



HAMPDEN-SYDNEY COLLEGE POLICE DEPARTMENT

Policy Manual

Printed on March 2, 2023

Other

Table of Contents

Chapter 1 - Table of Contents

Section 1 - Table of Contents

Chapter 2 - A - Direction

Section 1 - A-1.0 Directives Manual Management Endorsement
Section 2 - A-2.0 Written Directives System
Section 3 - A-3.0 Statement of Purpose
Section 4 - A-4.0 Goals & Objectives
Section 5 - A-5.0 Code of Conduct, Rules and Regulations
Section 5.1 - A-5.1 Vacation Requests
Section 6 - A-6.0 Use of Force
Section 6.1 - A-6.1 Use of Firearms
Section 6.2 - A-6.2 Carrying a Firearm
Section 6.3 - A-6.3 Aerosol Subject Restraint (ASR)
Section 6.4 - A-6.4 Bias Reduction
Section 6.5 - A-6.5 Taser
Section 12 - A-6.6 Batons
Section 13 - A-6.7 Body Worn Cameras
Section 14 - A-6.8 Social Media

Chapter 3 - B - Organization and Administration

Section 1 - B-1.0 Organizational Structure
Section 2 - B-1.1 Direction
Section 3 - B-1.2 Delineation of Responsibility
Section 4 - B-1.3 Authority and Responsibility
Section 5 - B-1.4 Part-time Officers
Section 6 - B-2.0 Limits of Authority and Constitutional Safeguards
Section 7 - B-3.0 Jurisdiction
Section 8 - B-3.1 Concurrent Jurisdiction Matters-Interagency Agreement
Section 9 - B-4.0 Interagency Liaison, Coordination and Planning
Section 10 - B-4.1 Requesting Federal-State Assistance
Section 11 - B-4.2 Referrals to Local-College Criminal Justice, Social, and Public Services

Chapter 4 - C - Personnel Management

Section 1 - C-1.0 Off Duty Employment
Section 2 - C-1.1 Uniforms and Equipment/Personal Appearance
Section 3 - C-1.2 Disciplinary Procedures
Section 4 - C-1.3 Department Lockers
Section 5 - C-1.4 Workspace Policy
Section 6 - C-1.5 Body Armor
Section 7 - C-1.6 Time Management

Chapter 5 - D - Operational Procedures

Section 1 - D-1.0 Patrol Administration
Section 2 - D-1.1 Emergency Notifications
Section 3 - D-1.2 Vehicle Operation and Inspection
Section 4 - D-1.3 Vehicle Emergency Operation and Pursuits

Section 5 - D-1.4 Police UTV Operation and Maintenance
Section 6 - D-1.5 Prisoner Transport
Section 7 - D-1.6 Juvenile Procedures
Section 8 - D-1.7 Deceased Persons
Section 9 - D-1.8 Sexual Assault Investigations
Section 10 - D-1.11 Trespassing Offenses
Section 11 - D-1.13 Dealing With People in Mental Crisis
Section 12 - D-1.14 Execution of Criminal Process
Section 13 - D-1.15 Search and Seizures-Search Warrants
Section 14 - D-1.16 Laws of Arrest-Warrantless Arrest
Section 15 - Reserved
Section 16 - Reserved
Section 17 - D-1.19 Response to Fire Alarms; Trouble Alarms and Reports of Fire and Smoke
Section 18 - D-1.20 Domestic Violence-Stalking-Dating Violence.docx
Section 19 - D-2.3 Criminal Investigative Procedures; Preliminary-Follow-up Investigations
Section 20 - D-2.4 Property and Evidence Control-Crime Scene Processing
Section 21 - D-2.5 Asset Forfeiture
Section 22 - D-2.9 Criminal Background Investigations
Section 23 - D-2.11 Interviews and Interrogations
Section 24 - D-2.14 Bicycle Patrol
Section 25 - D-3.0 Evidence Collection and Preservation
Section 26 - D-5.0 Traffic Management
Section 27 - D-5.2 Traffic Enforcement
Section 28 - D-5.3 Traffic Enforcement Responsibilities
Section 29 - D-5.4 Traffic Enforcement Actions
Section 30 - D-5.5 Uniform Traffic Enforcement Policies
Section 31 - Reserved
Section 32 - D-5.7 Traffic Stops
Section 33 - D-5.8 Processing Special Categories of Traffic Violations
Section 34 - D-5.9 Speed Enforcement and Use of RADAR
Section 35 - D-5.11 Revoked or Suspended Drivers License
Section 36 - D-5.12 Traffic Accident Investigation
Section 37 - D-5.13 Special Traffic Problems
Section 38 - Reserved
Section 39 - E-1.0 Community Policing
Section 40 - E-1.1 Public Information
Section 41 - E-4.0 Motorist Services
Section 42 - E-4.1 Towing of Vehicles
Section 43 - E-4.2 Seizing and Taking Possession of Motor Vehicle
Section 44 - E-4.3 Active Threat Response
Section 45 - E- 4.4 Missing Student Notification

Chapter 6 - MISC

Section 1 - Weapons Policy

Chapter 1 - Table of Contents

Section 1 - Table of Contents

Effective 8/1/22
Reevaluate 8/1/23
Version Date 08/01/22
11:33

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF SECURITY AND POLICE POLICY MANUAL TABLE OF CONTENTS

Chapter 1 - Table of Contents

Section 1 - Table of Contents

Chapter 2 - A - Direction

Section 1 - A-1.0 Directives Manual Management Endorsement

Section 2 - A-2.0 Written Directives System

Section 3 - A-3.0 Statement of Purpose

Section 4 - A-4.0 Goals & Objectives

Section 5 - A-5.0 Code of Conduct, Rules and Regulations

Section 5.1 - A-5.1 Vacation Requests

Section 6 - A-6.0 Use of Force

Section 6.1 - A-6.1 Use of Firearms

Section 6.2 - A-6.2 Carrying a Firearm

Section 6.3 - A-6.3 Aerosol Subject Restraint (ASR)

Section 6.4 - A-6.4 Bias Reduction

Section 6.5 - A-6.5 Taser

Section 12 - A-6.6 Batons

Section 13 - A-6.7 Body Worn Cameras

Section 14 - A-6.8 Social Media

Chapter 3 - B - Organization and Administration

Section 1 - B-1.0 Organizational Structure

Section 2 - B-1.1 Direction

Section 3 - B-1.2 Delineation of Responsibility

Section 4 - B-1.3 Authority and Responsibility

Section 5 - B-1.4 Part-time Officers

Section 6 - B-2.0 Limits of Authority and Constitutional Safeguards

Section 7 - B-3.0 Jurisdiction

Section 8 - B-3.1 Concurrent Jurisdiction Matters-Interagency Agreement

Section 9 - B-4.0 Interagency Liaison, Coordination and Planning

Section 10 - B-4.1 Requesting Federal-State Assistance

Section 11 - B-4.2 Referrals to Local-College Criminal Justice, Social, and Public Services

Chapter 4 - C -Personnel Management

Section 1 - C-1.0 Off Duty Employment

Section 2 - C-1.1 Uniforms and Equipment/Personal Appearance

Section 3 - C-1.2 Disciplinary Procedures

Section 4 - C-1.3 Department Lockers

Section 5 - C-1.4 Workspace Policy

Section 6 - C-1.5 Body Armor

Section 7 - C-1.6 Time Management

Chapter 5 - D – Operational Procedures

Section 1 - D-1.0 Patrol Administration

Section 2 - D-1.1 Emergency Notifications

Section 3 - D-1.2 Vehicle Operation and Inspection

Section 4 - D-1.3 Vehicle Emergency Operation and Pursuits

Section 5 - D-1.4 Police UTV Operation and Maintenance

Section 6 - D-1.5 Prisoner Transport

Section 7 - D-1.6 Juvenile Procedures

Section 8 - D-1.7 Deceased Persons

Section 9 - D-1.8 Sexual Assault Investigations

Section 10 - D-1.11 Trespassing Offenses

Section 11 - D-1.13 Dealing With People in Mental Crisis

Section 12 - D-1.14 Execution of Criminal Process

Section 13 - D-1.15 Search and Seizures-Search Warrants

Section 14 - D-1.16 Laws of Arrest-Warrantless Arrest

Section 15 - Reserved

Section 16 - Reserved

Section 17 - D-1.19 Response to Fire Alarms; Trouble Alarms and Reports of Fire and Smoke

Section 18 - D-1.20 Domestic Violence-Stalking-Dating Violence.docx

Section 19 - D-2.3 Criminal Investigative Procedures; Preliminary-Follow-up

Investigations

Section 20 - D-2.4 Property and Evidence Control-Crime Scene Processing

Section 21 - D-2.5 Asset Forfeiture

Section 22 - D-2.9 Criminal Background Investigations

Section 23 - D-2.11 Interviews and Interrogations

Section 24 - D-2.14 Bicycle Patrol

Section 25 - D-3.0 Evidence Collection and Preservation

Section 26 - D-5.0 Traffic Management

Section 27 - D-5.2 Traffic Enforcement

Section 28 - D-5.3 Traffic Enforcement Responsibilities

Section 29 - D-5.4 Traffic Enforcement Actions

Section 30 - D-5.5 Uniform Traffic Enforcement Policies

Section 31 - Reserved

Section 32 - D-5.7 Traffic Stops

Section 33 - D-5.8 Processing Special Categories of Traffic Violations

Section 34 - D-5.9 Speed Enforcement and Use of RADAR

Section 35 - D-5.11 Revoked or Suspended Drivers License

Section 36 - D-5.12 Traffic Accident Investigation

Section 37 - D-5.13 Special Traffic Problems

Section 38 - Reserved

Section 39 - E-1.0 Community Policing

Section 40 - E-1.1 Public Information

Section 41 - E-4.0 Motorist Services

Section 42 - E-4.1 Towing of Vehicles

Section 43 - E-4.2 Seizing and Taking Possession of Motor Vehicle

Section 44 - E-4.3 Active Threat Response

Section 45 - E- 4.4 Missing Student Notification

Chapter 6 - MISC

Section 1 - Weapons Policy

Chapter 2 - A - Direction

Section 1 - A-1.0 Directives Manual Management Endorsement

Effective 3/14/22
Reevaluate 3/14/23
Version Date 07/26/22
14:09

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: DIRECTIVES MANUAL MANAGEMENT ENDORSEMENT	NUMBER: A-1.0
EFFECTIVE DATE: 03/14/2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 12.2.1	

Purpose

This manual has been written to document the policies and procedures of the Hampden-Sydney College Department of Public Safety & Police. Its purposes are to:

- Provide an easily referenced source of information
- State and clarify policy
- Define duties, responsibilities, and authority
- Formalize operations
- Provide a line of communication between members of the department, supervisory personnel, and the Director/Chief of Police.
- Serve as a guideline for our actions.

Policy

The Director of Public Safety/Chief of Police has approved every document in this manual. Responsibility for adhering to the policies and procedures in the manual lies with every member of the department. It is the task of the supervisors to ensure that this responsibility is carried out.

Procedure

Distribution of this manual is on a need-to-know basis. Information regarding maintenance and distribution of this manual may be obtained from the Director/Chief of Police. Neither this nor any

other department manual may be revised, altered, or copied without written authorization from the Director/Chief of Police.

Section 2 - A-2.0 Written Directives System

Effective 3/14/22
Reevaluate 3/14/23
Version Date 07/26/22
14:11

HAMPDEN SYDNEY COLLEGE

GENERAL ORDERS

DEPARTMENT OF PUBLIC SAFETY &

POLICE

SUBJECT: WRITTEN DIRECTIVES SYSTEM NUMBER: A-2.0

EFFECTIVE DATE: 03/14/2022

REVIEW DATE ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety
& Chief of Police**

Reference: CALEA STD. 12.2.1, 12.2.2

Purpose

The policies, procedures, and regulations in this Directives Manual have been adopted by the Director of Public Safety/Chief of Police to guide and govern the Hampden-Sydney College Department of Public Safety & Police. No additions, deletions, or amendments are authorized without the written consent of the Director of Public Safety/Chief of Police or his acting designee. These policies, procedures, and regulations cancel all memorandums that are inconsistent with the manual.

Definitions

The purpose of this section is to clarify the definitions of operational writings that members of this department are authorized to issue.

- A. Manual: A collection of policies, procedures, or other written directives of the department.

B. Written Directive: Directives of departmental policy and procedure, including rules and regulations. Written Directives will be retained in the Directives Manual and filed according to the index number and subject matter of each directive. Specific procedures with regard to the issuing or amending of written directives are listed below.

C. Memorandum: A written communication initiated at any level to provide useful, specific information for departmental members, or constituting an order affecting specific behavior for a specific event or period of time.

D. Policy: A statement of the department's philosophy on a given issue. Policy consists of principles and values that guide the performance of departmental employees.

E. Procedure: A method of performing an operation or a manner of proceeding on a course of action. It differs from a policy in that it directs action in a particular situation to perform a specific task within the guidelines of policy.

Policy Statement

The agency has a written directive system that includes the following:

The Director of Public Safety/Chief of the Hampden-Sydney College Department of Public Safety & Police has sole authority to issue, modify, or approve Departmental directives retained in the directives manual. This insures the management, direction, and administration of the Department. It also insures that all policies, procedures, rules, and regulations are maintained in accordance with the role, purpose, goals, and objectives of the Department.

A. In order to maintain the integrity of the Directives Manual and to assist manual holders in keeping them up-to-date, the Director/Chief will be responsible for issuing manuals. The Director/Chief will also be responsible for issuing all changes, updates, and new directives to manual holders. The Director/Chief maintains records of issue of Department directives and manuals. The Director/Chief also maintains a master set of current materials for manuals. Damaged or missing contents of the manuals can be replaced with new material upon request.

B. The format of the Directives Manual is as follows:

The Hampden-Sydney College Department of Public Safety & Police Directives Manual is organized into six sections. The first section includes a table of contents, an index, an organizational chart, and an amendment record.

1. Section A: Direction

Contains the directives relating to the written directives system and management endorsement, the Department's Statement of Purpose, Goals, and Objectives Plan, the Code of Conduct, Departmental rules and regulations, and the Department's use of force directive.

2. Section B: Organization and Administration

Contains the directives covering the organization and administration of the Department.

3. Section C: Personnel Management

Contains the directives pertaining to Departmental personnel matters.

4. Section D: Operational Procedures

Contains the Directives pertaining to the Department's police operations and activities.

5. Section E: Auxiliary Services

Contains directives pertaining to the Departmental auxiliary services.

C. The Directives Manual has the following procedures for indexing, purging, updating, and revising directives:

1. Indexing

The Directives Manual is indexed alphabetically in the front of the manual by subject type.

2. Purging

As needed, the Director/Chief will purge the manual of any directives that are no longer in effect.

3. Updating/Revising

Chapter 6 includes the weapons policy

The Directives Manual must be kept up to date to insure the most current policies, procedures, and regulations are understood and followed by all employees. For this reason, changes and revisions of directives will be made from time to time. The following method will be used to insure employees are notified of updates/changes in the directives:

a. Manual holders will receive replacement page(s) for the directive(s) that have been changed.

b. The old pages for the new/revised directive will be removed and the new pages will be inserted in the proper place.

c. The change will be documented on the amendment record.

d. All manual holders will initial the addition/change verification sheet upon receipt of the additional/changed directive. All personnel not receiving a manual will initial the addition/change verification sheet after they have reviewed the additional/changed directive. It will be the responsibility of each officer that he or she has read and understands the change or addition. Completed verification sheets will be forwarded to the Director/Chief.

D. Statements of Agency Policy, rules and regulations are contained in Section A (Direction) in the department's directives manual.

E. The procedure for carrying out agency activities is contained in Section D of the Department Directives Manual called Operational Procedures.

F. New directives will be published from time to time. Before final approval, draft directives will be circulated for comment. These drafts will be identified with a "DRAFT" stamp and are not signed by the Director/Chief of Police. Corrections, additions, or deletions will be made to the draft, if necessary, and the final copy will be forwarded to the Director of Public Safety/Chief of Police for a final review and signature. New directives that are added to the directive manual will be distributed to all manual holders to be properly inserted and documented. Changes to the Table of Contents and Index will be included, if needed.

Distribution of the Directives Manual

The directives manual is issued to the Director of Public Safety/Chief of Police and each member of the department. Personnel shall sign the Statement of Responsibility form upon receiving the issued directives manual. Additional copies of the manual are distributed to the

Responsibility of Maintenance of the Directives Manual

A. All persons to whom the directives manual is issued are responsible for maintaining a complete, properly posted, and up to date manual. Each manual is subject to an inspection from the Director of Public Safety/Chief of Police. Every employee of the Department shall read and be familiar with the contents of the directives manual. Employees who are unclear about a directive are required to direct their questions to the Director of Public Safety/Chief of Police. The Director of Public Safety/Chief of Police will ensure that departmental employees receive new and/or revised directives to review. In addition, the Director of Public Safety/Chief of Police will review all new/amended directives with departmental employees and answer any question(s) in reference to the particular directive. After reviewing said directive(s), the Director/Chief will insure that departmental members initial the change/addition verification form, placing the completed form in the appropriate file.

B. Every employee of the Department shall have a working knowledge of the directives manual and shall have the directives manual at or near their workstation. Failure to be familiar with the directives manual is no excuse for not complying with its contents and such failure will result in disciplinary action.

C. The Director/Chief will insure that new employees read and are familiar with the directives manual. New employees are responsible for knowledge of the directive manual's contents within two days of the start of their shift assignment.

D. Each directive manual is the property of the Hampden-Sydney College Department of Public Safety & Police and will be turned in when ending employment with the Department.

Section 3 - A-3.0 Statement of Purpose

Effective 3/14/22
Reevaluate 3/14/23
Version Date 07/26/22
14:11

HAMPDEN SYDNEY COLLEGE

GENERAL ORDERS

**DEPARTMENT OF PUBLIC SAFETY &
POLICE**

SUBJECT: STATEMENT OF PURPOSE

NUMBER: A-3.0

EFFECTIVE DATE: 03/14/2022

REVIEW DATE ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety
& Chief of Police**

Reference: CALEA STD. 12.2.1, 12.2.2

Purpose

The purpose of this directive is to set forth the statement of purpose for the Hampden-Sydney College Department of Public Safety & Police.

Policy

It is essential for any institution of higher learning to maintain an environment in which there exists a positive atmosphere of well-being. Members of the academic community must perceive themselves as being well protected, well cared for and secure in their environment. Only when this perception is established can the institution's primary missions of learning, teaching, and research be achieved.

The primary purpose of the Hampden-Sydney College Department of Public Safety & Police is to support the academics through maintenance of a peaceful and orderly community and through provision of needed general and emergency services. The accomplishment of this purpose is fulfilled through constant attention to the areas of public safety, security, law enforcement, and service assistance to the various departments and offices of the College.

The Department plays an important role in the education of students, faculty, and staff. Education not only occurs inside the classroom, but many educational opportunities exist outside the classroom as well. The teachable moment may present itself to a member of the Department, and it may result in a valuable lesson in living and citizenship being taught. In addition, there are opportunities to educate members of the community in the areas of crime prevention and general safety concerns. The educational efforts of the Department will result in an overall enhancement of the community, providing an effective living and learning environment.

The Department's public safety role ensures that the health and safety of the College's students, faculty, staff, alumni, and guests are of the highest priority. Officers of this department will strive to make certain that members of the community enjoy a high degree of protection from personal harm and a high degree of security for their property. This protection is manifested in round-the-clock patrol of the College campus, crime prevention, and constant attention to the correction of potentially hazardous conditions.

With regard to monitoring, the department's major emphasis rests with the campus physical facilities and the property within them. Continual security checks of the facilities, both exterior and interior patrolled, are maintained in order to achieve the maximum protection necessary for

each building. The operating condition of all locks and security hardware is monitored with every check of a facility, and malfunctioning equipment is pinpointed immediately for correction by Facilities.

In fulfilling its law enforcement responsibilities, the department strives to ensure that the peace and order of the College community is maintained at all times. Through enforcement of the College's rules, regulations and policies, as well as the state laws, the department protects the community from the unlawful, dangerous, or negative acts of any individual or group. The prevention of such acts, or the apprehension and adjudication of persons committing them, serves to maintain the desired academic setting necessary for a college.

