# TABLE OF CONTENTS

Chapter 1: Introduction (P.3)

Chapter 2: Organizational Procedures (P.4)

Chapter 3: Standard Operating Procedures (P.14)

Chapter 4: Standards of Conduct (P.24)

Chapter 5: Rank & Promotion Procedures (P.38)

Chapter 6: Wages & Pay Increments (P.43)

Chapter 7: Performance Evaluation Procedures (P.49)

Chapter 8: Vehicle Operation Procedures (P.52)

Chapter 9: Special Operations Procedures (P.58)
CHAPTER 1: INTRODUCTION

HISTORY OF THE POLICE AUXILIARY UNIT

1. The Police Auxiliary Unit began in July of 1973 with an initial 11 students who were employed by the University of Maryland Police Department (now the University of Maryland Department of Public Safety). Their single job was to staff the security gates at night. The Police Aide Program - now the Student Police Aide Program - was created in an effort to maintain security on campus while simultaneously allowing students an opportunity to gain valuable law enforcement experience. In 1992, 45 students were hired as Police Aides. Two years later, the Police Auxiliary Unit was the recipient of the 1994’s Governor’s Crime Prevention Award as an Outstanding Crime Prevention Program in the state of Maryland.

2. Today, the Police Auxiliary Unit has developed into nearly an 80 person staff that works upwards of a thousand hours per week for a wide variety of shifts. These shifts range from operating out of campus gatehouses checking identification, providing security for the libraries on campus, securing buildings on campus, and conducting general patrols of the campus grounds. Additionally, Student Police Aides assist with traffic control and security for a large number of events hosted by the university.

3. The Police Auxiliary Unit, now an integral part of the Police Services Bureau, is led by the Police Services Bureau Chief, Police Auxiliary Commander (PAC) and the Auxiliary Services Coordinator (ASC). The entire Department of Public Safety is commanded by the Chief of Police.

4. The Mission of the Police Auxiliary Unit is to:
   a. Provide high quality, service-oriented security to the community at the University of Maryland;
   b. Support the mission of the Special Events Unit;
   c. Provide an increased visible security presence at the University of Maryland; and to
   d. Provide security services support to their Bureau upon request.

5. The Police Auxiliary Unit utilizes Student Police Aides in place of Police Officers where practical to provide general security services. It also utilizes Student Police Aide Supervisors to oversee the day to day operations of the Unit.

6. In addition, former students who are in good standing with the department may continue to work as SPAs in a contracted (C1) position. This is contingent upon the needs of the department.
CHAPTER 2: ORGANIZATIONAL PROCEDURES

1. Structure and Chain of Command:
   a. The Police Auxiliary Unit functions as a PARAMILITARY ORGANIZATION. It is an organization with a clearly defined hierarchy of authority. This is necessary because the obedience of lawful commands issued by superiors is essential for the safe and prompt performance of the unit. Within a paramilitary organization there is a CHAIN OF COMMAND. The Chain of Command is the line of authority and responsibility along which orders are passed. The line will follow the following structure:

   ![Chain of Command Diagram]

   b. All employees must perform their duties as required or directed by law, rule, regulation, policy, or by order of superiors. Employees will be considered insubordinate by deliberately failing or refusing to obey lawful orders given by superiors.

   c. Orders from superiors to subordinates must be clear, understandable, civil, and issued in pursuit of the Unit’s business. Orders relayed from superiors, including orders...
relayed from superiors by employees of the same or lesser rank, will be followed as if
issued by superiors directly.

d. Superiors will not knowingly issue unlawful orders. Employees are not required to obey
unlawful orders. Responsibility for refusing to comply with any order rests with the
employee. Employees refusing to obey orders will be required to justify their actions of
refusal. Employees receiving unlawful orders will, at first opportunity, report to the
supervisor of the employee who issued the order. This report will ask for relief from
such orders and will contain incident facts and a statement of the unlawful orders
believed to be issued.

e. Upon receipt of orders conflicting with previous orders, employees affected will advise
persons issuing second orders of these facts. Responsibility for countermanding original
orders rests with individuals issuing second orders. If so directed, latter commands will
be obeyed first. Countermanded or conflicting orders will be issued only when
reasonably necessary for the good of the Unit. Employees in doubt as to the nature or
details of orders or assignments will seek clarification from supervisors by going through
the chain of command. Questions will receive a timely response.

f. The Police Auxiliary Unit is headed by the following individuals:
   i. Police Auxiliary Commander (PAC) – The PAC is the head administrator of the
      Police Auxiliary and oversees the administrative components of the Police
      Auxiliary. The PAC is responsible for the effective and efficient supervision of all
      Police Auxiliary activities.
   ii. Auxiliary Services Coordinator (ASC) – The ASC is responsible for the supervision
       of the operational efforts of the Police Auxiliary, immediate supervision of the
       SPA Supervisors and second line supervision of all Student Police Aides (SPAs).
   iii. Student Police Aide Supervisors (SPAS) – SPAS serve as the student officials
        responsible for the immediate supervision of student employees. They oversee
        and maintain the day-to-day operations of their respective contracts and duties
        through staffing, training, directing, and coordinating the duties of all SPAs. They
        are also responsible for disciplining SPAs.

2. **Definition of a Student Police Aide (SPA):**
   a. The Police Auxiliary Unit employs Student Police Aides (SPA) that are responsible for the
delivery of security related services to the University of Maryland community.
   b. The SPA performs the main function of the Police Auxiliary.
   c. SPAs are NON-SWORN employees of the University of Maryland Department of Public
      Safety (UMDPS). As Non-Sworn employees, they have no law enforcement authority
      and must NEVER portray themselves otherwise.
   d. However, as employees of a state agency, they are recognized by the justice system as
      Agents of the State. This DOES NOT allow them law enforcement authority. It does
      allow them to enforce the rules and regulations as set within the operations manuals for
      any and all shifts that they work. It also holds them to a higher standard than a non-
      agent. This requires that their conduct both on and off-duty be held to the standards as
      described within this manual.
e. As employees of the UMDPS, SPAs have administrative responsibilities as derived from the shifts they work. The UMDPS grants these responsibilities with the expectation that they be used dutifully and with care. No right or authority as granted by the UMDPS or the contract they work is to be abused by any SPA.

f. SPAs are recognized as private citizens, and are afforded the same rights as all other citizens. This is to include the ability to defend oneself and possibly others during situations in which there is an immediate danger to life or limb. This DOES NOT encourage SPAs to remain in dangerous situations. SPAs should try all other avenues of resolution before turning to defensive measures.

g. According to Maryland Code: Courts and Judicial Proceedings: Title 5. Limitations, Prohibited Actions, and Immunities: Subtitle 3. Local Government Tort Claims Act, private citizens may make a “citizen’s arrest” only in situations where a person has committed any felony.

h. The SPAs main responsibilities include the following:
   i. Detection (i.e.: being the eyes and ears of the department);
   ii. Deterrence;
   iii. Prevention;
   iv. Completing all tasks effectively, efficiently, and with utmost diligence as set before them in the operations manuals for all contracts they work and within this manual;
   v. Provide assistance to the campus and community;
   vi. Comply with all lawful orders as given by superiors (both oral and written); and
   vii. Conducting oneself in a reasonable and professional manner.

3. Personnel Data:
   a. SPAs must provide, upon initial employment, all personal information as required by the State of Maryland, the Personnel Department of the UMDPS, and the Police Auxiliary Unit. This includes but is not limited to: address (es), phone number(s), social security number, date of birth, previous employment history, driver’s license number, etc.
   b. SPAs must notify a SPA Supervisor (SPAS) within 5 business days of any change in personnel information. This is to ensure that the SPAs data is as accurate as possible in the personnel database. It will also allow us to send correspondence if necessary to correct addresses.
   c. SPAs are required, among other things, to meet with the ASC after shift pick at the end of each semester to update their personnel information. Any SPA that does not appear for shift pick must meet with the ASC regarding this matter within one week from the start of the following semester. Failure to do so will result in one Incident Report written for each day that the task has not been completed.
   d. SPAs are NOT PERMITTED to release ANY personnel data of any employee of the UMDPS (including but not limited to other SPAs, police officers, and administrative personnel) to other SPAs or the public. Any request for information by any individual or organization will be forwarded to the ASC. Failure to comply with this policy may place a SPA or officer in immediate life threatening danger.
e. If a SPA is aware of personnel information (e.g. information pertaining to a negative IR written about another SPA), they must **NOT** share this information with any other SPA.

4. **Uniforms:**
   a. The Police Auxiliary Unit will:
      i. Provide some of the equipment necessary to performed assigned tasks;
      ii. Determine specifications and authorize all personal equipment and apparel used or worn by SPAs to ensure uniformity and prevent use of unauthorized or substandard items;
      iii. Maintain accurate records of equipment and apparel issued to each employee;
      iv. Ensure that issued uniforms are kept clean, neat, and in proper states of repair;
      v. Use health, comfort, appearance, budget, and utility as the basis for design of uniforms and equipment; and
      vi. Require personnel to exhibit professional appearances, both individually and collectively, when on-duty.
   b. Employees will be issued items and equipment as specified in this manual.
   c. Uniforms must not be worn by SPAs summoned to appear in judicial or administrative hearings if their roles are as, defendants, respondents, witnesses, or plaintiffs. SPAs must dress in proper business attire and must report to ASC for directions.
   d. Only issued or authorized uniform items, accessories, and equipment can be worn or carried on-duty.
      i. The wearing of additional clothing under uniform clothing (e.g. sweat-shirts, t-shirts, sweaters, etc.) is permissible providing such additional clothing is not exposed (however long sleeve shirts may be worn underneath the polo shirt), does not present a bulging appearance, or interfere with equipment; and
      ii. Wearing of special equipment or accessories must be approved by the SPAS on duty at that time. However, no SPAS will overrule any uniform policy as written in this manual unless deemed absolutely necessary at the time or situation.
   e. SPAs, while on duty or traveling to or from their residences or duty assignments **IN UNIFORM**, must do so in a professional manner. SPAs must remember that just because they may not be on-duty they are still in uniform and conduct themselves in a professional manner until they are no longer in uniform.
   f. Issued uniforms, equipment, and accessories remain the property of the UMDPS.
   g. The SPAS in charge of Apparel and Uniforms must maintain accurate records of uniforms and equipment provided to employees.
   h. SPAs suspended from duty are required to turn in:
      i. Any and all issued uniform items;
      ii. ID Cards; and
      iii. Other issued items specifically requested.
i. Uniform Exchange:
   i. All issued uniform items and uniform accessories requiring exchange must be exchanged with any SPAS on duty with documentation sent to SPAS in charge of Apparel and Uniforms;
   ii. Exchanges based on worn, torn, or otherwise unserviceable uniforms will be made on a demonstrated need basis without regard to amount of time uniform articles have been in service; and
   iii. Exchanges based on weight gain or loss, excepting pregnancies, will be on a demonstrated need basis.

j. Employees are authorized unlimited uniform exchanges so long as existing stock items are able to fulfill their needs

k. Uniform alterations must be approved by the SPAS in charge of Apparel and Uniforms. Unauthorized alterations will result in responsible employees being charged the costs of unauthorized uniform alterations and an Incident Report.

l. Uniform & Equipment Return:
   i. Employees no longer being employed by the Police Auxiliary Unit must submit all issued uniforms and equipment to any SPAS.
   ii. Upon resigning, all issued equipment and apparel must be returned to the Police Auxiliary Unit no later than 5 business days after date of separation (date of separation is defined as the final day a SPA actually works a shift or event).
   iii. Failure to return all issued equipment will result in one Incident Report for each day the items are not returned. Furthermore, the SPA’s student account associated with the University of Maryland will be billed for all items that are not returned or are returned showing extreme negligence in care.
      1. Requests for completion of background or personal history statements will not be completed until equipment has been returned or paid for.
   iv. If the SPA is terminated, the ASC will determine the date of separation and will coordinate the return of issued equipment and apparel.

m. Uniform Regulations:
   i. SPAs are issued at a minimum, barring exigent circumstances from a lack of stock, the following items:
      1. 2 Long Sleeve Police Auxiliary Polo Shirts;
      2. 2 Short Sleeve Police Auxiliary Polo Shirts;
      3. 1 Police Auxiliary Jacket; and
      4. 1 Police Auxiliary Hat.
   ii. SPAs are required to have the following items (either issued to them or not) with them (either worn or carried) at all times when on-duty:
      1. Yellow Polo;
      2. Navy Battle Dress Uniform Pants (BDU’s) or Navy/Khaki BDU shorts;
      3. A timepiece (e.g. watch, cell phone, etc.);
4. SPA ID Card;
5. A black pen;
6. A sturdy black belt; and
7. Dark shoes or sneakers (as defined below in Article xi.).

iii. The issued polo shirt must be **TUCKED IN AT ALL TIMES.**
iv. The polo must be the outermost garment (when not wearing an issued jacket).

v. Battle Dress Uniform Pants (BDU’s) are defined as the standard uniform pants required by the Police Auxiliary Unit. They must have two cargo-like pockets (one on each leg). These must be **NAVY** in color and must be maintained to a professional degree of cleanliness and presentation. BDU’s **MAY NOT** be bloused (tucked into shoes/boots) while on-duty with the exception of SPAs operating bikes, per the Chief of the UMDPS. Only BDU's are permitted to be worn on-duty.

vi. During the warmer weather months, Navy BDU shorts or khaki shorts (both cargo and plain front) are permitted. They must be in clean, professional condition, lacking in any rips, cuts, or tears (cut-offs are not allowed). If wearing said shorts, SPAs must still wear dark shoes or boots. Shorts must have belt loops. Jean shorts or athletic shorts are **NOT** permitted for any circumstances.

vii. A timepiece should be either a cell phone or watch that can accurately determine the time of day. MP3 Players, DVD Players, Kindles, etc. are not permitted as timepieces and are not permitted on duty **WHATSOEVER** (See Chapter 4 Section 24 for more details concerning this matter).

viii. The SPA ID Card must be visible at all times while on-duty. It can be worn around the neck on a chain, or clipped to an article of clothing. If citizens request for a SPA to provide ID, SPAs must present their ID Cards and any information contained within the ID Card. **SPAs must never physically surrender their ID Cards to a civilian.** The ID Card must be presented to the citizen so that the information can easily be read. If the citizen requests said information, the SPA must present it in a clear, calm fashion, and spell any part of the ID as necessary. They should also contact their immediate supervisor concerning the incident and wait for directions.

ix. All logs, paperwork, timesheets, etc. must be written in **BLACK INK.** Failure to do so will result in the SPA rewriting all documents written in the incorrect color and an Incident Report.

x. A sturdy black belt must be worn at all times while on-duty. This black belt must be able to hold a radio and any other issued equipment that hangs on the belt. The belt is to be solid in nature, and **NOT** have any weaves, holes, rivets, etc.

xi. Dark shoes or boots **MUST** be worn while on-duty. “Dark” is defined as black, dark brown or dark grey. No other colors will be permitted. Open toed shoes, sandals, and “flip flops” are **NOT** permitted. Final say is determined by the SPAS in charge of Apparel and Uniforms. **Shoes MUST** be closed-toed, clean, and free from rips or tears.
xii. Ask the SPAS in charge of Apparel and Uniforms BEFORE purchasing any article of clothing that may possibly not adhere strictly to the above standards.

xiii. Only hats authorized by the Police Auxiliary Unit are permitted to be worn on-duty.

