

Professional Standards Bureau Standard Operating Procedures (SOP)

219.1 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to clearly define the responsibilities, guidelines, and requirements of the Professional Standards Bureau (PSB) within the University of Maryland, Baltimore Police Department (UMBPD). The PSB is crucial in maintaining and enforcing professional integrity and ethical standards across the department. In addition to addressing allegations of misconduct, the PSB identifies and assesses equipment, policy, tactical, and training concerns, with a coordinated effort between the Accreditation and Education & Training Sections to address these issues. By ensuring the discipline and ethical conduct of all employees, the PSB safeguards the integrity of the UMBPD by maintaining the trust of the community.

219.2 SCOPE

The PSB plays a vital role in upholding professional conduct within the department. The department's integrity relies on the discipline and ethical behavior of every employee. The public's perception of the department is largely influenced by the effectiveness of the PSB in addressing allegations of misconduct involving the agency and its personnel. To support these objectives, the PSB is tasked with ensuring the integrity of the UMBPD and all its members, both sworn and non-sworn.

219.3 POLICY

The UMBPD policy requires all members to follow the guidelines, responsibilities, and requirements in this SOP to maintain the department's integrity by effectively addressing ethical behavior, misconduct, and discipline, thereby upholding public trust and campus safety.

219.4 RESPONSIBILITIES

Major – Leading the bureau, the Major is tasked with providing overall management, direction, and control. The bureau encompasses several sections, including Education and Training, Internal Affairs, and Accreditation. The PSB Commander is also responsible for overseeing the department's planning and research functions, managing awarded grants and collaborating with internal and external agencies to support the department's objectives. The PSB Commander may assign members to specific areas based on interest, training, past performance, or departmental requirements. In the absence of the Chief of Police and Deputy Chief of Police, the Major shall be subject to act in the capacity of Chief of Police when designated to do so.

Lieutenant – This rank assumes the role of a section/unit commander within the bureau, overseeing and directing the operational requirements of the assigned team. The duties and responsibilities of Lieutenant are delineated in Policy 1109 (Lieutenants).

Sergeant – Serving as a key first-line supervisor, this rank plays a crucial role in supporting the designated Lieutenant by assisting in the guidance and supervision of the operational

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requirements of the assigned team. The duties and responsibilities of Sergeant are delineated in Policy 1111 (Sergeants).

Corporal – The duties and responsibilities of Corporal are delineated in Policy 1112 (Corporals).

219.5 SECTIONS/UNITS

The bureau is comprised of the following sections:

- (a) **Internal Affairs Section (IAS)** – IAS plays a crucial role in upholding professional conduct within the organization, as the integrity of the UMBPD relies on the personal integrity and discipline of each member. The public's perception of the UMBPD is significantly influenced by how effectively the IAS addresses allegations of misconduct, misfeasance, malfeasance, and nonfeasance, as well as complaints related to the organization's response to the needs of the University of Maryland, Baltimore. The primary objective of IAS is to preserve the department's integrity through a system that guarantees objectivity, fairness, and justice, achieved through thorough and impartial investigations and reviews. IAS is responsible for ensuring that all complaints or allegations involving members of the department are properly documented and registered.
- (b) **Education and Training Section (ETS)** – ETS is responsible for ensuring that all personnel meet the necessary training requirements. Its mission is to enhance public safety within the department and UMB community by providing training programs that focus on ethics, professionalism, and the latest best practices in law enforcement. These programs are designed to equip members with the skills and knowledge needed to effectively serve the UMB community. Refer to Procedure 224 (Education and Training Section Standard Operating Procedure) for additional information regarding this section.
- (c) **Accreditation Section** – The law enforcement accreditation process, integral to the UMBPD, focuses on standards that establish best practices in life, health, and safety procedures for the agency. These standards are considered foundational for modern law enforcement agencies, providing a structured framework for addressing high-risk issues within a contemporary context. This ensures that officers are well-prepared to meet basic community service expectations and effectively manage critical events. The UMBPD holds dual accreditation with the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) and International Association of Campus Law Enforcement Administrators (IACLEA). Refer to Policy 1105 (CALEA and the Accreditation Process) for additional information regarding this section.