A most important facet of the department's overall purpose is in the area of service to the community. Not only does this include emergency services, but general services as well. This service function also extends to the assistance of, and co-operative efforts with, the various academic departments and other support departments of the College. All the various departments of the College are striving towards one main goal, that of a thriving and successful academic institution, and many of the programs and projects necessary in reaching this goal must be co-operative ventures. The Department of Public Safety & Police places a high priority on cooperation with the various departments within the College. Assistance to the different departments serves as added support for the College as a whole, as well as a viable means for interaction with all segments of the community population. Existing lines of communication should constantly be strengthened and new ones created.

In fulfilling the responsibilities associated with its purpose for existence, the Hampden-Sydney College Department of Public Safety & Police recognizes the overall academic mission of the College and strives to play a vital role in that mission. Concern for the community well-being, a desire to provide service and assistance whenever possible, and a constant desire to support the academic environment are all factors that are inherent in the department's daily operations and policies.

Section 4 - A-4.0 Goals & Objectives

Effective 3/16/22
Reevaluate 3/16/23
Version Date 07/26/22
14:12

HAMPDEN SYDNEY COLLEGE

GENERAL ORDERS

DEPARTMENT OF PUBLIC SAFETY &

POLICE

SUBJECT: GOALS & OBJECTIVES

NUMBER: A-4.0

EFFECTIVE DATE: 03/16/2022

REVIEW DATE ANNUALLY

Reference: CALEA STD. 12.2.1, 12.2.2

Purpose

The purpose of this directive is to set forth the policies and procedures relating to the establishment and maintenance of department goals and objectives.

Discussion

The establishment and accomplishment of annual goals and objectives are necessary in order to coordinate and direct the efforts of the department, and to define, analyze, and propose workable solutions to problems encountered or anticipated by the department. The establishment and routine updating of goals by each component of the department ensures direction and unity of purpose, and serves as a basis for measuring progress.

Policy

The Department of Public Safety & Police actively develops and utilizes goals and objectives as an integral part of its management function. Annual goals and objectives are based on the academic year. The Director/Chief of Police is provided input for department goals and objectives by the following organizational components and functions:

Services

Patrol

Crime Prevention

Technical Support

Operations

Investigations

Education

Procedure

A. Each organizational component formulates goals and objectives for its area using the following format:

Statement of Goals- Statements of broad purpose or general intent, which are timeless and are not concerned with particular achievements within a specified time frame. This statement describes the general goals of each component.

List of Objectives- Specific accomplishments to be completed within a specified time frame with specified conditions that have measurable results. Objectives are specific accomplishments that serve to direct the component toward its goal.

Description of Actions- Specific actions to be taken to meet objectives.

B. After formulation of goals and objectives by each component of the department and submission to the Director/Chief of Police, a single Goals and Objectives Plan is consolidated by the Director/Chief of Police. This Goals and Objectives Plan is then submitted to the Dean of Students as part of the annual review process. Each affected employee is given a copy of the department's consolidated Goals and Objectives.

C. Periodic review meetings are held by the Director/Chief of Police with each affected employee during the year to examine and evaluate the progress made on accomplishing the Goals and Objectives. A final progress and evaluation report is submitted by the Director/Chief of Police to the Provost.

Section 5 - A-5.0 Code of Conduct, Rules and Regulations

Effective 3/16/22
Reevaluate 3/16/23
Version Date 07/26/22
14:12

HAMPDEN SYDNEY COLLEGE

GENERAL ORDERS

**DEPARTMENT OF PUBLIC SAFETY &
POLICE**

**SUBJECT: CODE OF CONDUCT, RULES
AND REGULATIONS**

NUMBER: A-5.0

EFFECTIVE DATE: 03/16/2022

REVIEW DATE ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety & Chief of Police**

Reference: CALEA STD. 12.2.1, 12.2.2

Purpose

The Code of Conduct, Rules, and Regulations of the Hampden-Sydney College Department of Public Safety & Police have been adopted to give the employees of the department a clear understanding of what is expected of them. These regulations are applicable to each employee of the department and violation of these will result in disciplinary actions as prescribed by the department. Supervisors shall take necessary and prompt action to insure a compliance with these regulations.

Law Enforcement Code of Ethics

Sworn personnel shall adopt as their standard of behavior and abide by the Law Enforcement Code of Ethics:

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my Department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately, without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as public trust to be held as long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...

LAW ENFORCEMENT.

Code of Conduct, Rules and Regulations

These regulations are applicable to each employee of the department and violation of these will result in disciplinary actions as prescribed by the department. Supervisors shall take necessary and prompt action to insure compliance with these regulations.

A. Compliance with Directives

Employees shall not commit any acts or omit any which violate any rule, regulation, policy, procedure, or directive of this department or Hampden-Sydney College. Supervisors shall insure that employees perform the duties of their position in compliance with departmental directives. Employees shall obey all laws of the United States and the Commonwealth of Virginia and of any state or local jurisdiction in which they are present.

B. Unbecoming Conduct

Employees of the Hampden-Sydney College Department of Public Safety & Police shall not conduct themselves at any time in such a manner that would be detrimental to the Department's image as the law enforcement agency of Hampden-Sydney College. Unbecoming conduct shall include any act or conduct, whether specifically prohibited or not, which brings the Department into disrepute or reflects discredit upon the individual as an employee of this department. Discourtesy, rudeness, or insolence to anyone will not be tolerated. All employees shall be courteous and tactful in the performance of their duties, exercising the utmost patience and discretion even in the face of extreme provocation.

C. Training

Officers are expected to successfully complete training for law enforcement officers as mandated for public law enforcement officers by the Department of Criminal Justice Services, Commonwealth of Virginia. This includes the successful completion of a complete Basic Law Enforcement school or the portion suggested by the Department of Criminal Justice Services within one year of employment. Officers are also required to successfully complete forty hours of in-service training every two years, commencing with the successful completion of the basic training requirements. The Department further mandates the annual firearms qualification of officers by attaining a minimum score of 70% on the Virginia Modified Firearms Course. In addition, Department personnel will attend training classes on various subjects, actively participating in and successfully completing all training.

D. Use of Alcohol and Drugs

Employees of this department shall not consume intoxicating beverages while in uniform or on duty. The only exception shall be in the performance of duty and while acting under proper and specific orders from a supervisor. Employees shall not report for duty or be on duty while under the influence of controlled substances to any degree whatsoever, or with an odor of intoxicants on or about their person. Employees shall not consume intoxicating beverages on College property, owned or under lease. Employees shall not possess or use any controlled substance, narcotics, or hallucinogens except when prescribed in the treatment of the employee by a physician or dentist, or when such substances are being handled as evidence in pending court cases. When controlled substances, narcotics, or hallucinogens are prescribed, employees shall notify the Director/Chief or his designee immediately.

E. Acceptance of Gratuities, Bribes or Rewards

Employees of this Department shall not accept any gift, gratuity, or reward in money or other considerations for services rendered in the line of duty or because of the employee's position in the Department except lawful salary. Individual circumstances will be considered and reviewed by the Director/Chief of Police. After reviewing an individual circumstance the Director/Chief of Police may grant approval of rewards. Bribery is a violation of Section 18.2-439 of the Code of Virginia and will not be tolerated.

F. Recommendation of Attorneys and Bondsmen

Members of this Department shall not recommend attorneys and bondsmen.

G. Quoting Fines

Under no circumstances will any member of this Department quote the costs of fines for violations of the law. Citizens should be instructed to contact a magistrate or the Clerk of Court for this information.

H. Improper Association

Employees of the Department shall avoid association or dealings with persons whom they know are under criminal investigation or indictment, or who are known to the employee to have a reputation in the community or the Department for present involvement in illegal criminal behavior, except as necessary to the performance of official duties, or where unavoidable because of family relationships of the member. Employees shall not engage or participate in any form of illegal gambling at any time. Employees shall not knowingly visit, enter or frequent a house of prostitution or establishment wherein the laws of the United States, the Commonwealth of Virginia or local jurisdiction are regularly violated except in performance of duty or while acting under proper and specific orders from an immediate supervisor.

I. Fraternalization with Students

It is the policy of this department that employees shall not attend social activities with any students, on or off duty, on or off campus. This shall not include interaction with students when the members are acting in an official capacity or when the Director/Chief of Police grants prior permission for such activity.

J. Intervention Dissemination of Information/Records Release

1. Members shall not interfere with cases being handled by other officers of the Department or by any other governmental agency unless:

a. Ordered to intervene by a supervisor, or

b. The intervening officer believes beyond a reasonable doubt that a manifest injustice would result from failure to take immediate action.

2. Officers shall not undertake any investigation or other official action not part of their regular duties without obtaining permission from their supervisor unless the exigencies of the situation require immediate police action.

3. Interfering in the Administration of Justice: Officers shall not interfere in the administration of justice by attempting to subvert the lawful intent of any arrest made by any member of this Department or any other agency.

4. All Department employees shall treat the official business of the Department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established Departmental procedures. Employees may remove or copy official records or reports only in accordance with established Departmental procedures. Employees shall not divulge the identity of persons given confidential information except as authorized by proper authority. All information requests regarding crimes, criminal offenders, persons arrested, or victims, juvenile or adult, will be referred to the Office of the Director/Chief of Police. No employee of this Department shall release any information on the aforementioned topics without the authorization of the Director/Chief of Police. Requests for record release, to include arrests and administrative reports, shall be handled through the Director/Chief of Police's office in accordance with state regulations and Departmental Directives.

K. Reporting for Duty

Employees of this department shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties. Judicial subpoenas, as well as pre-set court cases by either warrants or summonses, shall constitute an order to report for duty under this section.

L. Neglect of Duty

Members shall not engage in any activities or personal business that would cause them to neglect or be inattentive to duty.

M. Refusal to Work

Because of the potential emergency nature of the services provided by this department, the Department can require any and all employees to work as needed. This shall include both emergency and non-emergency situations. Any employee directed to work when needed, who fails to do so, will be subject to disciplinary action including dismissal. Verifiable medical emergencies are excepted.

N. Insubordination

Members shall promptly obey all lawful orders of a supervisor. This will include orders relayed from a supervisor by an officer of the same or lesser rank.

O. Incompetence

Employees of the department shall maintain sufficient competency to perform their duties and to assume the responsibilities that are assigned to their position. Incompetency may be demonstrated, among other things by the following:

1. A lack of knowledge of the application of laws required to be enforced.
2. An unwillingness or inability to perform assigned tasks.

3. The failure to conform to work standards established for the employee's rank or position.

4. Repeated poor evaluations or repeated infractions of Department Directives.

P. Feigning Illness

Employees shall not feign illness or injury, falsely report himself will or injured or otherwise deceive or attempt to deceive any member of the Department as to the condition of his health.

Q. Sexual Harassment

Sexual harassment will not be tolerated within the Department. Disciplinary action, as described in the College Employee Handbook, will be initiated against employees engaging in such activities. Employees who are aware of such incidents and take no action will be considered negligent in their duties and are subject to disciplinary action.

R. Report of Earnings to IRS

Reporting the additional income earned from off-duty assignments shall be the personal responsibility of the individual employee.

S. Payment of Debts

Employees shall not undertake any financial obligations which they know or should know they will be unable to meet, and shall pay all just debts when due. An isolated instance of financial irresponsibility will not be grounds for discipline except in unusually severe cases. However, repeated instances of financial difficulty may be cause for disciplinary action. Filing for a voluntary bankruptcy petition shall not, by itself, be cause for discipline. Financial difficulties stemming from unforeseen medical expenses or personal disaster shall not be cause for discipline, provided that good faith effort to settle all accounts is being undertaken.

T. Equipment Responsibility

The Department issues certain articles of equipment and uniforms to various employees and it is the responsibility of those employees to whom it is assigned to care for and properly maintain that equipment.

U. Report of Loss or Damage to Departmental Property

Employees shall immediately report to their immediate supervisor any loss or damage to Departmental property assigned to them. The immediate supervisor shall be notified of any defects or hazardous conditions existing in any departmental property or equipment. In the

event that the departmental property is lost, found or discovered bearing evidence of damage, the last person using the property may be charged with failure to report and may be held responsible for damage.

V. Appearance

Properly attired personnel increase the public's confidence and respect of the Department. The employees of the Hampden-Sydney College Department of Public Safety & Police have established and maintained a reputation of pride in their appearance. The Department will not tolerate any appearance short of this standard as described in the Directives of the Department. Properly attired civilian employees, whether in uniform or in civilian clothing, is also part of the public's image of the Department and shall adhere to standards established in the Directives of this Department.

W. Professional Attitude

The attitude of the police officer shall be objective toward the people and situation encountered. Professional police officers have been trained to understand the impulses in both themselves and people with whom they deal. This understanding also eliminates their own expressions of prejudice and any unjustifiable action, thereby inspiring in the citizen a greater degree of respect and cooperation.

X. Loyalty

Loyalty is a two-way process. Management, including all supervisors, must have a concern for the welfare of their employees and responsibility to support them in their proper actions. This does not include protecting them from the consequences of their misdeeds.

Y. Recording of Supervisors

There will be no recording of supervisors by any employee of the Hampden-Sydney College Department of Public Safety & Police without that supervisor's knowledge and permission.

Section 5.1 - A-5.1 Vacation Requests

Effective 3/16/22
Reevaluate 3/16/23
Version Date 07/26/22
14:14

SUBJECT: VACATION REQUESTS

NUMBER: A-5.1

EFFECTIVE DATE: 03/16/2022

REVIEW DATE ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety & Chief of Police**

Reference:

Purpose

The purpose of this directive is to set forth regulations governing the use of vacation/floating time and requesting time off.

Vacation/Floating Requests

1. Vacation requests will be granted on a first come, first serve basis.
2. No more per squad will be allowed off at the same time.
3. All requests for time off will be submitted in writing to the supervisor in charge of scheduling. In addition, the officer will also request the dates in the Paycom system.
4. Switching shifts with another officer is not allowed without prior approval of the scheduling supervisor.
5. All requests shall be submitted at least two weeks prior to the date requested off. Any exception to this rule must be approved by the Chief of Police.

Vacation/Floating Approval Process

1. Vacation/Floating requests will be approved in Paycom after the Scheduling supervisor has filled the requested shift(s).
2. The officer making the request will be notified by the scheduling supervisor of the status of the request.
3. The Chief of Police reserves the right to deny any vacation/floating request, even after approval by command staff.

Vacation/Floating requests will not be approved during the following events.

1. Parents Weekend (Friday, Saturday)
2. Homecoming Weekend (Friday, Saturday)
3. Greek Week (Thursday thru Saturday)
4. Graduation
5. Fall Matriculation
6. Home Football Games

Any exception to this rule must be approved by the Chief of Police.

Section 6 - A-6.0 Use of Force

Effective 3/16/22
 Reevaluate 3/16/23
 Version Date 07/26/22
 14:15

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: USE OF FORCE	NUMBER A-6.0
EFFECTIVE: 03/16/2022	REVIEW DATE ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 1.3.1, 1.3.2, 1.3.4, 1.3.6, 1.3.7, 1.3.8, 1.3.9, 1.3.12, 26.1.1	

Purpose

The purpose of the Use of Force Regulation is to insure each sworn member's understanding of and compliance with the Hampden-Sydney College Department of Public Safety & Police provisions for the use of force in accomplishing its law enforcement and community protection objectives.

Regulation

Sworn members shall use only the force necessary to achieve the lawful objectives of this department. The propriety and extent of its use directly reflect the standing of the department within its community. While individual circumstances may dictate the use of force to complete a

task, the success of the task will most probably be measured by the appropriateness of the amount of force used.

The application of force includes a wide range of alternatives, some requiring the use of either lethal or non-lethal weapons. To this end, the Department issues weaponry and ammunition upon which the individual officer may call if the occasion arises. No weapon or ammunition, either lethal or non-lethal, not issued by the Department or approved by the Director/Chief of Police is authorized. The use of unapproved, non-issued weaponry or ammunition, either lethal or non-lethal, shall cause the initiation of disciplinary proceedings against the officer(s) involved. Further, no article of weaponry shall be issued for field use until and unless the recipient has demonstrated an acceptable level of proficiency in its use as established by a departmentally approved means of certification.

The use of deadly force may be applied only when an officer reasonably believes that he is in imminent danger of death or serious physical injury or the officer reasonably believes that another person is in imminent danger of death or serious physical injury. Serious physical injury includes serious permanent disfigurement or long-term loss or impairment of the function of any body member or organ. Reasonable belief is defined as being when facts or circumstances that the officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

With regard to a fleeing felon, deadly force may be used only where the officer has a reasonable belief that the suspect poses an imminent threat of serious physical harm, either to the officers or others, and the use of such force is necessary to prevent escape. If feasible, some warning must be given. Mere commission of a crime against property without the existence of the aforementioned elements is not sufficient grounds for the use of deadly force. A fleeing felon is one, who in his attempt to evade apprehension poses a life endangering threat by his overt actions towards the pursuing police officer(s) or the general public.

Officers shall submit a Use of Force Report to the Director/Chief of Police whenever an action is taken that results in or is alleged to have resulted in injury or death. This shall include actions involving the use of lethal or non-lethal weapons or any actions resulting in injury or death, to include traffic accidents and the use of physical force. The report shall include information pertaining to all facts, circumstances, and actions taken during the incident. Officers shall follow the following procedure when submitting a Use of Force Report:

1. Verbally notify the Director/Chief of Police or his designee.
2. Submit a written report to the Director/Chief of Police or his designee.

There are occasions when an officer may be required to defend against an attack with whatever is available, to include items not normally considered to be weapons. These occasions, while not encouraged, shall not be prima facie evidence of inappropriate use of force; however, every such use resulting in the injury of another shall be internally investigated to determine the factual circumstances surrounding the event. Disciplinary actions shall be based solely upon the merits of the evidence uncovered.

If a death should occur as a result of the application of force by a member of the Department, the officer shall be removed from his line assignment, in order to protect the interests of individuals involved while an investigation is conducted.

If a non-fatal injury occurs, removal from line duty may be imposed by the Director/Chief of Police in his sole discretion, or based upon the recommendation of the investigating officers or staff officer with knowledge of the matter. Removal from a line assignment may be in favor of an administrative task or in the form of an administrative suspension at the discretion of the Director/Chief of Police.

Special Provisions

At no time, under any circumstances, are officers to restrain a subject's hands and feet together (Hogtie). This type of restraint, with the application of aerosol irritant, is thought to cause death by positional asphyxiation.

The importance of this directive cannot be overstated. As such, every supervisor, at the time of distribution of this policy, shall ensure that all sworn officers under their command are fully aware of the directive's content. All newly employed police officers, prior to being authorized to carry a firearm, shall receive a copy of this policy and parallel training from the Director/Chief of Police or his designee, and documentation of receipt of the policy will be made a permanent part of the officer's training record.

Section 6.1 - A-6.1 Use of Firearms

Effective 3/16/22
Reevaluate 3/16/23
Version Date 07/26/22
14:17

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: USE OF FIREARMS	NUMBER A-6.1
EFFECTIVE DATE: 03/16/2022	REVIEW DATE ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 1.3.3, 1.3.6, 1.3.7	

Purpose

The purpose of this directive is to provide guidelines for the use of the issued firearm and provide a procedure for reporting and reviewing firearm discharges.

Policy

It is the policy of the Hampden-Sydney College Department of Public Safety & Police that all officers shall exhaust every other reasonable course of action in the discharge of their duties before resorting to the use of their firearm.

Use of Firearms Policy

A. The use of deadly force may only be applied when an officer reasonably believes that he is in imminent danger of death or serious physical injury or the officer reasonably believes that another person is in imminent danger of death or serious physical injury (See Directive A-6.0 Use of Force).

B. At no time will officers of this department fire warning shots.

C. Officers will not fire at or from moving vehicles except in self-defense.

D. Except in self-defense, officers will not draw a firearm to:

1. protect property
2. make traffic stops (exception is Felony Traffic Stops)
3. halt fleeing suspects

Procedures for Reporting and Reviewing Firearm Discharges

A. Whenever an officer discharges a firearm other than in training or for recreational purposes, the officer who discharges the firearm will follow the below procedures for initiating the reporting and review process. The officer who discharges a firearm will verbally notify his chain of command immediately. The verbal notification will be followed up by a written report by the officer to the Director/Chief of Police within 24 hours after the incident.