SPAs must adhere to the following regulations:

1. SPAs working interior shifts may not wear their hats. Hats may be worn inside when working shifts that primarily involve exterior duties;
2. Hats should be removed while inside any facility and when the National Anthem is being performed;
3. Hats are an official component of the Auxiliary Uniform, and as such should not be worn without the issued SPA uniform apparel. SPAs should take care to place their name and ID numbers inside the hat (not visible). Hats will be destroyed upon separation;
4. The Auxiliary issued hat must be worn bill facing forward and level to the ground; and
5. Under no circumstances may hats be shared or borrowed from another SPA or from the new hat inventory.

Knit caps and skull caps, dark in color, will be permitted as long as they have no offensive designs, objects, etc. on them (offensive may also be defined as an opposing team’s insignia). SPAs should wear plain, non-affiliated hats. No other types of hats or head coverings will be permitted without prior approval from the on duty SPAS.

xiv. Black or navy blue scarves that do not interfere with the performance of duties or present safety hazards are permitted to be worn during cool or cold weather.

xv. Undershirts may be worn while on-duty. Undershirts must be of only one solid color. The following colors are permitted: black, blue, grey, red, white, and navy. No lettering or designs should be visible within reason.

xvi. Gloves or mittens may be worn. They should be of a solid color, preferably black, blue, or grey. They cannot hinder the SPAs job duties.

xvii. Face masks and ski masks are prohibited. Certain exceptions can be made by the on duty supervisor.

xviii. SPAs will be issued reflective traffic vests during certain shifts. The SPA must wear the traffic vest as the outermost garment no matter how reflective their on-duty jacket is. The SPA MUST wear the traffic vest whenever engaged in traffic direction.

xix. Personal accessories may be worn at SPAs own risk. Items, with the approval of the SPAS in charge of Apparel and Uniforms, may be worn so long as they do not pose safety hazards or interfere with the wearing or function of the uniform.

xx. If the SPA has any questions as to whether an article of clothing will be permitted to be worn on-duty, they should contact the SPAS in charge of Uniforms and Apparel as soon as possible.
If an article of clothing is lost (either by theft, negligence, misuse, or other) an Incident Report must be completed and a SPAS notified immediately.

During certain events and shifts, other apparel may be issued to a SPA that may be used during the shift. These can include helmets, umbrellas, rain gear, etc. All issued equipment will be maintained to a professional standard and returned as such when the event or shift is over.

If a SPA is operating a bicycle to complete their duties, a helmet and traffic vest must be worn whenever the bicycle is in operation. The SPA may wear sneakers that allow for proper operation of their bicycle. Proper safety attire will be used whenever necessary.

5. **Training:**
   a. SPAs are required to undergo training. The following are the instances in which training is required:
      i. Upon initial employment, SPAs will be administered an orientation, allowing the new SPAs to become aware of rules, regulations, policies, and guidelines for the Police Auxiliary. SPAs will be also be administered radio training to allow the SPA to become familiar with radio usage, policies, and procedures. SPAs are required to complete an orientation exam and remedial within 30 days of hire;
      ii. SPAs are required to be trained for all shifts **PRIOR** to working them. In certain instances, training for shifts may occur on-the-job. The SPAS on-duty will be able to inform the SPA as to when training is done. It is the SPAs responsibility to be trained for any and all shifts they work. If they wish to sign up for a shift (either through substitution or normal sign-up) they must first make sure they can be trained prior to working the shift if that is required. If the shift has on-the-job training, they may sign-up for the shift and be trained for it the first time they work; and
      iii. When using vehicles, operating special equipment, or any other event/shift/etc. that requires training in order to properly complete the duties assigned.
   b. SPAs will be paid for their training time.
   c. When training for shifts to be worked, it is the SPAs responsibility to read the contract manual for the shift they are working and to contact the SPAS in charge of that contract if they require any clarification of any directives. SPAs are also required to complete a contract manual test prior to, or as soon as applicably possible, working that contract shift. SPAs must score a minimum of 70% on the contract test. A score of less than 70% requires the SPA to take the entire test again. Any score above 70% but below 100% requires the SPA to complete a remedial form, available at the Police Auxiliary building.

6. **Grooming and General Appearance:**
   a. All SPAs, regardless of rank, must adhere to grooming standards. They can wear items only allowed by the Police Auxiliary Unit.
   b. All SPAs must present a neat, clean, and professional appearance and demeanor.
   c. Hair must be neat, well groomed, clean, and of reasonable length. Hair coloring or frosting is permitted. Extreme or unnatural hair colors are prohibited.
d. Sideburns, mustaches, and beards must be neatly trimmed and present a professional appearance.

e. Fingernails must be clean, neatly trimmed, and present a professional appearance.

f. Polo shirts are to be tucked in at all times and presentable. It is the SPAs responsibility to make sure that their uniform is free of any soils or stains and that it presents a professional appearance.

7. **End of Employment:**
   a. End of employment may arise from the following:
      i. SPAs may resign from their position. To resign, SPAs must complete a Resignation form and turn it into the ASC. SPAs are required to provide two weeks’ notice and will be held responsible for all shifts (including special events) (unless substitutions are found) during those two weeks. Failing to work any of the required shifts during the SPAs two weeks’ notice will result in a FTA for each shift missed. This may lead to a rejection of the resignation request and an issuance of an official termination from the ASC. These FTA’s will automatically be documented and placed in the SPAs personnel record. They will not require any signature from the SPA.
      ii. The ASC and/or PAC may determine that the SPA will be terminated. SPAs will be notified immediately and must meet with the ASC or PAC upon their request.
      iii. If an SPA is not responsible for any shift during the Fall or Spring semesters and fails to receive approval from the ASC or PAC, the SPA will be notified of their termination and will be required to return all issued equipment.
   b. Employees no longer being employed by the Police Auxiliary Unit must submit all issued uniforms and equipment to any SPAS. Reference Chapter 2 (Section 4 Line L) for uniform and equipment return procedures.

8. **Leave of Absence (LOA):**
   a. Leave of Absences (LOA) will relinquish the SPA of any requirements during the requested semester(s) and will not require an evaluation for that time. SPAs will not be permitted to work any shift during their LOA. If they do so, they will be reactivated and will be held to normal standards, expectations, and requirements.
   b. SPAs may request a leave of absence for the Fall or Spring semester. LOA’s will not be required for the following periods:
      i. Thanksgiving Break;
      ii. Winter Break;
      iii. Spring Break; and
      iv. Summer Break.
   c. SPAs wishing to request a LOA must complete a LOA Form. This form must then be submitted to the ASC for processing.
   d. Leave of Absences will not be granted for a “few weeks” or those weeks including and/or preceding finals and/or midterms. LOA’s are only available for ENTIRE SEMESTERS unless extenuating circumstances are present. In those situations in which
extenuating circumstances inhibit the SPAs ability to properly function as a SPA, the SPA must discuss the matter with the ASC who will then decide on the course of action.

e. LOA’s are evaluated on a case by case basis and may be rejected. In those instances, the SPA will be considered active and will be held to their requirements. The SPA may also choose to resign their position.

f. If granted a LOA, the SPA will still be responsible for all shifts within two weeks from the date of acceptance of the LOA. Failure to work the required shifts will result in a FTA for each shift missed, documentation for each incident which will be placed in the SPAs personnel record, and may result in termination.

g. SPAs are required to return all their issued equipment prior to leaving for their LOA.
CHAPTER 3:
STANDARD OPERATING PROCEDURES

1. Office Hours:
   a. The regular business hours of the Police Auxiliary Unit are Monday to Friday from 0800 to 1630 (except holidays). The Police Auxiliary Office is NOT staffed during the day on Saturdays or Sundays.
   b. SPAs have access to the side entrance doors of Pocomoke Monday through Friday beginning at 0800. Access to the Auxiliary office begins at 1800 on Saturday and 1700 on Sunday. SPAs will not have access to the office after 0100 Sunday through Wednesday, and 0200 Thursday through Saturday.
   c. No SPA should be in the Police Auxiliary during non-business hours unless they have prior approval from a SPAS, ASC, PAC, or they are accompanied by a police officer.
   d. SPAs are prohibited from accessing any contents of any office desk in the building without the prior permission of the person assigned to that desk or a SPAS. Any documents, letters, files, reports, correspondence, etc. can be viewed only when a SPAS, ASC, or PAC is present. Said viewing will be on a need to know basis.
   e. SPAs should not answer any telephone system inside the Police Auxiliary unless directed to do so by the ASC, PAC, or a SPAS. In the event that no member of the Police Auxiliary administrative staff is available, they should answer the phone in the following manner:
      i. “Department of Public Safety, Police Auxiliary Unit, SPA (Last Name) speaking, how may I help you?”
   f. If answering, the SPA should note any message and relay said message to the appropriate individuals. If the person calling is requesting a service, provide them with the Communications non-emergency phone number (301-405-3555) and explain to them they should call that phone number in order to obtain services.

2. Identification:
   a. Every SPA is issued a photo identification card (ID card) which identifies them as employees of the UMDPS. These ID Cards are to be used for duty related functions only. The misuse of said ID Cards will not be tolerated.
   b. The ID card must always be presentable (refer to Chapter 2 Section 4) and visible while on-duty. ID Cards must also be presented to the Duty Desk Officer at Communications when being issued equipment.
   c. Every SPA is issued a 4 digit ID number. This number will also be found on the SPA’s ID Card. This number will always start with a “2” and be followed by 3 other numbers,
usually of some sequential order but of no high significance. However, those ID numbers from 2001 to 2009 will be reserved for SPAS.

d. ID Cards must not be used to avoid the consequences of an illegal act or to obtain services not offered to the general public; to include but not limited to, getting out of traffic tickets, receiving access to sporting or social events, etc.

e. If the ID card is lost, a SPAS must be notified immediately.

f. SPAs must politely give their names, identification numbers, and direct on-duty supervisor’s name when asked to do so. If this situation arises, they must notify the SPAS on-duty about the matter as soon as practical. SPAs will not give out cell phone numbers of UMDPS personnel without that person’s prior consent.

g. SPAs must make every effort to ensure the security and safekeeping of their ID Cards at all times. SPAs must not lend to other persons (SPA or non-SPA) their ID card or permit others to photograph or reproduce the ID card in any manner.

3. **Equipment**:  
a. Certain shifts require equipment to be signed out either at the Police Auxiliary or from Communications. No matter where the equipment is obtained, stationed, or located:
   
i. SPAs must maintain control of all issued equipment throughout their entire tour of duty. Many issued items are of high value and their loss or damage may result in monetary charges brought against the SPA to pay for said losses;
   
ii. SPAs are prohibited from allowing other SPAs, friends, or citizens “play” with their equipment, such as radios, flashlights, etc.;
   
iii. SPAs must report any malfunction of their issued equipment to the SPAS on duty in order to expedite repair and/or replacement;
   
iv. SPAs are prohibited from using profanity on the radio system and are to maintain their speech to a high professional standard;
   
v. Malfunction, loss, damage, etc. of any equipment (either issued to the SPA or stationed at their location of duty) must be reported immediately. An IR will be written for every incident;
   
vi. If purchase of equipment is required of SPAs, the Police Auxiliary will make every effort to find the most economical form of that equipment and make it available to the SPA. Required purchase orders will be directed by the ASC or the PAC.
    
vii. SPAs may sign out equipment for their event or shift only 30 minutes earlier than the shift begins and no earlier. Equipment must be returned within 15 minutes of a shift or event ending unless circumstances prevent its possibility; and
   
viii. SPAs may not sign for equipment for another SPA/partner unless specifically directed to by a SPAS. SPAs must sign out their own equipment in order to maintain a proper log of all issued equipment.
4. **Contacting the On-Duty SPA Supervisor (SPAS):**
   a. SPAs must make every effort possible to contact a SPAS when a situation arises that will immediately affect the standard operations of the Police Auxiliary. These situations include but are not limited to:
      i. The SPA becomes ill or is injured on or off-duty;
      ii. The SPA will not be reporting to duty at the assigned time;
      iii. The SPA’s partner fails to report for duty;
      iv. There is a serious violation of policy, procedure, or law by either the SPA or their partner (notifying a SPAS as soon as possible will reflect better upon the SPA than not notifying anyone at all);
      v. An accident (of any nature) occurs while operating a motor vehicle of the UMDPS;
      vi. A SPA cannot report to duty due to severe illness or injury. The SPA must notify the Police Auxiliary as soon as possible and provide information as to when they may resume normal activities; or
      vii. An emergency occurs that directly affects standard operating procedures of the Police Auxiliary.
   b. If a situation arises, the SPA must call the on-duty supervisor as soon as possible.
      i. The first number that should be called is the Police Auxiliary office number 301-405-5761 (as detailed in the Telephone/Email List). SPAS are on call from the end of their duty night until the start of the next duty shift.
      ii. If there is no answer, the SPA should contact the SPAS on their cell phone. The SPA should continue to call any SPAS until one has answered and provided direction as to how to resolve any problems.
      iii. An email should also be sent to SPASupervisors@UMPD.UMD.EDU in order to notify all SPAS, the ASC, and the PAC.
      iv. If no SPAS can be reached, the SPA should contact the UMDPS Dispatcher by calling 301-405-3555 and notify them of the situation and that they were unable to reach a SPAS. They are to request for the Dispatcher to contact a SPAS and they should leave their NAME and a NUMBER where they can be reached.

