

Campus Police Department

Department of Public Safety

Policy and Procedures

1. All employees must report for work on time, any excused absences must be approved by the Captain or Chief.
2. All officers reporting for tour duty are required to log time in and time out. Any exceptions will be made by the Chief of Campus Police.
3. All part time employees are required to work five days in a pay period. It is each officer's responsibility to schedule their time.
4. At the beginning of tour duty, all officers must clear the station as soon as practical. Officers may report to the station for business only.
5. All officers, before taking off sick must report it to their supervisor before the beginning of tour duty. At no time will sick leave be abused.
6. Officers requesting to be off on a regular work day, or for a period of time must submit a letter to the chief (5) days before requested date for approval.
7. All officers who are scheduled for regular duty hours and not able to report for tour duty; it is the officer's responsibility to contact their superior.
8. All officers must be well-groomed and properly uniformed when reporting for tour duty.
9. All uniformed officers must maintain a neutral and professional image. Hair must be kept trimmed; facial hair must be clean shaven at all times.



10. All officers are responsible for their equipment and proper issued to them. Destruction of officer's property will result in restitution unless action is believed non-preventable.
11. All officers must speak clearly and use their natural voice while transmitting on the radio. All communication must be done in a professional manner.
12. Horse playing on duty will not be tolerated at any time.
13. No officer shall conduct himself in the offices and building of the campus in a manner, which would discredit the campus police service.
14. All officers are responsible for and are subject to enforcing all rules and regulations outlined by the college.
15. If there are any incidents on a shift, a written incident report shall be submitted by the reporting officer to the Chief of Campus Police before the end of tour duty.
16. Daily shift summary reports are due at the end of each shift, regular building checks, contacts and violation or incident occurrences.
17. All officers must go through the chain of command with any problems, disagreements, or department polices.
18. All officers will give their superior respect. At no time will insubordination be tolerated on or off duty.



19. Any supervisor or officer who violate school or department polices will be subject to discipline and will receive counseling, white copy which consist of reprimand, (verbal or written), suspension or termination from the force.
20. Failure or deliberate refusal of any employee to obey a lawful order given by a supervisor member shall be considered insubordination.
21. All disciplinary actions will be done by the Chief. Officers may receive a verbal reprimand or termination from the department. The Chief may reserve the right to terminate at any time depending on the severity of the offense.
22. Any officer suspended by the Chief shall immediately surrender his badge at the time of the notification. The badge will be reissued by a commanding officer.
23. Bi-monthly evaluations will be done on each officer. Any officer performing below standards will be disciplined.

Johnathan McClinton
Chief Campus Police