a corner detail foot patrol according to the general guidelines contained in Appendix 6.1.1, UMB Police Department Sector and Post Boundary Information. The corner times and locations may be changed by a shift supervisor or higher-ranking authority, based on crime trends, campus needs, shift/time of day, and other factors that may apply.
  - 1. Corner detail foot patrol is not mandatory for Shift A. The shift supervisor shall deploy foot patrols based on crime trends, campus needs, and other factors that may apply, such as events on or near campus.
  - 2. The officer will be on foot, wearing a traffic vest, walking a post and engaging the community.

### 1132.4.6 POST #22

- (a) Post 22 has 24-hour coverage, Sunday through Saturday, with motorized patrol.
- (b) Area of Patrol - The patrol area includes west on Booth Street from South Martin Luther King, Jr. Blvd., to the west side of Bio-Park Building #II, north along the west side of Bio-Park Building #II and Bio-Park Building #I to West Fayette Street, east on West Fayette Street to North Fremont Street, south on North Fremont Street to West Fairmont Ave., east on West Fairmont Ave. to North Martin Luther King, Jr. Blvd., and south on Martin Luther King, Jr. Blvd. to Booth Street.
- (c) The officer assigned to this post will be responsible for the safeguarding of citizens and/or University property in the above described area.
- (d) Post duties include:
  - 1. Maintain building security of those buildings within the above described area after normal business hours;
  - 2. Carry out special assignments during specified times; and
  - 3. May be required to accept responsibility for other posts when manpower levels necessitate and will perform other duties as required.
- (e) The post officer shall be assigned a corner detail foot patrol according to the general guidelines contained in Appendix 6.1.1, UMB Police Force Sector and Post Boundary Information. The corner times and locations may be changed by a shift supervisor or higher ranking authority, based on crime trends, campus needs, shift/time of day, and other factors that may apply.

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1. Corner detail foot patrol is not mandatory for Shift A. The shift supervisor shall deploy foot patrols based on crime trends, campus needs, and other factors that may apply, such as events on or near campus.
2. The officer will be on foot, wearing a traffic vest, walking a post and engaging the community.

### 1132.4.7 POST #7A

- (a) Post #7A has 8 hours coverage (0600-1400) Monday through Friday with foot patrol.
- (b) The officer assigned to this post will be responsible for the safeguarding of citizens and/or University property within the post.
- (c) The officer will maintain building security of those buildings within the above described area after normal business hours.
- (d) The officer will carry out special assignments during specified times as directed by the Patrol Supervisor.
- (e) The officer may be required to accept responsibility to other posts when manpower levels necessitate.

### 1132.4.8 POST #7B

- (a) Post #7B has 8 hours coverage (1000-1800) Monday through Friday with foot patrol.
- (b) The officer assigned to this post will be responsible for the safeguarding of citizens and/or University property within the post.
- (c) The officer will maintain building security of those buildings within the above described area after normal business hours.
- (d) The officer will carry out special assignments during specified times as directed by the Patrol Supervisor.
- (e) This officer may be required to accept responsibility for other posts when manpower levels necessitate.

### 1132.4.9 POST #31

- (a) Post #31 has 19 hours coverage (0600-0100) each day.
- (b) Area of Patrol - The campus patrol includes East Lanvale Street (North); Chase Street (South); Morton Street (East); and Dolphin and Cathedral Streets (West).
- (c) The officer assigned to this post will be responsible for the safeguarding of citizens and/or University property within the above-described area.
- (d) The officer will maintain building security of those buildings within the above-described area after normal business hours.
- (e) The officer will carry out special assignments during specified times as directed by the Shift Supervisor.

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- (f) This officer may be required to accept responsibility for other posts when manpower levels necessitate.

### 1132.4.10 POST #32

- (a) Post #32 has 19 hours coverage (0600-0100) each day.
- (b) Area of Patrol - The campus patrol includes East Lanvale Street (North); Chase Street (South); Charles Street [from Chase to Preston]; St. Paul Street [from Preston to Mount Royal] (East); and Morton Street (West).
- (c) The officer assigned to this post will be responsible for the safeguarding of citizens and/or University property within the above-described area.
- (d) The officer will maintain building security of those buildings within the above-described area after normal business hours.
- (e) The officer will carry out special assignments during specified times as directed by the Shift Supervisor.
- (f) This officer may be required to accept responsibility for other posts when manpower levels necessitate.