5. **Reporting for Duty:**
   a. SPAs must report for duty ready to work their shift(s). SPAs may report early for their shift, but will only be paid for the times designated for that shift. SPAs are permitted to report to the Police Auxiliary building early in order to change clothing or prepare for their shift, however, they must arrive early enough to be fully ready by the beginning of the shift.
   b. If a secure location is available, SPAs may leave personal items at the secure location. However, SPAs must not be under any impression that the item(s) will be watched by any individual on-duty or by any staff nearby (associated or not associated with the Police Auxiliary). The Police Auxiliary will not be held liable for any loss due to the improper storage or security of a SPA’s items.
c. If a situation arises that will cause a SPA to arrive late (be it 2 minutes or 20 minutes) or possibly even cause the SPA to not be able to report for duty at all, they should call the SPAS on-duty and inform them of the matter. This DOES NOT relinquish them any disciplinary action although it will reflect more positively on the SPA.
d. SPAs will be responsible for their own transportation to and from their shift. Although, on occasion the SPAS on-duty may be able to provide some form of transportation, it is NOT to be expected. SPAs who do not have proper transportation should properly prepare ahead of time.
e. SPAs reporting for duty in which they are relieving a SPA working a previous shift must first consult with the outgoing SPA to become aware of all updates, changes, lookouts, or any other information that is pertinent to their shift. It is the SPAs that is providing the relief responsibility to be aware of all new matters concerning their shift.
f. SPAs are required to know the reporting times, dates, locations, and requirements of each shift they work. SPA Supervisors will make every effort to inform all SPAs working of the requirements and expectations. In a situation where a SPA feels uninformed, it is their responsibility to contact a SPAS.

6. **Functional Communication, Coordination & Cooperation:**
   a. Effective communications, coordination, and cooperation are absolutely essential to the administration and operations of the UMDPS so that information, notifications, suggestions, problems, and concerns are conveyed and addressed.
b. All SPAs will encourage, support, and participate in the reasonable and prudent exchange of information between UMDPS personnel, units, and functions. Mechanisms and processes utilized by the UMDPS to facilitate the exchange of information include, but are not limited to:
   i. Electronic Mail (Email);
   ii. Briefings;
   iii. Structured staff meetings; and
   iv. Direct communication between employees.
c. SPAs are responsible for knowing the content of memos, letters, announcements, and updates (to include updates to this manual as issued) and other documents posted or issued throughout their employment at the Police Auxiliary.
d. SPAs will be required to attend meetings as deemed necessary by the Police Auxiliary Administrative staff. These meetings may be related to contracts worked, policy updates, training, etc. These meetings will be called by a SPAS, the ASC, or the PAC and will be held at a time and date that will allow most or all SPAs affected to attend. SPAs will be paid during authorized meetings (as approved by the ASC). Attendance at meetings is mandatory unless prior approval is received. Failure to report for a meeting or failure to attain a prior approval to not attend will result in a Failure to Appear (FTA) and will be considered as failing to report for duty.
e. SPAs are required to be aware of all correspondence sent to them via phone call or email. It is the SPA’s responsibility to read all pieces of email sent to them by the Police Auxiliary Administrative staff. Any voice message sent to any SPA must be returned either by phone or email as soon as possible. While the Police Auxiliary Administrative staff may send out numerous emails during certain times, it is still the SPA’s responsibility to make themselves aware of all the emails’ contents as each email most likely contains information that will directly affect the operations of the Police Auxiliary.

f. SPAs must use all methods of communication available to them to contact their fellow SPAs, SPAS, and administrative staff. This is to include but is not limited to:
   i. Electronic Mail (Email) (the most effective method of contacting other individuals);
   ii. Phone;
   iii. Written Correspondence; and
   iv. Oral Conversation.

g. The ASC and PAC maintain an “open door” policy as much as schedules permit. Individuals who wish to meet with the ASC or PAC but do not have immediate chain of command access will first call the ASC to schedule a time to discuss matters with them. The ASC will determine if the matter should be escalated to the PAC.

h. SPAs are prohibited from using departmental letterhead. Only Police Auxiliary Administrative staff may use departmental letterhead and only for departmental reasons.

7. Substitutions:
   a. Shifts at the Police Auxiliary do not function like other common employments available to UMD students. Each shift is covered by a specific number of SPAs and requires that that specific number of SPAs appear for work or the shift goes uncovered. **FOR A SHIFT TO GO UNCOVERED WITHOUT PRIOR APPROVAL IS UNACCEPTABLE.**
   b. SPAs are held responsible for all shifts they have signed up for. This is to include, but is not limited to, regular weekly shifts, special events, basketball games, football games, any substitutions they pick up, etc.
   c. **SPAs MUST FIND A SUBSTITUTION FOR ANY SHIFT THEY ARE ASSIGNED THAT THEY CANNOT WORK THEMSELVES.** It is the SPA’s responsibility to locate a substitution as early as possible and to notify a SPAS as soon as possible if they are unable to report for duty.
   d. When obtaining a substitution for a shift, it is the requesting SPA’s responsibility to make sure the substitution is **TRAINED FOR THE SHIFT** (SPAS will be double checking to ensure this) and is aware of all details pertaining to the shift start time, length, end time, and all aspects of the shift.
   e. If the SPA cannot locate a substitution, they are still required to work the shift.
   f. The following is common practice in finding substitutions. However, SPAs should not resign themselves to only the methods below:
      i. SPAs will begin by emailing all other SPAs, along with the supervisors to request a substitution for any shift that they need covered.
ii. SPAs are also responsible for ensuring that any sub request is properly entered into the sub book.

iii. SPAs may also call all other SPAs and request by phone for someone to substitute the shift.

iv. SPAs may offer services or goods (coverage of another shift, food, etc.) in return for substitutions. While this is not encouraged by the Police Auxiliary, it has been successful for other SPAs.

v. SPAs should continue to contact other SPAs by any means until their shifts have been covered.

vi. Once a substitution has been secured, the substitution must be entered into the SUB BOOK in accordance with SOP. If the individual agreeing to pick up the sub is not in the office, or is unable to sign in the sub book, an email can be sent, addressed to SPASupervisors@UMPD.UMD.EDU. Substitutions are not official UNLESS A SPA HAS INITIALED THE CORRECT COLUMN FOR THE SUBSTITUTION AND ALL PARTIES HAVE CONFIRMED SAID SUBSTITUTION.

vii. In the event that no substitution is secured, the SPA MUST report for duty.

g. In a situation where circumstances arise that affect ability to find a substitution, SPAs MUST NOTIFY A SPAS IMMEDIATELY.

h. Regardless of the circumstances, if an SPA fails to report for duty, they will receive a documented Failure to Appear (FTA). It is the SPAs responsibility to show documentation of some sort that they were absolutely incapable of working the shift(s) they were assigned. Absences may be excused under the following circumstances:
   i. severe sudden illness,
   ii. death in the immediate family,
   iii. mechanical failure of transportation, etc.
   However, at no time should a SPA expect that due to any of the above situations they are relinquished of their duties. Each incident will be evaluated on a case by case basis.

i. Incidents that are not considered extenuating circumstances, include, but are not limited to: exams or quizzes of any kind, weddings, any event in which the SPA has had (either from proof or by common convention) prior knowledge.

j. Substitutions will be filled on a first come first served bases. This will be determined by phone or email receipt time.

8. **Overtime:**
   a. Due to the federal regulations that regulate student employment, **SPAS MAY NOT WORK OVER 40 HOURS PER WEEK WITHOUT PRIOR AUTHORIZATION.** In the situation that a SPA would like to work more than 40 hours per week, they must do the following:
      i. At the beginning of every work week (a work week begins on Sunday at 0000 and ends at 2400 on Saturday) they must calculate the number of hours they will be working that week. If the total number of hours surpasses 40 hours, they must notify the ASC immediately by EMAIL. This email must include the details found below, laid out in a manner specified by the ASC. Any SPAS can forward this form to the SPA requesting overtime.
ii. If a SPA plans to work 50 or more hours in a work week, they must email the PAC with the ASC cc’d on the email. They CANNOT deviate from this chain of command (unless specifically notified by a SPAS, ASC, or the PAC). In the email, they must provide the following details:
1. The title of every shift they are working and its length;
2. The start and end time of each shift;
3. Whether or not the shift is a regular shift or a substitution for someone;
4. Whether the shift is a special event; and
5. The total number of hours they are requesting to work this week.

iii. The ASC will notify the SPA, either by email or phone, as to whether their overtime has been approved or rejected. The ASC will also determine if the overtime approval needs to be made by the PAC.

iv. SPAs are PROHIBITED from taking substitutions in order to increase their overtime hours. One of the responsibilities of this unit is to remain fiscally responsible to the entire budget of the UMDPS. It is not in the economic interests of this organization to pay overtime when there are other SPAs willing to work shifts without overtime pay.

v. SPA Supervisors CANNOT approve overtime unless prior approval is given by the ASC or PAC.

vi. SPAs must also take into account any other on-campus employment they maintain. SPAs with a second on campus job may never work more than a combined total of 40 hours in a week.

9. **Manual Distribution, Maintenance and Revisions:**
   a. Printed and/or electronic copies of all Manual directives will be accessible to all SPAs.
   b. Manual materials must not be circulated or disseminated outside the UMDPS without the authorization of the Bureau/Unit Commander or the Chief of Police.
   c. A printed copy of all issued Manual material, Special Orders, Appendices, and Notices will be maintained by the ASC and kept in the ASC’s office.
   d. Approved Manual materials, Special Orders, and Notices will be maintained on the Police Auxiliary’s computer network by the ASC.

10. **Relief:**
    SPAs must remain on-duty and at their assignments until properly relieved by other UMDPS employees or until dismissed by an authorized authority. In situations where they may be broken down, SPAs will remain at their post until the on-duty SPAS authorizes them to leave.
11. **Meals and breaks:**
   a. Due to the form of employment at the Police Auxiliary, SPAs are not given meal breaks. However, when employees cannot be spared from continuous operations, time to eat will be considered by the SPAS on-duty who will permit or prohibit meal breaks. The policy for the Foot Patrol contract will be outlined within the Foot Patrol Contract Manual and will be dictated by the SPAS in charge of Foot Patrol.
   b. SPAs must follow all contract obligations as outlined by each contract manual. In certain instances, breaks from patrol are functionally a part of the operating procedures for a contract. In those instances, the SPA will follow the guidelines and policies laid out in the contract manual for that shift. In those instances where a break from patrol is not specifically outlined, SPAs must first check with the SPAS on-duty as to whether they may or may not take a break from patrol. During many situations, a SPA will notify the SPAs working of the break policy for that shift and/or time period.
   c. If a break from patrol is permitted, SPAs must:
      i. Remain in the area they are assigned;
      ii. Maintain their equipment and uniform to normal operating guidelines (radios are **NOT** to be turned off, etc.);
      iii. Remember that they are still ON-DUTY and must take any and all calls for service that are assigned to them or their area; and
      iv. Not do anything that will compromise their ability to respond to any call for service in a timely fashion or do anything that will remove them from their assigned area.

12. **Military Time:**
   a. The UMDPS uses Military Time for all records and time entries. Whenever SPAs record a time or discuss a time, it will be using Military Time.
   b. To tell Military Time:
      i. Military time is always a 4 digit number. Additionally, colons are not used in military time. For any time after 12:59 PM, add 12. For example, 1:00 PM would be 1300.
      ii. 12AM will be recorded as two different numbers. If your shift ends at 12AM, it will be recorded as 2400 hours, and if your shift begins at 12 AM, it will be recorded as 0000.
      iii. The UMDPS records all time to the quarter hour (i.e.: 15, 30, 45, 00) unless detailing a time on an IR or witness statement. If a SPA reports late for duty, they will sign in based on the time that they arrived to work. If the time is more than 7 minutes into the 15 minute block of time, then the SPA will round up. Otherwise they will round down. For example, an SPA arrives at 1310, and will round up to 1315. If they had arrived at 1307, then they would round down to 1300.
13. **Records Retention:**
   a. The Police Auxiliary maintains a records retention schedule in order to maintain the proper documentation of all personnel, instances, etc. This policy, as set by the University of Maryland Records Retention Program, sets regulations for the retention of documents for only a specified period of time.
   b. Personnel records will be maintained for a minimum of 10 years from date of separation.
   c. All Incident Reports (either positive, negative, or neutral) will be kept in the SPAs personnel record indefinitely unless approval is given by the ASC. Approval may be granted by appealing in writing to the ASC. If the ASC rejects the request for removal, the SPA may appeal the decision to the PAC within 5 business days after the rejection. The PAC’s decision will be final.
   d. All Counseling forms will be kept indefinitely in the SPAs files. No appeal will be available.
   e. All termination letters, resignation letters, and Leave of Absence forms will be kept in the SPAs file indefinitely. No appeal will be available.
   f. Applications from persons not hired by the Police Auxiliary will be kept in accordance with the University of Maryland Records Retention and Disposal Schedule.