1. Upon verbal notification, the Chief of Police will initiate an investigation by assigning an investigator or officer to the incident.

a. If the incident occurred within the College's jurisdiction, and involved the injury or death of a person, the Director/Chief of Police may request assistance from a concurrent jurisdiction (i.e. Prince Edward County/VA State Police) in conducting the investigation.

b. If the incident occurred outside the College's jurisdiction, the Director/Chief of Police will assign an investigator or officer to the incident to identify violations of the Department's policies and procedures, if any.

c. After completing the investigation, the investigator or officer will submit a written report to the Director/Chief of Police identifying violations of the Department's policies and procedures as well as the findings of any outside investigation.

d. Any officer involved in an officer involved shooting is mandated to receive a psychological evaluation and must attend mandatory counseling. Officer will remain on paid leave until cleared for duty by a psychologist/counselor.

B. If it should become necessary to discharge a firearm to kill an injured, dangerous, or rabid animal, the officer will immediately report the incident by means of a written offense report. The Director/Chief of Police or his designee will review the incident to determine if any violations of policy or procedure were involved.

C. Nothing in this directive shall prohibit an officer's off-duty recreational use of a firearm or his/her use of a firearm for training purposes; nor shall such use require initiation of the reporting process unless, as a result of the recreational or training use of a firearm, someone is injured or killed, or property damage occurs.

D. The Critical Incident Management Team (CIMT) will be activated in the event of an officer involved shooting. The CIMT is comprised of key College administrators who are responsible for preparing for, responding to, and managing campus emergency incidents.

Conclusion

The Department has attempted to provide officers with a set of realistic guidelines addressing situations where an officer may have to discharge a firearm.

The Department cannot however, address every possible situation an officer may encounter. Officers must exercise good judgment in these situations and be prepared to justify their decision to discharge a firearm.

Section 6.2 - A-6.2 Carrying a Firearm

Effective 3/16/22
Reevaluate 3/16/23
Version Date 07/26/22
14:18

HAMPDEN-SYDNEY COLLEGE	GENERAL ORDERS
SUBJECT: CARRYING OF FIREARM	NUMBER: A-6.2
EFFECTIVE DATE: 03/16/2022	REVIEW DATE ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 1.3.9, 1.3.10, 1.3.11	

Purpose

The purpose of this directive is to establish the guidelines governing the carrying of firearms and ammunition by police officers of this department.

Procedure

A. The Department issued [REDACTED] semi-automatic pistol and [REDACTED] shall be the standard equipment for police officers and no other firearm or ammunition will be carried on duty unless specifically authorized by the Director/Chief of Police. Only those weapons and ammunition meeting department specifications or authorized by the Director/Chief of Police shall be used in the performance of duty, and only one handgun shall be carried at any given time unless approved by the Director/Chief of Police.

B. Officers of this department are authorized to carry their issued semi-automatic handgun while off-duty. While carrying a handgun off-duty, the officer will abide by all federal and state laws and all departmental policies regarding the carrying of firearms. Furthermore, the officer is to carry the weapon in an inconspicuous manner, and be in possession of law enforcement identification at all times. If the weapon is being carried openly the officer shall display his badge. Officers are not authorized to carry their issued weapon while working part-time for another institution or agency, unless authorized by the Director/Chief of Police.

C. Each officer must meet minimum firearm qualification standards for the State of Virginia and the department, through successful completion of a department approved firearms training program to be authorized to carry a firearm. In addition, a qualifying score must be achieved at each session to remain qualified to carry a firearm, and an officer must qualify with the Department issued weapon. Qualifying will be accomplished annually as scheduled by the training officer.

D. Only officers who have completed training and demonstrated proficiency in the use of department issued firearms shall be allowed to carry such weapons.

E. Officers shall maintain, in satisfactory working condition, the firearm issued to them. Supervisors will inspect firearms routinely as part of personal appearance and equipment inspections. The range officer will inspect the working condition of firearms during annual recertification. Firearms found to be in unsatisfactory working condition shall be immediately turned in for repair, and the officer shall be issued a replacement firearm.

F. Both on-duty and at home, firearms safety and security are primary and constant considerations and are the responsibility of each officer.

Firearms and Ammunition Specifications

A. Department issued handguns and ammunition shall meet the following criteria:

1. The weapon shall be a semi-automatic with a reputation of reliability as determined by the Director/Chief of Police.

2. The handgun shall be a [REDACTED]

3. The maximum loaded capacity of the weapon shall be [REDACTED]

4. The ammunition shall be [REDACTED]
[REDACTED]

B. No alteration of firearms or ammunition shall be permitted unless approved by the Director/Chief of Police.

Section 6.3 - A-6.3 Aerosol Subject Restraint (ASR)

Effective 3/16/22
Reevaluate 3/16/23
Version Date 07/26/22
14:19

HAMPDEN-SYDNEY COLLEGE		GENERAL ORDERS	
DEPARTMENT OF PUBLIC SAFETY & POLICE			
SUBJECT:	AEROSOL	SUBJECT NUMBER:	A-6.3
RESTRAINT (ASR)			
EFFECTIVE DATE: 03/16/2022		REVIEW DATE ANNUALLY	
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS		APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police	
Reference: CALEA STD. 1.3.4			

Purpose

The purpose of this directive is to establish guidelines for the use of Aerosol Subject Restraints (ASR's) by members of the Hampden-Sydney College Department of Public Safety & Police while on duty, or while being employed in a capacity that requires police powers.

Policy

The ASR shall only be used to subdue individuals who are assaulting or about to assault an officer or other persons and when other means of apprehension would be through the use of more severe or lethal force.

Procedures



B. Indications and First Aid

1. Subjects sprayed with the ASR should be incapacitated to some degree. The period of incapacitation could last from 20 to 40 minutes. He/she will experience a burning sensation of their skin. The eyelids will involuntarily close and breathing will be restricted due to the inflammation of the mucus membranes and constriction of the larynx. After deployment of the ASR on a subject, when practical, the deploying officer or another officer shall notify emergency medical personnel (ie; Prince Edward Rescue) to respond to the scene to assure that the affected subject(s) is not experiencing any medical complications from the ASR.

2. Without treatment, the symptoms will begin to dissipate in approximately 20 minutes with no permanent damage. Recovery time can be shortened by washing with free flowing water

and soap or by directing a stream of fast flowing air into the face. DO NOT USE CREAMS OR SALVES TO RELIEVE SYMPTOMS.

3. ASR contamination of surfaces should dissipate more quickly if the surfaces are washed with soap and water or detergent and water. Officers shall wash their hands immediately with soap and water after using the ASR. Officers should avoid contact with body parts if the irritant remains on their hands.

C. Reporting discharges of ASR's

1. When practical, supervisors will be called to the scene of any ASR discharge. Officers shall furnish a detailed report (using the Use of Force form) to their supervisors whenever there is a discharge of their ASR. The report shall include information pertaining to all facts, circumstances, and actions taken during the incident. Supervisors will forward a copy of the report to the Director/Chief of Police.

2. The officer shall be required to submit a written report concerning the discharge of the ASR prior to the end of his/her duty shift. If he/she is physically unable to do so, the officer's supervisor, prior to the end of his/her shift on which the incident occurred, will submit an interim report.

D. Security Precautions

1. ASR's are non-lethal weapons that shall be handled with the same care as any other department issued weapon. ASR's will be secured along with the service firearm when entering any detention facility that requires weapon security.

2. The ASR should be treated as a weapon, and when not on duty, should be secured at the officer's residence in a manner as to prevent unauthorized access of use.

Section 6.4 - A-6.4 Bias Reduction

Effective 3/16/22
Reevaluate 3/16/23
Version Date 07/26/22
14:30

**HAMPDEN-SYDNEY COLLEGE
DEPARTMENT OF PUBLIC SAFETY &
POLICE**

GENERAL ORDERS

SUBJECT: Bias Reduction

NUMBER: A-6.4

EFFECTIVE DATE: 03/16/2022

REVIEW DATE: ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

APPROVED: Thomas M. Fowler
**Director of Public Safety
& Chief of Police**

VLEPSC STANDARDS: ADM.02.05

NOTE:

This directive is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

INDEX WORDS

- Bias
- Constitutional rights
- Discrimination
- Harassment
- Probable cause
- Profile
- Reasonable suspicion
- Traffic stop; Pretextual

POLICY

The Hampden-Sydney College Department of Public Safety & Police are committed to a respect for constitutional rights in the performance of our duties. Our success is based on the respect we give to our communities, and the respect citizens observe toward law enforcement. To this end, we shall exercise our sworn duties, responsibilities, and obligations in a manner that does not discriminate on the basis of race, sex, gender, national origin, ethnicity, age, or religion. All people carry biases: in law enforcement, however, the failure to control our biases can lead to illegal arrests, searches, and detentions, thus thwarting the mission of our department. Most importantly, actions guided by bias destroy the trust and respect essential for our mission to succeed. We live and work in communities very diverse in population: respect for diversity and equitable enforcement of the law are essential to our mission.

All enforcement actions, particularly stops of citizens (for traffic and other purposes), investigative detentions, arrests, searches and seizures of persons or property, shall be based on the standards of reasonable suspicion or probable cause as required by the Fourth Amendment to the U. S. Constitution and statutory authority. In all enforcement decisions, officers shall be able to articulate specific facts, circumstances, and conclusions which support probable cause or reasonable suspicion for arrests, searches, seizures, and stops of citizens. Officers shall not stop, detain, arrest, search, or attempt to search anyone based **solely** upon the person's race, sex, sexual orientation, gender, national origin, ethnicity, age, or religion. Officers shall base all such actions on a reasonable suspicion that the person or an occupant of

a vehicle committed an offense.

All departmental orders are informed and guided by this directive. Nothing in this order limits non-enforcement contacts between officers and citizens.

PURPOSE

The purpose of this order is to provide general guidance on reducing the presence of bias in law enforcement actions, to identify key contexts in which bias may influence these actions, and emphasize the importance of the constitutional guidelines within which we operate.

DEFINITION

Most of the following terms appear in this order. In any case, these terms appear in the larger public discourse about alleged biased enforcement behavior and in other orders. These definitions are intended to facilitate on-going discussion and analysis of our enforcement practices.

A. Bias - Prejudice or partiality which may be based on preconceived ideas, a person's upbringing, culture, experience, or education.

B. Biased policing Stopping, detaining, searching, or attempting to search, or using force against a person based upon his or her race, sex, sexual orientation, gender, national origin, ethnicity, age, or religion in violation of constitutional safeguards.

C. Ethnicity A cluster of characteristics which may include race but also cultural characteristics or traits which are shared by a group with a common experience or history.

D. Gender Unlike sex, a psychological classification based on cultural characteristics or traits.

E. Pretextual Refers to the officer's pretext or reason for making a stop.

F. Probable cause Facts or apparent facts and circumstances within an officer's knowledge and of which the officer had reasonable, trustworthy information to lead a reasonable person to believe that an offense has been or is being committed, and that the suspect has committed it.

G. Profile A legitimate profile, sanctioned by the department, is a very specific attribute, or cluster of attributes or characteristics, that form the basis for reasonable suspicion of criminality. A profile is only valid for a limited time and under limited circumstances, most often for drug trafficking. These attributes or characteristics are established in writing based on considerable training and experience. A legitimate profile will not be based solely on a person's race, sex, sexual orientation, gender, national origin, ethnicity, age, or religion.

H. Race A category of people based on common physical or genetic traits or characteristics. As distinct from ethnicity, race only refers to physical characteristics sufficiently distinctive to group people under a classification.

I. Racial profiling The unlawful detention, interdiction, or other disparate treatment of any person on the basis of their racial or ethnic status or characteristics. "Racial profiling" refers to practices prohibited by this department.

J. Reasonable suspicion Articulable, objective facts which lead an experienced officer to suspect that a person stopped has committed, is committing, or may be about to commit a crime. A well-founded suspicion is based on the totality of the circumstances and does not exist unless it can be articulated. Reasonable suspicion supports a stop of a citizen. Courts require that stops based on reasonable suspicion be "objectively reasonable."

K. Sex A biological classification, male or female, based on physical and genetic characteristics.

L. Stop The detention of a subject for a brief period of time, based on reasonable suspicion. A stop is **investigative detention**. A citizen may not conclude a stop; the officer concludes the stop when his or her articulable concerns are satisfied.

PROCEDURES

A. Contexts of bias

Bias occurs most often in field interviews, stops (for traffic or investigative detention), or in narcotics cases.

B. General responsibilities

1. Officers are prohibited from stopping, detaining, searching or arresting anyone **solely** because of the person's race, sex, sexual orientation, gender, national origin, ethnicity, age, or religion. These characteristics, however, may form part of reasonable suspicion or probable cause when officers are seeking a suspect with one or more of these attributes.

2. Reasonable suspicion or probable cause shall form the basis for any enforcement actions or decisions. Citizens shall only be subjected to stops, seizures, or detention upon reasonable suspicion that they have committed, are committing, or are about to commit an offense. Officers shall document the elements of reasonable suspicion and probable cause in appropriate reports.

3. Officers shall observe all constitutional safeguards and shall respect the constitutional rights of all citizens.

a. As traffic stops furnish a primary source of bias-related complaints, officers shall have a firm understanding of the warrantless searches allowed by law, particularly the use of consent. How the officer disengages from a traffic stop may be crucial to a citizen's perception of fairness or discrimination.

b. Officers shall not use the refusal or lack of cooperation to justify a search of the citizen's person or vehicle or a prolonged detention once reasonable suspicion has been dispelled.

4. All personnel shall treat citizens with the same courtesy and respect that they would have citizens observe to department personnel. To this end, personnel are reminded that the exercise of courtesy and respect engenders a future willingness to cooperate with law enforcement.

a. Personnel shall facilitate citizens' access to other governmental services whenever possible, and shall actively provide referrals to other appropriate agencies.

b. All personnel shall courteously accept, document, and forward to the chief of police any complaints made by citizens against the department. Further, officers shall provide information on the complaints process.

c. Some information collected by or stored at the department may be releasable to the public.

5. When feasible, personnel shall offer explanations to citizens of the reasons for enforcement actions or other decisions that bear on citizens' well-being unless the explanation would undermine an investigation or jeopardize an officer's safety. When concluding an encounter with a citizen, personnel shall thank him or her for cooperating.

6. When feasible, all personnel shall identify themselves by name. When a citizen requests the information, personnel shall give their departmental identification number, name of the immediate supervisor, or any other reasonable information.

7. Unless required by law, a citizen's refusal to cooperate or provide information does not create any justification for further enforcement action. Failure to obey a lawful order of an officer is an example of an exception to voluntary cooperation.

8. All personnel are accountable for their actions. Personnel shall justify their actions when required.

C. Supervisory responsibilities

1. Supervisors shall be held accountable for the observance of constitutional safeguards during the performance of their duties. Supervisors shall identify and correct instances of bias in the work of their subordinates.

2. Supervisors shall use the disciplinary mechanisms of the department to ensure compliance with this order and the constitutional requirements of law enforcement.

3. Supervisors shall be mindful that in accounting for the actions and performance of subordinates, supervisors are key to managing community trust in law enforcement. Supervisors shall continually reinforce the ethic of impartial enforcement of the laws, and shall ensure that personnel, by their actions, maintain the community's trust in law enforcement.

4. Supervisors are reminded that biased enforcement of the laws engenders not only mistrust of law enforcement, but increases safety risks to personnel. Lack of control over bias

also exposes the department to liability consequences. Supervisors shall be held accountable for repeated instances of biased enforcement of their subordinates.

5. Any criminal profiling requires supervisory participation and oversight. Any criminal profiles used in enforcement shall be authorized by the Chief of Police per a detailed, written analysis. All criminal profiles shall be authorized in writing and shall be self-cancelling after a specified date. Upon cancellation, supervisors shall prepare a report on the utility and results of the profile and submit it to the Chief of Police via the chain of command.

6. Supervisors shall ensure that all enforcement actions are duly documented per departmental policy. Supervisors shall ensure that all reports show adequate documentation of reasonable suspicion and probable cause, if applicable.

[Note: Each agency has different documentation requirements. Required documentation may include arrest and investigative reports, summonses, field interview cards, or field notes.]

7. Supervisors shall facilitate the filing of any citizens' complaints about law enforcement service.

[Note: Supervisors shall ensure that all complaints are recorded, investigated, and that complainants shall be kept informed of the progress and results of their complaints.]

D. Pretextual traffic stops

1. Pretextual traffic stops, or those in which the explanation to the citizen of the reason for the stop may not reflect all of the officer's actual reasons, are legal and in some circumstances are necessary.

2. Note that the officer's subjective intent (pretext) is irrelevant when stopping a vehicle; the legitimacy of the stop will be gauged by its objective reasonableness. As long as an officer has at least one legal reason for stopping a vehicle (such as a minor traffic violation), then it is irrelevant that the officer had some suspicion unrelated to the traffic stop.

[Note: Agencies may specify that officers record both the pretext for the stop as well as the explanation given to the citizen. Stops, pretextual or not, require articulable suspicion by the officer.]

E. Disciplinary consequences

Actions prohibited by this order shall be cause for disciplinary action, up to and including dismissal.

F. Training

Officers shall receive ongoing training in proactive enforcement tactics, including training in officer safety, the laws governing search and seizure, and all personnel shall receive ongoing training in interpersonal communications skills, cultural, racial, and ethnic diversity, and courtesy.

[Note: In addition to any academy or formal training on bias-reduction techniques, agencies must train personnel on the content of any anti-bias orders as part of an in-service training regimen on all departmental orders. Outline the training program here. Further, anti-bias training may become one component of diversity training for personnel.]

Section 6.5 - A-6.5 Taser

Effective 7/21/22
Reevaluate 7/21/23
Version Date 07/26/22
14:33

**HAMPDEN-SYDNEY COLLEGE
DEPARTMENT OF PUBLIC SAFETY &
POLICE**

GENERAL ORDERS

SUBJECT: Taser

NUMBER: A-6.5

EFFECTIVE DATE: 07/21/2022

REVIEW DATE: ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety
& Chief of Police**

VLEPSC STANDARDS: ADM.06.01

POLICY

Personnel who have completed department-approved training may be issued the TASER.

Officers shall only use the TASER and cartridges that have been issued by the Department.

Uniformed officers who have been issued the TASER shall wear the device in an approved holster on their person.

The TASER is carried as part of a uniformed officer's equipment. [REDACTED]

[REDACTED]



PURPOSE

The TASER device is intended to control a violent or potentially violent individual while minimizing the risk of serious injury. It is anticipated that the appropriate use of such a device will result in fewer serious injuries to officers and suspects.

PROCEDURES



USE OF THE TASER

As with any law enforcement equipment, the TASER has limitations and restrictions requiring consideration before its use. The TASER should only be used when its operator can safely approach the subject within the operational range of the TASER. Although the TASER is generally effective in controlling most individuals, officers should be alert to the potential for failure and be prepared with other options.

FACTORS TO DETERMINE REASONABLENESS OF FORCE

The application of the TASER is likely to cause intense, but momentary, pain. As such, officers should carefully consider and balance the totality of circumstances available prior to using the TASER including, but not limited to, the following factors:

1. The conduct of the individual being confronted (as reasonably perceived by the officer at the time).
2. Officer/subject factors (i.e., age, size, relative strength, skill level, injury/exhaustion, number of officers vs. subject(s)).
3. Influence of drugs/alcohol (mental capacity).
4. Proximity of weapons.
5. The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.
6. Time and circumstances permitting, the availability of other options (what resources are reasonably available to the officer under the circumstances).
7. Seriousness of the suspected offense or the reason for contact with the individual Training and experience of the officer.
8. Potential for injury to citizens, officers and suspects.
9. Risk of escape.
10. Other exigent circumstances.

APPLICATION OF THE TASER

Authorized personnel may use the TASER when circumstances known to the individual officer at the time indicate that such application of the TASER is reasonable to control a person in any of the following circumstances:

1. The subject is violent or physically resisting.
2. A subject who, by words or action, has demonstrated an intention to be violent or to physically resist and who reasonably appears to present the potential to harm officers, him/herself or others.
3. Absent meeting the conditions set forth in (1) or (2) above, or a reasonable belief that an individual has committed or threatened to commit a serious offense, mere flight from pursuing officers shall not serve as good cause for the use of the TASER to apprehend an individual.
4. When practicable, the backup officer(s) should be ready to restrain the subject immediately.

When practicable, the officer should give a verbal warning of the intended use of the TASER, followed by a reasonable opportunity to voluntarily comply.

