Mission Statement
The mission of the University of Arkansas Community College at Hope Police Department is to protect life and property and provide law enforcement services to the citizens of the College, including students, faculty and staff, and visitors, in the most professional manner possible.

The University of Arkansas Community College at Hope police officers must be able to associate and communicate with the various segments of the campus population. Two ways that the University of Arkansas Community College at Hope police officers will do this is by utilizing various patrol methods, i.e., foot and motorized. The University of Arkansas Community College at Hope police officers will make every attempt to have as much face to face contact with the various constituencies of the campus as possible in order to build solid relationships that improve the safety and security of those campus groups.

The University of Arkansas Community College at Hope police officers will maintain a professional appearance while on patrol or working various college functions in order for their presence to be easily recognized and utilized.
I. Job Descriptions

a. Chief of Police

i. The chief of Police will report to the Vice Chancellor for Student Services and will have the primary responsibility of providing for the safety and well being of campus personnel, students, and visitors. As additional police officers are employed, the Chief of Police will exercise supervisory responsibilities over those officers. The specific duties of the Chief of Police are as follows:

ii. Supervise the enforcement of federal, state, local laws, and college rules and policies

iii. Serve as a liaison between campus police, outside agencies, and college administration.

iv. Prepare all reports and documents as required by outside law enforcement agencies and the college

v. Facilitate department goal setting, evaluations, and formulation of policies and procedures

vi. Serve as a police officer to perform such duties as accident reporting, crime investigation, and emergency procedures implementation

vii. Serve as the chair of the campus Safety and Security Committee and by so doing remain up to date in technology and methods that make the campus a safe and secure environment

viii. Employment Standards

1. Hold current certification as an Arkansas law enforcement officer

2. High school diploma or equivalent with minimum of five (5) years police experience
3. Provide evidence that all required levels of certification for the use of firearms and other weapons of self-defense are current

4. Possess excellent communication skills, both written and verbal, in order to facilitate effective communication with all campus and other law enforcement groups

5. Possess a current valid Arkansas driver’s license

6. Have the ability to operate a police vehicle

7. Ability to see clearly to observe activity and identify persons

8. Ability to speak and hear to communicate with other officers

9. Ability to use hands and fingers to operate police radios, handcuffs, keys, firearms, and to write legibly and type reports

10. Ability to walk and run to assist persons and apprehend suspects

11. Ability to use arms above and below shoulder level to lift objects and persons and make forcible arrests

b. Patrol Officers

1. Patrol Officers will follow the chain of command and report directly to the Chief of Police

2. Primary duties shall include but are not limited to:
   a. Protect life and property of the University of Arkansas Community College at Hope
   b. Perform general duty police work through the enforcement of laws and college rules and policies
   c. Patrol for violations of criminal as well as non-criminal acts
   d. Campus officer must be able to act and perform without direct supervision and to make independent decisions as to the appropriate action taken in certain situations, such as infractions of college rules and policies whether it be a warning, citation issuance, arrest, or referral to the Vice Chancellor for Student Services
e. The Patrol Officer will perform his/her job according to the University of Arkansas Community College at Hope Policy Manual and the Police Department policy manual

ii. Employment Standards

1. High school diploma or equivalent and current certification from the State of Arkansas as a police officer

2. Provide evidence that all required levels of certification for the use of firearms and other weapons of self-defense are current

3. Possess excellent communication skills, both written and verbal, in order to facilitate effective communication with all campus and other law enforcement groups

4. Possess a current valid Arkansas driver’s license

5. Have the ability to operate a police vehicle

6. Ability to see clearly to observe activity and identify persons

7. Ability to speak and hear to communicate with other officers

8. Ability to use hands and fingers to operate police radios, handcuffs, keys, firearms, and to write legibly and type reports

9. Ability to walk and run to assist persons and apprehend suspects

10. Ability to use arms above and below shoulder level to lift objects and persons and make forcible arrests

iii. Code of Conduct

1. Personal Appearance

   a. Police officers will, at all times while on the campus, whether in uniform or civilian clothing, be clean and neat in appearance. The uniform will be worn in accordance with guidelines set by the Chief of Police.