14. **Court And Board Appearances:**
   a. SPAs must attend all instances in which their presence has either been subpoenaed or summoned. These may include but are not limited to: court subpoenas, summonses, etc.
   b. SPAs must notify the ASC of their court date and time. They must also notify the ASC if they require transportation to and/or from the location of the appearance.
   c. SPAs must dress in business attire and MUST NOT be in uniform for these appearances unless otherwise directed by the ASC or other authorized personnel.
   d. SPAs will be paid for their appearances. SPAs will be paid a minimum of 3 hours’ time for their appearance.
   e. SPAs should discuss the case with the PAC and the officer that responded for the case to become prepared for the appearance. It may also be beneficial to discuss the procedures with a SPAS that has prior knowledge of court and other proceedings.
   f. SPAs must sign in under the Training and Court Timesheet in order to be paid for their time(s).

15. **Witness Statements:**
   a. SPAs, at times, may need to complete witness statements or other documents that detail a situation that occurred. In these situations, SPAs must:
      i. Accurately and truthfully detail all aspects of the situation, even if it may show violation of policy or procedure by the SPA or colleagues; and
      ii. Provide any data and knowledge (either prior to, during, or after) they have in reference to the incident.
b. SPAs found falsifying any statement will be suspended immediately and await further investigation.

c. Refusal to cooperate with the UMDPS may result in termination of employment.

16. **Reports and Logs:**
   a. SPAs are required to write logs and/or reports for certain shifts they work. SPAs will only provide factual details and will withhold any interpretations or opinions.
   b. Each log and/or security report may require different levels of detail while logging their patrol. SPAs can find specifics concerning their report and/or log by reading the contract manual for the contract they are working.
   c. All manner of logs, security reports, etc. must be completed in **BLACK INK**.

17. **Worker’s Compensation and Injuries When On-Duty:**
   a. When a SPA is injured on-duty, they must notify the SPAS on-duty of the matter and must also notify Communications if they require immediate medical attention (ambulance, transport to medical facility, etc.)
   b. A police officer will respond and complete a report of the incident. The SPA must also complete an IR when able to.
   c. SPAs must also complete the requisite forms associated with injuries while on-duty and those forms associated with worker’s compensation.
   d. SPAs will be afforded worker’s compensation as approved by the agency governing worker’s compensation.
   e. If a SPA is incapacitated while on-duty due to injuries and will not be able to report for duty on following days, they must notify the ASC immediately upon receiving said notice. They will not be held responsible for the shifts they missed and will be expected to report for duty upon receiving approval by their doctor or medical facility.
   f. SPAs claiming injury while on-duty may be ordered to seek medical attention and/or provide a medical certificate (doctor’s note) prior to returning to duty.
CHAPTER 4:
STANDARDS OF CONDUCT

1. **Loyalty:**
   SPAs must often exercise discretion or make difficult decisions when on-duty. Occasionally a decision might involve some hardship or discomfort. SPAs must not allow personal motives to influence their decisions and conduct. The principles of the UMDPS, the objectives of the Police Auxiliary Unit, and the Unit’s code of ethics must be upheld.

2. **Truthfulness:**
   a. SPAs must be truthful when answering questions from the general public relating to their duties or employment. However, they will answer in only generalities – SPAs should not give specific details such as times of patrol, locations, or any other specific data that may compromise the security of the UMDPS or the location/area in which SPAs are working.
   b. In the event that someone requires or asks for more information, SPAs should direct that person to the nearest officer or the SPAS on-duty.
   c. SPAs must not make any false statements, reports, or records relating to their employment.
   d. SPAs must not falsify any reports, logs, or any other document used while on-duty. Any knowledge that another SPA has falsified their log, report, etc. must be reported immediately to the SPAS on-duty. Failure to do so may implicate said SPA in the falsification of said document.

3. **Conduct Unbecoming a Student Police Aide:**
   Any behavior which reflects discredit upon the UMDPS or its employees, even though these violations may not be specifically stated, shall be considered conduct unbecoming a SPA. Such violations include any violation of law, breach of the peace, neglect of duty, misconduct, or any behavior on the part of any SPA which undermines, or is prejudicial to, the good order, efficiency, or discipline of UMDPS.

4. **Integrity:**
   The integrity of the SPAs must be above reproach. The dishonesty of a single SPA may diminish public confidence and would bring into question the integrity of upon the...
Police Auxiliary unit and UMDPS as a whole. SPAs must avoid any conduct which might compromise the integrity of themselves, fellow SPAs, or personnel of UMDPS.

5. **Conflict of Interest:**
   a. Conflicts of interest arise when SPAs’ private interests, whether of financial natures or otherwise, conflict with SPAs’ impartial conduct of official duties and responsibilities.
   b. Personal activities or associations of SPAs that create apparent or real conflicts of interest with conduct of official duties are prohibited.
   c. SPAs will notify the SPAS on-duty when they receive assignments involving persons or groups with whom SPAs have had social, business, or other relationships that might impair or give appearances of impairing SPAs’ impartiality or independence in the conduct of assignments.

6. **Attention to Duty:**
   a. As most SPAs’ work is necessarily performed without close direct supervision, the responsibility for the proper performance of an SPA’s duty lie primarily with the SPAs themselves. SPAs discharge their responsibilities by faithful and diligent performance of their assigned duties. Anything less violates the trust placed in the SPA by UMDPS and the community.
   b. All employees must establish and maintain a high spirit of cooperation within UMDPS.

7. **Knowledge of Rules and Regulations:**
   a. All SPAs are required to maintain a working knowledge of, and comply with, all laws, UMDPS rules, regulation, policies, and procedures as applicable to their role as SPAs.
   b. All SPAs knowing of another SPA violating laws, rules, regulations, or policies will report the facts and circumstances by notifying the SPAS and providing a written statement.

8. **Courtesy:**
   The practice of courtesy in all official contacts encourages understanding and appreciation. While the urgency of situations might preclude ordinary social amenities, discourtesy under any circumstance is indefensible. Employees must treat citizens, superiors, subordinates, and peers with courtesy and respect for their personal dignity.

9. **Abuse of Position:**
   SPAs must not seek or accept personal advantages which might reasonably be interpreted as attempts to influence them in the conduct of their duties without prior approval from ASC/PAC. Such personal advantages may be gifts, loans, advances or accommodations, financial or other, not readily available to other persons on similar terms.

10. **Acceptance of Gifts, Gratuities, Loans, Fees, Rewards, Bribes, etc.:**
a. SPAs must not solicit or accept any gifts, gratuities, loans, fees, rewards, or other considerations benefiting SPAs or UMDPS if it may be reasonably inferred that the actions were made to:
   i. Influence actions of an official nature;
   ii. Affect the performance or non-performance of official duties; or
   iii. Affect directly or indirectly the interests of the persons, organizations, or business involved.

b. Bribery is prohibited.
c. Unauthorized gifts, gratuities, loans, fees, rewards, or other things falling into these categories coming into possession of SPAs will be forwarded to the SPAS on-duty with a written explanation.

11. **Testimonials and Endorsements:**
   SPAs will not use UMDPS uniforms, vehicles, equipment, facilities, and other on-duty SPAs for commercial purposes without prior approval from the ASC/PAC.

12. **Associations:**
   SPAs will avoid regular or continuous associations or dealings with persons that would bring discredit upon UMDPS i.e. with persons involved in criminal behavior.

13. **Intoxicants, Drugs, and Narcotics:**
   a. Consistent with the University’s Employee Drug and Alcohol Abuse Policy, SPAs are prohibited from:
      i. Abusing alcohol or drugs;
      ii. Committing a controlled dangerous substance Violation;
      iii. Committing an alcohol driving Violation;
      iv. Working under the influence of alcohol (the Police Auxiliary maintains a 0.0% BAC policy);
      v. Working under the inappropriate influence of prescription drugs or over-the-counter drugs (Reference section i); and
      vi. Working under the influence of a controlled dangerous substance.

   b. SPAs will not drink intoxicating beverages on-duty. In situations where the SPA is assisting the Police Academy during Driver Impairment and Intoxication Classes, the PAC or ASC will determine whether it will be permissible to do so.

c. SPAs will not be under the influence of intoxicating beverages while on-duty.

d. SPAs, whether ON OR OFF duty, will not purchase or consume intoxicating beverages while in uniform or recognizable parts of issued uniforms.

e. SPAs will not store or bring into any UMDPS facility or vehicle intoxicating beverages, controlled substances, narcotics, or hallucinogens except those items which are to be held as evidence or are to be used in the course of authorized UMDPS business.

f. SPAs will not operate UMDPS vehicles (either on or off-duty) after consuming any intoxicating beverages or drug that impairs function.
g. Use of intoxicating beverages on property owned, operated, leased, or under the control of the University of Maryland System will be consistent with state law, UMDPS directives, and University regulations.

h. SPAs will not possess any narcotic, hypnotic, amphetamine, barbiturate, hallucinogenic drug, tranquilizer medication, or other controlled dangerous substance unless prescribed by licensed health care practitioners. SPAs will not use any controlled dangerous substance unless its use is in accordance with lawful prescriptions obtained from licensed health care practitioners.

i. SPAs must notify (at or before initial use) the ASC and SPA Supervisors whenever they are taking prescription or over-the-counter drug medications that have the potential for rendering them unable to perform their assigned duties and responsibilities.

j. SPA Supervisors will notify appropriate personnel if any SPA is found to be under the influence of alcohol, controlled dangerous substances, or over-the-counter medications. They will be immediately suspended and prohibited from returning to work until the matter has been fully investigated or the ASC or PAC approves their return to duty.

k. SPAs learning of or suspecting that other SPAs have violated laws, policies, or directives relating to controlled dangerous substances or alcohol will refer same to the SPAs on-duty for further investigation and possible action.

i. SPAs may voluntarily submit to breath or blood analysis for administrative investigation purposes. If a SPA is thought to be under the influence of alcohol, with their permission, they may be tested by a certified Breath Test Operator (using an ECIR). If they fail, they will be immediately suspended and prohibited from returning to work until the matter has been fully investigated or the ASC or PAC approves their return to duty.

ii. SPAs who choose not to submit to a breath or blood analysis in situations where they are thought to be under the influence of alcohol or controlled dangerous substances will be prohibited from working until they are no longer under the influence of alcohol or controlled dangerous substances. SPAs will receive a FTA IR for each and every shift they were unable to work.

iii. Evidentiary presumptions are consistent with CJ 10-307 in reference to alcohol concentration in blood or breath.

iv. **8 HOUR RULE:**

1. SPAs are prohibited from ingesting alcohol or alcoholic beverages within 8 hours of the start of a shift. This by no means allows the SPA to ingest high amounts of alcohol 8 hours and 2 minutes prior to a shift.

2. It is the SPAs’ responsibility to make certain they will not violate any regulations pertaining to this matter. SPAs reporting for duty will make certain they are hygienic and are not offensive in odor or appearance. SPAs must report for duty sober and not under the influence of any drug or alcohol.

14. **Presence at Unauthorized Places:**

a. SPAs will not be present at any place while on-duty except for legitimate purposes.
b. SPAs will not use any access cards, keys, etc. to access areas except in the normal course of their duties or with permission of the SPAS on-duty.

c. Mere presence in unauthorized places or areas is accepted evidence of a violation of this section until proven otherwise.

d. SPAs will comply with University regulations governing the use of University facilities. SPAs will also comply with set rules and regulations pertaining to their duties at these facilities. It is recognized that UMDPS maintains exceptions with other University components relating to the use of certain facilities. Use of facilities in these situations must be in accordance with written agreements or permission from the SPAS on-duty.

e. While in uniform (either on or off-duty), SPAs will NOT enter bars, theaters, or other amusement places except when performing their prescribed duties. In those instances where their presence is needed, they will make every effort not to distract from the activities or presentation and will remove themselves as soon as the situation has returned to normal.

15. Reporting for Duty:

- SPAs will report for duty at times and places designated by assignments or orders and will be physically and mentally fit to perform their duties. They will be dressed appropriately to start their duties upon the beginning of their shift.

- SPAs reporting for duty will be equipped for the proper performance of their duties.

16. Fraternization:

- While it is encouraged that SPAs befriend other SPAs, the utmost professionalism must be maintained while on-duty.

- SPAs must not congregate in any area unless deemed necessary by the SPAS on-duty or while at the Police Station or the Police Auxiliary buildings. This is to decrease the likelihood of the negative effect such congregations will have on the public view of the Police Auxiliary and the UMDPS. Congregations are considered more than 3 SPAs.

- SPAs, WHILE ON-DUTY, may visit other SPAs and their duty locations. However, this is ONLY A VISIT. Visits should take no longer than a few minutes and should be properly documented on any logs, reports, etc. This again, is to protect the department’s public image and to prevent other SPAs from inhibiting the SPAs’ duties.

- SPAs that are off-duty should refrain from visiting on-duty SPAs.

17. Public Statements and Appearances:

- SPAs will not address public gatherings, appear on radio or television, prepare articles for publication, act as correspondents to publishers, or otherwise appear in public or present themselves as representing the agency, including on social media websites, without the prior approval of the PAC or the PIO.

- SPAs who wish to write articles for the University newspaper or other publications will first discuss the matter with the PAC or PIO.
c. SPAs are prohibited from using their position with UMDPS to endorse products, organizations, programs, or services unless given prior approval by the ASC or PAC. Such examples include photos with Monster, Red Bull, or other products.

d. SPAs are prohibited from representing themselves in official capacities, either in or out of uniform, before hearing or licensing boards, when their appearances before such boards are not official acts required of them as employees of UMDPS or authorized by the ASC or PAC.

18. Political and Organization Activity:
   a. SPAs retain all rights and obligations of citizenship provided in the Constitution and the laws of the State of Maryland, and in the Constitution of the United States of America.
   b. Participation in politics or political campaigns, participation in campus groups/organizations/coalitions/etc., and free expression of political opinions by SPAs is not prohibited. However, with respect to political or group/organization/coalition/etc. activities, SPAs will NOT:
      i. Engage in political, group/organization/coalition/etc. activities while on-duty;
      ii. Advocate overthrow of the government (local, state, and federal) by unconstitutional and violent means;
      iii. Be obligated to contribute or render political services; or
      iv. Indicate they are representing UMDPS, the University, or the State of Maryland.
      v. Use the email listserv inclusive of UMPDS email addresses to advocate for political or group/organization/coalition/etc. activities.

