

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

**SECTION: Operations**

**NUMBER: 04.04.01**

**AREA: Campus Police**

**SUBJECT: Police Standards**

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**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:** The department, under the direction of the Chief of Police, will develop a plan allocating police personnel across campus (e.g., staffing level, types of service, hours of operations).
- 2.3. **Salary Levels and Incentive Pay:** The Chief of Police shall be responsible for developing salary levels and incentive pay for the approval and allocation by the President.
- 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 1 Reporting Use of State Vehicles; and

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

### 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.

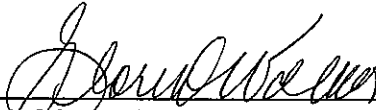
### 5. REVIEW AND RESPONSIBILITY

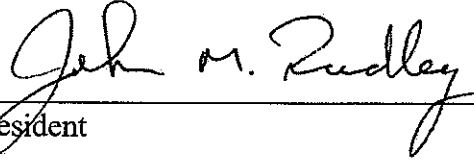
Responsible Party: Chief of Police

Review: Every three years, on or before June 1

6. APPROVAL

Approved:

  
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Chief Operating Officer

  
\_\_\_\_\_  
President

06/24/09  
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Date of President's Approval