The officer must be able to articulate a reasonable belief that other available options appeared ineffective, impractical or would have presented a greater danger to the officer, the subject or others.

SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the TASER should generally be avoided in the following situations unless the totality of the circumstances indicate that other available options reasonably appear ineffective, impractical, or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of using the

TASER:

1. Pregnant females;
2. Elderly individuals or obvious juveniles;
3. Individuals who are handcuffed or otherwise restrained;
4. Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any flammable material; or
5. Individuals whose position or activity may result in collateral injury (e.g. falls from height, operating vehicles).

Because the application of the TASER in the drive-stun mode (i.e. direct contact without darts) relies primarily on pain compliance and requires close proximity to the subject, additional caution should be exercised. The application in drive-stun mode should be limited to brief applications in which pain compliance would reasonably appear necessary to achieve control.

The TASER shall not be used to torture, psychologically torment, elicit statements or to punish any individual.

TARGETING CONSIDERATIONS

While manufacturers generally recommend that reasonable efforts should be made to target lower center mass and to avoid intentionally targeting the head, neck, chest and groin, it is recognized that the dynamics of each situation and officer safety may not permit the officer to limit the application of the TASER darts to a precise target area. As such, officers should take prompt and ongoing care to monitor the condition of the subject if one or more darts strikes the head, neck, chest or groin until he/she is released to the care of paramedics or other medical personnel. The ideal target area is center mass of the back of the subject.

ADDITIONAL TASER USE GUIDELINES

Officer shall not draw a TASER without justification, except under the following circumstances:

1. Testing the TASER in a discreet location if it was not tested within the police facilities;
2. Presentation to a supervisor for inspection; or
3. Securing weapons at Piedmont Regional Jail or other custodial facility.

Justifiable drawing of the TASER from its holster shall be thoroughly documented in an Incident or Arrest Report. TASERs record each weapon's discharge by date and time.

Such information shall be made available to any supervisor for administrative review of an incident.

MULTIPLE APPLICATIONS OF THE DEVICE

If the first application of the TASER appears to be ineffective in gaining control of an individual and if circumstances allow, the officer should consider the following before additional

applications of the TASER:

1. Whether the probes or darts are making proper contact.
2. Whether the application of the TASER is interfering with the ability of the individual to comply.
3. Whether verbal commands, other options or tactics may be more effective.

MEDICAL TREATMENT

Only qualified, trained medical personnel should remove TASER darts from a person's body. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. The transporting officer shall inform any person receiving custody or any person placed in a position of providing care that the individual has been subjected to the application of the TASER. It should be recommended to the suspect to check personal medical records and update tetanus immunizations when appropriate to do so.

ANNUAL AND BI-ANNUAL INSPECTIONS

Supervisors or their designee shall conduct a complete inspection and inventory of all Department TASER's annually and report to the Chief of Police.

Section 12 - A-6.6 Batons

Effective 7/21/22
Reevaluate 7/21/23
Version Date 07/26/22
15:41

**HAMPDEN-SYDNEY COLLEGE
DEPARTMENT OF PUBLIC SAFETY &
POLICE**

GENERAL ORDERS

SUBJECT: Baton

NUMBER: A-6.6

EFFECTIVE DATE: July 21, 2022

REVIEW DATE: ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety
& Chief of Police**

**VLEPSC STANDARDS: ADM.05.01,
ADM.05.02, ADM.05.03**

PURPOSE

To ensure that all officers of the department are thoroughly acquainted with the responsibilities

and limitations imposed upon those officers authorized to carry and use the ASP Expandable Baton. Additionally, to establish guidelines addressing the certification, training and utilization of the ASP Expandable Baton.

POLICY

Due to the increasing instances in which police officers may have to defend themselves against hostile persons or apprehend subjects against their will, the department has issued and sanctioned for use the ASP Expandable Baton. This weapon is intended to provide officers with another use of force option to protect themselves or another citizen from imminent bodily injury. The ASP Expandable Baton shall never be used to batter a subject into submission. All officers will be required to undergo the requisite training and certification process prior to being authorized to carry or use the ASP Expandable Baton.

PROCEDURE:

General Information

1. The ASP Expandable Baton, hereafter referred to as the baton, is the only baton authorized for use by officers of the department.
2. The department shall issue to every officer a baton and holder.
3. This device is the only impact weapon authorized for use by department officers.
4. Every officer shall be deemed authorized to carry the baton after having successfully completed the certification course.

Officers are prohibited from carrying any other impact weapons such as nunchakus, blackjacks, saps, slappers or other similar equipment not expressly authorized by departmental written directives.

Carrying of Baton

1. Officers are reminded that the baton is intended to provide officers with a greater flexibility and wider range of acceptable options when the need to resort to the use of force is present. Accordingly:
2. Officers assigned to patrol and whose normal duty assignments may require them to make arrests shall carry the baton on their duty belts at all times. This shall include supervisors assigned to patrol.
3. Officers may carry the baton on either the strong side or support side at the officer's discretion.

Training and Certification Requirements

1. All officers are required to successfully complete the basic certification course as proscribed in the training curriculum filed with the department training officer.

2. Officers are required to demonstrate proficiency and skill in the safe handling and utilization of the baton in order to be deemed certified to carry the device.

The training curriculum for the baton certification shall include the contents of this written directive. Any drastic changes to the baton procedures shall be incorporated into this written directive and re-issued for immediate training. Otherwise, subtle changes will be introduced at the annual departmental meeting.

1. Officers unable to complete any portion of the specified training shall be provided with remedial instruction and given another opportunity to complete the training.
2. Officers who cannot successfully complete the program after remedial training shall not carry the baton.
3. Thereafter, officers will only be permitted to carry the baton after successfully completing the requirements for certification as attested to by a certified instructor.

The results of all training and certification sessions, and/or associated testing, shall be accurately recorded and forwarded to the department training officer for inclusion in the respective officer's master training file.

1. The baton instructors shall conduct an inspection of the baton carried by each officer prior to the inception of any training. Any baton found to be damaged, defective or otherwise not acceptable for duty shall be immediately removed from service.
2. The department shall re-issue a baton, as soon as practical, to any officer whose baton is removed from service in connection with this provision.

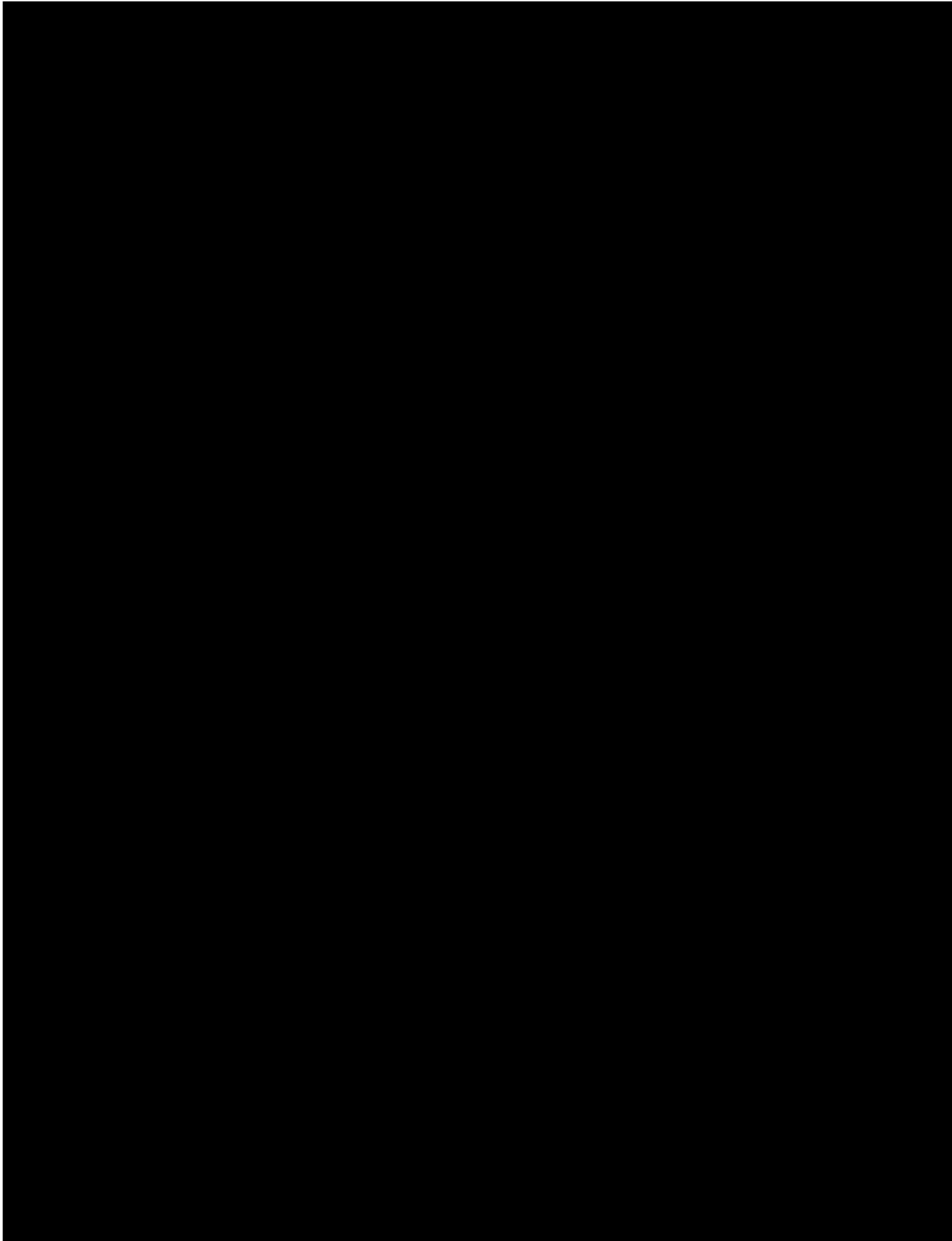
Use Criteria

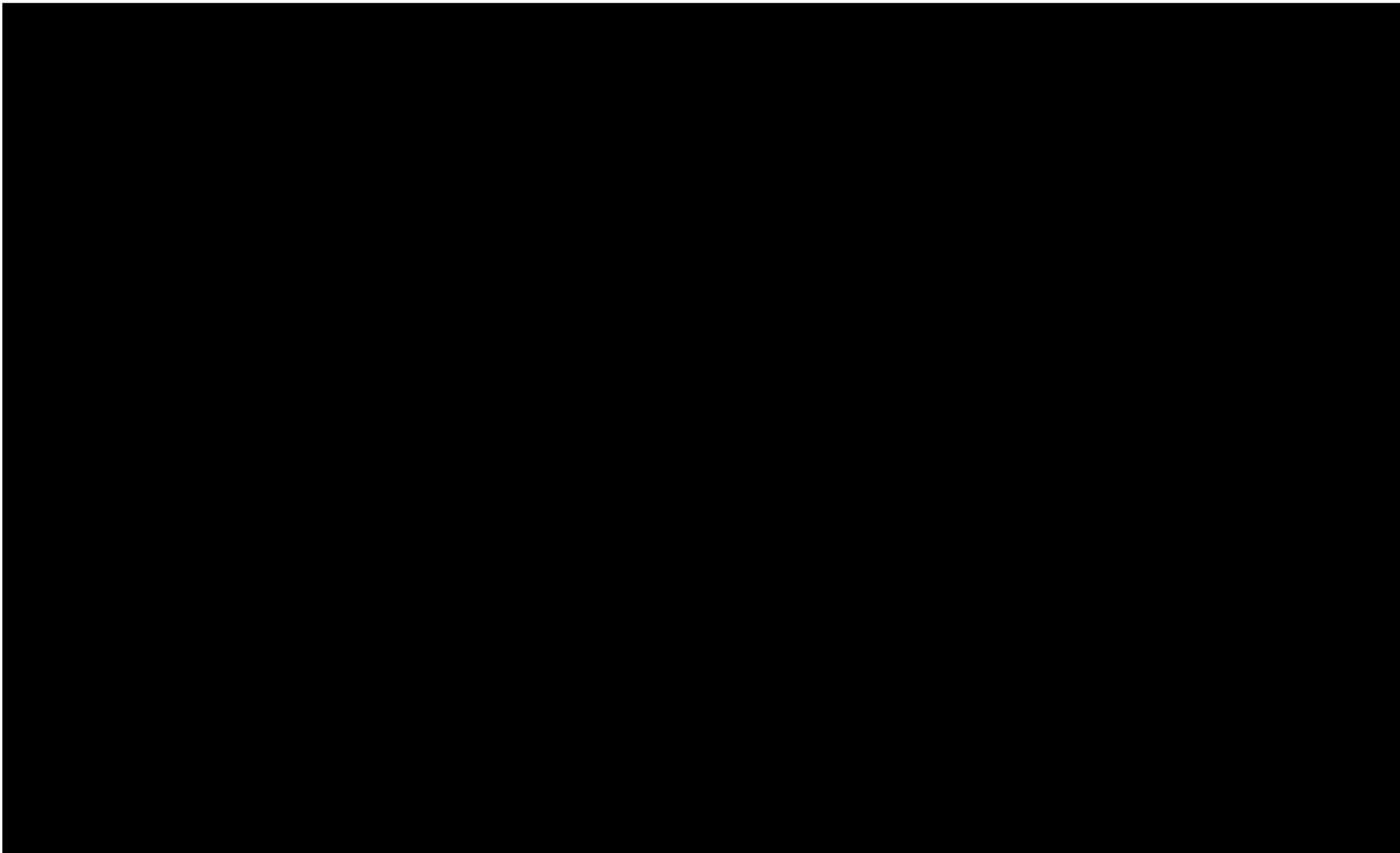
Officers are required by law to use only that amount of force that is justified for the incident encountered. Whenever an officer finds it necessary to use physical force to gain and maintain control of a subject, consideration must be given to minimizing the injury to that person.

Officers are reminded that no law enforcement tool or technique can be expected to be effective in every situation. Numerous variables can impact upon the effectiveness of a technique. Alcohol, drugs, adrenaline and mental state can render a particular technique ineffective. Continued use of a tool or technique that is obviously ineffective increases the risk of injury to an arrestee. Officers must resort to another appropriate force option to reach their lawful objective.

Officers shall not use the baton to batter a passive resister into submission. Officers may use a baton control technique (Armlocks, etc.) in such situations provided it does not place the officer at increased risk of injury.

Officers confronted with an incident where the application of mechanical force by means of the baton is appropriate and necessary shall be required to adhere to all of the provisions of this written directive as well as written directive on Use of Force.





Post Use of Force Procedures

When the use of force, to any degree, has been utilized against a suspect, the assigned officer shall be responsible to assess the suspect's condition and provide or summon medical assistance as required. This assessment shall take place as soon as practical taking into consideration the overall operation and the number and extent of injuries present.

If emergency medical services are summoned to treat an injured subject, who is under arrest, the arrestee shall remain handcuffed unless otherwise directed by medical personnel. If transportation to a medical facility is required, the arrestee shall remain under constant police guard.

When the use of force by an officer of this department results in injury to any person, or an officer employs deadly force, a supervisor shall be immediately summoned to the scene of the incident. Depending on the level of force utilized and/or the extent of injuries sustained, crime scene security and precautions shall be considered.

ALL use of force incidents involving officers of this department shall be thoroughly documented, and where necessary, investigated in accordance with the provisions of the written directive governing Use of Force.

Section 13 - A-6.7 Body Worn Cameras

Effective 7/21/22
Reevaluate 7/21/23
Version Date 07/26/22
15:27

**HAMPDEN-SYDNEY COLLEGE
DEPARTMENT OF PUBLIC SAFETY &
POLICE**

GENERAL ORDERS

SUBJECT: Body Worn Cameras

NUMBER: A-6.7

EFFECTIVE DATE: July 21, 2022

REVIEW DATE: ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety
& Chief of Police**

**VLEPSC STANDARDS: ADM.05.01,
ADM.05.02, ADM.05.03**

PURPOSE

Body-worn cameras are an effective law enforcement tool that can reduce violent confrontations and complaints against officers. Body-worn cameras provide additional documentation of police-public encounters and may be an important tool for collecting evidence and maintaining public trust.

This policy is intended to provide officers with instructions on when and how to use body-worn cameras.

The Department has adopted the use of body-worn cameras to accomplish several objectives, including:

1. Body-worn cameras allow for accurate documentation of police-public contacts, arrests, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony.
2. Audio and video recordings enhance the Department's ability to review probable cause for arrest, officer and suspect interaction, and evidence for investigative and prosecutorial purposes and to provide additional information for officer evaluation and training.

Body-worn cameras may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.

The Department recognizes that video images cannot always show the full story nor do video images capture an entire scene. The use of body-worn cameras does not reduce the requirement to provide thorough written documentation of an incident. Persons reviewing recordings must also be cautious before conclusions are reached about what the recordings show.

POLICY

The body-worn cameras should be utilized to:

1. collect evidence that can be used in the prosecution of criminal offenses,
2. record contacts with the public in order to secure unbiased evidence in connection with

- investigations,
3. allow for supervisory review to ensure that department policies and procedures are followed, and
 4. capture footage that would be helpful for training.

Patrol officers shall wear the body-worn cameras on their person at all times while on duty. Officers will be exempted from wearing the camera while in the office during a break.

PROCEDURE:

DEFINITIONS

1. Body-worn cameras are camera systems designed to be worn by police officers to capture digital multimedia evidence.
2. Digital Multimedia Evidence or DME consists of all digital recordings, to include but not limited to audio, video, photographs, and their associated metadata. Metadata includes any digital identifiers that are captured as part of the actual recording, such as date/time, GPS coordinates, labeling, etc.

LEGAL ISSUES

Body-worn camera equipment and all data, images, video and metadata captured, recorded, or otherwise produced by the equipment is the property of the Department. The personal use of all information recording by body-worn cameras shall only be pursuant to the prior written approval of the Chief.

Use of body-worn cameras for any purpose other than in accordance with this policy is prohibited.

All data, images, video and metadata captured by body-worn cameras are subject to state statutes and City policies regarding retention of records.

Video retention schedules are determined by the Virginia Library of Records and Virginia State Code. Any recordings deemed to have administrative or evidentiary value will be saved for the amount of time required by law.

Non-evidentiary and non-administrative videos will be retained for a period of 30 days from the date of the recording. After 30 days they will be expunged from our system.

All video recordings shall be uploaded from the camera to the secure storage system. Any data that is needed longer than 30 days will be tagged accordingly and saved on our internal server for the time period required by law

PROCEDURES

Prior to using a body-worn camera, officers shall receive Department-approved training on its proper operation and care and the Department's policy with respect to the use of the body-worn camera. Additional training shall be provided at periodic intervals to ensure the continued

effective use of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policies or equipment.

Body-worn cameras and equipment should be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible so that a replacement unit may be assigned. Officers shall inspect and test body-worn cameras prior to each shift to verify proper functioning, and shall notify their supervisor of any problems.

In the event that a body-worn camera is lost, upon discovery the officer shall immediately notify his/her supervisor.

Officers shall wear body-worn cameras above the midline of their torso and in position designed to produce an effective recording.

Officers shall not use personally-owned body-worn cameras while on duty.

OPERATION OF BODY-WORN CAMERAS

a) Officer Responsibilities

Each uniformed officer assigned a body-worn camera is responsible for ensuring that they are equipped with a Department-issued body-worn camera and that the camera is fully charged and in good working order at the beginning of their shift. If a device is in need of repair, members will notify their supervisor and turn the body-worn camera into Central Supply for repair or replacement.

Uniformed officers shall wear the camera on their uniform at a location that will facilitate an optimum recording field of view.

Officers shall not deliberately remove, dismantle or tamper with any hardware and/or the evidence management software component of the body-worn camera.

Each officer is responsible for ensuring that their assigned body-worn camera is downloaded/uploaded during their shift as needed or at the completion of their shift, or at any time the device's memory is deemed to be full.

Media captured via the body-worn camera shall only be downloaded/ uploaded to Department-approved secure storage. Since the content of the recording may be considered evidence, and are considered Department records of investigation, officers will comply with all sections in the Duty Manual regarding the handling of evidence and official Department records.

b) Supervisor Responsibilities

Supervisors will ensure that officers utilize the body-worn camera according to these policy guidelines.

Supervisors shall ensure videos related to Officer-Involved Incidents, are uploaded/downloaded as soon as possible following the event or as requested by a supervisor.

