



## PROCEDURES FOR ASSUMING COMMAND

<b>WRITTEN DIRECTIVE:</b>	<b>1.3</b>
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### **I. Purpose**

The purpose of this Written Directive is to establish procedures for assuming command in the absence of the Chief of Police.

### **II. Policy**

It shall be the policy of the University of Maryland, Baltimore Police Force (UMBPF) to adhere to the chain of command at all times.

### **III. Responsibilities of the Chief of Police**

#### A. Duties and Responsibilities

The Chief of Police shall be responsible in the exercise of the following duties and responsibilities:

1. Protection of life and property;
2. Prevention of crime;
3. Detection and arrest of offenders;
4. Preservation of the public peace;
5. Enforcement of all laws;
6. Enforcement of rules and regulations; and
7. Establishment of rules, regulations, and procedures for the proper operation of the organization.

#### B. Conformity

The authority of the Chief of Police will be consistent and in conformity with the laws of the State of Maryland.

C. Absence

1. When the Chief of Police is absent from duty for any reason, the Deputy Chief shall assume the duties as described in this section. Whenever the Chief of Police and the Deputy Chief are absent, the Chief of Police shall appoint a Bureau Commander/Captain to lead the department.
2. The appointed Bureau Commander/Captain shall be the Acting Chief of Police until the return of the Chief of Police and/or the Deputy Chief.
3. The Acting Chief of Police shall possess all of the powers, authority, and duties conferred upon the Chief of Police with the exception of:
  - a. Termination of employment;
  - b. Imposition of disciplinary actions maintained in the official personnel file;
  - c. Promotion;
  - d. Demotion;
  - e. Permanent transfers; and
  - f. Permanent change of existing rules, regulations, policies, and procedures.

D. Absence without Prior Appointment

1. In the event the Chief of Police or the Deputy Chief are temporarily unable to appoint a Bureau Commander/Captain to lead the department, the Professional Standards Commander, the Support Services Commander, and the Operations Commander shall assume the duties of Acting Chief of Police in the sequential order listed herein.
2. In the permanent absence of the Chief of Police and the Deputy Chief, the President of the University or the Vice President in charge of Public Safety, may appoint any Bureau Commander/Captain, of his or her choosing, to lead the department and hold the title of Interim Chief of Police.
3. The Interim Chief of Police shall possess all of the powers, authority, and duties conferred upon the Chief of Police.

**IV. Command Responsibilities**

A. Deputy Chief

The Deputy Chief will assume the day to day responsibilities of running the organization and shall assume such other duties and responsibilities as the Chief of Police may assign.

**B. Operations Commander**

The Operations Commander shall be in charge of police patrol operations, security officer operations, and shall assume such duties and responsibilities as the Chief of Police may assign.

**C. Support Services Commander**

The Support Services Commander shall assume responsibility for Special Services, Technical Service and Records, and shall assume such duties and responsibilities as the Chief of Police may assign.

**D. Professional Standards Commander**

The Professional Standards Commander shall assume responsibility for Education and Training, accreditation, policy analysis, inspections, internal investigations, and shall assume such duties and responsibilities as the Chief of Police may assign.

**Written Directive System Impact**

Upon approval and publication, this edition of WD 1.3 supersedes all previous editions.

Alice K. Cary, MS  
Chief of Police for Police and Public Safety

CALEA Standard (s): 12.1.2