



## SECURITY SUPERVISOR

**WRITTEN DIRECTIVE:** 2.9  
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### **I. Purpose**

The purpose of this Written Directive is to identify the duties and responsibilities of the Security Supervisor.

### **II. Policy**

It is the policy of the University of Maryland, Baltimore Police Force (UMBPF) that all members of the organization understand the role and responsibility of the Security Supervisor as identified within this Written Directive.

### **III. Duties and Responsibilities**

#### **A. First-Line Responsibilities**

1. Security Supervisors are the first line supervisors for the UMBPF security force. Security Supervisors have the responsibility to train, motivate and discipline personnel under their supervision.
2. In order to accomplish this task, a Security Supervisor must gain the respect of their subordinates.

#### **B. Supervision of Personnel**

1. Each day and evening shift will have a Security Supervisor in charge of the shift and will be designated as Security Supervisor 1 (SS1). Additional Security Supervisors on the shift will be designated as SS2 and so forth. Security Supervisor 1 has overall responsibility for the shift and administrative duties on that day such as roll call, sign in and out, schedule adjustments as needed and investigations as directed.
2. Security Supervisors shall have immediate control of the personnel under their supervision and shall be held responsible for their efficiency, discipline, appearance, general good conduct, and fulfillment of job duties and responsibilities.
3. Security Supervisors shall thoroughly familiarize themselves with all applicable rules, regulations, and procedures of all applicable Written Directives. Security Supervisors

shall assist and instruct the personnel under their supervision in the proper performance of their duties, giving special attention to members serving their probationary period.

4. It shall be deemed neglect of duty and inefficiency on the part of Security Supervisors if they permit laxity and indifference in the performance of duty on the part of their subordinates.
5. Except under exceptional circumstances, a Security Supervisors shall not perform the specific duties of a subordinate when the member is available to perform such duties.
6. Security Supervisors shall; however, take proper action in all violations of policy and procedure as this function is the duty of all security force personnel regardless of rank.
7. Security Supervisors shall carefully observe the activities and capabilities of personnel under their supervision to ascertain whether or not duties are promptly and efficiently performed.
8. Security Supervisors shall report in writing to their superior officer cases of misconduct, incompetency, neglect of duty, or violations of the rules, regulations, and procedures on the part of agency personnel.
9. Failure to report violations, etc., shall be considered neglect of duty.

C. Additional Responsibilities

1. At the end of their tour of duty, Security Supervisors shall consult with their relieving counterpart for the purpose of exchanging information on matters requiring further attention on the oncoming shift as well as any other pertinent information.
2. At Roll Call, Security Supervisors should carefully inspect uniforms and equipment. Security Supervisors shall report deficiencies to their superior officer in written form or via email.
3. Security Supervisors shall see that all personnel proceed directly to their duty assignment without delay and assume post responsibilities in a competent and efficient manner. At the completion of their tour of duty, Security Supervisors shall see that all personnel assigned to their shift are present or accounted for.
4. During each shift where a Security Supervisor is present, two checks of all operational posts will be conducted.

D. Personnel Evaluations

1. Security Supervisors will evaluate subordinates and encourage personnel to achieve maximum levels of efficiency.

2. Security Supervisors shall ensure that all security officers under their command treat all citizens with courtesy, respect and in a professional manner.
3. Security Supervisors will complete the required quarterly evaluations for new employees.
4. Security Supervisors will conduct mid-cycle evaluations of assigned personnel.
5. Security Supervisors will notify in writing any personnel who may receive a less than meets standards evaluation. The notification will be completed and provided to the individual (s) involved at least ninety (90) days before the end of the evaluation cycle, March 31<sup>st</sup> of each year.
6. All evaluations will be completed in accordance with **WD 4.3, Performance Evaluations** and the UMB Human Resource Services policies and guidelines.

E. Discrimination

1. Security Supervisors shall ensure that no member under their command, job applicant or citizen is discriminated against or harassed because of race, color, religion, ethnicity, national origin, gender or gender expression, sexual orientation, pregnancy, child care needs, age or disability.
2. Security Supervisors will support the policies and procedures of the UMBPF and relay information on violations.

**IV. Policies, Procedures, Rules and Regulations**

A. Responsibilities

1. Security Supervisors shall ensure that all policies, procedures, rules, regulations, tasks, duties and responsibilities are being followed and completed properly and professionally by all security officers of the UMBPF.
2. Security Supervisors will ensure that deficiencies are corrected or brought to the attention of the Security Force Manager or designee.
3. Violations of policy or procedure committed in the presence of a Security Supervisor shall be brought to the violators immediate attention.
4. Notification of complaints regarding security officer personnel to include policy violations noted in #3 above, will be completed in accordance with written directive *3.1 Rules of Conduct*.
5. Investigations will be conducted in accordance with UMBPF **WD 5.1, Filing and Investigation of Complaints**. Disciplinary actions will be in accordance with **WD 5.8A, Disciplinary Procedures – Non-Sworn**.

- a. A letter of counseling shall be issued in accordance with the Security Force Manager.
  - b. Disciplinary action in the form of a letter of reprimand or suspension shall be signed by the Chief of Police or designee.
- B. Procedures
1. Security Supervisors shall pay particular attention to all personnel assigned to special details and shall make necessary provisions for the relief of personnel.
  2. Security Supervisors shall see that prompt service and proper returns are made on all administrative reports, leave requests or other official papers.
- C. Reports and Forms
1. Security Supervisors shall be accountable for the accuracy, legibility and thoroughness of all reports submitted by their subordinates.
  2. Roll Call forms will be posted for each shift a minimum of three (3) days in advance of the date of the shift.
- D. Additional Responsibilities
1. Security Supervisors will perform other related duties as necessary and as specified by a superior officer.
  2. Security Supervisors will ensure that personnel are assigned holidays in accordance with policy.
  3. Security Supervisors will become familiar with the current MOU and adhere to the requirements of the agreement.

**Written Directive System Impact**

Upon approval and publication, WD 2.9 is the first edition for this directive.

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CALEA Standard (s): N/A