Supervisors completing a Use of Force investigation where a body-worn camera was used should review the video and follow procedures set forth by the Chief of Police.

Supervisors may have the ability to immediately resolve citizen complaints by viewing video captured by the officer's body-worn camera prior to contacting the citizen. At no time, except at the direction of the Chief or designee, shall the supervisor allow the citizen to view the file footage. In those circumstances where a complaint is resolved with no further action needed, supervisors shall make notes in the investigative report.

c) When to Activate

There are many situations when to activate the body-worn camera, however, this policy is not intended to describe every possible circumstance.

The safety of officers and members of the public is the highest priority, and the Department acknowledges there may be situations in which operation of the device is impractical or may be an impediment to public and officer safety. Additionally, the Department recognizes human performance limitations during particularly stressful, critical situations.

Officers shall make every effort to record non-enforcement contacts should they become confrontational, assaultive or enforcement-oriented. In addition to the required conditions, personnel may activate the system any time they feel its use would be appropriate and/or valuable to document an incident. Also, officers shall not be required to activate or deactivate their body-worn camera based solely on the requests or demands of a citizen, but rather rely on their training and this policy to direct their use of the body-worn camera.

During their shift, officers shall make every reasonable effort to activate the body-worn camera prior to initiating, or as soon as practical after initiating, the following police actions:

All enforcement encounters where there is at least reasonable suspicion the person(s) has committed, is committing or may be involved in criminal activity. This includes, but is not limited to:

1. Detentions, vehicle stops, pedestrian stops and consensual encounters
2. Probation, parole, post-release community supervision, mandatory supervision or consent searches, 'knock and talks.'
3. Taking or attempting to take a person into custody (e.g., arrests, protective custody of mentally disturbed person, etc.).
4. Enforcement encounters where there is reason to believe that the individual is committing a violation for which a citation may be issued.
5. All incidents involving a use of force.
6. All public interaction, regardless of context, that escalates and becomes adversarial.
7. Service of search or arrest warrants.
8. Suspect statements.
9. Witness/Victim statements (when practical).
10. Pursuits (when practical).
11. Response to complaints or calls for service

d) When to Deactivate

Body-worn camera recordings shall not be intentionally terminated until the conclusion of the encounter, except for tactical or safety reasons, or the encounter no longer holds evidentiary or investigative value.

Anytime the recording is terminated prior to the end of the encounter, the reason(s) should be

documented both on the body-worn camera recording before deactivation and in the subsequent police report. If no police report is filed for the recorded encounter, then the reason(s) for the early termination should be recorded on the citation, Zuercher or with Farmville Dispatch.

Officers will use reasonable judgment in determining when to deactivate the body-worn camera, such as when the purpose for activation is no longer present. (Example: An officer is assigned to an outer perimeter position for an extended period of time and has no verbal or visual contact with involved parties.) (Example: Officers have secured a prisoner and are completing paperwork outside the presence of the prisoner, unless the prisoner is combative, agitated or otherwise uncooperative.)

Keeping in mind that static situations may change rapidly, officers need to recognize it may be necessary to re-activate their body-worn camera unexpectedly. (Example: Officers are assigned to an outer perimeter position with their cameras turned off, and a suspect exits the residence to surrender or run from police.)

Officers shall deactivate the body-worn camera when engaged in conversations with individuals with whom the officer is in a privileged relationship (e.g. spouse, attorney, police peer counselor, labor representative, minister, etc.) Officers will verbally indicate why the body-worn camera is being deactivated and will reactivate the body-worn camera at the conclusion of the private conversation if the need for recording the police encounter or investigation still exists.

e) Advisements and Consent

Generally, officers are not required to advise or obtain consent to utilize the body-worn camera from a private person when:

1. In a public place; or
2. In a location where there is an expectation of privacy (e.g., inside a building or dwelling) but the officer is lawfully present.

f) When Not to Activate

Personnel are not required to activate the camera system during routine, incidental contact with a citizen, (i.e. giving directions or lunch breaks).

Officers will not knowingly activate the body-worn camera in the following circumstances:

1. A potential witness who requests to speak to an officer confidentially or desires anonymity (See Section 7, Victim and Witness Statements).
2. A victim or witness who requests that he or she not be recorded and the situation is not confrontational (See Section 7, Victim and Witness Statements).
3. A victim who requests that he or she not be recorded as a condition of cooperation and the interests of justice require such cooperation (See Section 7, Victim and Witness Statements).
4. During tactical briefings, or the discussion of safety and security procedures.
5. Undercover officers, except in the course of criminal investigation.
6. Strip Searches.
7. Public or private locker rooms, changing rooms, restrooms, unless taking the police actions

stated in 3(A)-(F), and (I).

8. Doctor's or lawyer's offices, unless taking the police actions stated in 3(A)-(F), and (I).
9. Medical or hospital facilities, unless taking the police actions stated in 3(A)-(F), and (I).
10. Other places where individuals unrelated to the investigation are present and would have a reasonable expectation of privacy, unless taking the police actions stated in 3(A)-(F), and (I).
11. To surreptitiously record any department member without their consent, a court order, or unless lawfully authorized by the Chief of Police or designee for the purposes of a criminal investigation.
12. The monitoring of persons based solely upon the person's political or religious beliefs or upon the exercise of the person's constitutional rights to freedom of speech and religious expression, petition and assembly under the United States and California Constitutions, or because of the content or viewpoint of the person's protected speech is prohibited.

g) Victim and Witness Statements

When conducting an investigation, the officer shall attempt to record the crime victim or witness' statement with the body-worn camera. The recording may be valuable evidence that contributes to or compliments an investigation. While evidence collection is important, the Department also recognizes it is important for officers to maintain credibility with people wanting to share information with law enforcement.

On occasion, an officer may encounter a reluctant crime victim or witness who does not wish to make a statement on camera. In these situations, the officer should continue to develop rapport with the individual while balancing the need for evidence collection with the individual's request for privacy.

Should the officer use discretion and not record the crime victim or witness statement with the body-worn camera, the officer should document the reason for not fully recording the statement with the body-worn camera. In these instances, officers may still record with an audio recorder. Refer to When Not to Activate (Section 6), for circumstances not when to record a victim or witness statement.

h) Unauthorized Access and Use

All body-worn camera recordings shall remain the property of the Department and constitute official records of investigation of the Department.

Unauthorized access to, or use, duplication, and/or distribution of body-worn camera files is prohibited. Personnel shall not make copies of any body-worn camera file for their personal use and are prohibited from using a recording device such as a phone camera or secondary video camera to record body-worn camera files.

The body-worn camera shall not be used to record:

1. Encounters not directly related to official activities in the proper performance of police duties.
2. Performance of non-enforcement functions or administrative duties within a Department

facility.

i) Accidental Recordings

In the event of an accidental activation of the body-worn camera where the resulting recording is of no investigative or evidentiary value, the recording officer may request that the body-worn camera file be deleted. The officer will submit a request for deletion via email, with sufficient information to locate the body-worn camera file, to their direct supervisor.

The email will be forwarded through the officer's chain of command to the Deputy Chief. The supervisor shall review the file and approve or deny the request. Prior to deleting an accidental activation, the supervisor will ensure the file is not associated with a police contact or CAD event. No files associated with an official police contact, CAD event, or any pending litigation or complaint is eligible for deletion.

j) Documenting use of the Body-Worn Camera

Personnel should not substitute a body-worn camera recording for a detailed and thorough report. Personnel should continue to prepare reports as outlined in the Duty Manual.

Exception: Officers involved in an Officer-Involved Incident (Section 16).

Officers will document on a report when a body-worn camera file is made associated with an incident. If no report is filed, the officer will ensure the use of the body-worn camera is noted on the citation, Zuercher or Farmville Dispatch.

k) Review of Body-Worn Camera Files

All file viewing is for law enforcement use only and subject to a right to know and need to know basis.

Department personnel may review body-worn camera files according to the provisions of this Policy and Procedures Manual requirements.

Access to the body-worn camera system is logged automatically with the date, time and name of person viewing the files.

An officer should review body-worn camera files, including those of other officers, in the following instances:

1. For the purposes of completing criminal investigations and preparing official reports with the exception of Officer-Involved Incidents. See Officer-Involved Incidents (Section 14).
2. Prior to courtroom testimony or for courtroom presentations, or as part of preparation by the Commonwealth Attorney's Office for litigation.
3. For potential training purposes see Training (Section 13).
4. For preparation of an Internal Affairs interview, including review with officer representative, outside the presence of any investigator or supervisor.

5. For other reasons as specified with the permission of the Chief of Police.

Exception: Department members identified as Administrative Users may access body-worn camera files from a computer or device outside of the Department for the purpose of completing administrative tasks, such as locking or unlocking users, etc.

l) Administrative Review of Body Worn Camera Files

It is not the intent of the Department to review body-worn camera files for the purpose of general performance review of individual officers or to proactively discover policy violations.

Command Staff personnel may, however, access body-worn camera files for administrative investigations limited to the specific complaint against the officer. Supervisors should, however, on a reasonable basis; review body-worn camera files to ensure that body-worn camera equipment is functioning properly and officers are adhering to Department body-worn camera procedures. Inadvertent discovery of other allegations during this review shall require the supervisor to articulate the reason for expanding the scope of the investigation.

Supervisors who inadvertently discover minor, non-criminal policy violations will continue to have discretion to resolve the violation with training or informal counseling. Should the policy violation rise to the level of more formal discipline, the supervisor will adhere to policies set forth in The Manual.

Exception: Field Training Officers (FTO) and the FTO Commander may view body-worn camera files to evaluate the performance of an officer in the Field Training Program.

m) Training with Body-Worn Camera Files

A body-worn camera file may be utilized as a training tool for individuals, specific units, and the Department as a whole with the involved officers' permission. Department members recommending utilization of a body-worn camera file for training purposes will submit the recommendation through the chain of command to the Deputy Chief.

Exception: Field Training Officers may use body-worn camera files to provide immediate training to recruits and to assist with the completion of the Daily Observation Report (DOR).

n) Officer Involved Incidents

The Department recognizes that the video images captured on the body-worn camera files are two dimensional and cannot always capture the entire scene due to a number of limiting factors. The body-worn camera files should be considered but one piece of evidence collected from a scene or incident and not a singularly inclusive piece of evidence.

An Officer-Involved Incident includes:

1. Officer-involved shootings,
2. In-custody deaths, and
3. Any intentional act by an officer which proximately causes injury likely to produce death to another.

Following an Officer-Involved Incident involved officers, herein defined as both involved officers and witness officers to the incident, personnel and their representative(s) shall not view their video, or any video capturing their image or the incident on any device.

The initial interview of an officer involved in an Officer-Involved Incident should occur before the officer has reviewed any audio/video recordings of the incident. Once an involved officer has provided an initial statement, he will have an opportunity to review any available recordings with his representative. The officer shall then be afforded an opportunity to provide a follow-up statement after having reviewed the recording(s). The Chief or designee shall have discretion to permit officers to review video files prior to the initial interview.

Investigators will be mindful that audio/video recordings have limitations and may depict events differently than the events recalled by the involved officer. When the investigator shows any audio/video recordings to an involved officer after the initial interview, the investigator will admonish the involved officer about the limitations of audio/visual recordings.

The following is an example of an admonishment that would be appropriate in a case involving video evidence that is shown to the involved officer after he/she has provided an initial statement. In these situations, the showing of a body-worn camera file to an officer will be documented in the investigator's report:

(Example) In this case, there is video evidence that you will have an opportunity to view after you have given your initial statement. Video evidence has limitations and may depict the events differently than you recall, and may not depict all of the events as seen or heard by you. Video has a limited field of view and may not capture events normally seen by the human eye. The "frame rate" of video may limit the camera's ability to capture movements normally seen by the human eye. Lighting as seen on the video may be different than what is seen by the human eye. Videos are a two-dimensional medium and may not capture depth, distance or positional orientation as well as the human eye. Remember, the video evidence is intended to assist your memory and recollection.

Section 14 - A-6.8 Social Media

Effective 7/26/22
Reevaluate 7/26/23
Version Date 07/26/22
15:43

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: Baton	NUMBER: A-6.6
EFFECTIVE DATE: July 21, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police

Introduction

Professionalism, ethics, and integrity are of paramount importance in the law enforcement community. To achieve and maintain the public's highest level of respect, we must place reasonable restrictions on our conduct and appearance, and hold to these standards of conduct whether on or off duty. An employee's actions must never bring the department into disrepute, nor should conduct be detrimental to its efficient operation.

The Department recognizes the role that social media plays in the personal lives of some Department employees. However, the personal use of social media can have bearing on employees in their official capacity as they are held to a high standard by the community.

The department also recognizes the role that these tools play in the personal lives of some department personnel. The personal uses of social media can have bearing on departmental personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by department personnel.

Department further recognizes that social media tools play a role in the personal and professional lives of the employees of the Department. Department employees must be credible, unbiased and impartial enough that they can credibly testify in courts of law. Indeed, an officer or employee's credibility and impartiality is essential to his/her ability to perform his/her sworn or assigned duties. The compelling governmental purpose of this policy is to preserve and protect that essential integrity and the faith and trust of the community. This policy is unconcerned with content of an employee's social media communications so long as Departmental operations, confidentialities and functions are not adversely impacted, and so long as employees can participate credibly as witnesses in courts of law and in sworn hearings. Employees are advised and cautioned that the indiscreet use of social media, including personal use, may have a negative impact on their career, professional wellbeing and credibility in court.

Purpose

The purpose of this directive is to establish departmental policy concerning personal web pages or internet sites when referencing the Hampden-Sydney College Police Department. It is also to ensure employees use appropriate discretion in the use of references to the Department so as not to discredit or disrespect the department, to ensure that the release, either directly or indirectly, of information concerning crimes, accidents, or violations of ordinances or statutes to persons outside the department is not disseminated, and that all employees treat as confidential the official business of the department. The department endorses the secure use of social media to enhance communications, collaboration, and information exchange; streamline processes; and foster productivity. This policy establishes this department's position on the utility and management of social media and provides guidance on its management, administration, and oversight.

Definitions

Social media refers to digital communication platforms that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites, microblogging sites, photo and video sharing sites, wikis, blogs, and news sites. Some examples of social media include:

- Facebook
- Twitter
- Instagram
- YouTube
- Reddit
- Tumblr

Blog : A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "Web log."

Page: The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.

Profile : Information that a user provides about himself or herself on social networking site.

Social Media: A category of Internet-based resources that integrate user-generated content and user participation. This includes but limited to, social networking sites (Twitter, Facebook, Instagram, etc.), photo- and video-sharing sites (Flickr, YouTube, etc.), wiki's (Wikipedia), blogs and news sites.

Social Networks: Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.

Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism photographs, videotape, or related forms of communication.

Avatar: An image or username that represents a person or group online within forums and social networks.

Chat: Interaction on a social media platform with a number of people, adding text items one after another into the same space occurring in real time.

Content: Any text, picture, video or other meaningful material located on the internet.

Forum: Also known as a message board, a forum is an online discussion site.

Instant Messaging: Instant messaging (IM) is a form of real-time direct text-based communication between two or more people.

Post: Content an individual shares with a social media site or the act of publishing content on a site. Content can be in the form of spoken words, stories, photographs, videos, images, or related forms of communication.

Inappropriate Content: Any post that:

- defames, abuses, harasses, stalks, threatens or violates the legal rights, of others;
- includes racism, hatred, slander, threats, obscenity, violence, vulgarity including spam or advertisements;
- Could harm the safety or well-being of one of our employees, including personal attacks;
- is off-topic;
- has personal information about another person or that violate a person's privacy;
- includes copyrighted material that belongs to another person;
- contains links to inappropriate websites;

Internet: A worldwide network of interconnected computer networks on which end-user services, such as World Wide Web sites or data archives, are located, enabling data and other information to be exchanged. The internet includes commercial, educational, governmental, and other networks, all of which use the same set of communications protocols.

World Wide Web: A system of interlinked hypertext documents accessed via the internet. With a Web browser, one can view Web pages that may contain text, images, videos and other multimedia, and navigate between them via hyperlinks.

Website: Published page(s) on the World Wide Web, usually containing hyperlinks and published by an individual, company, educational institution, government, or organization.

Locator (URL): A specific character string that constitutes a reference to an internet resource. A URL is also commonly called the "web address".

Policy

The Department endorses the secure use of social media as described below to enhance community engagement, information distribution, and neighborhood safety. This policy covers employee personal use of social media affecting the workplace and/or the Department's ability to perform its public mission. This policy is not meant to address one particular form of social media, rather social media in general as advances in technology will occur and new tools will emerge.

Department Use of Social Media

The Chief of Police or his designee may authorize an employee to use social networks or social media sites for the purpose of promoting the Department's mission and goals.

Employees May Use Non-Official Social Media Accounts for Investigations

- Any employees using non-official social media accounts for investigative purposes will obtain permission from the Chief of Police, regardless of duty assignment.
- These employees will maintain a log of all social media postings to non-official accounts.

On-the-Job Use

Department-Sanctioned Presence

All department social media sites or pages shall be approved by the Chief of Police.

Where possible, social media pages shall clearly indicate they are maintained by the department and shall have department contact information prominently displayed.

Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.

Content is subject to public records laws. Relevant records retention schedules apply to social media content.

Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the department.

Pages shall clearly indicate that posted comments will be monitored and that the department reserves the right to remove obscenities, off-topic comments, and personal attacks.

Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

Department-Sanctioned Use

Department personnel representing the department via social media outlets shall do the following:

- Conduct themselves at all times as representatives of the department and, accordingly, shall adhere to all department standards of conduct and observe conventionally accepted protocols and proper decorum.
- Identify themselves as a member of the department.
- Not make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions, transmit, or otherwise disseminate confidential information including photographs or videos related to department training, activities, or work-related assignments without express written permissions.
- Not conduct political activities or private business.
- Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

Social media is a valuable investigative tool when seeking evidence or information about:

- Missing persons
- Wanted persons;
- Gang participation;
- Crimes perpetrated online (i.e. cyberbullying, cyberstalking);
- Photos or videos of a crime posted by a participant or observer.

1. Social media can be used for community outreach and engagement by:

- Providing crime prevention tips;
- Offering online-reporting opportunities;
- Sharing crime maps data;
- Soliciting tips about unsolved crimes
- to make time-sensitive notifications related to road closures, special events, weather emergencies and missing/endangered persons.

Employee Personal Use of Social Media

Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of this department for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among co-workers, or negatively affect the public perception of the department.

As Law Enforcement Officers, Department personnel are cautioned that speech on- or off-duty made pursuant to their official duties (owes its existence to the employee's professional duties and responsibilities) may not be protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the department. Department personnel should assume that their speech and related activity on social media sites will reflect upon their office and this department.

Employees shall treat official business of the department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended and in accordance with established departmental procedures. Department personnel shall not post, transmit, or

otherwise disseminate any information to which they have access as a result of their employment without written permission from the Chief, or designee. Department personnel will refrain from posting, transmitting, or otherwise disseminating any information or photographs that impair or jeopardize Department operations, operational security, officer safety, or open/on-going investigations.

This includes, but is not limited to the following:

- Photographs, videos or other depictions (avatar) of Department marked or unmarked police vehicles or other markings identifying the Department
 - Photographs, videos or other depictions of the inside of police buildings
 - Photographs, videos or other depictions of crime or accident scenes
 - Photographs, videos or other depictions of Departmental training, activities or work-related assignments
 - Information concerning crimes, accidents or violations of ordinances
 - Photographs, videos or other depictions of Department computers, servers, switchboards, phones, MDTs, or radios.
 - Employees who post photos, comments, etc. of other department employees must inform and seek approval from the employee(s) before posting same.
 - No employee shall gossip about the affairs of the department with persons outside of the department.
5. When using social media, department personnel should be mindful that their speech becomes part of the worldwide electronic domain. Department personnel should be aware that they may be subject to civil litigation for the following, therefore, adherence to the department's standards of conduct is required in the personal use of social media. In particular, department personnel are prohibited from the following:
- Department personnel may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this department without express authorization.
 - Publishing or posting false information that harms the reputation of another person, group or organization (defamation).
 - Publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not legitimate public concern, and would be offensive to a reasonable person.
 - Using someone else's name, likeness, or other attributes without that person's permission for an exploitative purpose.
 - Publishing the creative work of another, trademark, or certain confidential business information without the permission of the owner.
 - Speech or behavior involving themselves or other department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
 - Department personnel should be aware that speech containing obscene or sexually explicit language, images, or acts and statements that ridicule, malign, disparage, or otherwise express bias against any race, religion, sexual orientation, or protected class of individuals is prohibited and may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings. Employees should consider the possible adverse consequences of internet postings, such as future employment, cross-examination in criminal cases, and public, as well as private, embarrassment. As such, employees subject

to any judicial sanctions as a result of behavior associated with social media are also subject to discipline by the Department.

