

# Civilian Assignments

## 1120.1 PURPOSE AND SCOPE

The purpose of this policy is to set forth the policy and procedures regarding civilian assignments within the University of Maryland, Baltimore Police Department (UMBPD).

## 1120.2 POLICY

It shall be the policy of the UMBPD that all civilian positions will be designated, reviewed, and adjusted as described in this directive.

## 1120.3 CIVILIAN POSITIONS

### 1120.3.1 NON-SWORN PERSONNEL

- (a) Those positions within the UMBPD that are common to other departments on campus and require skills other than those of sworn police officers are designated as non-sworn, civilian positions.
- (b) All positions and assignments not requiring sworn personnel are specified as civilian and are staffed with civilian employees.

### 1120.3.2 EMERGENCY SITUATIONS

- (a) Sworn police officers may be temporarily assigned to civilian positions in the event of an emergency or to broaden an officer's experience (i.e., temporary assignment of an officer to dispatch duties).
- (b) Sworn police officers; however, shall not be permanently assigned to civilian positions.

## 1120.4 REVIEW OF CIVILIAN ASSIGNMENTS

### 1120.4.1 ANNUAL REVIEW REQUIRED

- (a) The Chief of Police or designee shall conduct an annual review of all positions within the UMBPD to determine:
  - 1. Whether a designation as civilian is in the best interest of the department;
  - 2. Whether the position should be continued or reclassified; and
  - 3. Whether specialized training is needed.
- (b) The purpose of this review is to ensure that law enforcement officers are not assigned to positions that do not require law enforcement authority.

### 1120.4.2 CHANGES IN STAFFING

The Chief of Police in consultation with the Director of Human Resources Services will determine whether changes in sworn/civilian position designations (as determined by the review) are in the best interest of the Agency and the University.