

**TEXAS SOUTHERN UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Operations**

**NUMBER: 04.04.02**

**AREA: Campus Police**

**SUBJECT: Peace Officer Commissioning**

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**1. PURPOSE**

The commissioning process outlined in this policy bestows formal authority upon the commissioned officer in accordance with the laws of the State of Texas and as authorized by the Texas Commission on Law Enforcement Officers Standards and Education, the Texas Education Code and Article 2.12, Code of Criminal Procedures. Upon commissioning, the officer assumes full responsibility as a peace officer of the State of Texas with jurisdictional assignment to the Texas Southern University campus.

**2. POLICY PROVISIONS**

A commissioning number (TSU employee identification number) is assigned once, to the officer, and is permanently retired upon that officer's resignation or termination from the Texas Southern University Department of Public Safety. A "call sign" number will be assigned to a newly commissioned officer who will then have the "call sign" number for the duration of his/her employment with the Department of Public Safety. Once an officer resigns, is terminated, or is promoted, his/her "call sign" number is available for reassignment to another officer.

**A. Commissioning Process**

The following are the sequential steps in the commissioning process:

1. The Chief of Police will prepare a "Commissioning of Peace Officers" memorandum announcing the appointment of new peace officer(s) and forwards it to the Office of the President requesting approval of the commissioning.
2. The President, under authority of the Board of Regents, signs the Official Commission memorandum and makes notification of the peace officer commissioning to the Board of Regents.
3. The signed Official Commission memorandum is returned to the Chief of Police.

4. The Office of the Chief of Police shall ensure that the State of Texas Statement of Appointed Officer is completed and notarized. This must be done prior to the administering of the Oath of Appointment by the Chief of Police. The original form shall be filed in the employee's department personnel file.
5. The Chief of Police, or his designee, administers the Oath of Appointment to the newly commissioned officer(s).
6. Once the oath is administered, the Chief of Police and the new officer will sign the oath of appointment. The original Oath of Appointment Document is given to the appointee and a copy is placed in the appointee's Department personnel file.
7. Additionally, a permanent list of officers commissioned with notation of their commissioning numbers and duty status will be maintained by the Special Services Division.

B. The Texas Southern University Department of Public Safety official "Police" identification will be procured by the Office of the Chief of Police, with the signature of the Chief of Police affixed. The identification will be forwarded to the Chief of Police who will present it to the appointee immediately after administering the Oath of Office.

C. Termination

Upon resignation or termination, the officer shall return the Texas Southern University Department of Public Safety official identification.

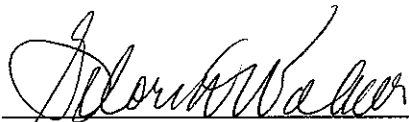
3. REVIEW AND RESPONSIBILITY

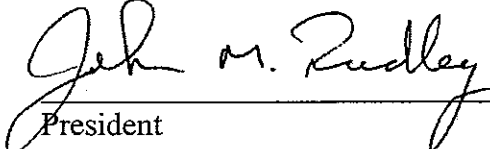
Responsibility Party: Chief of Police

Review: Every even numbered year on or before June 1st

4. APPROVAL

Approved:

  
Chief Operating Officer

  
President

06/24/09  
Date of President's Approval