

UNIVERSITY POLICY

<u>Policy Name:</u>	Police Department				
<u>Section #:</u>	30.3.1	<u>Section Title:</u>	Administration and Public Safety	<u>Formerly Book:</u>	5.1.2: Former Policy 30.1.2
<u>Approval Authority:</u>	Executive Vice President, Strategic Planning and Operations & COO		<u>Adopted:</u>	7/99	<u>Reviewed:</u> 2/27/2017
<u>Responsible Executive:</u>	Executive Vice President, Strategic Planning and Operations & COO		<u>Revised:</u>	10/19/2001, 4/6/2009, 7/1/2013; 10/10/2013; 3/24/2014; 2/27/2017	
<u>Responsible Office:</u>	University Public Safety		<u>Contact:</u>	policies@publicsafety.rutgers.edu	

Section: ~~30.1.1~~

Section Title: ~~Environmental Health & Safety~~

Policy Name: ~~Safety Policies and Guidelines~~

Formerly Book: ~~5.1.1~~

Approval Authority: ~~Senior Vice President for Finance and Administration~~

Responsible Executive: ~~Senior Vice President for Finance and Administration~~

Responsible Office: ~~Division of Public Safety~~

Originally Issued: ~~2/64~~

Revisions: ~~11/98~~

Policy:

~~30.1.1 SAFETY POLICIES AND GUIDELINES~~

1. ~~— A. General Policy: Statement~~

~~The Rutgers University Police Department (RUPD) is established pursuant to N.J.S.A. 18A:6-4.2 and operates as one entity under the same directives with four locations in Camden, Newark and New Brunswick under the direct oversight of the Executive Director of Public Safety/Chief of University Police.~~

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2. Reason for Policy

The purpose of this policy is to codify the policy of Rutgers, the State University of New Jersey, concerning the establishment of the Rutgers University Police Department.

3. Who Should Read this Policy

All members of the University community.

4. Resources

This includes, but is not limited to the following:

University Policy Section 30, Administration and Public Safety

[University Policy 30.1.1, Safety Policies and Guidelines](#)

RUPD website (<http://rupd.rutgers.edu>)

~~(1) — It shall be the policy of the university that student, visitor, and staff safety be a principal consideration in every campus activity. It shall be the university's aim to build structures, plan activities, and perform tasks so that the possibility of accidental injury is reduced to a minimum. Further, it will be the purpose of the university and its faculty and staff to develop a positive attitude towards safety among all members of the university family.~~

~~(2) — Deans, department heads, and other supervisors are to be continuously cognizant of the safety needs of their personnel, and initiate necessary preventive measures to control hazards associated with activities under their direction. It is essential that all supervisory personnel accept this responsibility for the safety of all persons coming into their areas and for the safety of all personnel under their jurisdiction. It is further requested that safety be incorporated as an integral part of all courses in which there is a hazard of accidental injury such as in the classrooms, laboratories, or shops.~~

B. Guidelines:

~~In the implementation of this safety policy, it is urged that the advice of the various campus safety committees and the services of the Division of Public Safety be used at every opportunity. Staff members who wish to learn more in detail about the safety and accident prevention programs of the university should contact the Division of Public Safety and/or the Department of Rutgers Environmental Health and Safety.~~

C. Evacuation of Campus Buildings:

- (1) ~~A fire emergency exists whenever a building fire evacuation alarm is sounding; an uncontrolled fire or imminent fire hazard occurs in any building; there is an uncontrolled release of a hazardous material; or there is the presence of smoke, or the odor of burning.~~

~~Campus buildings shall be immediately and totally evacuated whenever the building evacuation alarm is sounding.~~

~~It shall be the responsibility of every person to immediately leave a university building whenever the fire alarm is activated or a fire emergency exists. All students, faculty, and staff are required to leave the building and remain outside until the emergency is over. No one shall restrict or impede the evacuation.)~~

5. Definitions

N/A

6. The Policy

I. Rutgers University Police Department

The Rutgers University Police Department (RUPD) operates as one entity providing the university communities in Camden, Newark and New Brunswick with a full range of police, safety and security services.

The Rutgers University Police Department provides emergency response services 24 hour a day, 365 days a year and employs sworn police officers, security officers, communications personnel (telecommunicators), community service officers (students) and other civilian personnel.