- Make, share, or comment in support of any posting that includes harassment, threats of violence, or similar conduct Members should be aware that The Department may prohibit inflammatory posts that are directed to inciting or producing immediate lawless action and are likely to incite or produce such action.
- Otherwise violate any law or Department policy

Sites deemed inappropriate, whether an employment association or not, bringing discredit to this department or to a department employee, or promoting misconduct, whether on or off duty, may be investigated through a criminal or administrative investigation.

Employees shall make reasonable efforts to remove content appearing on their social media account that violates this policy upon learning of the offensive content.

Engaging in prohibited behaviors noted herein, may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings. Department personnel thus sanctioned are subject to discipline up to and including termination.

Department personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is, or will remain, protected.

Department personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.

When using social media, Department personnel should be mindful that their speech and posted information becomes part of the worldwide electronic domain indefinitely, even when original postings are deleted by the poster.

Any employee becoming aware of, or having knowledge of, a posting on any website, webpage or social media tool in violation of these provisions, is required to notify a supervisor immediately.

Employees are reminded to exercise good judgment and demonstrate personal accountability when choosing to participate on social-networking sites.

Chapter 3 - B - Organization and Administration

Section 1 - B-1.0 Organizational Structure

Effective 7/28/22
Reevaluate 7/28/23
Version Date 07/28/22
13:20

**HAMPDEN-SYDNEY COLLEGE
DEPARTMENT OF PUBLIC SAFETY &
POLICE**

GENERAL ORDERS

Subject: ORGANIZATIONAL STRUCTURE

Number: B-1.0

EFFECTIVE DATE: July 28,2022

REVIEW DATE: ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety
& Chief of Police**

Reference: CALEA STD. 11.1.1, 11.1.2, 11.4.1

Purpose

The purpose of this directive is to establish and describe the Department's organizational structure, and to delineate the responsibilities of each organizational component.

Organizational Structure

A. The organizational structure of the Hampden-Sydney College Department of Public Safety & Police is a formal structure through which the organizational components are arranged, defined, directed, and coordinated.

B. The Department's organizational structure shall be depicted on an organizational chart. The organizational chart will be updated annually unless changes in department structure or organization are made which require additional changes.

Description and Statement of Responsibilities of Organizational Functions and Key Personnel

A. Director/Chief of Police

The Director/Chief of Police is the chief executive officer within the department and reports directly to the Dean of Students. The Director is the administrator of the department and is a sworn police officer. Functional areas the Director is responsible for include primary administration, management, control, planning, research, budget, community relations, inspections, parking and internal affairs. The Director/Chief of Police will possess a bachelor's

degree from an accredited college or university.

B. Deputy Chief of Police

The Deputy Chief of Police supports the chief executive officer within the department and reports directly to the Director of Public Safety and Chief of Police. The Deputy Chief helps the Chief administrate the department and is a sworn police officer. Functional areas the Deputy Chief is responsible for include, assistance in primary administration, management, control, planning, research, community relations, inspections, parking and internal affairs.

C. Administrative Assistant

The Administrative Assistant is responsible for general administrative tasks of the department and secretarial duties for the Director of Public Safety/Chief of Police. The Administrative Assistant reports to the Director of Public Safety/Chief of Police, yet is not within the department's chain of command. Functional areas, which the Administrative Assistant is responsible for, include general secretarial duties within the Director's office, entering parking ticket data into the ticket writing system, and other duties as assigned by the Director/Chief of Police.

D. Patrol Commander (Lieutenant)

The Patrol Commander is responsible for direct supervision of the Patrol Officers as well as the supervisor of line support functions of the department. Other functional areas that the Patrol Commander is responsible for include traffic and selective enforcement, general safety functions, departmental operations & officer shift scheduling as assigned by the Deputy Chief of Police. The Patrol Commander is also the training coordinator for the agency and directs the community policing efforts of the agency. He reports directly to the Deputy Chief of Police.

E. Patrol Function

Functional responsibilities of Police Officer patrol include general law and traffic enforcement, uniformed patrol services, incident, crime, and accident reporting, traffic direction, investigations, and physical security. Occasionally, it may be necessary for patrol officers to perform supervisory functions. This can occur as the result of the absence of the Director/Chief, during special events, and/or when both full-time and part-time personnel are working the same hours. Officers report directly to the Patrol Commander or, when the Patrol Commander is not available, to the Deputy Chief of Police.

Section 2 - B-1.1 Direction

Effective 7/22/22
Reevaluate 7/22/23
Version Date 07/26/22
15:50

SUBJECT: DIRECTION

NUMBER B-1.1

EFFECTIVE DATE: July 22, 2022

REVIEW DATE: ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety & Chief of Police**

Reference: CALEA STD. 11.4.2, 12.1.1, 12.1.2, 12.1.3, 26.1.5

Purpose

The purpose of this directive is to recognize and establish the authority of the Director/Chief of Police, the designation of command during the absence of the Director/Chief of Police, and the accountability of supervisors for the performance of subordinates.

Authority and Responsibility of the Director/Chief of Police

The Director/Chief of the Department of Public Safety & Police is appointed by the President of the College, and has the authority and responsibility for the management, direction, and control of the operations and administration of the department. The Director/Chief reports to the Dean of Students and is an ex-officio member of the Student Affairs Staff.

Designation of Command during the Absence of the Director

A. In the event of the absence of the Director/Chief of Police, the Director/Chief of Police will appoint by written directive an individual, normally the Deputy Chief of Police, to act in his capacity during the absence. The appointed individual will have the authority to carry out day-to-day operations, however the authority is limited and the appointed individual will not have the authority to approve personnel actions such as appointments, promotions, disciplinary matters, salaries, budget expenditures, etc. unless that authority is specifically authorized in the written directive or otherwise approved by the Director/Chief of Police or Provost.

B. When circumstances prevent the Director/Chief of Police from appointing an individual by written directive, such authority will be delegated to the Deputy Chief of Police.

Supervisory Accountability

A. All supervisory personnel will be held accountable for the performance of employees under their immediate control. All employees will obey any lawful order of a supervisor, including any order relayed from a supervisor by an employee of the same or lesser rank.

B. When an employee receives conflicting orders or directives, the employee shall advise the supervisor issuing the last order or directive of the conflict. If this does not resolve the conflict, the employee shall obey the last order or directive issued. The employee following this procedure will not be held responsible for disobeying the order or directive previously issued.

Section 3 - B-1.2 Delineation of Responsibility

Effective 7/22/22
Reevaluate 7/22/23
Version Date 07/26/22
15:50

HAMPDEN-SYDNEY COLLEGE
DEPARTMENT OF PUBLIC SAFETY &
POLICE

GENERAL ORDERS

SUBJECT: DELINEATION OF
RESPONSIBILITY

NUMBER: B-1.2

EFFECTIVE DATE: July 22, 2022

REVIEW DATE: ANNUALLY

AMENDS/SUSPERSEDES:
ALL OTHER PUBLICATIONS

APPROVED: Thomas M. Fowler
Director of Public Safety
& Chief of Police

Reference: CALEA STD.

Purpose

The purpose of this directive is to establish a policy for insuring the statements of responsibilities of each organizational component are made available to all personnel.

Policy

Written job descriptions describing the duties and responsibilities of each position and job assignment within the department are maintained and distributed upon request. All job descriptions are based on job analysis and are reviewed periodically to insure they are kept up-to-date. All personnel are encouraged to periodically review their job descriptions and make suggestions to the Director/Chief of Police concerning any changes that should be made in their job description.

Section 4 - B-1.3 Authority and Responsibility

Effective 7/22/22
Reevaluate 7/22/23
Version Date 07/26/22
15:51

HAMPDEN-SYDNEY COLLEGE
DEPARTMENT OF PUBLIC SAFETY &
POLICE

GENERAL ORDERS

SUBJECT: AUTHORITY & RESPONSIBILITY Number: B-1.3

EFFECTIVE DATE: July 22, 2022

REVIEW DATE: ANNUALLY

Reference: CALEA STD. 11.4.1

Purpose

The purpose of this directive is to establish a policy guideline for the delegation of authority and employee accountability.

Policy

Employees should not be held responsible for the accomplishment of an order or duty unless they have been delegated the authority necessary for it to be accomplished. Therefore, at every level within the department, personnel shall be given the authority to make decisions necessary for the effective execution of their responsibilities. Each employee shall be held fully accountable for the use of, or failure to use, delegated authority. Any employee who has a question concerning their delegated authority should direct their questions to their supervisor in order for the matter to be resolved.

Section 5 - B-1.4 Part-time Officers

Effective 7/22/22
Reevaluate 7/22/23
Version Date 07/29/22
10:42

HAMPDEN SYDNEY COLLEGE

GENERAL ORDERS

**DEPARTMENT OF PUBLIC SAFETY &
POLICE**

SUBJECT: Part-time Officers

NUMBER: B-1.4

EFFECTIVE DATE: July 22, 2022

REVIEW DATE ANNUALLY

AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS

APPROVED: Thomas M. Fowler
Director of Public Safety & Chief of Police

Reference:

Purpose

The purpose of this directive is to set forth the policies and procedures relating to the requirements for part-time officers employed by the Hampden-Sydney Department of Public Safety & Police.

Discussion

The Hampden-Sydney Department of Public Safety and Police employs part-time police officers who currently have their law enforcement certification either through another agency or Hampden-Sydney department of Public Safety and Police. These Officers are used to supplement the full-time police force either by covering the daily schedule in their absence, assisting during special events (i.e. Athletic events, social events, parties, Greek Week, etc.), or any other time that extra man power is deemed necessary by the Chief or his designee.

Training

The Patrol Commander is responsible for the following in dealing with part-time officers:

1. Each part-time officer has completed in-service training every 2 years.
2. Each new officer will be assigned a Field Training Officer for a period of 80 hours or until they have shown proficiency in daily duties and activities.
3. Possess a copy of the recent firearms qualifications from the officer's current department or the Hampden-Sydney department of Public Safety and Police's range qualifications.

Equipment

Equipment and a set of uniforms will be provided to any Part Time Officer who is certified and not a full time local law enforcement officer or deputy with another department. Part Time Officers are responsible for providing their own firearm which shall be approved by the Director/Chief of Police.

Section 6 - B-2.0 Limits of Authority and Constitutional Safeguards

Effective 7/22/22
Reevaluate 7/22/23
Version Date 07/26/22
15:56

**HAMPDEN-SYDNEY COLLEGE GENERAL ORDERS
DEPARTMENT OF PUBLIC SAFETY
& POLICE**

**SUBJECT: LIMITS OF AUTHORITY NUMBER: B-2.0
AND CONSTITUTIONAL
SAFEGUARDS**

EFFECTIVE DATE: July 22, 2022

REVIEW DATE: ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety & Chief of Police**

Reference: CALEA STD. 1.1.1, 1.2.1, 1.2.5, 1.2.6

Purpose

The purpose of this directive is to define the legally and judicially mandated authority for the enforcement of laws, to set forth guidelines concerning the use of discretion by officers, to define the authority, guidelines and circumstances when officers should exercise alternatives to arrests and pre-trial confinement, and to establish procedures for assuring compliance with Constitutional requirements during criminal investigations.

Policy

The U.S. Constitution guarantees every citizen certain safeguards from government intrusion into their lives, and these safeguards serve as a basis for the application of criminal justice in the United States. Consequently, these safeguards have placed limitations on the authority of police officers to enforce the laws of the nation, state, city, and county. In addition, other legal documents limit the authority of Hampden-Sydney College police officers. Police officers of this Department must remain aware of the guidelines set forth in this directive concerning the limits of law enforcement authority, the exercising of individual discretion, and the limits of individual discretion.

Law Enforcement Authority to Enforce Laws

A. Sections 23.232 - 23.234 of the Virginia Code grants the circuit court of any county or city the authority to appoint campus police and invest in them all the "...powers and duties conferred by law upon police officers of cities, towns, or counties..." Pursuant to these sections, Hampden-Sydney College, at the direction of the College's Board of Trustees, petitions the circuit court of the County of Prince Edward, Virginia for appointments of campus police for the College. As

such, the Hampden-Sydney College Department of Public Safety & Police and its appointed officers serve to insure that the peace and order of the College community is maintained at all times. Thus, the Hampden-Sydney College Department of Public Safety & Police is a legally appointed entity with mandated responsibilities to enforce laws, and having personnel with general law enforcement powers as granted to police in the Commonwealth of Virginia.

B. A condition of the judicial appointment requires that all officers, upon entering their office, take an oath whereby they swear to support the Constitution of the United States and the Commonwealth of Virginia.

Limitations on Law Enforcement Authority

Limitations on law enforcement authority are derived from statutes, judicial appointment, federal, state, and local judicial interpretations of laws, opinions of the Attorney General and Commonwealth's Attorney, departmental policies, rules and regulations, and city and county administrative decisions.

A. Judicial Appointment Limitations

As judicially appointed campus police officers, the appointing circuit court may impose limitations on the law enforcement authority of officers of the Hampden-Sydney College Department of Public Safety & Police. These limitations of authority are set forth in the court order of appointment and at the present time include the following limitations:

1. Limits jurisdiction of Hampden-Sydney College Department of Public Safety & Police officers to:

a. Any property owned or controlled by the institution for which he or she was appointed and the adjacent streets, alleys and sidewalks located in the County of Prince Edward, Virginia.

b. Pursuant to a mutual aid agreement between the governing board of a public or private institution and other such institution of higher education, public or private, in the Commonwealth or adjacent political subdivisions, and

c. In close pursuit of a person as provided in Virginia Code 19.2-77.

B. Judicial Limitations

Courts constantly interpret laws that place limitation on the authority of police officers. Some common judicial limitations include Miranda rights/warnings, rulings on search and seizure, eyewitness identification, and lineups.

C. Limitations on Authority by Commonwealth's Attorney

The Commonwealth's Attorney may occasionally issue opinions to the department, which may impose limitations on officers. These areas include, but are not limited to:

1. Prosecution of certain cases.
2. Extradition.
3. Enforcement of certain statutes pending opinions from the Attorney General's

Office.

D. Limitations on Authority by the City, County, or Director/Chief of Police.

Limitations on police enforcement actions may be imposed by the County, or Director/Chief of Police concerning:

1. The enforcement of county ordinances and College regulations.
2. Departmental policies, rules, and regulations concerning the use of force, etc.

E. Changes in Laws/Interpretation Limitations

Periodically, changes take place that may impose new limitations on police authority, or remove or alter existing limitations. Normally, updates on such changes are provided to the department by the Commonwealth's Attorney, which may require changes in departmental operations.

Use of Discretion by Officers

A. Officers, by the nature of their job, are required to exercise discretion in the performance of their duties. The department provides officers with written policy and procedures, directed patrol assignments, and training in order to aid them in making decisions, which govern discretion in performing their duties.

B. With the exception of departmental rules and regulations, departmental policies generally give officers guidelines to consider in exercising their discretion. It is up to the individual officer to consider the relevant facts, the situation, and then, using knowledge, training, and good judgment, make appropriate decisions. Supervisors must closely observe the use of discretion by their employees and point out factual errors or alternatives that may be more appropriate.

Alternatives to Arrest/Pre-Arrest Confinement

A. Under certain circumstances, officers are faced with situations where an arrest and pre-arrest confinement will not be possible. In this case, officers may elect to exercise certain alternatives such as the issuance of summonses, referral to a social service agency, or simply a warning. Examples of the circumstances include:

1. Mentally or emotionally disturbed persons.
2. Domestic situations where counseling may be appropriate.

3. Juvenile offenders (See Directive D-4.0).
4. Transient persons who need shelter and food.
5. Certain misdemeanor cases.

B. Authority to Issue Summonses in Lieu of Arrest/ Confinement

Section 19.2-74 of the Virginia Code authorizes police officers to issue a summons in lieu of arrest for persons charged with a misdemeanor criminal offense except D.U.I. and drunk in public.

1. In determining whether a summons should be used, the officer should:
 - a. Decide whether the offense committed is serious.
 - b. Make a judgment as to whether the accused poses a danger to himself or the public.
 - c. Decide, based on circumstances, whether the person may disregard a summons.

C. Informal Handling of Criminal Matters

Officers often deal with situations where the public interest would be better served by social service agencies or crisis and professional organizations. When in the judgment of the officer, a better solution to the problem will be achieved by the use of alternatives to enforcement action; he/she should then refer the citizen to a social services agency.

D. Use of Warnings as an Alternative to Arrest

The use of warnings may sometimes provide a satisfactory solution to a problem and may enhance the public perception of the department. Normally, the use of a warning occurs in traffic offenses (See Directive D-5.4), but occasionally may be applied to criminal offenses. In determining if a warning should be issued, the officer should consider:

1. The seriousness of the offense.
2. The likelihood that the violator will heed the warning.
3. The reputation of the violator, i.e. known repeat offender, has received previous warnings, etc.

E. Use of Administrative Report as an Alternative to Arrest

Students enrolled in Hampden-Sydney College are required to abide by the "Code of Student Conduct" as set forth in the "Hampden-Sydney College Policy Statement". Campus police

officers, as officials of the College, are authorized to enforce the Code of Student Conduct and to initiate College administrative actions against students violating the Code of Student Conduct. Once initiated, the Dean of Students or the College judicial system handles the Administrative Report and subsequent hearings and disciplinary actions against the violator. The use of Administrative Report may be used as an alternative to the formal arrest of students and may provide a satisfactory solution to a problem.

Constitutional Safeguards

A. Case law covering Miranda warnings has established several guidelines for officers to follow when determining when the warnings must be given. If a person is taken into custody and subject to interrogation, Miranda warnings must be given. As to what constitutes "custody", if the suspect is not free to leave and he reasonably believes that he is not free to leave the police officer's presence, then he is in custody.

B. In determining if a suspect is free to leave the police officer's presence, a court will look at the circumstances of the interview. If police questioning is conducted in a police car or at a police station, the environment may be construed a coercive one, and the interview custodial.

C. Concerning the interrogation, if officers conduct routine, preliminary questioning near or at the scene of an investigation, no "custodial interrogation" exists and Miranda is not required. When the questioning focuses on specific behavior concerning a specific offense, the Miranda is required.

D. Miranda warnings must be given when:

1. The suspect is in custody (i.e. not free to leave); and,
2. The suspect believes he cannot leave; and,
3. The suspect is subject to interrogation.

E. In order to achieve uniformity in giving Miranda warnings, police officers will utilize the Miranda warnings and waiver printed on the Rights Waiver form.

Officers will advise suspects, verbatim:

1. You have the right to remain silent.
2. Anything you say can and will be used against you in a court of law.
3. You have the right to talk to a lawyer and have him present with you while you are being questioned.
4. If you cannot afford to hire a lawyer, one will be appointed to represent you before any questioning, if you wish.

F. After the warning and in order to secure a waiver, the following questions should be asked and an affirmative reply secured to each question:

1. Do you understand each of these rights I have explained to you?
2. Having these rights in mind, do you wish to talk to us now?

G. After the rights have been read, understood, and the person wishes to waive them, the officer will have the suspect sign the Rights Waiver Form.

Law Enforcement Limitations on Search and Seizure

A. The Fourth Amendment guarantees the right for people to be free from unreasonable searches and seizures of their homes, persons, and things. The Supreme Court is constantly interpreting the Fourth Amendment as it applies to police conduct. Illegally seized items of evidence will not be admitted in court and may be cause for a lost criminal case, and also invites civil suits under the Civil Rights Act.

B. In order to insure that Fourth Amendment rights are protected, officers will obtain search warrants upon probable cause in all appropriate criminal cases except the following:

1. Consent searches - The consent must be voluntarily given by someone who has the authority to relinquish his or her right. When exercising a consent search, the officer will first obtain Permission to Search in writing. Officers should carefully observe the court-imposed considerations in determining whether consent was voluntarily given. Further, consent may be withdrawn at any time and the search must be discontinued until a warrant can be obtained.