2. Neglect of Duty

   a. While on official duty, officers will not engage in any activity as to focus away from their assigned duties.
3. Incompetency
   a. The failure to carry out duties due to continued lack of knowledge or the unwillingness to correct such incompetence will be grounds for dismissal.

4. Keeping Alert While on Duty
   a. Officers shall see to the need for sleep while off duty and be fully rested and alert for their duty shift.

5. Officers Adhering to Laws
   a. Officers of the University of Arkansas Community College at Hope Police Department will conform to all laws of the State of Arkansas, local laws, and rules and regulations of the University of Arkansas Community College at Hope.

6. Identification
   a. Officers of the University of Arkansas Community College at Hope Police Department shall carry on their person the identification of the University of Arkansas Community College at Hope Police Department at all times while on duty as well as off duty. (Badge, ID and commission cards)

7. Abuse of Office
   a. The University of Arkansas Community College at Hope police officers shall not use the badge, ID card, or any influence of the office of campus police officer to make personal or financial gain or influence other privileges.

8. Disciplinary Action
   a. Disciplinary action can result from any violation of the University of Arkansas Community College at Hope policies, Code of Conduct, General Orders, and insubordination to the Chief of Police, any supervisor or any college official. The Chief of Police, supervisor, or college official acting in the absence of the Chief of Police, shall follow these guidelines:

   b. The Chief of Police will have the responsibility as to the type of disciplinary action to be taken
c. Disciplinary action to be taken can be:

   i. Verbal reprimand for minor infractions

   ii. Written reprimand and copies placed in officers permanent file

   iii. Suspension from duty without pay

   iv. Termination from employment

   v. Any combination of i, ii, iii, or iv.

9. Complaints Made Against Persons in the University of Arkansas Community College at Hope Police Department

   a. Any complaint made by person(s) either inside the department or outside the department should be taken to the Chief of Police. If complaints are made, all person(s) making the complaint will appear before the Chief of Police for consideration of the facts and possible action.

   b. Complaints made toward any officer shall be made in writing and copies made available to the officer(s) involved.

   c. Complaints made toward the Chief of Police by students/non students shall be made in writing to the Vice Chancellor for Student Services and will follow the “Student Complaint/Appeals/Grievance Procedures” of the college. Complaints made toward the Chief of Police by employees of the college shall be made in writing to the Vice Chancellor for Student Services for resolution.

10. Public Relations

   a. All officers and personnel of the University of Arkansas Community College at Hope Police Department will at all times strive to maintain good relations with the public and citizens of the college. Officers will be courteous and polite to all persons they may encounter. At no time should officers act in an unfavorable or unpleasant manner.
11. Use of Abusive/Objectionable Language

a. No officer of the University of Arkansas Community College at Hope Police Department, at any time, should use language that would offend or hinder relationships with students, faculty, staff, and the public.
II. General Orders

i. The general orders are incorporated into rules and regulations for the purpose of helping officers perform their duties more efficiently. All personnel assigned to the University of Arkansas Community College at Hope Police Department shall not violate or omit any of these rules and regulations or general orders. Each officer will receive copies of all new rules and regulations or new general orders as they come into effect.

b. Use of Force

i. Definitions

1. Authorized Weapon – Any weapon approved for use by the University of Arkansas Community College at Hope Police Department for official use of its officers.

2. Deadly Force – Force that is intended or known by the actor to cause or in the manner of its use is capable of causing death or serious bodily injury.

3. Non-Deadly Force – Force which under the circumstances is not reasonably capable of causing death or serious bodily injury.

4. Physical Strengths and Skills – A physical action by one or more officers (holding, restraining, pushing, and pulling) which may include special skills as boxing, karate, judo, etc., but do not include the use of deadly force or any unauthorized weapon.

5. Probable Cause – The total set of apparent facts and circumstances based on reasonably trustworthy information which would warrant a prudent person (in the position of and with the knowledge of the particular peace officer) to believe something; for example, that a particular person has committed or is about to commit some offense against the law.

6. Serious Bodily Injury – Bodily injury that creates a substantial risk of death or causes death, serious permanent disfigurement, or protracted loss or impairment of any bodily member or organ.