II. Responsibilities under the Executive Director of Public Safety / Chief of University Police

The Executive Director of Public Safety / Chief of University police shall be the Chief Law Enforcement Officer of the University and shall be the head of the police force; having complete authority over all personnel, functions, and operations of the agency. The Executive Director of Public Safety / Chief of University Police shall report to the Executive Vice President for Strategic Planning and Operations and COO for the efficiency and routine day-to-day operations thereof and shall:

1. Assume the responsibility for the operation and efficiency of the agency as provided by New Jersey Statute N.J.S.A. 18A:6-4.1 *et. seq.*;
2. Assign the functions, powers, and duties of all personnel of the agency;
3. Oversee issues and decisions that could impact other bargaining unit members of the RUPD (i.e., issues that could result in the creation of precedent and/or actions that could result in the establishment of a practice) as well as overseeing the collective bargaining agreements that impact RUPD personnel;
4. Develop mutual aid plans between the Police Department and other Rutgers emergency support units (Emergency Services, the Office of Emergency Management, and Environmental Health and Safety) as well as ensuring that appropriate Mutual Aid Plans with neighboring departments and units are current;
5. Make, administer and enforce rules and regulations for the disposition, conduct and discipline of the police force;
6. Maintain RUPD standards and operational procedures that provide for consistency, uniformity and interoperability of personnel and equipment while ensuring oversight and compliance with federal, state, and university policies, rules, laws, codes and industry guidelines;

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7. Regularly report on incidents to the Executive Vice President for Strategic Planning and COO;
8. Coordinate all major and sensitive criminal and administrative investigations;
9. Oversee the departmental budgets and procurement processes;
10. Oversee the commissioning review board as part of the hiring process;
11. Coordinate and oversee Accreditation processes;
12. Provide direct oversight to the internal affairs processes covering the investigation and adjudication of police misconduct and disciplinary processes;
13. Coordinate and approve all university-wide communications regarding safety and security matters;
14. Develop, oversee, and enforce police department policies and procedures.

III. Responsibilities under the Deputy Chief of University Police

The Deputy Chief of University Police shall report directly to the Executive Director of Public Safety / Chief of University Police. The Deputy Chief shall manage several system-wide functions as defined by the Executive Director of Public Safety / Chief of University Police. The areas of responsibility managed by the Deputy Chief of University Police that support the mission and operations of the Rutgers University Police Department include, but are not limited to, the following:

1. Manage the police department's accreditation and policy development processes;
2. Assigns or conducts internal affairs investigations in compliance with departmental policy;
3. Provide direct oversight of the Public Safety E9-1-1 Communications & Dispatch Center;
4. Coordinate compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092(f)) on behalf of Rutgers, the State University of New Jersey; and
5. Serves as the police department liaison with the Office of Labor Relations and makes recommendations to the Executive Director of Public Safety / Chief of University Police on labor management matters.

IV. Responsibilities under the Campus Police Chief

The Executive Director of Public Safety / Chief of University Police shall report directly to the Executive Vice President for Strategic Planning and Operations and COO. The Campus Police Chiefs in Newark and Camden report directly to the Executive Director of Public Safety / Chief of University Police. The Chief of University Police shall retain responsibilities of Campus Police Chief in New Brunswick. The Campus Police Chiefs will be responsible for the following:

1. Oversee and address day-to-day operational issues;
2. Coordinate the long-term and short-term planning of events (regular and special);
3. Manage the recruitment, hiring, payroll functions, and promotional processes for personnel assigned to their university location;
4. Determine staff assignments, policing methodologies and other local priorities;
5. Determine how safety, security and policing services are best delivered to their university communities;
6. Maintain partnerships with county and local law enforcement leadership.

V. Powers and Duties

The powers and duties of the agency shall include, but are not limited to:

1. Preserve the public peace, protect life and property, prevent crime, detect and arrest offenders against the penal laws and ordinances effective within the State of New Jersey,

- suppress insurrections, disperse any unlawful or dangerous assemblage, and preserve order at all elections and public meetings and assemblage;
2. Administer and enforce laws and ordinances to regulate, direct, control and restrict the movement of vehicular and pedestrian's traffic, and the use of the streets by vehicles and persons, to protect the safety and facilitate the convenience of motorists and pedestrians, and to make and enforce appropriate rules and regulations for such purposes;
 3. Partner with the community to develop solutions to problems which impact the University Community and detract from the University's mission;
 4. Provide proper police attendance and protection at special events;
 5. Provide proper police attendance and protection at fires;
 6. Provide for the attendance of its members in court and university judiciary processes as necessary for the prosecution and trial of persons charged with crimes, offenses, and violations of University Policy and the Code of Student Conduct;
 7. Cooperate freely with the law enforcement and prosecuting authorities of federal, state and county governments;
 8. Operate a training and recruitment program to maintain and improve the public efficiency of the members of the agency;
 9. Investigate and report upon all applicants for employment within the police department;
 10. Make studies of traffic conditions in the University and recommend to the governing bodies and University Facilities such physical improvements and changes in the University as may be necessary or desirable to facilitate the safe movement and control of motor vehicle traffic within the University.

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