19. Civil Actions:
   a. SPAs will not volunteer to testify in civil actions relating to their employment with UMDPS and will not testify unless properly subpoenaed or when directed to do so by the PAC.
   b. If subpoenas arise out of UMDPS employment or if SPAs are informed that they are parties to civil actions arising out of UMDPS employment, they will immediately initiate notification to the PAC.
   c. SPAs will not enter into financial understandings for appearances as witnesses prior to trials except in accordance with other directives or law.
   d. SPAs will confer with the PAC before giving depositions or affidavits in civil matters arising from job performance.
   e. SPAs will inform the PAC when filing civil actions arising out of job performance or affiliation with the UMDPS or the University.

20. Agency Information:
   SPAs will treat official business, evidence, records, documents, and photographs of UMDPS as confidential. Information regarding official business will be circulated in accordance with directives.
21. **Harassment:**
   a. SPAs will not engage in any illegal harassment that has the effect of unreasonably interfering with persons’ work performance and/or creating an intimidating, hostile, or offensive work environment.
   b. All SPAs are responsible for compliance with the University of Maryland Human Relations Code. This code contains policies and procedures that include, but are not limited to:
      i. Prohibition of improper discrimination in the workplace; and
      ii. Means by which improper discrimination can be reported, even if offending parties are in complainants’ chain of command.
   c. All SPAs are responsible for compliance with the USMH Policy on Sexual Harassment and the University’s Policy and Procedures on Sexual Harassment. These directives contain policies and procedures that include, but are not limited to:
      i. Prohibition of sexual harassment in the workplace; and
      ii. Means by which sexual harassment can be reported, even if offending parties are in the complainants’ chain of command.

22. **Compliance with Laws:**
   a. SPAs will obey laws of the United States of America and local, state, and foreign jurisdictions in which they are present.
   b. SPAs will obey the rules, regulations, policies, and procedures as set in the Code of Student Conduct and the RHA Rules and Regulations.
   c. Violations of the Code of Student Conduct or the RHA Rules and Regulations may affect employment with the Police Auxiliary. Each case is examined on a case by case basis.
   d. Misdemeanor convictions adversely affecting performance of employees’ official duties will be accepted evidence of a violation of this section unless proven otherwise.
   e. Felony convictions for any Violations will be accepted evidence of a violation of this section unless proven otherwise.
   f. If a SPA is arrested for any reason while employed by the UMDPS, they must notify the ASC/PAC within 48 hours of arrest. This can be done by phone or by email and must include all pertinent information. SPAs must also notify the ASC/PAC of any violation of the Code of Student Conduct or Residence Hall Association Policies within 48 hours of notification of violation.
   g. SPAs must also notify the ASC/PAC of any moving traffic citation (either on or off-duty) (e.g. speeding, DUI/DWI, hit and run, etc.),

23. **Timeliness:**
   a. SPAs are expected to complete all tasks for which they are responsible in reasonable and prudent time frames or as otherwise specifically directed by orders, laws, regulations, or directives. SPAs must complete all tasks as detailed in the contract manual for each shift they work within the timeframe set within the contract manual or shift parameters.
b. SPAs will seek the assistance and guidance of the SPAS on-duty as necessary to clarify timeframe performance expectations.

24. **Prohibited Acts and Articles:**
   a. In order to function properly, SPAs must not do or use anything that will inhibit or decrease their ability to provide the services promised by the Police Auxiliary to the community and to those individuals, organizations, and/or departments through which the Police Auxiliary is contracted. SPAs are PROHIBITED from doing/using/carrying any of the following items while on-duty, unless prior approval is received. The below list is not a complete list. At any time, the SPAS on-duty or the ASC/PAC may deem that the act or article in use may be inhibiting the SPAs proper functioning. Items include (but not limited to):
      i. Sleeping or napping;
      ii. Listening to any personal audio device (e.g. MP3 players, DVD players, AM/FM players, tablets etc.);
      iii. Playing/using/operating any portable or stationary gaming device or system (e.g. Playstation, PSP, Gameboy, etc.)
      iv. Watching Television (either portable or free-standing);
      v. Extensive personal phone calls;
      vi. Visitors;
      vii. Pets;
      viii. Personal vehicles;
      ix. Laptops;
      x. Large flashlights;
      xi. Knives of any kind;
      xii. Scanners (either portable or free-standing);
      xiii. Pepper spray, mace, etc.;
      xiv. Hand cuffs;
      xv. Weapons of any sort and any ammunition (*See Chapter 4, Section 24, Subsection d below for clarification);
      xvi. Reading of any kind that may inhibit your duties; and
      xvii. Any other act and/or item that is deemed inappropriate by the SPAS on-duty, the ASC or the PAC.
   b. During certain shifts and/or situations, certain articles above may be permitted. This will be detailed in the manual for the contract/shift being worked or by the SPAS on-duty.
   c. During certain contracts/shifts SPAs are permitted to study or use their Personal Computer (laptop). The use of this item is permitted as long as it DOES NOT INHIBIT THE SPAs DUTIES.
   d. SPAs are prohibited from carrying any weapons, either defensive or offensive, or of any other nature. Carrying weapons while on-duty, either concealed or in plain sight, will
result in immediate suspension. The SPA must then meet with the PAC. A weapon is defined by the Code of Student Conduct as any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, pellet guns, knives, and chemicals such as “mace,” pepper spray, or tear gas. Individuals that carry any form of chemical agent on their person while off-duty must leave said agent at the Police Auxiliary building.

25. **Disciplinary Actions:**
   a. SPAs will be held responsible for their actions and/or inactions and, in certain instances, the actions of their subordinates.
   b. All incidents will be documented by completing the correct form (IR, Counseling form, etc.). SPAs are required to answer all questions accurately and truthfully. Any untruthfulness or lack of cooperation may be grounds for termination.
   c. SPAs CANNOT reveal any information privy to them about another SPA’s or SPAS’s disciplinary action. Disciplinary actions are personnel related and are not made public.
   d. SPA Supervisors have the ability to suspend as necessary. They are not permitted to terminate a SPA. Suspension will require the SPAS to notify the ASC immediately and will require the SPA being suspended to relinquish their SPA ID Card. Suspension will follow the discipline matrix outlined below. In certain instances where gross negligence is evident, the SPAS may deviate from the matrix below and suspend immediately.
   e. The following will be the standard procedure for disciplinary actions:
      i. Upon notice that a SPA has violated policy, procedure, law, or any other directive (either by action or inaction), the SPAS on-duty will complete the correct form.
      ii. The incident will be entered into the SPA Performance Database to maintain an accurate list of incidents.
      iii. The form will be presented to the SPA if possible upon initial completion. The SPA has 5 business days from date of notification to sign the form. It must be signed upon presentation. **SIGNING THE FORM IS MANDATORY BUT IS NOT AN ADMISSION OF GUILT. IT IS SOLELY TO VERIFY THAT THE SPA HAS BEEN PRESENTED WITH THE FORM.**
      iv. If the SPA is not available for presentation and signature, the form will be inserted into their personnel record. The SPA is still required to sign the form. SPAs failing to sign the form within five business days after the initial date of presentation and/or completion will lose any ability to appeal the form. The form will be finalized in the SPA’s file and will be noted as failing to sign. SPAs will also receive an IR for failing to sign the form. This IR will not require a SPA signature and will go directly into the SPA personnel record.
      v. Disciplinary actions will be INITIATED by the SPAS on-duty and will follow those outlined within this manual. Under special circumstances, the SPAS on-duty may deviate from the prescribed discipline but must provide accurate and valid reasoning in doing so. All disciplinary action(s) will be reviewed by the ASC. **The ASC will consider mitigating circumstances and will determine if the recommended discipline is disproportionate and may adjust as appropriate.**
vi. Disciplinary forms and actions may be appealed to the ASC. Appeals must be in writing and must provide significant details. SPAs may appeal any discipline within five business days after either the form has been completed or the discipline has been administered (whichever comes first). The ASC will, in a reasonable time, evaluate the appeal and provide a resolution. If the SPA appealing does not agree with the ASC’s decision, they may appeal the ASC’s decision to the PAC. The appeal must be in writing and must provide significant details. The appeal to the PAC must be completed within three business days after the ASC’s decision. The PAC will, in reasonable time, evaluate the situation and provide a resolution. The PAC’s decision is final.

vii. Certain disciplinary actions are detailed throughout this manual which may deviate from those listed in Table 1. In the instance in which the disciplinary action listed in Table 1 is incongruent with the action required as listed with the violation, the discipline listed with the violation will be administered (i.e. the discipline listed with the violation supersedes Table 1 in those instances).
f. **Class Designations**
   
i. **Class I**: Those violations that are not severe in nature and require documentation. Class I violations include, but are not limited to:
   
   1. Failing to sign Disciplinary Forms;
   2. Failure to sign performance evaluations;
   3. Failure to sign semester goals;
   4. Grooming or Uniform violations;
   5. Non-negligent loss and/or damage to equipment;
   6. Late to Appear (LTA) of less than 60 minutes;
   7. Discourtesy to the Police Auxiliary Unit;
   8. Improper use of Vehicle(s) and/or Equipment;
   9. Improper use of radio;
   10. Damage and/or loss to office equipment;
   11. Loss or damage to issued items;
   12. Failure to properly respond while using the radio; and
   13. Any violation not detailed above that would be categorized as a Class I violation.

ii. **Class II**: Those violations that are moderate in nature and will require at a minimum documentation and possible assessment of performance points. Class II violations include, but are not limited to:
   
   1. Late to Appear (LTA) of 60 minutes or greater but less than 120 minutes;
   2. Negligence when required to act;
   3. Loss and/or damage to equipment resulting from negligence;
   4. Failure to respond in a timely manner to calls of service;
   5. Inattention to duty;
   6. Failure to properly document found property;
   7. Failure to furnish name and/or ID# when requested;
   8. Failure to maintain a secure environment (either while on-duty at a location or at the Police Auxiliary building);
   9. Failure to report absence of partner;
   10. Failure to train properly when requested to do so;
   11. Preventable traffic accident resulting in damage to departmental vehicle, non-departmental vehicle, and/or property; and
   12. Any violation not detailed above that would be categorized as a Class II violation.
iii. **Class III**: Those violations that are severe in nature and will require at a minimum a counseling form, assessment of performance points, and possible demotion, suspension and/or termination. Class III violations include, but are not limited to:

1. Failure to Appear (FTA) for any shift (unexcused);
2. Late to Appear (LTA) of 120 minutes or greater;
3. Falsification of any statement of any format (to include but not limited to, written, verbal, electronic, etc.);
4. Falsification of any log of duty;
5. Falsification of any time record (either electronic or written);
6. Falsification of any substitution request;
7. Insubordination in any form;
8. Violation of the substance abuse policy or the 8 hour rule;
9. Violation of the sexual harassment policy;
10. Harassment of any kind to any individual;
11. Violation of the Code of Student Conduct;
12. Violation of the Residence Hall Association rules;
13. Violation of criminal law;
14. Failure to notify the ASC of all arrests, including but not limited to, DUI/DWI, felonies, misdemeanors, etc.;
15. Failure to notify the ASC of a previously or currently revoked driver’s license, suspended driver’s license, suspended license plate and/or registration;
16. Operation of a departmental vehicle while maintaining a suspended or revoked driver’s license;
17. Preventable traffic accident resulting in significant damage to departmental vehicle, non-departmental vehicle, and/or property, results in personal injury or shows gross negligence;
18. Any violation while using a departmental vehicle that results in a traffic citation;
19. Failure to notify the ASC of any issued traffic citation while on-duty;
20. Dis courtesy to citizens, other SPAs, and/or SPA Supervisors;
21. Use of force when there is no immediate threat to life, limb, other SPA, and/or officer;
22. Severe negligence while on duty (to include sleeping on-duty); and
23. Any violation not detailed above that would be categorized as a Class III violation

*Actions/Inactions may fall directly into a certain class and some may fall into more than one. It is the on-duty supervisor’s discretion to determine which class the action/inaction resides.*
Table #1

<table>
<thead>
<tr>
<th>CLASS DESIGNATION</th>
<th>1ST VIOLATION</th>
<th>2ND VIOLATION W/IN 60 DAYS</th>
<th>3RD VIOLATION W/IN 90 DAYS</th>
<th>4TH VIOLATION W/IN 150 DAYS</th>
<th>SHOWING GROSS NEGLIGENCE</th>
<th>CRIMINAL IN NATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS I</td>
<td>IR</td>
<td>IR</td>
<td>COUNSELING FORM</td>
<td>SUSPENSION OF 3 DAYS &amp; RESULT OF COUNSELING FORM</td>
<td>SUSPENSION REQUIRING MEETING WITH ASC OR PAC</td>
<td>SUSPENSION REQUIRING MEETING WITH PAC</td>
</tr>
<tr>
<td>CLASS II</td>
<td>IR</td>
<td>-3P &amp; COUNSELING FORM</td>
<td>-5P &amp; 2ND COUNSELING FORM</td>
<td>SUSPENSION OF 5 DAYS &amp; RESULTS OF COUNSELING FORM</td>
<td>“ “</td>
<td>“ “</td>
</tr>
<tr>
<td>CLASS III</td>
<td>-3P &amp; COUNSELING FORM</td>
<td>DETERMINED BY PAC/ASC</td>
<td>DETERMINED BY PAC/ASC</td>
<td>DETERMINED BY PAC/ASC</td>
<td>“ “</td>
<td>“ “</td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SUSPENSION REQUIRING MEETING WITH ASC OR PAC</td>
<td>SUSPENSION REQUIRING MEETING WITH PAC</td>
</tr>
<tr>
<td>CLASS DESIGNATION</td>
<td>CLASS I VIOLATION W/IN 60 DAYS</td>
<td>CLASS II VIOLATION W/IN 60 DAYS</td>
<td>CLASS III VIOLATION W/IN 60 DAYS</td>
<td>A 2ND CLASS I VIOLATION W/IN 90 DAYS</td>
<td>A 2ND CLASS II VIOLATION W/IN 90 DAYS</td>
<td>A 2ND CLASS III VIOLATION W/IN 90 DAYS</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------------------</td>
<td>---------------------------------</td>
<td>----------------------------------</td>
<td>-------------------------------------</td>
<td>-------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>CLASS I VIOLATION FOLLOWED BY:</td>
<td>SEE TABLE 1</td>
<td>-3P &amp; IR</td>
<td>-4P &amp; COUNSELING FORM</td>
<td>SEE TABLE 1</td>
<td>-5P &amp; 2ND COUNSELING FORM</td>
<td>DETERMINED BY PAC/ASC</td>
</tr>
<tr>
<td>CLASS II VIOLATION FOLLOWED BY:</td>
<td>-2P &amp; IR</td>
<td>SEE TABLE 1</td>
<td>-7P, COUNSELING FORM, &amp; POSSIBLE TEMPORARY DEMOTION (NOT LONGER THAN 3 MONTHS)</td>
<td>-4P &amp; COUNSELING FORM</td>
<td>SEE TABLE 1</td>
<td>DETERMINED BY PAC/ASC</td>
</tr>
<tr>
<td>CLASS III VIOLATION FOLLOWED BY:</td>
<td>-4P &amp; COUNSELING FORM</td>
<td>-7P, COUNSELING FORM, &amp; POSSIBLE TEMPORARY DEMOTION (NOT LONGER THAN 3 MONTHS)</td>
<td>SEE TABLE 1</td>
<td>DETERMINED BY PAC/ASC</td>
<td>DETERMINED BY PAC/ASC</td>
<td>DETERMINED BY PAC/ASC</td>
</tr>
</tbody>
</table>
CHAPTER 5: RANK AND PROMOTION PROCEDURES