2. Emergency to save life or property or exigent circumstances. An emergency must exist, the primary motive to protect property or people, and area searched must be associated with the emergency.

3. Plain View - The officer must be legally where he can discover fruits, instrumentality, evidence, or contraband. The discovery must be inadvertent, and the property must be recognized as fruit, instrumentality, or evidence of a crime or contraband.

4. Abandoned property.

5. Inventory searches of vehicles.

6. Incident to arrest - Only that area within the immediate control of the person may be searched.

7. Emergency search to prevent destruction or loss of evidence.

8. Hot pursuit.

Probable Cause

Most searches and all arrests are based on the police officer's perception of probable cause. According to the Supreme Court, "probable cause exists where the facts and circumstances within their (the arresting officer's) knowledge and of which they had reasonable trustworthy information are sufficient in themselves to warrant a man of reasonable caution in the belief that an offense has been or is being committed".

Police Limitations Pertaining to Eyewitness Identification

Eyewitness identifications generally do not provide reliable evidence during criminal investigations. Consequently, the Supreme Court has addressed this issue in numerous cases and set forth guidelines to be followed when officers solicit eyewitness identifications. Eyewitness identifications may take the following form.

A. On-scene investigation - One-on-one identifications have been held constitutional as long as the period of time between the offense and the identification is brief. One to three hours would be a reasonable amount of time.

B. Line-ups - Line-ups should be conducted using a minimum of six persons having similar physical characteristics as the suspect. The accused has the right to have an attorney present during the line-up and the line-up may not take place until that attorney is present.

The attorney may not offer any suggestions concerning the conduct of the line-up, however may merely observe.

All line-ups must be documented in writing by the police as to date, time, and place, name of participants and witnesses, and location of suspect and participants on the line-up.

C. Photo Line-ups - In conducting photo line-ups, the photos must depict persons displaying similar physical characteristics as the suspect. Simply showing an eyewitness a single photo of the suspect has been ruled unconstitutional. As a general rule, a photo line-up containing 6-8 photos would be reasonable. Photographs shown to witnesses will not contain any identifying information. Photo line-ups will be documented in writing.

Compliance with Constitutional Requirements during Criminal Investigations

When conducting criminal investigations, all officers will take all precautions necessary to insure that all persons involved are afforded their constitutional safeguards. Officers will insure that:

- A. All statements or confessions are voluntary and non-coerced.
- B. All persons are advised of their rights in accordance with this directive.
- C. All arrested persons are taken promptly before a magistrate for formal charging.
- D. All persons accused or suspected of a criminal violation for which they are being

interrogated are afforded an opportunity to consult with an attorney.

E. Prejudicial pre-trial publicity of the accused is avoided so as not to interfere with a defendant's right to a fair and impartial trial.

Limitations on Intelligence Activity

A. Departmental intelligence gathering activities will be limited to that information concerning criminal conduct that relates to activities that present a threat to the community.

B. Departmental personnel and equipment will only be used in conjunction with intelligence gathering activities as defined above, in full compliance with all laws, and only with the advance approval of the Director/Chief of Police.

C. Intelligence information will be collected, used and processed in full.

Section 7 - B-3.0 Jurisdiction

Effective 7/26/22
Reevaluate 7/26/23
Version Date 07/26/22
15:56

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: JURISDICTION	NUMBER B-3.0
EFFECTIVE DATE: July 26, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 2.1.1	

Purpose

The purpose of this directive is to delineate the specific geographical boundaries of the department's jurisdiction.

Jurisdiction

Hampden-Sydney College is located within the County of Prince Edward. As judicially appointed police officers, under Va. Code section 23.232.1, the law enforcement authority of sworn police officers of the Hampden-Sydney College Department of Public Safety & Police is limited to that area which includes the grounds and buildings of the College and the adjacent streets, alleys and sidewalks located in the County of Prince Edward, and all other property owned by the College within the Commonwealth of Virginia.

It is customary, at the discretion of the Sheriff, that officers of this department become duly sworn, within the County of Prince Edward, as Special Deputies. This status gives officers of this department county-wide jurisdiction to enforce the laws of the Commonwealth, as well as county ordinances. This serves as an outreach tool to the surrounding community ensuring, in emergency situations, that law enforcement is readily available to its citizens. This also promotes a positive and beneficial relationship between this department and the Prince Edward County Sheriff's Office.

However, county-wide jurisdiction shall only be used in the most extreme cases or when assistance is requested directly or indirectly from the Sheriff's Office. Officers of this department shall not actively initiate law enforcement actions beyond the boundaries stated in the first paragraph of B-3.0 section II, entitled Jurisdiction, except in close pursuit of a person as provided in Virginia Code 19.2-77.

Section 8 - B-3.1 Concurrent Jurisdiction Matters-Interagency Agreement

Effective 7/26/22
Reevaluate 7/26/23
Version Date 07/26/22
 15:57

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: CONCURRENT JURISDICTION MATTERS/ INTERAGENCY AGREEMENT	NUMBER B-3.1
EFFECTIVE DATE: July 26, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 2.1.2, 82.3.7	

Purpose

The purpose of this directive is to specify The Department's responsibilities as they relate to concurrent jurisdiction involving other law enforcement agencies.

Discussion

The Hampden-Sydney College Department of Public Safety & Police (The Department) has no concurrent jurisdiction with the County of Prince Edward. Given that individual officers may also be sworn with Prince Edward County, The Department may have overlapping law enforcement responsibilities within its jurisdiction.

Policy

A. The Department is the primary agency responsible for general law enforcement activities, criminal investigations, criminal reporting and records, traffic law enforcement, service of criminal process, and prosecution of persons arrested within its jurisdiction on the Hampden-Sydney College campus.

B. Although The Department is a full service law enforcement agency, there are situations, which may occur that The Department cannot respond to in the manner necessary to satisfactorily resolve them. In addition, there are various processes and procedures that The Department cannot perform by restraint of law or other circumstances. This directive specifies those areas that may require the assistance of the Prince Edward County Sheriff's Office, Farmville Police Department, Longwood Police Department, the Virginia Department of State Police, and/or other State Law Enforcement Agencies, as well as those areas of mutual concern that may involve the use of an agency's personnel, equipment, or facilities.

Areas of Assistance

A. Patrol Response Back-up

The following conditions apply in the event that additional patrol back-up units are needed to respond to an incident:

1. Any officer of The Department may request Prince Edward Sheriff's Office, the Farmville Police Department, Longwood University Police, the Virginia Department of State Police, and/or other State Law Enforcement Agencies assistance in response to incidents occurring on campus, within county jurisdiction that warrant the need for additional law enforcement support. These agencies will provide assistance, as available, in warranted situations upon request.

2. The Department will provide assistance, as available, when requested by the Prince Edward County Sheriff's Office, the Longwood University Police Department, the Farmville Police Department, the Virginia Department of State Police, and/or other State Law Enforcement Agencies to respond to incidents occurring in their respective jurisdictions.

B. Criminal Investigations

1. The Department will retain primary responsibility for all criminal investigations of incidents occurring within the Hampden-Sydney College jurisdiction.

2. In some cases, The Department may not have the resources needed to properly investigate a particular crime. The assigned Department police investigator/officer will confer with the Director/Chief of Police on cases that may require the assistance of other agencies. Once a determination is made that additional resources are necessary to properly conduct the investigation, that agency's investigative unit will be contacted and assistance requested.

3. The Prince Edward County Sheriff's Office, the Virginia Department of State Police,

or the Longwood University Police Department will provide, as available, the necessary resources, or assist as needed, in these types of investigations.

4. The Department will assist the Prince Edward County Sheriff and Longwood University Police in investigations as requested. The Department investigator/officer will ensure that information and intelligence received during College investigations that may impact on other investigations being conducted by Prince Edward County or Longwood University is provided to the appropriate investigative personnel of that agency.

C. Traffic Accident Investigation

1. Prince Edward County or the Virginia Department of State Police normally investigates traffic accidents occurring on public roads adjacent to the University. (See D-5.12 Traffic Accident Investigation.)

2. The Department investigates traffic accidents occurring on College owned roads. However, it is permissible for an agency of concurrent jurisdiction to investigate the accident.

3. When The Department receives a report of an accident occurring on a public road adjacent to the College, the dispatcher will request that a College unit respond to the scene.

4. The Department officer will respond to the scene and maintain control of the accident scene until an officer from the appropriate jurisdiction arrives.

Section 9 - B-4.0 Interagency Liaison, Coordination and Planning

Effective 7/26/22
Reevaluate 7/26/23
Version Date 07/26/22
15:59

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	Number: B-4.0
SUBJECT: INTERAGENCY LIAISON, NUMBER: B-4.0 COORDINATION AND PLANNING	
EFFECTIVE DATE: July 26, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 1.2.5, 13.1.5, 42.2.8, 61.3.7, 81.2.6	

Purpose

The purpose of this directive is to establish the procedures for interagency liaison, coordination, and planning between the Hampden-Sydney College Department of Public Safety & Police and other criminal justice agencies.

Discussion

Establishing and maintaining effective channels of communication between law enforcement and other agencies are essential for improving cooperation among these agencies. In addition, through interagency planning, the various agencies can produce a greater impact on the effectiveness of their goals and objectives.

Policy

The Hampden-Sydney College Department of Public Safety & Police (The Department) continually seeks ways to improve and enhance communications and liaisons with other law enforcement, criminal justice, public and social service agencies in order to improve the effectiveness and efficiency of the provision of law enforcement services to the campus community. This is accomplished through both formal and informal associations and liaisons. The department maintains membership in various law enforcement, professional, and public associations. In addition, various personnel and operations within the department develop and maintain liaisons with other agencies as part of their job responsibilities. All personnel are expected to support and promote positive and productive communications with other agencies.

Procedures

A. Liaison with Criminal Justice Agencies

1. It shall be the responsibility of all department personnel to maintain harmonious working relations and communication with the Commonwealth Attorney, Public Defender, District, Domestic Relations, and Circuit Courts Clerk's offices, the local probation and parole officers, jail, juvenile detention home, and any other criminal justice or law enforcement agencies. The department will normally provide all possible information, assistance and support to these agencies allowed by law.

a. Any serious policy or procedural problems, or differences with another agency or its personnel, shall be brought to the attention of the Director/Chief of Police who will meet with appropriate personnel of these agencies in order to resolve the problems.

b. During any investigation (or planning for arrest or pretrial stages), any questions of law or criminal procedure shall be addressed to the Commonwealth's Attorney or assistant. Questions on law enforcement procedure will be addressed through the chain of command to the Director/Chief of Police.

c. Any criminal cases referred to the Commonwealth's Attorney which result in either a decision of declined to prosecute or dismissed, due to department mishandling, must be carefully reviewed and appropriate corrective action taken. The Commonwealth's Attorney has been asked to bring such cases to the attention to the Director/Chief of Police.

2. All employees of the department will assist and cooperate with all federal, state, and local law enforcement agencies in every way possible allowed by law and department policy.

B. Liaison with other College and University Law Enforcement Agencies.

The Department maintains liaison with other university law enforcement agencies through active participation in both state and national campus police associations. This enables The Department to network with campus police agencies in ways that provide mutual cooperation and benefit.

C. Liaison with Fire Department Officials/EMS

The Department maintains liaison with local fire department and EMS officials.

D. Liaison with Traffic Safety Agencies

The Department maintains liaison with various traffic safety agencies for planning, training, and coordinating department traffic safety and enforcement activities. These include the Virginia Alcohol Safety Action Program, the Virginia Department of Motor Vehicles, and the Virginia Transportation Safety Training Center as well as local traffic safety organizations.

E. Participation in Local Criminal Justice Coordinating Councils

The Department strives to participate in all local planning and coordinating councils concerning criminal justice activities as available. This includes participation in multi-jurisdictional programs as they come available.

F. Liaison with Regional Area Organized Crime Control, Prosecution and/or Investigative Units

The Department recognizes that organized crime problems can exist in several communities at one time and that successful law enforcement efforts depend on the coordination of efforts of a number of local, state and federal law enforcement agencies in the investigation and prosecution of persons involved in organized criminal activity. The department maintains liaison with the various multi-jurisdictional task forces that operate in the area in order to establish the department's participation, communication, coordination, and cooperation with these units.

G. Criminal Justice and Social Services Diversion Programs

Many diversionary programs, for both adult and juvenile offenders, are mandated by the Courts as an alternative to post-adjudication incarceration, and include programs such as the Community Diversion Incentive (CDI) Program and the Alcohol Safety Action (ASAP) Program. The department supports criminal justice and social services diversion programs available for adult and juvenile offenders and cooperates in carrying out the Courts' desires.

Section 10 - B-4.1 Requesting Federal-State Assistance

Effective 7/29/22
Reevaluate 7/29/23
Version Date 07/29/22
10:05

**HAMPDEN-SYDNEY COLLEGE
DEPARTMENT OF PUBLIC SAFETY
& POLICE**

GENERAL ORDERS

**SUBJECT: REQUESTING
FEDERAL/STATE ASSISTANCE**

NUMBER B-4.1

EFFECTIVE: July 29, 2022

REVIEW DATE: ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety
& Chief of Police**

Reference: CALEA STD. 2.1.4

Purpose

The purpose of this directive is to establish procedures for requesting assistance from federal and/or state law enforcement agencies and the Virginia National Guard, and to set forth the lines of authority for requesting such assistance.

Procedure

A. Federal and State Law Enforcement Assistance

1. In those circumstances requiring assistance of a routine nature, such as requesting information, coordinating investigations, or obtaining forms and documents regulated by state or federal agencies, police officers may request assistance from the necessary federal or state agencies directly.

2. In unusual situations requiring specialized assistance, the response of personnel, or large numbers of officers from federal, state or other local law enforcement agencies, requests for assistance shall be approved by the Director/Chief of Police, or his designee, prior to the request.

B. In the event of a declared local emergency requiring the assistance of the Virginia National Guard and/or the Virginia State Police, the Chief of Police of the appropriate concurrent jurisdiction will request the head of the governing body of their jurisdiction to ask the Governor of the Commonwealth of Virginia to activate such assistance, as defined in section 18.2-410 and sections 44.146-13 through 44.146-28 of the Code of Virginia. This authority is vested solely with the Chief of Police of the appropriate jurisdiction or in his absence, the Acting Chief of Police. In any event, such assistance shall be coordinated between the Director/Chief of Hampden-Sydney College Department of Security & Police and the Sheriff of Prince Edward County, or the Chief of Police of Farmville as appropriate.

C. The Critical Incident Management Team (CIMT) will be activated in the event of any natural or manmade disaster or incident. The CIMT is comprised of key College administrators who are responsible for preparing for, responding to, and managing campus emergency

incidents. The purpose of the CIMT is to provide a coordinated approach to preparing for, responding to, and managing an emergency incident at Hampden-Sydney College. Any member of the CIMT should contact any other member at any time regarding emergency incidents. Additionally, any member should take the initiative to convene a meeting of the CIMT whenever it is necessary to do so before, during, or after an emergency incident. The CIMT makes appropriate decisions and executes those decisions to ensure the safety and security of students, faculty, and staff.

During an emergency incident, the public safety official at the incident scene who is serving as the incident commander will initiate communication with the CIMT. This communication is to ensure support and resources are available for scene management and that accurate information is provided to College officials for prompt decision making and to the community for protective actions.

When time and circumstances permit, the IMT makes recommendations to the President of the College. If the President is inaccessible, then the CIMT makes recommendations to the Dean of the Faculty. The CIMT executes the President's (or Dean's) decisions and directives to ensure the safety and security of students, faculty, and staff.

CIMT members are as follows:

- Dean of Students
- Director of Public Safety/Chief of Police
- Vice President for Business Affairs and Finance
- Dean of Faculty
- Emergency Management Coordinator
- Director of Facilities Management
- Director of Student Health
- Director of Human Resources
- Director of Computer Center

The CIMT is supported and supplemented by the following College administrators when necessary:

- Director of Communications
- Associate Dean of Students
- Fire Safety Technician
- Director of Counseling

Section 11 - B-4.2 Referrals to Local-College Criminal Justice, Social, and Public Services

Effective 7/26/22
Reevaluate 7/26/23
Version Date 07/26/22
16:01

**HAMPDEN-SYDNEY COLLEGE
DEPARTMENT OF PUBLIC SAFETY
& POLICE**

GENERAL ORDERS

**SUBJECT: REFERRALS TO
LOCAL/COLLEGE CRIMINAL
JUSTICE, SOCIAL, AND PUBLIC
SERVICES**

NUMBER B-4.2

EFFECTIVE DATE: July 26, 2022

REVIEW DATE: ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety
& Chief of Police**

Reference: CALEA STD.

Purpose

The purpose of this directive is to provide the procedures for referring persons in need of services to appropriate College department or local agencies.

Discussion

Police officers, in the course of performing their duties, often encounter people in need of a type of help best provided by another criminal justice, social or public agency, or department. By knowing the criteria for referrals, the services that are available, as well as the procedures for referring persons in need of services to the appropriate agency or department, the police officer can better serve the interests of the community.

Policy

Department personnel who encounter persons during the performance of their duties, whose actions or requests warrant the referral of that person to another service agency, should assist or provide information to the person to the extent possible.

Types of Referrals

A. Mental Health

1. Students or guests in need of mental health counseling or who have a need for personal counseling should be referred to the Hampden-Sydney College Wellness Center.

2. Non-students or non-guests in need of mental health counseling or who are in need of other personal counseling should be referred to an area mental health or counseling service agency. A directory is located in the patrol room.

B. Social Services

Officers should refer to the Prince Edward County Department of Social Services.

C. Civil Matters

Persons with concerns relating to civil matters should be referred to the Clerk's office of the appropriate court.

D. Dean of Students

Criminal matters involving students or violations of the Code of Student Conduct will be referred to the Dean of Students through administrative report, generated by the Chief of Police or Deputy Chief of Police. Officers of the Department will cooperate with Student Court investigators in gathering information pertaining to the case. However, Officers will disseminate information in cases only after having been directed to do so by the Director/Chief of Police. Any information, which would jeopardize an ongoing investigation or the successful prosecution of any case to be tried in State or Federal Court, may be withheld from the Student Court.

Chapter 4 - C -Personnel Management

Section 1 - C-1.0 Off Duty Employment

Effective 7/26/22
Reevaluate 7/26/23
Version Date 07/26/22
16:03

**HAMPDEN-SYDNEY COLLEGE
DEPARTMENT OF PUBLIC SAFETY &
POLICE**

GENERAL ORDER

SUBJECT: OFF DUTY EMPLOYMENT

NUMBER: C-1

EFFECTIVE DATE: July 26, 2022

REVIEW DATE: ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety
& Chief of Police**

Reference: CALEA STD. 22.3.3, 22.3.4

Purpose

This directive has been established to provide guidelines to govern off-duty employment of both sworn and non-sworn personnel.

Policy

It shall be the policy of the Hampden-Sydney College Department of Public Safety & Police (The Department) that employees will not participate in any off-duty employment that has not been approved by the Director/Chief of Police. Off-duty employment is defined as employment or hours worked, for which an individual or business, other than Hampden-Sydney College, pays compensation in any form.

Procedure

Rules and regulations regarding off-duty employment

1. Off-duty employment will not be permitted if it creates a conflict of interest to The College or The Department.
2. While engaging in Off-duty employment, sworn and non-sworn personnel will remain subject to all written directives in the "Hampden-Sydney College Department of Public Safety & Police Directives Manual."
3. Police recruits, officers, and civilian employees shall not work off-duty in any capacity during their training period.

4. An employee engaged in any off-duty employment is subject to call-out in case of a departmental emergency, and will be expected to leave such off-duty employment in such situations.

5. While on duty, employees shall not solicit any individual or business for the purpose of gaining off-duty employment.

6. Immediately upon an employee's assignment to light duty, approval for the employee to engage in any of the following activities shall be suspended:

a. Off-duty law enforcement employment.

b. Scheduled overtime assignments, with the exception of court appearances, funded by the College.

c. Reinstatement of approval to return to full duty may be granted only by the Director/Chief of Police, upon submission of a medical status report, which indicates that a return to full duty is authorized by the attending physician.

d. All Officers shall be responsible for ensuring that off-duty employment does not interfere with on-duty performance.

7. Employees who desire to engage in any type of off-duty employment must submit a letter of request to their immediate supervisor. The immediate supervisor will forward the letter through the chain of command until it reaches the Director/Chief of Police, who will make the final decision as to the approval or disapproval of the request to work off-duty assignments.

