

Oklahoma State University Policy and Procedures

LAW ENFORCEMENT SERVICES	3-0501 ADMINISTRATION & FINANCE Police September 2018
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INTRODUCTION AND GENERAL STATEMENT

1.01 As the law enforcement division of Oklahoma State University, the campus police department was authorized by State Statute, Title 74, § 360.15, which gives the Board of Regents authority to appoint peace officers. The OSU Police Department was the first agency in the State of Oklahoma to achieve accreditation by the Oklahoma Association of Chiefs of Police Accreditation Program and has maintained accreditation since 1998.

1.02 The campus police department provides the same services one would expect from any city, county, or state law enforcement agency, and is responsible for enforcement of all state laws as well as rules and regulations of Oklahoma State University. Campus police have the legal authority to make arrests, issue traffic citations, conduct criminal investigations, serve warrants, and issue summons for parking violations.

1.03 The professional police officer,s full-time staff members, and part-time employees are all selected to meet the high standards and multi-dimensional mission of the Department of Public Safety.

1.04 The Oklahoma State University Police Department patrols hundreds of buildings and numerous areas on more than 1,400 acres of property defined as the main campus and thousands of adjoining acres dedicated to a variety of recreational activities and educational and agricultural research projects across multiple academic disciplines. This includes approximately 20,000 acres at Lake Carl Blackwell. The department consists of more than 30 commissioned police officers, a number of police dispatchers, clerical assistants and various student workers. The OSU Police Department has primary responsibility for the protection of persons and property of more than 26,000 students, 19,000 employees, and approximately 600,000 visitors that frequent the campus each year. Lake Carl Blackwell is a very popular entertainment area for boaters, fishermen, campers, and picnickers. The campus police provide protection for the many visitors to the lake area.

PURPOSE AND SCOPE

2.01 The Oklahoma State University Police Department is dedicated to enhancing the opportunity for students, faculty, and staff to participate in the educational experience by providing a safe, protected, and orderly environment.

2.02 The department offers a full range of police resources including area patrols, criminal investigations, crime prevention, facilities security analysis, event planning, and parking

management. In addition, members of the department serve on university and community committees, provide training and specialized presentations to campus organizations and living groups, participate in the design and installation of safety and traffic control devices, and act as special advisors to all campus departments and administration. Officers maintain close cooperation with municipal, county, state and federal law enforcement agencies in criminal investigations, disaster and emergency preparedness and routine interaction.

2.03 The department provides crowd and traffic control for athletic and special events. Courtesy motorist assistance, the OrangeShield application, and the SafeWalk program are among special services provided by the department. Presentations relating to crime prevention, law enforcement, sexual assault prevention and self-defense are offered free of charge to campus groups and organizations.

UNIVERSITY POLICY AND STATE LAW

3.01 The department is charged with the responsibility of enforcing state laws and municipal ordinances as specified in state statutes.

3.02 The department is charged with the regulation of traffic enforcement on campus and assists the OSU Parking and Transportation Services in regulating parking violations.

3.03 The department must complete the administrative duties and record keeping necessary to carry out the above functions to maintain compliance with the Oklahoma Open Records Act, Title IX, and Clery guidelines.

3.04 The department develops and maintains an internal policy manual detailing the policies for which officers are held accountable.

PROCEDURES

4.01 Officers patrol campus in an effort to prevent and deter crime and disorder. When officers observe an infraction of the law, immediate intervention should be implemented. When arrests are made, the arrested person(s) should be introduced into the Payne County Criminal Justice System as prescribed by the Payne County District Attorney's office.

Arrest Involving Classrooms and the Academic Endeavor

4.02 Officers make every reasonable attempt to contact individuals at their residence. Occasionally, it is necessary to locate and/or detain a student attending classes on campus. Under such conditions, care must be exercised to avoid undue interruption of scheduled classes. The basic guidelines for contacting or removing students from classrooms shall be:

- A. Contact the class instructor immediately prior to convening of class to inform the instructor of the purpose and request their assistance in identifying the individual. Should the person already be in the classroom, request the instructor to tell the individual someone needs to see him/her in the hallway.

- B. Occasionally exigent conditions will require an immediate apprehension, even though the person is in class. In such instances, an administrative assistant from the appropriate dean's office or someone from Student Affairs will contact the instructor of the class with a message that the student should report to a certain office.
- C. In the event of an arrest during classroom hours, the arresting officer will be responsible for seeing that the Office of Vice President for Student Affairs is notified as soon as practical.
- D. The instructor and/or dean should be given an explanation of the purpose of the action.

Campus Parking

4.03 In an effort to provide convenient parking spaces for faculty and staff, OSU requires vehicles parking on campus to display a parking permit. In order to reduce traffic congestion and in an attempt to develop parking convenience, the parking lots on campus are divided into parking classifications and zones. The color and type of permit indicates where vehicles may park. Parking permits are sold online at www.parking.okstate.edu.

4.04 OSU Parking and OSU Police Department are authorized to tow away abandoned vehicles, disabled vehicles, vehicles parking in restricted areas, the vehicles of habitual parking offenders, and vehicles not displaying current year license plates. Please refer to the OSU Parking Rules and Regulations for additional information.

Building Security

4.05 The responsibility for locking and unlocking buildings on campus rests with the Facilities Management staff. The Police Department will be provided with an itemized list of campus buildings designating the opening and closing time of each building. The Police Department will have the responsibility of checking the buildings to ensure they are properly locked during designated hours.

4.06 Frequently, employees or students attempt to gain entrance to buildings or interior rooms after lock-up hours. Requests for access can be made by contacting the OSU Police Department at (405) 744-6523.

4.07 When buildings or interior rooms are found not to be secured after hours, the building(s)/room(s) will be locked and an electronic record will be stored on the Police Department's record management system.

4.08 When possible, installation of electronic security alarms are encouraged and such alarms must comply with the Security Alarm Systems Policy 0521.

Approved:

Legal Counsel, May 2018

E-Team, May 2018

Board of Regents, September 2018