7. Reasonable Belief – A belief that would be held by an ordinary and prudent person in the same circumstances as the actor.

ii. General Policies and Procedures
1. In general, an officer must strive to achieve the following lawful objectives:

   a. To defend him/herself or another person against unlawful violence to his/her personal property

   b. To preserve the peace, to prevent the commission of an offense, and to prevent suicide or self-inflicted injury

   c. To make lawful arrest and searches, and to prevent escapes from custody

   d. To prevent or interrupt an intrusion, or interference with the lawful possession of property

   e. An officer should only use force when circumstances (e.g. resistance by the suspect) prevent him/her from making a peaceable arrest

   f. Have probable cause to arrest the subject

   g. State his/her purpose to arrest and identify him/herself as a peace officer (unless the officer has probable cause to believe that the suspect already knows his/her purpose and identity or unless the officer cannot reasonably make that information known to the suspect)

   h. Give the reason for the arrest unless impractical
i. An officer should never use more force than is necessary and reasonable under the circumstances

j. Unless impractical, an officer should first exhaust every reasonable means available by using the lowest level of force (mere presence) before escalating to a higher degree and more severe level of force

k. An officer may use any unauthorized weapon (or use any weapon in an unauthorized manner) only in a life-threatening emergency

l. An officer may draw and make ready any of his/her weapons for use when he/she reasonably believes that he/she may have to use such weapon(s)

m. An officer must register his/her duty firearm with the University of Arkansas Community College at Hope Police Department. An officer shall only carry and use his/her duty weapon for which he/she has received proper training. Training shall include both proficiency in technical and physical aspects of the use of the weapon, and also a thorough understanding of the law, these rules, and any other regulations regarding use of that weapon

n. An officer should always use handcuffs with a double locking mechanism or other restraining devices on an arrestee unless unnecessary (i.e. for the elderly, young juveniles, physically impaired, injured, or other appropriate suspect). An officer should reasonably protect an arrestee from injury caused by handcuffs or other restraining devices. An officer shall not use a “straight jacket” unless he/she has received appropriate training.

o. No officer may carry or use a blackjack, sap, brass knuckles, or slapper

p. Any other use of a weapon will be grounds for dismissal

iii. Non-deadly Force

1. An officer may use chemical irritants to protect him/herself or others from assault or to subdue a suspect unlawfully resisting arrest
2. An officer may use a baton to protect him/herself or others from assault or to arrest any suspect who unlawfully resists arrest.

3. An officer may use his/her baton as a barricade or to repel or control a crowd.

4. No officer will allow any of their weapons to be taken from their person. Any violation will be judged by the Chief of Police on the merits of each individual incident.

iv. Use of Deadly Force

1. An officer is justified in the use of deadly force only when there is reasonable cause to believe it is immediately necessary to protect the officer or another from serious bodily injury or death.

2. If it would not increase the risks to the officer or others, consideration should be given to retreat or withdrawal where delay could promote a peaceful resolution to the situation.
v. Patrol Vehicle [reserved for future Orders]

vi. Pursuits [reserved for future Orders]

vii. Reporting for Duty

1. All personnel will report for their assigned duty in time for the on duty officer to brief them on any important matters. At the time of duty, personnel will be mentally alert and rested, be in full uniform, clean and neat.

viii. Radio Procedures

1. All radio traffic will be of a professional nature and all calls made by campus officers over the radio will be short and to the point. No horseplay or unnecessary talking should occur. All radio traffic shall be on the Hope/Hempstead County Central Dispatch channel.

ix. Officers Daily Log Sheet

1. At the start of each shift the officer shall log: his/her name, the date, and the hour. The activities of each shift will be written into the log showing times, locations, and dispositions of the activities of the shift.

x. Firearms and Equipment [reserved for future Orders]

xi. Keys

1. The keys for all buildings will be guarded at all times. In the event that key(s) are lost, broken, or damaged a report shall be made immediately to the Chief of Police. No keys will be given to another person for the purpose of gaining entrance to a campus building locked door.

2. Any negligence in losing or misplacing college keys will be sufficient grounds for dismissal.

3. Each officer will be given a set of keys. It is the responsibility of each officer to maintain possession of the set of keys.

xii. Uniforms

1. Uniforms are furnished by the University of Arkansas Community College at Hope Police Department and are the property of the
police department. Uniforms are your working clothes and should be taken care of in the best way. Working in a clean and neat uniform will help in being recognized as a professional police department.

