

TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Operations
AREA: Campus Police
SUBJECT: Police Standards

NUMBER: 04.04.01

1. PURPOSE

This document serves to facilitate standards of operations for the Texas Southern University Police Department.

2. STANDARDIZATION

- 2.1. **Police Staff Qualifications:** All Peace Officers employed by the university will adhere to the qualifications required by the Texas Administrative Code, Title 37, Public Safety, Part VII, Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE), Chapter 217. Any additional qualifications may be determined by the Texas Southern University Chief of Police, as needed.
- 2.2. **Police Staff Resources Allocations:** Under the direction of the Chief of Police, the department will develop a plan to allocate police personnel across campus, including but not limited to staffing levels, types of service, and hours of operation.
- 2.3. **Salary Levels and Incentive Pay:** Compensation shall be established, reviewed, and administered in accordance with MAPP 02.02.02 and applicable University compensation and classification policies.
- 2.4. **Position Descriptions:** The Chief of Police shall ensure the development of an accurate job description for every TCLEOSE certified position within the department.
- 2.5. **Types of Services:** The university police department will publish and make available records of police services in accordance with the Open Records Act and publish the information on the web.
- 2.6. **Police Vehicle Fleet:** The university police department will comply with the following:
 - a. Texas Government Code, Title 10 General Government, Chapter 2203 Use of State Property, Section I Reporting Use of State Vehicles; and

Texas Transportation Code, Title 7 Vehicles and Traffic, Chapter 545 Operation and Movement of Vehicles.

2.7. Police Vehicle Fleet Operations: The following standards shall govern the safe, lawful, and responsible operation of Police Department vehicles and mobile equipment.

a. Purpose

The Police Department shall establish and maintain standards governing the safe, lawful, and responsible operation of department-owned vehicles and mobile equipment to ensure public safety, protect University property, and promote compliance with applicable law and University policy.

b. Applicability

These standards apply to all Police Department personnel authorized to operate, occupy, or otherwise utilize department-owned vehicles or equipment, including but not limited to patrol vehicles, golf carts, trams, and similar conveyances, while performing official duties.

c. Authorized Use

Department-owned vehicles and equipment may be operated only by personnel who meet both of the following requirements:

(1) Possession of a valid and current driver's license issued by the appropriate licensing authority; and

(2) Authorization by the Police Department.

Personal use of Police Department vehicles or equipment is prohibited unless expressly approved in advance for official business or departmental purposes.

d. Operational Requirements

Police Department personnel operating department vehicles shall comply with all applicable traffic laws and regulations unless engaged in a lawful emergency response or pursuit as authorized by law. Seat belts shall be worn by all vehicle occupants at all times while a vehicle is in operation.

e. Prohibited Conduct

The following conduct is prohibited:

(1) Reckless or unsafe operation of a department vehicle;

(2) Unauthorized off-road use of department vehicles;

(3) Use of mobile devices while operating a vehicle, including texting or handheld phone use, except where hands-free operation is permitted by law; and

(4) Operation of department vehicles beyond a ten (10) mile radius of the University campus unless required for official business or authorized investigative purposes.

f. Take-Home and Extended Vehicle Use

Police Department patrol vehicles are not designated as take-home vehicles. Take-home or extended use of a department vehicle may be authorized only for official training, investigative, or operational purposes and only with the express approval of the Chief of Police or the Chief's designee.

g. Use of In-Vehicle Technology

University police vehicles are equipped with electronic and communication technologies, including but not limited to mobile data terminals, laptops, tablets, radios, cameras, and GPS systems. Such technology shall be used solely for authorized, work-related purposes in the performance of official duties. Personal use of electronic devices while operating or occupying a university police vehicle is prohibited, except in exigent circumstances or as otherwise expressly authorized by department policy or a supervisor.

h. Vehicle Maintenance Responsibilities

Authorized operators shall ensure that required preventive maintenance and safety checks are completed prior to operating any department vehicle or equipment.

i. Compliance and Disciplinary Action

Failure to adhere to the provisions of this section may result in disciplinary action, up to and including probation or termination of employment in accordance with MAPP 02.05.03.

3. ANNUAL CRIME REPORTING

The Federal Higher Education Act, Section 20, U.S.1092(F), also known as the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act ("Clery Act"), requires that colleges and universities disclose policy information and crime statistics as part of published annual campus security reports by date required by the Act. Section 485 of the Clery Act requires each institution of higher education to provide the Secretary of Education with an annual campus crime statistics report.

The Chief of Police will ensure the collection of appropriate data for the creation of the university's crime statistic report. The Chief of Police will review and approve the university's crime statistic reports. The Chief of Police and the Chief Operating Officer will review the Annual Crime Report with the President before distributing to the public, and the Secretary of Education. The Chief of Police shall ensure the distribution of the report to other university entities as prescribed by law or policy (e.g. Secretary for the Board of Regents, University General Counsel).

4. PATROL BOUNDARIES

The Chief of Police for the university police department will establish patrol boundaries for the department and will define them in the police department's administrative policies. The Chief of Police, under the direction of the President, commissions all TSU Peace Officers for the

purpose of carrying out provisions of the Texas Education Code, Title 3 Higher Education, Chapter 51, Section 203, Campus Peace Officers, and all state and federal acts and/or laws. The Chief of Police shall ensure the state's "Oath of Office" and all other appropriate commissioning documents are filed with the commissioning board (e.g. Board of Regents).

The primary jurisdiction of a Peace Officer commissioned under this section includes all counties in which property is owned, leased, rented, or otherwise under the control of the institution of higher education or public technical institute that employs the Peace Officer. Where appropriate, a "Memo of Understanding" between the university police department and any other adjacent or overlapping police department may be appropriate.

5. REVIEW AND RESPONSIBILITY

Responsible Party: Chief of Police

Review: Every three years on or before effective date

6. APPROVAL

Approved:


Chief Of Police

EFFECTIVE DATE : February 16, 2026