

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: General Administration
AREA: Public Safety
SUBJECT: Police Standards

NUMBER: 01.F.01

1. PURPOSE

This document serves to facilitate standards of operations for Police Departments within the University of Houston System.

2. STANDARDIZATION

2.1. Police Staff Qualifications: All Peace Officers hired by any component 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 component departments as needed.

2.2. Police Staff Resources Allocations: Each component university police department will develop a plan on how to allocate police personnel for that campus (e.g., staffing level, types of service).

2.3. Salary Levels and Incentive Pay: Salary levels and incentive pay will be allocated as needed by each component university.

2.4. Position Descriptions: Each component university police department will have an accurate job description for every TCLEOSE certified position.

2.5. Types of Services: Each component university police department will detail police services routinely provided and publish the information on the web.

2.6. Police Vehicle Fleet: All component universities will comply with the following:

- a. Texas Penal Code, Title 7 Offenses Against Property, Chapter 31 Theft, Section 7 Unauthorized Use of a Vehicle;
- b. Texas Government Code, Title 10 General Government, Chapter 2203 Use of State Property, Section 1 Reporting Use of State Vehicles; and
- c. Texas Transportation Code, Title 7 Vehicles and Traffic, Chapter 545 Operation and Movement of Vehicles, Section 413 Safety Belts; Offenses.

2.7. Policies and Procedures that Define the Role and Responsibilities of the Police Department: Each component university police department will maintain a set of administrative policies.

2.8. Security Officers: Each component university police department may employ security officers who are not Peace Officers. The security officers will be trained, assisted, and managed by Peace Officers of the component university police departments.

2.9. Police Officer Uniforms: All uniform items will be approved by the component university police department Chiefs. Uniforms must be clean and serviceable and uphold the dignity and professionalism of a Peace Officer and state employee.

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 Higher Education Act requires each institution of higher education to provide the Secretary of Education with an annual campus crime statistics report.

The Vice Presidents of the component universities will review and approve their crime statistic reports. The Vice Presidents will review the Annual Crime Report with the Vice Chancellor for Administration and Finance before distributing to the public or the Secretary of Education.

4. PATROL BOUNDARIES

Each component university will establish patrol boundaries for their department and will define them in their administrative policies. The System commissions 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.

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 component university police departments and any other adjacent or overlapping police department may be appropriate.

5. ROLE OF THE VICE CHANCELLOR FOR ADMINISTRATION AND FINANCE

The Vice Chancellor for Administration and Finance may make recommendations relating to police and security matters within the System.

6. REVIEW AND RESPONSIBILITY

Responsible Party: Vice Chancellor for Administration and Finance

Review: Every three years on or before June 1

7. APPROVAL

Approved: Jay Gogue

Date: January 19, 2005