1. **Rank Policies and Procedures for Promotion:**
   a. Rank for the entire Police Auxiliary Unit is structured in the following manner from HIGHEST ranking to LOWEST:
      i. PAC (Police Auxiliary Commander)
      ii. ASC (Auxiliary Services Coordinator)
      iii. SPAS (Student Police Aide Supervisors)
      iv. SPA III (Student Police Aides)
      v. SPA II
      vi. SPA I
      vii. SPA 0
   b. The Police Auxiliary maintains a rank structure among the Student Police Aides of 4 levels (0, I, II, and III). This rank structure does not provide the higher ranked SPAs the authority to command those of lower rank. However, it does hold the higher ranking SPAs more responsible in situations where there are SPAs of different ranks present.
   c. It is the responsibility of the SPA to track their own progress and to request promotion, when they are certain they have met all their requirements for promotion of rank.
   d. Upon determining that they qualify for a promotion in rank, the SPA then should email the SPAS in charge of Rank and Promotions and request the SPAS to verify that they have qualified. The SPAS will then notify the SPA whether they have been promoted, and if not, what items they are missing. The SPA’s request for promotion should include all vital information required for promotion(Section 3.a.iv.).
   e. Rank will always be used in determining the order in which SPAs will pick during “Shift Pick” for the Fall, Winter, Spring, and Summer semesters. However, picking for Thanksgiving Break and Spring Break will operate on a first come, first serve basis, or in any other fashion the PAC or ASC decide. Rank may also be used in selecting posts for shifts where multiple SPAs are present. However, it is **NOT** mandatory and up to the discretion of the SPAS on-duty. If the SPAS feels they need to deviate from their common practice of using rank they may do so in order to support and promote the unit’s ability to best serve the community and complete its mission.
   f. Seniority within rank is determined by the following:
i. Rank will be based on when the SPA was promoted, or in the case of a SPA 0, when they were hired. Priority will be based on promotion date followed by date of hire.

ii. In the instance when SPAs are promoted at the same time to the same rank, seniority based on length of employment (based on hiring date) will be the deciding factor. In the instance when SPAs are promoted at the same time to the same rank, and were hired on the same day, the lower SPA ID# is used to determine seniority.

g. The progression of each SPA’s rank is maintained by the SPAs in charge of Rank and Promotions and will also be maintained in each SPA’s personnel file.

h. SPAs who are C-1 employees are eligible for promotion once they have signed their contract, but will not be eligible for pay raises.

2. Rank Policies and Procedures for Demotion:
   a. A SPA’s rank may be demoted based on the Discipline Matrix outlined in Chapter 4. The demotion of rank requires the approval of the ASC. If a SPA wishes to deviate from the matrix and demote a SPA, they must first consult with the ASC or PAC.
   b. Demotions in rank may be appealed in writing to the ASC within 5 business days of notification of demotion. The ASC will, in a timely manner, provide a resolution. The SPA may then appeal the ASC’s decision to the PAC within 3 business days of notification. The PAC’s decision is final.
   c. Failing to meet two consecutive semester’s goals may result in demotion within rank for a minimum of 6 months. This means that failure to meet 2 consecutive semester’s goals may result in the SPAS in charge of Rank and Promotions revoking seniority. The demotion is to begin on the last day of the second semester in which the SPA failed to meet their semester goals and will proceed for a minimum of 182 days. The SPA will then return to their original rank unless they have failed to meet a third semester’s goals.
   d. In the case in which the SPA has failed three semester goals, they may be demoted to a lower rank and will be required to re-complete the process to attain the higher level of rank.
   e. SPAs who are C-1 employees are eligible for demotion for either failing to complete goals as outlined above or as a result of disciplinary decisions made by the ASC.

3. Rank Requirements for Each Level:
   a. SPA I:
      i. A probationary period to last 60 days from-date of first shift worked. Any Class II violation will result in a mandatory waiting period of 2 months (60 days) from the date the violation occurred before the SPA can be promoted to SPA I. Any Class III violation will result in a mandatory waiting period of 3 months (90 days) from the date the violation occurred before the SPA can be promoted to SPA I. 
      ii. Completion of Orientation
iii. Completion of the Orientation Exam with a grade of 100% (may complete a remedial as many times as necessary).
iv. Completion of ONE ride along with a UMPD Officer – Date, start time, end time, and case number must be included in the SPA’s email to the SPAS in charge of Rank and Promotions.

b. SPA II:
   i. Completion of six (6) months of service.
   ii. Acquired a minimum of ten (10) total performance points (cumulative) or forty (40) hours of substitutions or one-time hours in the semester prior to possible promotion. Winter and Summer semester substitution hours will count towards the total. One-time hours will only count from the Fall, Spring, and Summer semesters towards the total. Summer is often counted in the Fall total, and Winter is often counted in the Spring total.
   iii. Trained in and have worked a minimum of six (6) different contracts.
   iv. Met ALL semester goals and requirements for the six (6) months of service prior to possible promotion – equivalent to the completion of 1 semester of goals.
   v. No Class III offenses, no more than one Class II offense, or no more than two Class I offenses in the six (6) months of service prior to possible promotion. In cases where an individual has multiple classes of IRs the lower classified IR will count as .3 of the higher Class offense.
   vi. Approval from the Auxiliary Services Coordinator.
   vii. Any additional requirements as stated by the Police Auxiliary Commander or the Auxiliary Services Coordinator.

c. SPA III:
   i. Completion of twelve (12) months of service.
   ii. Acquired a minimum of twenty (20) total performance points (cumulative) or eighty (80) hours of substitutions in the semester prior to possible promotion. Winter and Summer semester substitution hours will count towards the total. One-time hours will only count from the Fall, Spring, and Summer semesters towards the total. Summer is often counted in the Fall total, and Winter is often counted in the Spring total.
   iii. Trained in and have worked a minimum of eight (8) different contracts.
   iv. Attended the SPA Academy (CCJS498C), unless given prior approval from the PAC or ASC, and received a grade of C or better.
   v. Met ALL semester goals and requirements for the twelve (12) months of service prior to possible promotion – equivalent to the completion of 2 consecutive semesters of goals.
   vi. Completion of an additional*** ride along with a UMPD Officer – Date, start time, end time, and case number must be included in the SPA’s email to the SPAS in charge of Rank and Promotions.
   vii. No Class III offenses, no more than one Class II offense, or no more than two Class I offenses in the twelve (12) months of service prior to possible promotion.
In cases where an individual has multiple classes of IRs the lower classified IR will count as .3 of the higher Class offense.

viii. Approval from the Auxiliary Services Coordinator.
ix. Any additional requirements as stated by the Police Auxiliary Commander or the Auxiliary Services Coordinator.

4. Miscellaneous:
   a. *Service is defined as adequate completion of duties and proper dedication of time in the designated time period, where adequate completion refers to the absence of disciplinary issues and dedication of time refers to meeting the hour requirement set forth at the time the SPA is hired. The minimum number of shifts or hours worked which will fulfill “service” in the designated time period will be decided by the SPAS in charge of Rank and Promotions in junction with the SPAS in charge of Hiring. Student Police Aides must meet said length of service minimums to be promoted. Service during the Fall and Spring semester will count as four (4) months each, the Winter semester will count as one (1) month, and service during the Summer semester will count as three (3) months.
   
b. **Contracts are defined as the regular shifts held by the Police Auxiliary. This is not to include any shifts such as basketball games, football games, specials, or construction shifts. Contracts need only to be worked once to count and therefore do not need to be maintained for a semester. However, the shift must be worked in its entirety; the SPA may not count the shift if they were LTA or left early. Training will NOT count as having worked a contract.
   
c. ***A minimum number of 2 ride-alongs must be completed with a UMPD Officer to fulfill the ride along requirement for SPA III. One ride along to be promoted to SPA I. And one ride along for the SPA Academy class, which may also be used for the ride-along requirement to be promoted to SPAIII. However, if the date of the ride-along for SPA Academy is more than twelve (12) months from the date the SPA requests promotion, it is considered outdated, and another ride-along is required to be promoted to SPAIII.
   
d.  
5. SPA Supervisor Promotional Process:
   a. At times when necessary, the PAC or ASC will announce an available opening for the position of SPA Supervisor and the minimum qualifications. The PAC or ASC will notify all SPAs by email and will post a notification in the Police Auxiliary building.
   
b. Those individuals interested in and qualified for the position will be required to submit a letter of intent and a completed resume to the ASC by the date stated in the announcement. Failure to submit by that date, barring extenuating circumstances, will result in a disqualification for the position.
   
c. The ASC and PAC will evaluate each candidate based, at a minimum, on the following:
      i. The SPA’s personnel record
      ii. The SPA’s disciplinary record
      iii. The SPA’s personal history statement
iv. The SPA’s length of service and length of service remaining;
v. The SPA’s availability throughout the year
vi. The SPA’s level of maturity
vii. The SPA’s communication skills, writing skills, and managerial skills (if any);
viii. A Personal Interview conducted with the ASC
ix. A written exercise (optional)
x. A group exercise (optional)
xi. An evaluation of the candidate by the PAC, ASC, and the current SPA Supervisors
xii. Any other item the ASC or PAC feel is necessary to objectively evaluate the candidate.

d. The interview, written exercise (if used), and group exercise (if used) will be consistent throughout to provide a fair and equitable evaluation of each candidate.
e. The PAC and ASC will determine what factors, characteristics, or abilities they will evaluate the candidate upon. Candidates will receive scores based on each category. The PAC and ASC have the authority to deviate from the assigned scores when offering positions to candidates.
f. Upon successful completion of the promotional process, the PAC and ASC will decide which candidates will be promoted. The PAC and ASC have the authority to hold the list of other candidates as viable as the PAC and ASC see fit. At any time, the PAC and ASC may complete a new promotional process or choose individuals from a previous promotional process.
g. SPAs may appeal the PAC’s and/or ASC’s decision by submitting a written letter stating their appeal and their reason(s) for said appeal. The letter of appeal must be submitted within 5 business days after the PAC and/or ASC announces the decision.
h. The PAC will hold a meeting with the SPA and will then decide upon a course of action. The PAC’s decision after the appeal is final and no other appeal will be available.
CHAPTER 6:  
WAGES AND PAY INCREMENTS

1. SPA’s may receive pay increases for the following reasons:
   a. For SPAs: Successful completion of semester goals for the Fall and Spring semesters in an ACADEMIC year (Academic Years begin on the first day of the Fall Semester and end on the last day of the following Spring Semester). SPAs must pass BOTH semesters to be eligible for a pay increase. The Academic year does NOT include the Winter and Summer Breaks;
   b. A positive performance evaluation of service provided to SPAs during each semester;
   c. For SPA Supervisors: a successful evaluation based on a midterm and final review of established goals presented to the SPAS at the beginning of the Fall semester;
   d. Successful completion of the SPA Academy Class held during the spring semester of each Academic year. Successful completion of the course is based on receiving a letter grade of C or better;
   e. Wage structure adjustments;
   f. Promotion to SPAS; and
   g. As deemed eligible and/or necessary by the PAC and the ASC.
   h. SPAs who continue working for the department as a C1 employee will be paid at the University of Maryland rate of office assistant, in accordance with the University of Maryland pay scale.

2. Pay Schedule:
   a. The chart below represents the pay schedule for each successive step a SPA and a SPA Supervisor may attain. Steps do not necessarily have to be consecutive.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>BASE</th>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
<th>STEP 4</th>
<th>STEP 5</th>
<th>STEP 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPA</td>
<td>B + .25</td>
<td>B + .50</td>
<td>B + .75</td>
<td>B + 1.00</td>
<td>B + 1.25</td>
<td>B + 1.50</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE</th>
<th>BASE</th>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
<th>STEP 4</th>
<th>STEP 5</th>
<th>STEP 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAS</td>
<td>SPA + 1</td>
<td>B + .25</td>
<td>B + .50</td>
<td>B + .75</td>
<td>B + 1.00</td>
<td>B + 1.25</td>
<td>B + 1.50</td>
</tr>
</tbody>
</table>

   b. BASE is the starting salary for each title. Newly promoted SPA Supervisors will be paid their current SPA rate + 1.00. Newly promoted Supervisors may be eligible for additional earned step increases if their promotion occurs prior to the month of August.
c. Successful completion of semester goals for an academic semester will result in an increase of ONE step.

d. Successful completion of the SPA Academy will result in an increase of TWO steps.

e. Successful performance evaluations for SPA Supervisors will result in an increase of ONE step.

f. Exceptional performance evaluations for SPAs and Supervisors may result in an increase of TWO steps or more.

