



POLICE OFFICERS

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I. Purpose

The purpose of this Written Directive is to identify the duties and responsibilities of the police officer's position as it relates to the chain of command.

II. Policy

It is the policy of the University of Maryland, Baltimore Police Force (UMBPF) that all members of the Agency understand the role and responsibility of the Police Officer.

III. Patrol Responsibilities

A. Calls for Service

1. Officers are responsible for the initial investigation of all calls self-initiated or dispatched to them. Report preparation must be completed after the preliminary investigation is conducted. Witnesses should be interviewed, evidence collected and arrests made when appropriate.
2. When the arrest involves felonies, crimes of violence and theft, the Criminal Investigation Division (CID) unit will be contacted before the suspect is transported to the Baltimore Central Booking and Intake Facility (BCBIF).
 - a. If the arrest takes place during non-business hours, the shift supervisor, after consulting with the On-Call Lieutenant, will call the On-Call CID Investigator.
 - b. In the event the investigator is unavailable, the On-Call Lieutenant will be contacted once again and will provide investigative services within one hour of the original notification.
3. Officers are responsible for the proper completion of all calls for service during their tour of duty.

B. Patrol Responsibilities

1. Unless otherwise directed, officers shall proceed to their assignment immediately after Roll Call and patrol their post during their tour of duty. Failure to take action regarding any serious incidents through the normal course of observation and inspection, including fire, accidents, or offense against persons and property occurring during their tour of duty shall be deemed neglect of duty.
2. While patrolling their post, officers must be constantly aware of the image they are projecting to the public.
3. Unless there is a police emergency, officers shall not leave their assignment during their tour of duty without supervisory authorization. If required to abandon their assignment, they shall notify the Communications Center, so that a replacement can be identified. At the first opportunity, the officer shall report the facts surrounding the emergency to their superior officer.
4. Unless otherwise directed, officers shall immediately upon receipt of information of a casualty, crime, or other police occurrence, transmit all known information to the Communications Center. The transmission of updates shall continue from time to time, as additional information is received.
5. Officers shall proceed to the location of incident promptly and safely. Although demands for police services must be answered promptly, expediency must include safe driving practices. Reckless and careless driving not only endangers the public, but decreases the officer's opportunity to arrive at his assigned location safely.
6. Officers shall render assistance to the injured. The officer's first responsibility is to the victim. Officers must immediately tend to the victim by administering first aid and calling for an ambulance. The injured must receive the highest priority, even if it permits the suspect to escape. Protecting human life takes precedence over the pursuit of the criminal.

IV. Crime Reporting, Investigation, and Inspection

A. Preliminary Investigations

1. Officers must establish that a crime has been committed when investigating reported crime incidents.
2. Officers must conduct preliminary investigations and include vital information that must be accurately reported on the appropriate police form provided for this purpose. Care must be exercised since accurate reporting can effectively assist in the apprehension of the criminal.

B. Reporting

1. Officers shall prepare a variety of reports and records. A listing of reports and records are available in **WD 1.11 Records**.
2. Officers must have the ability to write police reports in a comprehensive manner with descriptions of events and incidents. Proper grammar, spelling, punctuation and excellent comprehensive writing skills are essential.

C. Crime Prevention and Inspection

1. Officers shall undertake community-oriented police work and assist citizens with such matters as crime prevention and traffic safety.
2. Officers shall conduct an inspection of their assigned patrol vehicle before and after their tour of duty for both mechanical failure and for property or evidentiary material left in the vehicle.

V. Shifts, Training, Rules, and Regulations

A. Shift Work

Officers shall work a variety of shifts performing patrol duties including traffic control, criminal and accident investigation, crime detection, preliminary investigation and arrest of persons involved in crimes or misconduct.

B. Decisions

Officers shall accept responsibility for decisions made in matters not covered by Agency rules, regulations, policies, and procedures.

C. Training

Officers shall complete mandatory In-Service Training including firearms qualifications at the prescribed times and dates as required by the UMBPF and the State of Maryland.

D. Rules, Regulations, and Orders

Officers shall adhere to all UMBPF rules, regulations, orders, duties, and responsibilities.

E. Additional Duties

Officers shall perform other related duties and services to the public as directed by the Chief of Police.

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Written Directive System Impact

Upon approval and publication, this edition of WD 2.5 supersedes all previous editions.

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CALEA Standard (s): N/A