2. Uniforms turned in should be free from damage unless the damage was due to the performance of duties and the Chief of Police has been told of the situation in advance of turning in the uniform.

3. Damage to uniforms will be the officer’s responsibility to have repaired at his/her expense if the damage was due to the officer’s negligence.

4. Only uniforms and other equipment furnished by the University of Arkansas Community College at Hope Police Department are considered regulation. No other uniform is acceptable to be worn while on duty.

xiii. Making of Reports

1. All reports made by campus officers will be completed before the end of the officer’s shift. The reports should be typed, clear, and given all pertinent information including what, when, where, how, and include all dates, times, and names. The reports will not be considered complete until the Chief of Police has viewed them and is satisfied that they are complete and made in a professional manner.

xiv. Officers Attendance in Court

1. When it becomes necessary for an officer to appear in court, the officer will use the following guidelines:
   
   a. Make proper case preparations by reviewing the case
   
   b. Appear in court by wearing either a clean uniform or a dress suit
   
   c. Be competent to all questions asked
   
   d. Maintain a professional and business-like manner at all times
   
   e. Overtime accumulated by court appearances will be compensated with time off
xv. On Campus Arrests

1. When it becomes necessary to arrest an individual for violations of law, campus officers shall be held responsible to insure that:
   
a. The arrest is lawful

b. The arrest is made in the best and safest way possible

c. When possible, arrests should be made in a manner that draws the least attention to the action as possible

d. Procedures of arrest and jail bookings are done to the specifications of the University of Arkansas Community College at Hope Police Department, Hope Police Department, and the Hempstead County jail

e. The prisoner is treated with all due respect

f. The prisoner is not abused in any way

g. The prisoner is not harmed by the University of Arkansas Community College at Hope police officers

h. All personal belongings of the prisoner are inventoried and placed with the prisoner’s packet

i. All paper work involving the arrest is to be completed before the end of the arresting officer’s shift.

xvi. Off Campus Activity

1. Unless otherwise stipulated by Memorandums of Understanding between the University of Arkansas Community College at Hope Police Department and the City of Hope Police Department or the Hempstead County Sheriff’s Office, University of Arkansas Community College at Hope police officers will not respond to calls off campus for other law enforcement agencies.

xvii. Mutual Aid

1. When assistance is provided, it is agreed that the Hope Police Department will provide incident command for all incidents/events occurring within the city of Hope, Arkansas not occurring on University of Arkansas Community College at Hope property. When incidents occur on college property, the University of
Arkansas Community College at Hope Police Department will provide incident command for all type 5 incidents as described in the National Incident Management System (NIMS) and all general events, unless further stipulated by Memorandum of Understanding, special order, agreement, or other reasonable circumstance. For all incidents occurring on the University of Arkansas Community College at Hope campus that fall in type 4, 3, 2, 1, as described in NIMS, Hope Police Department and the University of Arkansas Community College at Hope Police Department agree to initiate or provide a unified command structure incorporating all necessary agencies to address the incident.

xviii. Off Duty Employment

1. Officers will be permitted to engage in off-duty employment. All such employment will be allowed when it does not interfere with the officer’s job at the University of Arkansas Community College at Hope, does not violate institutional policy, and is not of a nature that would bring discredit to the College. Officers should use discretion in seeking off-duty employment so as to prevent any possible conflict of interest or impression of moral impropriety. Off-duty employment must be approved by the Chief of Police and the Vice Chancellor for Student Services after a written request is made by the officer.