3. Application of Pay Increases:

a. Provided funds are available, the UMDPS will give single step increases in pay for the above stated reasons (Section 1).

b. All steps are granted annually and may be compounded if more than one step is attained.

c. Wage structure adjustments and step(s) increases will be applied at the beginning of the first FULL pay period in August of each fiscal year.

d. Increase in wages based on promotion to a SPA Supervisor will be applied on the first Sunday of the first FULL pay period after promotion or as determined by the ASC.

4. Pay Increase Eligibility:

a. SPAs must have been employed for a minimum of 6 months in order to be eligible for a pay increase.

b. SPAs hired prior to FEBRUARY 1ST of each year WILL be eligible for a pay increase during the first full pay period of the month of August in that same year.

c. SPAs hired on or after FEBRUARY 1ST of each year WILL NOT be eligible for a pay increase in the month of August during the same year. These SPA’s will receive their pay increase during the first full pay period of the month of August in the following year.

d. SPAs and SPA Supervisors may be ineligible to receive pay increases if they receive poor performance evaluations during the academic year in which a pay increase is possible. Performance evaluations will be based on several different factors and will be detailed in Chapter 7.

e. C1 employees do not receive pay increases. However, C1 employees are eligible for COLA (Cost of Living Adjustment) at the start of the fiscal year.

5. Incentive Pay:

a. Incentive pay is defined as $2.00 per hour.

b. Incentive pay is NOT cumulative.

c. Incentive pay is eligible for any and all shifts. Its application will be determined by the following factors:

   i. Weather: When the University of Maryland closes due to weather (as determined by the University of Maryland and the UMDPS, among others) any SPA working during that time will receive incentive pay for all hours worked.

   ii. Holidays: if an SPA works during holidays approved by the University of Maryland and those the PAC/ASC determines as eligible, they will receive incentive pay. If an SPA is a C1 employee, they will automatically receive holiday pay for their shift.
on the holiday. The following shifts will automatically receive incentive pay regardless of the day of the week:

1. Gates, Courtyards Security, McKeldin Late Night, CSPAC (The Clarice); additional shifts may have incentive pay at the discretion of the PAC/ASC.
2. All regular shifts beginning after 1700 on Fridays, all regular shifts on Saturdays, and all regular shifts beginning prior to 1700 on Sundays.
3. For the most up to date list of shifts that are always incentive pay, contact a SPAS.

iii. As Deemed Necessary: Only the PAC/ASC has the capability to determine whether a shift may or may not receive incentive pay. The PAC/ASC is given the authority to apply incentive pay to a portion of a shift, or an entire shift(s). The application of incentive pay does not have to be retroactive. If an SPA has already signed up for a time slot for a shift and then incentive pay is applied, it is the PAC/ASC’s choice whether the incentive pay will be retroactive or not. The PAC/ASC has the ability to approve or reject the application of incentive pay to any shift.

6. Shift Differential:
   a. Shift differential is defined as $1.00 per hour.
      i. Shift differential is NOT cumulative and cannot be added to incentive pay, except for C1 employees where applicable. If the C1 employee’s shift starts AFTER 1400 on a holiday, the SPA will receive shift differential + incentive pay.
   b. Shift differential is eligible for any and all shifts. Its application will be determined by the following factors:
      i. Time factors: Shifts that start at or before 0900 or those that start at or after 2100 will receive shift differential. These times may be changed as deemed necessary by the PAC/ASC. SPAs working a shift that starts according to the above time restrictions and then continues to work a different shift (or a different time slot of the same shift) will only be paid shift differential for the shift that started before 0900 or the shift that started after 2100.
      ii. C1 employees will be paid shift differential for shifts that begin after 1400 any day of the week.
      iii. As Deemed Necessary: Only the PAC/ASC has the capability to determine whether a shift may or may not receive shift differential. The PAC is given the authority to apply shift differential to a portion or an entire shift(s). The application of shift differential does not have to be retroactive. If an SPA has already signed up for a time slot for a shift and then shift differential is applied, it is the PAC’s choice whether the shift differential will be retroactive or not. The PAC has the ability to approve or reject the application of shift differential to any shift.
7. **Timesheets:**
   a. SPAs must sign in for each REGULAR SHIFT they work. Signing in requires the SPA to write the correct information in the correct TIMESHEET LOG BOOK. There are two log books – one at Communications and one in the Police Auxiliary office. SPAs will know which log book to sign in to from their training on individual contracts.
      i. SPAs will use MILITARY TIME when signing in the log book.
   b. SPAs will NOT be required to sign in for most special events they have signed up for. The SPA’s name on the sign-up sheet for the event will count as their sign-in for the shift. Exceptions to this will be noted on the sign-up sheet for the event. SPAs are required to make certain that their name and ID# are on the special event sign-up sheet.
   c. Failing to sign in for a SPA’s regular shift will require the SPA to complete a Failed to Sign-in Correction Form found at the Police Auxiliary. This form will require the signature of possibly two SPA Supervisors (the on duty supervisor and the supervisor in charge of the contract). This form must then be turned into the ASC so that proper adjustments can be made if payroll has been submitted.
   d. SPAs must also complete their online timesheets. SPA’s must visit www.timesheets.umd.edu in order to enter their shift times. **IT IS IMPERATIVE THAT SPAs COMPLETE THESE WEEKLY AND SIGN OFF ON THEIR ONLINE TIMESHEETS PRIOR TO THE END OF THEIR PAY PERIOD.** Pay periods are defined as a two week period beginning on a Sunday and ending 13 days later on a Saturday at 2400. SPAs may sign off on their online timesheet ahead of time, as the system will not “lock out” the SPA from entering or adjusting times.
      i. Times can be entered in either military or regular time format.
      ii. When entering times for shifts that carryover to the next day, SPA’s must enter the correct hours on each day (e.g. if SPA Smith is working a Gates shift which starts at 2145 on Tuesday and ends at 0300 on Wednesday, they must enter 2145 to 2400 on Tuesday and 2400 to 0300 on Wednesday).
      iii. SPA’s must make certain they have adjusted the “AM” “PM” designations for each time entry.
      iv. If an SPA needs to enter more than one time period in one day, they will use the “Add a Time Slice” feature to provide themselves more room.
      v. If an SPA knows they will be unable to log into the system for longer than 5 business days, they must sign off on their online timesheets ahead of time.
      vi. It is to the SPA’s benefit to SIGN OFF ON ALL THEIR ONLINE TIMESHEETS AHEAD OF TIME. SPAs are permitted by the system to sign off two pay periods ahead of the current pay period.

8. **Paycheck / Direct Deposit / Bi-Weekly Earnings Statements / Documents:**
   a. SPAs will be issued a paper paycheck (unless direct deposit has been activated) every other Friday. A Pay-week schedule will be posted in the Police Auxiliary Office detailing the following:
      i. When the next payday is;
      ii. What pay period it is for; and
iii. The dates of the pay period.
iv. See the table below for an example of Hourly Employee Payroll Schedule:

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Start</th>
<th>End</th>
<th>Check Issued</th>
</tr>
</thead>
</table>

Notes: 1) Paycheck typically comes 20 days after pay period has ended.
2) In the event of a Holiday, checks will be issued prior to the scheduled payday.

b. SPAs must sign for their paychecks and direct deposit forms. Paychecks forms will be kept in the ASC’s office. Direct Deposit forms can be found in the Police Auxiliary office. The paycheck and direct deposit form will be kept with the signature page. When receiving their form, they will sign in on the signature page allowing a written record of receipt. No paycheck may be issued until 0800 of the payday. Direct deposit forms may be issued prior to this time.
c. SPAs are encouraged, but not required, to activate direct deposit for their earnings. This will allow the SPA to receive their earnings as early as 0001 on the corresponding payday. SPAs may activate direct deposit by completing a Direct Deposit form. Information necessary for this includes their bank routing number, their account number, and bank name, as well as indicating whether the account is checking or savings. SPAs will submit the form to the on-duty SPA Supervisor who will then make a photocopy of the form and submit the original to the ASC. The photocopy will be filed into the SPA’s personnel record. Direct deposit may take as long as 3 pay periods to process. If the SPA determines that after 3 pay periods they are still receiving paychecks, they will complete a Direct Deposit form again.
d. The suppression of an SPA’s paper bi-weekly earnings statement (also known as the direct deposit form) is defaulted. The online timesheets system will keep a record of all statements and will permit the SPA to access the system at any time to print any and all statements available. Suppressing the direct deposit allows a more efficient processing time for the Office of the Chief of the UMDPS.
e. If an SPA feels that the paycheck they received is incorrect, they will first check the Pay schedule posted in the Police Auxiliary Office to make certain they know which pay period the paycheck they received corresponds to. There are two systems that provide two different pay period numbers for the Police Auxiliary. SPAs should refer to the Pay Schedule posted at the Police Auxiliary for the correct numbers. If the SPA determines that it is incorrect, they will then notify the ASC IN PERSON of the error. The ASC will determine if there truly was an error and, if necessary, will contact the required individuals to either reissue or adjust the paycheck.
f. If a SPA misplaces their paycheck or did not receive one, they **MUST NOTIFY THE ASC IMMEDIATELY**. A Stop Payment will be placed on the paycheck and a new paycheck will be issued. Re-issuance may take up to two pay periods to process. If a stop payment has been placed on the paycheck and the paycheck was later located, the SPA MUST NOT deposit the paycheck.

g. If a SPA resigns or is terminated, paychecks and direct deposit forms will be mailed to the SPA’s current mailing address. SPAs that separate from the Police Auxiliary with good standing may be permitted to return to the Pocomoke Building in order to receive their paycheck or direct deposit form prior to mailing. SPAs who have been terminated MAY NOT access the restricted areas of the Pocomoke Building without prior approval.
CHAPTER 7:
Performance Evaluation
Procedures

*Evaluations will consist of Semester Goals and Employee Overall Performance Evaluation

1. **Semester Goals**
   a. Semester goals are designed to encourage all SPAs to contribute equally to the mission of the Police Auxiliary Unit. As such, all SPAs are subject to meeting goals. Failure to do so for consecutive semesters may result in demotion. Goals will be sent out and posted at the beginning of each semester.
   b. SPA’s performance will be evaluated at the end of each Fall (to include the previous Summer) and Spring (to include the previous Winter) semesters.
   c. Goals will be determined by:
      i. Hiring date – SPAs hired 7+ weeks into any semester will not be required to meet goals
      ii. Availability of shifts
      iii. Any other circumstance that supervisors may determine puts a SPA at a disadvantage for meeting their standard goals.
   d. It is the responsibility of the SPA to bring reasons for a possible goal alteration to the supervisors’ attention. Goal changes will be conducted on a case by case basis.
   e. C1 Employees will be required to meet the goals and requirements set for by their contract. Failure to do so is grounds for contract termination.
   f. Each Semester Goals evaluation sheet will contain:
      i. A breakdown of the previous semester’s goals, by category.
      ii. A breakdown of the SPA’s completed goals by category.
      iii. A list of all IRs, positive and negative.
      iv. A description of deals made.
   g. SPAs will receive a status update midway through each semester in the form of a Mid-Semester Review. The goal of mid-semester reviews is to make the SPA aware of their current standing with regards to their goals while still allotting them adequate time to complete said goals. Information recorded on mid-semester reviews will account for the first half of the semester.
   h. Each mid-semester review sheet will contain:
      i. SPA’s current rank
      ii. A breakdown of the current semester’s goals, by category.
      iii. A breakdown of the SPA’s completed goals by category.
In order to meet goals, SPAs may make deals with the supervisor(s) in charge of evaluations to supplement any goals. Deals will be evaluated on a case by case basis.

Once completed, SPAs are required to review and sign their Semester Goals evaluation sheet. Failure to do so is an IR worthy offense. Errors or questions should be directed to the supervisor(s) in charge of Evaluations. An SPA may challenge the findings in the goals section of their evaluation, if and only if, they can provide documentation of a goal completed.

2. **Employee Evaluations**
   
a. Employee Evaluations are a method of evaluating SPAs’ overall work performance. This method provides the SPA with insight as to where they can improve, has improved, and where that SPA is meeting/exceeding expectations. This evaluation is designed to reinforce expectations.

b. Employee Evaluations will be based on the following categories:

   - **Quality of Work:** Consistently producing a high volume of acceptable work; producing services our output quickly and efficiently
   - **Appearance:** Has all required uniform items, uniform is generally clean, free from wrinkles/holes/discolorations of any kind. Maintains grooming standards, does not carry/wear prohibited items (jewelry/certain piercings.)
   - **Respectfulness:** Is respectful to both internal and external personnel. Accepts direction from any member of the chain of command and/or fellow SPAs.
   - **Care of Equipment:** Uses equipment responsibly and for intended purpose. Does not cause damage to any and all issued departmental equipment. Maintains all equipment standards (trash, ground guides, etc.).
   - **Quantity of Work:** Consistently producing a high volume of acceptable work; producing services our output quickly and efficiently.
   - **Initiative:** Goes beyond shift/goal/hour/assignment expectations and looks for ways in which they can make additional contributions.
   - **Team Work:** Putting the group’s success ahead of personal goals; sharing information and resources with others; giving timely responses to requests made by others; promoting teamwork; exhibiting positive attitudes during times of change; taking on new tasks with enthusiasm and energy
   - **Job Knowledge:** Understanding job procedures, policies, and responsibilities; keeping up-to-date technically; acting as a resource person on whom others rely for assistance.
c. Each SPA will be assessed a score from 1-5 for each category. Scores will be determined by all SPA Supervisors after thoroughly reviewing the SPAs records. Including, but not limited to, hours/shifts worked, positive and negative actions received during the semester under review, as well as any unrecorded observations or factors that may alter an individual’s score.

d. Scores are identified as follows:
   i. 1 - Well below the standard
   ii. 2 – Does not meet expectations
   iii. 3 – Meets expectations
   iv. 4 – Exceeds expectations
   v. 5 – Excel in the given category

e. Once completed and signed by the ASC, Employee Evaluations will be placed into the SPA’s personnel file along with the corresponding Semester Goals evaluation sheet.

f. Appeals: SPAs have 5 business days from the date of signing off on their evaluation sheet to appeal their evaluation to the ASC. Appeals must be made in writing and provide significant details surrounding the evaluation. Verbal appeals or intent to appeal will not be honored.
CHAPTER 8:
VEHICLE OPERATING PROCEDURES

1. General Requirements
   a. SPAs who wish to use departmental vehicles must do the following:
      i. Have a valid driver’s license with less than four active points;
      ii. Pass Driver Improvement Program (DIP) training as administered by the SPAS in charge of vehicles. It is at the SPAS’ discretion as to whether the SPA requires further training or can be authorized to drive departmental vehicles;
      iii. Be trained by either the SPAS in charge of vehicles or other qualified personnel on vehicle procedures, policies, and rules. It is the SPA’s responsibility to be aware of all rules and regulations pertaining to the operation of departmental vehicles; and
      iv. Meet any other requirements as set by the SPAS in charge of vehicles.
   b. Allocations and operation of state owned fleet vehicles are made consistent with State Vehicle Fleet Policies and Procedures.
   c. All SPAs are responsible for the proper care, operation, and cleanliness of departmental vehicles under their direct or indirect care.
   d. SPAs will follow all guidelines covered in DIP training in reference to signing out vehicles, and the responsibilities that come with it.
   e. Food and beverage are not permitted inside departmental vehicles with the exception of bottled water in a re-sealable container. Only the on-duty supervisor or the supervisor in charge of vehicles may waive this restriction on a case-by-case basis.
   f. State vehicles shall not be used to conduct personal business or to transport members of the family (e.g. transporting brother to and from school).
   g. SPAs will operate departmental vehicles responsibly, courteously, and in obedience to all regulations and traffic laws. Only police officers are allowed to violate any traffic laws in line with their own regulations.

2. Authorized Drivers:
   a. Only authorized personnel may operate departmental vehicles. Vehicle use is delegated from the Chief of the UMDPS to Bureau Commanders and further down the line to the SPAS in charge of Vehicles.
   b. Every vehicle operator must possess a valid operator’s license for the vehicle class to be driven.
All SPAs, at least 16 years old, may operate UMDPS vehicles consistent with use restrictions; and

Persons with six or more points against their license are not permitted to drive state vehicles until the accumulated point total is reduced to less than four points in accordance to state fleet regulations. Auxiliary will not permit individuals with four or more points to continue to operate departmental vehicles on a case by case basis.

3. **Restraint Devices:**
   a. All persons driving or riding in departmental vehicles will use seat belts/shoulder harnesses in compliance with provisions of the Transportation Articles.
   b. Employees will not take actions that will lessen the effectiveness of vehicle passenger restraints.

4. **Security:**
   a. SPAs must make sure that all departmental vehicles are left secured when unattended. Doors, windows, and storage spaces are to be locked and secured. Any loss resulting from the SPAs negligence in securing the vehicle may result in the SPA being financially responsible for the loss.

5. **Transportation of Passengers:**
   a. When transporting non-UMDPS personnel, it is the driver’s responsibility to make sure that all personnel in the vehicle are using seat belts/shoulder harnesses appropriately.

6. **Loss:**
   a. The UMDPS will not be held responsible for damages to, or losses of, personal property by fire, theft, or collision due to the negligence of operators of departmental vehicles.

7. **Vehicle Equipment:**
   a. Police Auxiliary vehicles will be equipped with lights and sirens in accordance with the Transportation Articles.
   b. Police Auxiliary vehicles will be equipped with supplies that facilitate general or routine procedures in accordance with Police Auxiliary policies and procedures.
   c. All Police Auxiliary vehicles will be provided supplies consistent with Vehicle Inspection Reports. Police Auxiliary Vehicles should be equipped with the following, unless deemed unnecessary by SPAS in charge of vehicles:
      i. First Aid kit;
      ii. Fire Extinguisher;
      iii. Spare tire and jack with tools;
      iv. Road flares;
      v. Reflective traffic vest(s);
      vi. Caution tape;
      vii. Traffic cones (as necessary per vehicle); and
viii. Any other pertinent items as deemed necessary by the SPAS in charge of vehicles.

d. All changes, alterations, or modifications to standard equipment must be approved by the SPAS in charge of vehicles.

e. Equipment assigned to particular vehicles will not be changed, interchanged with other vehicles, or removed without prior permission from the SPAS in charge of vehicles or the SPAS on-duty.

8. **Obedience to Parking Regulations:**
   a. Departmental vehicles will be parked in accordance with parking regulations during regular operations. Emergency or extenuating circumstances allow for the disobedience of parking regulations (although SPAs should make every effort to park legally).
   
b. The UMDPS will not be responsible for parking tickets or traffic violations received in violation of UMDPS directives. Operators will pay any and all fines incurred while operating the vehicle.
   
c. Any parking tickets or traffic violations received for parking contrary to DOTS policy are the SPA’s responsibility. The Police Auxiliary will not be responsible for its payment or challenge. It is the SPA’s responsibility to know where it is legal to park when working.

9. **Vehicle Parking**
   a. In all situations where it is safe and expedient to do so, drivers of departmental vehicles must “combat park” the vehicle.
      i. Combat parking the vehicle consists of backing the vehicle into a parking space where the vehicle will be free of obstructions when leaving the space.
      ii. Use of a ground guide (see below) is required when it is safe and practical to do so.
   
b. **Use of Ground Guide**
      i. The driver of any Agency or State owned vehicle will request the passenger or nearby Auxiliary employee to assist and act as a “ground guide:”
         1. When backing into or out of a parking space, loading dock or other confined area;
         2. When vehicles, stationary objects, or persons are nearby and there is a “reasonable” chance they may be struck; and/or,
         3. A passenger or other employee will be outside of the vehicle taking care NOT to place themselves between the moving vehicle and objects or in the pathway of other moving vehicles.
      ii. While it is the responsibility of the driver to request use of a ground guide, the passenger or other Auxiliary employee nearby should remind the driver when a ground guide is needed.
      iii. The ground guide will assist and slowly direct the driver backing into or out of the area until parked or safely able to drive in a forward direction.
      iv. Personnel (both driver and otherwise) not complying with the S.O.P. may be subject to disciplinary action whether an accident or damage to the vehicle, objects, or persons occurs.
10. **Vehicles Inspections:**
   a. SPAs will thoroughly inspect vehicles prior to driving them. They will complete a Vehicle Inspection Report (VIR) and turn this in to the on-duty supervisor or SPAS in charge of vehicles. They must document all:
      i. Deficiencies (both new and old);
      ii. Damage (both new and old);
      iii. Cleanliness;
      iv. Property left by others;
      v. General vehicle status; and
      vi. Condition and status of assigned equipment and supplies.
   b. Personal property or property left by others will be turned in to the SPAS on-duty for return to owners.
   c. SPAs are responsible for notifying the SPAS on-duty or the SPAS in charge of vehicles if any item was used from any vehicle so that they may be restocked.
   d. Deficiencies discovered during the VIR which were not previously documented may be evidence that the immediate, prior operators are responsible for deficiencies and improper inspections and these individuals may be held responsible for the deficiencies.
   e. At the end of all shifts, SPAs must:
      i. Remove personal property;
      ii. Ensure the interior of the vehicle is clean and trash (both new and old) free;
      iii. Inspect the interior for articles left by others;
      iv. Ensure that the vehicle has been fully fueled;
      v. Return all portable radios and radio accessories to their originating locations; and
      vi. Secure the vehicle and park it appropriately.

11. **Vehicle Fueling:**
   a. SPAs are required to refuel the vehicles at the end of each use. This is mandatory for each shift and usage.
   b. Correct octane ratings must be used for each vehicle.
   c. SPAs will drive to the Motor Pool and follow the correct procedures to refuel the vehicle.
   d. In the event that the Motor Pool is not accessible or malfunctioning for an extended period of time, SPAs will proceed to the Exxon/Mobil at Route 1 and Guilford Dr. SPAs will use the assigned credit card to purchase fuel for the vehicle. They MUST get a receipt and turn this receipt in at the end of their shift to the SPAS on-duty. If this is not possible, they will staple it to the VIR. SPAs should write their SPA ID number and the Vehicle ID number on the receipt.
12. **Accidents:**
   a. If a SPA is involved in an accident, they MUST do the following:
      i. Immediately notify Communications of the accident and of any injuries (to self or others) and/or damage. Request for an officer to respond and other applicable services (ambulance, tow truck, etc.);
      ii. Immediately notify the SPAS on-duty or on call; and
      iii. Complete an accident report (What to do in case of an Auto Accident form) and an IR detailing the entire incident.
   b. In the event that the SPA is involved in accident where radio coverage is not available, they will use their personal or other phone to contact the SPAS on-duty and the local police department(s).
   c. SPAs will NOT move the vehicle unless the vehicle creates a threat to life or property.
   d. Every accident will be analyzed on a case by case basis. Fault, reprimands, and liability will be evaluated by either the officer investigating the accident, SPAS in charge of vehicles, or the ASC and PAC.
   e. **ALL ACCIDENTS NO MATTER HOW SMALL MUST BE REPORTED! ANY DAMAGE, INCLUDING BUT NOT LIMITED TO DENTS, BUMPS, DINGS, SCRATCHES, ETC. MUST BE REPORTED!**
   f. It is to the SPA’s benefit to REPORT ANY AND ALL DAMAGE. Although this does not relinquish the SPA of responsibility, it will demonstrate honesty and integrity as compared to damage being discovered at a later time.
   g. Damage or accidents showing negligence may lead to the SPAs being held financially and/or criminally liable.
   h. SPAs may be required to redo their Driver Improvement Program training or any other training as determined by the ASC.
   i. SPAs may be suspended from any and all driving privileges for failure to complete required training, for any accident, or for any other valid reason as justified by the ASC.
   j. In the event that an investigation is necessary in order to determine mode, method, and other pertinent details to either an accident or damage, the ASC or PAC will determine whether a Police Officer will be necessary or it will conducted by a SPAS, the ASC or the PAC. In the situation where a SPAS may be at fault, only the ASC, PAC, or a Police Officer can investigate the matter in order to maintain neutrality among peers.

13. **Calls for Service with departmental vehicles:**
   a. SPAs will, at times, utilize the departmental vehicles to provide service to the community. During these instances:
      i. SPAs must wear traffic vests whenever directing traffic or providing services in situations where traffic safety is of concern;
      ii. SPAs will activate emergency equipment ONLY to provide notice to oncoming vehicles of the situation ahead and to warn of upcoming traffic conditions; and
      iii. SPAs will NOT use the departmental battery to “jump” another vehicle. Jump-packs MUST be used for this purpose.
14. **Adverse and Hazardous Conditions:**

a. Adverse conditions which might create traffic congestion or traffic hazards will be reported by Communications to the UMDPS. SPAs should also report any location/hazard/condition that may be detrimental to UMDPS vehicles to Communications in order to make all personnel aware. Hazards include but are not limited to:
   
i. Roadway damage;
   
ii. Damage to traffic control devices;
   
iii. Downed power lines;
   
iv. Water main breaks;
   
v. Construction areas;
   
vi. Snow, ice or flooding;
   
vii. Severe defects in roadways;
   
viii. Lack of traffic control or information signs;
   
ix. Lack of roadway lighting systems;
   
x. Obstructions;
   
xi. Fire and/or smoke; or
   
   xii. Vehicles parked or abandoned on or near roadways.

b. In the situation that the hazard may be detrimental to the general public, SPAs will notify Communications and will direct traffic, at the discretion of the on-duty supervisor, or other UMDPS personnel, until temporary traffic controls can be placed or the hazards have been eliminated.

c. Communications, the SPAS on-duty, or other qualified personnel may suspend normal vehicle operations of the Police Auxiliary until conditions have returned to normal.
CHAPTER 9:
SPECIAL OPERATIONS
PROCEDURES

1. **Weather Emergencies:**
   a. In the event that the University of Maryland closes due to inclement weather, the Police Auxiliary will function in a limited capacity.
   b. SPAs will be **REQUIRED TO REPORT FOR DUTY** unless notified otherwise by the SPAS on-duty, the ASC, and/or the PAC. However, if extenuating circumstances are present that will severely inhibit the SPA from coming into work, they must contact a SPAS immediately. This may not relinquish the SPA of their responsibility, but it is their duty to notify the SPAS.
   c. SPAs will be notified as soon as possible of any closures. If a SPA is scheduled to work a shift prior to an announcement of the University of Maryland closing, they **MUST** still report for duty. The SPAS on-duty will notify the SPAs of the any closures and will process timesheets as applicable.
   d. The PAC, ASC, and SPAS have the authority to use their discretion to relinquish SPAs of their responsibility for a shift that has not been directly affected by the weather closing depending on the shift and the circumstance.

2. **Late Openings and Early Closings:**
   a. In the event that the University of Maryland opens later than normal, SPAs will be notified of their required reporting times. However, the SPA working the **COURIER SHIFT MUST REPORT AT THE TIME DESIGNATED BY THE PAC OR ASC.** This is crucial to the proper functioning of the courier route which affects other departments outside of the University of Maryland. They will be paid accordingly.
   b. In the event that the University of Maryland closes early, SPAs will be notified of any cancellations of their shifts, however, as stated above, SPAs are **REQUIRED TO REPORT FOR DUTY** unless notified otherwise by the SPAS on-duty, the ASC, and/or the PAC.

3. **Mobilizations:**
   a. The UMDPS may mobilize SPAs in non-law enforcement roles in order to maintain order and security throughout the University of Maryland campus.
   b. SPAs will not be placed in life threatening situations.
   c. SPAs will be directed by the watch commander, police officers, the PAC, the ASC, or the SPAS and may be required to remain at their posts longer than their usual assigned times. If this occurs, SPAs will be paid accordingly.