xix. Address and Phone Numbers of Police Personnel

1. Personal address and phone numbers of police personnel will not be given out to persons other than college officials or other law enforcement personnel

xx. Releasing Information From Police Files

1. Officers or employees of the University of Arkansas Community College at Hope shall not give out information to persons such as press, attorneys, or the public except for the following:
   
a. Accidents
   
   b. Accident information to parties directly involved in the accident
c. Attorneys who are directly involved in the accident investigation

d. Insurance agencies representing parties involved in the accident

xxi. Offense Reports

1. Offense reports involving students will not under any circumstances be released to any person. Doing so is in violation of the Buckley Amendment

xxii. Arrest of Students

1. No information may be released on the arrest of a student except to other law enforcement agencies

xxiii. Towing of Vehicle

1. Towing of vehicles from the campus should follow the following conditions:
   a. At the owner’s request
   b. Vehicle is a traffic hazard
   c. When an arrest has been made and the vehicle cannot be released to another person
   d. At the request of the Chief of Police
   e. At the request of the Chancellor or any one of the vice chancellors

xxiv. Referring Students to College Authorities

1. Often it is necessary to report a student to the Vice Chancellor for Student Services or one of the other vice chancellors for disciplinary action. This tool should be used as the officer’s primary enforcement action for students and follow these guidelines:
   a. Inform the student what he/she has done wrong
   b. Obtain the student’s name, social security number, college ID number, date of birth, address, and phone number
c. Instruct the student to appear before the appropriate college official as soon as possible and no later than the next working day

d. Write a detailed report giving all names, dates, times, locations, and the violation(s) charged. Provide the appropriate college official with the printed report prior to the student appearing before the official

xxv. Patrol Procedures

1. Patrol procedures for complete coverage of the campus should approximate the following:

2. Parking/Traffic Control

   a. Issue warning citations when necessary
   b. Issue parking/traffic citations when necessary
   c. Investigate, report, and arrange for medical assistance when an accident warrants this action

3. Preventive Patrol

   a. Maintain a high visibility on campus
   b. Make as many passes through all campus parking lots as possible
   c. Visit with students as time allows
   d. Patrol parking lots of all campus activities whether organizations are public or private

xxvi. Security Procedures

1. In addition to preventive patrol, the campus officer will check each building on campus. The procedures for security of the buildings will be as follows:

   a. Ensure that each campus building is securely locked each night
b. Ensure that some lights are one in buildings where cameras are in use

c. Report to the appropriate college official any object/circumstance which may damage or destroy college property

III. Racial Profiling

a. Purpose

i. The purpose of this policy is to reaffirm the University of Arkansas Community College at Hope Police Department’s commitment to unbiased policing in all its encounters between officers and any person; to reinforce procedures that serve to ensure public confidence and mutual trust through the provision of services in a fair and equitable fashion; and to protect our officers from unwarranted accusations of misconduct when they act within the dictates of departmental policy and the law.

b. Policy

i. It is the policy of the University of Arkansas Community College at Hope Police Department to act in a proactive manner and to aggressively investigate suspected violations of law. Officers shall actively enforce local, state, and federal law as well as College rules and policy in a responsible and professional manner without regard to race, ethnicity, or national origin. Officers are strictly prohibited from engaging in racial profiling as defined in this policy.

ii. This policy shall not preclude officers from offering assistance to persons in need nor does it prohibit officers from stopping someone suspected of a crime based upon observed actions and/or information received about the person.

c. Definition of Racial Profiling

i. A law enforcement–initiated action based on an individual’s race, ethnicity, or national origin rather than on the individual’s behavior or on information identifying the individual as having engaged in criminal activity. Racial profiling pertains to persons who are viewed as suspects or potential suspects of criminal behavior. The term is not relevant as it pertains to witnesses, complainants or other citizen contacts.
ii. The prohibition against racial profiling does not preclude the use of race, ethnicity, or national origin as factors in a detention decision. Race, ethnicity, or national origin may be legitimate factors in a detention when used as a part of an actual description of a specific suspect for whom an officer is searching.

iii. Detaining an individual and conducting an inquiry into that person’s activities simply because of that individual’s race, ethnicity, or national origin is racial profiling.

d. Corrective Action

i. It is the policy of the University of Arkansas Community College at Hope Police Department that any officer who, after an internal investigation, has been found guilty of engaging in racial profiling, that one of the following series of disciplinary measures is taken (at the recommendation of the Chief of Police):

ii. Officer is retrained in racial sensitivity issues

iii. Officer is suspended and as a condition of further employment with the University of Arkansas Community College at Hope Police Department is asked to undergo racial sensitivity training, or

iv. Officer is terminated