8. Employees shall be made aware that worker's compensation or duty-related retirement plans may not cover injuries incurred during off-duty employment activities. Absence from duty due to injury or illness incurred during off-duty employment may necessitate the employee's use of sick, vacation, or holiday leave.

9. Employees engaging in off-duty employment are solely responsible for ensuring that the employer has sufficient worker's compensation and liability insurance coverage.

10. Approval for any off-duty employment will be denied when it is determined by the Director/Chief of Police that the off-duty employment may:

a. render the employee unavailable during an emergency.

b. physically or mentally exhaust the employee to the point that his performance may be affected.

c. require that special consideration be given to scheduling of the employee's regular duty hours.

d. bring the Department into disrepute.

e. impair the operation or efficiency of The Department.

11. The Director/Chief of Police reserves the right to revoke the approval for any off-duty employment when it is deemed detrimental to the interests of the Department.

12. Employees will notify the Director/Chief of Police when they terminate any off-duty employment in which they were engaged.

Section 2 - C-1.1 Uniforms and Equipment/Personal Appearance

Effective 7/20/22
Reevaluate 7/20/23
Version Date 07/29/22
10:46

Subject: Uniforms and Equipment/Personal Appearance	Number: C-1.1
SUBJECT: UNIFORM AND EQUIPMENT/PERSONAL APPEARANCE	NUMBER C-1.1
EFFECTIVE DATE: July 20, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 22.2.7, 26.1.1, 26.1.3, 41.3.5, 81.2.6	

Purpose

The purpose of this directive is to establish the uniform, equipment, and personal appearance standards for department personnel.

Policy

Employees shall adhere to department policies and procedures in the proper wearing of uniform and equipment items, and will maintain a high standard of personal grooming following the guidelines of this directive. Employees of the department will be responsible for the proper care and use of department uniforms and equipment assigned to or used by them. Employees will promptly report to their supervisors any loss, damage, destruction or defect therein.

Uniforms and Equipment

A. Employee Responsibility

1. Police Officers are issued uniforms and equipment items needed in the performance of

their duties. The Department provides original and replacement uniforms and equipment items with the exception of certain personal items.

2. It is the individual employee's responsibility to provide for the cleaning, repair, and upkeep of issued uniforms and equipment items. Employees are required to return to the Department all issued uniforms and equipment items, cleaned and in good repair, at the termination of their employment.

3. Employees may be required to reimburse the Department for the replacement of lost, missing, or damaged uniforms and equipment items.

4. The Department does not issue footwear. It is the officers responsibility to obtain the authorized footwear.

B. Sworn (Patrol) Police Officers' Uniform and Equipment

1. Winter Dress Uniform

a. Pants: Year round weight. Navy with French blue stripe.

b. Long sleeve shirt: Navy Blue. Worn closed collar with navy blue necktie and plain tie clasp. Department police patch on each sleeve.

c. Black dress shoes with black socks oBlack duty boots or shoes.

d. Headgear: Year round weight dress uniform hat. Wool watch caps are authorized in cold weather.

e. Winter coat or windbreaker: Navy blue with the Department police patch on each sleeve and breast badge or badge patch.

f. High Gloss Duty Belt with all issued equipment.

2. Summer Dress Uniform

a. Pants: Year round weight. Navy with French blue stripe.

b. Short sleeve shirt: Navy Blue. Worn open collar with a Navy Blue or Black T-shirt visible at the base of the neck.

c. Black dress shoes with black socks oBlack duty boots or shoes.

d. Headgear: Year round weight dress uniform hat.

e. Windbreaker may be worn with the summer uniform.

f. High Gloss Duty Belt with all issued equipment

3. Summer Optional Uniform

- a. Pants: Black BDU style
- b. Shirts: Gray polo with embroidered badge
- c. Black duty boots or shoes

*Anything other than a black duty boot or shoe must be approved through the command staff

d. Black ball cap with Hampden Sydney Police logo

e. "Nylon" Duty belt with all issued equipment. Officers have the option to wear the High Gloss Duty Belt with all issued equipment.

Bicycle Patrol Uniform

- Issued Navy Blue bicycle shorts. Shorts are only authorized for use while actively on bicycle patrol. Actively on bicycle patrol means spending at least fifty percent of your shift on the bicycle.
- Issued Polo type shirt with badge patch and "POLICE" on back.
- Issued bicycle helmet.
- White or black socks with a black or white athletic shoe.
- "Nylon" Duty belt with all issued equipment.

4. Utility Uniform

* may be issued at the discretion of the Chief

- a. Issued utility (BDU type) pants.
- b. Issued utility (BDU type) shirt with Department police patch on each sleeve.
- c. Black duty boots.

- d. Issued utility cap.
- e. Windbreaker may be worn with the utility uniform.
- f. "Nylon" Duty belt with all issued equipment.

5. Utility Coveralls

- a. Coveralls can be worn over the dress uniform, civilian clothing or with a white T-shirt visible to the base of the neck.
- b. Black dress shoes with black socksBlack duty boots/shoes.
- c. "Nylon" Duty belt with all issued equipment.

6. Exceptions to Uniform Types

a. Shoes

- 1. Black duty boots/shoes may be worn with all issued uniforms.
 - 2. Black duty boots/shoes may be worn with utility uniform or coveralls.
- b. Coats: Issued raincoat may be worn during inclement weather.
 - c. Headgear: Officers shall wear issued helmets while operating a bicycle.
 - d. Black gloves may be worn during cold or inclement weather, or when operating a bicycle.

7. Wearing of Uniforms

- a. The dress uniform is the standard uniform for all uniformed assignments.
- b. All officers shall wear either the winter, summer, or optional summer uniform on a particular shift. The Chief of Police, Deputy Chief of Police, or Lieutenant may inform officers on shifts of the proper uniform for the day according to weather or seasonal conditions.
- c. The utility uniform will be worn only with the permission of the Command Staff.
- d. The utility coveralls may be worn in cases where the normal uniform might become soiled or damaged.
- e. Dress uniform headgear (Campaign style cover) is only mandatory while attending or working traffic for a funeral, and while working certain special events as dictated by the Police Chief or Command Staff.
- f. Headgear should be removed as a matter of courtesy:

1. Inside a complainant's residence.
2. Eating inside an establishment.
3. When entering a courtroom.
4. When entering a funeral home.
5. When entering a place of worship.

6. During a prayer at a ceremony in which the officer is participating and has been directed to do so.

g. Uniforms will be worn in their entirety as described in this directive and no one piece will be worn without the other parts. No part of issued uniforms will be worn with non-issued clothing.

8. Uniform Insignia and other Attachments to the Uniform* Department Commendations (ribbons) are only to be worn with a formal dress uniform during special ceremonies.

a. Collar brass should be positioned approximately at the center of the line that begins at the collar tip and extends to the closest point of the collar neckline.

b. *Department Commendations (ribbons) will be displayed on the dress uniform as follows:

- Positioning: Department Commendations (ribbons) should be positioned above the right shirt pocket.
- Ribbons will be displayed in rows, not to exceed three ribbons per row.
- The first row should be centered 1/8 inch above the top seam of the right front pocket.
- Additional rows will be centered and placed directly above the underlying row.
- Ribbons displayed on the department uniform will be arranged so that the viewer may distinguish the order of prominence. (left to right / lowest to highest)
- Order of Prominence of ribbons from lowest to highest:

Military Service Ribbon - will be awarded to officers of this department who have served in and been honorably discharged from any branch of the United States Armed Forces, or are presently serving in any branch thereof.

Wartime Military Service Ribbon - will be awarded to officers of this department who have served in the United States Armed Forces during the:

Korean War - 06/25/50 through 01/31/55

Vietnam War - 12/22/61 through 05/07/75

Persian Gulf War - 01/17/91 through 02/26/91

War on Terrorism - 09/11/01 through current date

Educational Achievement Ribbon - will be awarded to officers who have obtained an Associates Degree, or higher, from an accredited institution of higher learning. The Educational Achievement ribbons will include four distinct ribbon patterns as follows:

Class 4 - Associates Degree

Class 3 - Bachelors Degree (Bronze Star)

Class 2 - Masters or Professional Degree (Silver Star)

Class 1 - Doctoral Degree (Gold Star)

Advanced Administrative Training Ribbon - will be awarded to officers who have completed an advanced, comprehensive administrative training program. Training programs for which the Administrative Training ribbon will be awarded will include, but not limited to:

Administrative Officers Management Program - North Carolina State University

Federal Bureau of Investigation National Academy

Northwestern University School of Police Staff and Command

Southern Police Institute Administrative Officers Course

IACP and University of Richmond's Professional Executive Leadership School (PELS)

Successful completion of 60 college credit hours of law enforcement related, administration and/or leadership courses

Successful completion of a bachelor's degree, majoring in Administration, from an accredited college or university.

Firearms Proficiency Pin - An Expert pin will be awarded to officers who attain a qualification score of 90% or above. Eligibility of the Expert pin will be re-evaluated annually, with the pin re-issued as necessary.

Firearms Proficiency Ribbon - will be awarded to officers who maintain a qualification score of

95% or above for a period of five consecutive years. Officers earning this ribbon will be entitled to wear it as a permanent uniform decoration.

Civic/Professional Recognition Ribbon - may be awarded to officers as a representation of honors awarded by external organizations. This ribbon will be awarded only in recognition of awards related to the law enforcement profession and received through competitive selection. Subsequent awards of this ribbon may be designated.

Field Training Officer Service Ribbon - The Field Training Officer Service Ribbon will be awarded to officers who have attended the field training officer certification program and have trained newly hired police officers. This ribbon will acknowledge those officers who have served in this important function.

Tactical Unit Service Ribbon - The Tactical Unit Service Ribbon will be awarded to officers who have served on a Tactical Unit.

Tactical Unit Certification Pin - This pin is to be awarded to officers upon completion of Basic Tactical School.

The pin will worn centered above the pocket, centered with the name tag. If ribbons are worn, the pin will be centered above the ribbons.

Crime Prevention Specialist Certification Ribbon - This ribbon will be awarded to officers that achieve the Crime Prevention Specialist Certification.

Career Service Ribbon - awarded to officers upon completion of four years of full time sworn law enforcement service. The Career Service ribbon will be awarded every two years thereafter, to reflect the officer's current time in service. In computing the officer's time in service, prior related sworn service with a federal, state, municipal, county or college/university law enforcement agency (excluding military service) will be considered.

Patrol Proficiency Ribbon - awarded to officers of this Department who have completed five years of accumulative service, with this Department, in a patrol function. This ribbon will acknowledge those who have served in this important and hazardous function within the the within the law enforcement profession. In computing an officer's length of patrol service, the hire date or the date of completion from the basic police academy and Field Training Program will serve as the starting date.

Officer of the Year - This award is presented to an officer for outstanding service and deeds to their department, community and profession. Selection criteria may include the following:

- a) Exemplify the qualities expected in a law enforcement officer.
- b) Displays a good attitude toward the public and department to which they serve.
- c) Presents a good appearance and respect for the uniform and badge to which they proudly wear.
- d) Is a consummate professional with a high degree of work ethic.
- e) Represents the department in a noble fashion and serves the Association as a representation of pride, honor and service.
- f) Serves and participates in community based organizations or projects that reflect positively upon the Officer, Department and Association. *(Will be awarded to one sole recipient unless*

exigent circumstances exist)

Honorable Service Ribbon - The Honorable Service Plaque will be awarded to any officer of this department:

- a) in recognition of exceptional performance in the completion of a special task, and
- b) upon retirement from active service where the officer will immediately receive full retirement benefits.

Chief's Award - The Chief's Award will be presented in recognition of actions taken by an officer that:

- a) is known to the Chief of Police to have significantly furthered the mission of the agency, the effectiveness of the workforce, or the well-being of agency co-workers, and
- b) the Chief of Police believes would not be adequately recognized by means of other awards.

Meritorious Service Ribbon - The Meritorious Service Medal will be awarded to any officer of this department who has demonstrated a sustained, superior performance in the completion of their job duties.

To be eligible for this medal:

- a) job performance must have substantially exceeded normal requirements over an extended period of time
- b) the officer's overall performance must have contributed to enhancing the effectiveness of this department.

Purple Heart Ribbon - The Purple Heart Medal will be awarded to any officer of this department who, while in the performance of duty, is maliciously wounded.

To be eligible for this medal, the wound must be:

- a) received from or caused by an assailant
- b) received under circumstances considered life-threatening

Medal of Honor Ribbon - The Medal of Honor will be awarded to any officer of this department who distinguishes himself through a specific act of personal bravery or sacrifice.

To be eligible for this medal, an officer must perform an act that demonstrates outstanding courage without regard to personal safety.

An officer receiving a subsequent award of the same type will be re-issued a ribbon with an appropriate star to represent the additional award.

- a. A Bronze Star will designate two awards of such medal/plaque.
- b. A Silver Star will designate three awards of such medal/plaque.
- c. A Gold Star will designate four or more awards of such medal/plaque, and will represent the highest decoration for display on the uniform

c. Sleeve insignia (Chevrons)

- Positioning: All chevrons shall be securely sewn to the garment with matching thread in a workmanlike manner. The highest point of the chevron shall be centered one-half inch

beneath the shoulder patch.

- Short sleeved shirts: Collar brass insignia shall be utilized on all short sleeved shirts.
- Long sleeved shirts: The large insignia shall be utilized on all long sleeved shirts, coats, and jackets.

d. Name plates will be centered on the right pocket flap and the top of the plate should be 1/4 of an inch below the top seam of the pocket.

e. The Firearm Proficiency Pin (when applicable) will be centered directly below the name plate.

C. Proper Fit and Care of Uniforms

1. Supervisors will inspect individual officers at least weekly to insure assigned uniform and equipment items are properly worn and cared for.

2. Proper Fit

a. All uniforms should fit properly: neither too tight nor too loose.

b. Tailoring of uniforms may be authorized by the Director/Chief of Police.

c. Headgear will be worn squared or straight on the head, approximately two fingers above the bridge of the nose to the visor, and shall not be cocked on the back of the head or worn in a rakish manner.

3. Proper Care

a. Uniforms shall be cleaned and pressed.

b. The proper care of uniforms is the responsibility of the employee.

c. Shoes and boots shall be clean, in good repair and shined.

d. Headgear shall be clean and in good repair.

e. All issued equipment shall be kept clean and in good repair.

4. Stored Uniforms and Equipment

a. Department uniforms and equipment not assigned will be stored in the Department Equipment Storage Area. Weapons, handcuffs, and badges that are not assigned will be stored

in the Department Safe.

b. The Deputy Chief is responsible for insuring stored equipment remains in a state of operational readiness.

D. Attire for Sworn Officers in Plain Clothes

1. Officers assigned to administrative or investigative duties shall wear proper business attire when on duty.

E. Civilian Attire and Appearance

1. Each civilian employee shall present a neat and clean appearance while on duty.

2. All civilian employees who are not issued or authorized uniforms shall wear proper business attire when on duty.

3. Denim jeans, cut-offs, T-shirts, and tank tops shall not be worn on duty without prior permission of the Chief of Police.

F. Standards of Personal Appearance for Uniformed Personnel

1. Facial Hair: The face will be clean-shaven except that mustaches are permitted. When a mustache is worn, it will be kept neatly trimmed and may not extend further than ¼ inch below the corner of the mouth. Goatees and beards are not authorized.

2. Male Hair Styles: When the officer is standing erect, the length of his hair shall not extend below the top of the shirt collar or cover the outer edge of the ear. It may be neatly boxed, layered, or tapered. Hair on the forehead shall not visibly protrude from under the headband of issued headgear. Sideburns are allowed to extend to the bottom of the ear opening with no flare, and should not be so full as to hide the ears from the front.

3. Female Hair Styles: When the officer is standing erect, her hair shall be arranged so as to not extend beyond the bottom of the shirt collar. Hair on the forehead shall not visibly protrude from under the headband of issued headgear.

4. Sworn personnel, while wearing the uniform, shall not exhibit unnatural hair colors or styles.

5. Tattoos or body art displaying the following are prohibited at all times:

- Racism;
- Sexism or sexually suggestive or explicit
- Obscenity or profane
- Gang or drug related
- Undermining City or department values
- Political in nature.

Officers are prohibited from having tattoos visible on arms below the elbow or anywhere on their legs while on duty.

Prohibited areas:

Tattoos on the following body areas are prohibited from view while on duty, and shall be covered at all times:

- neck
- head
- face
- ears
- hands and fingers

Body Piercing and Disfigurements:

Body piercing and intentional (decorative) disfigurement are prohibited from view. All piercings and intentional decorative disfigurements shall be covered while the staff member is on duty.

Note: There are exceptions for female police officers who may wear pierced earrings of modest design and does not violate more specific department policy as written.

Section 3 - C-1.2 Disciplinary Procedures

Effective 7/26/22
Reevaluate 7/26/23
Version Date 07/26/22
16:13

**HAMPDEN-SYDNEY COLLEGE
DEPARTMENT OF PUBLIC SAFETY &
POLICE**

GENERAL ORDERS

SUBJECT: DISCIPLINARY PROCEDURES

NUMBER C-1.2

EFFECTIVE DATE: July 26, 2022

REVIEW DATE: ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety
& Chief of Police**

Reference: CALEA STD. 26.1.4, 26.1.5, 26.1.6, 26.1.7, 26.1.8, 52.1.9

Purpose

The purpose of this directive is to establish the policies and procedures concerning disciplinary matters.

Policy

A. This directive, in conjunction with the College's Department of Human Resources describes the process by which discipline is applied in the Hampden-Sydney College Department of Public Safety & Police (The Department).

B. Discipline is a process of imposing formal sanctions that will help train or develop an employee, preferably through positive and constructive methods, rather than punitive measures. Discipline in The Department involves positive reward of employees, training, counseling and as a last resort, punitive action.

C. The Department's Disciplinary Procedures are applicable to all employees of The Department and are endorsed by the Director of Human Resources and the Director/Chief of Police. Should there be any changes to the College's Support Staff Disciplinary Procedures, The Department Disciplinary Procedures shall remain in effect for all Department employees until such time the Director/Chief of Police and the Director of Human Resources coordinate on the disciplinary procedures, and the Director/Chief of Police revises and implements the updated Department Disciplinary Procedures, as necessary.

Procedures:

A. Positive Reward

1. Commendation - The commendation is the highest form of positive recognition available to Department personnel. A commendation may be awarded to any member of the department who performs any act of personal bravery in the performance of duty. Any person may recommend an employee of the department for a commendation. The recommendation for a commendation shall be accompanied by substantiating information and/or witnesses' statements. All information shall be reviewed by the Director/Chief for approval. Should the recommendation be approved, then a Letter of Commendation shall be presented to the employee by the Director/Chief and a copy placed in the employees personnel file.

2. Appreciation - Letters of appreciation for faithful or outstanding performance of duty may originate from within or outside of the department. Appreciation letters received by the department will be routed to the employee through the chain of command and a copy of the letter will be placed in the employee's personnel file. The Chief of Police will forward a written reply to the author of the letter.

3. Department Commendation – The purpose of department commendations is for individual officers to be recognized for certain accomplishments within the department. Department commendations are on a lower level than Letters of Commendation. However, a Letter of Commendation may initiate the presentation of a Department commendation.

B. Training

1. Training can be a positive, constructive method to improve an employee's ability to properly perform a task, or to instruct in proper actions. The first task a supervisor should

accomplish when an employee under his supervision performs in an unacceptable manner or displays a lack of understanding of a process or procedure is to determine the employee's actual state of training or knowledge in the problem area. If it is determined that a knowledge or understanding gap exists, remedial training can be a positive mechanism to overcome the weakness.

2. The Director/Chief of Police, or his designee, will provide additional information relative to specialized training and development, and will respond directly to any employee's request. A variety of specialized training courses, programs, audio-visual programs etc. are available, and can generally be obtained to respond to training needs.

C. Counseling

1. Supervisors are responsible for counseling employees under their supervision concerning job related matters. Job related (performance) counseling is performed for several reasons to include:

- a. Identification of unacceptable behaviors or actions.
- b. Determining what the desired or acceptable performance is.
- c. Determining the reason for the particular behavior.
- d. Making recommendations to correct or improve performance or to solve the problem.

2. Records of counseling will be maintained by the Director/Chief of Police for one year and should be used as references by the supervisor when completing the employee's annual performance evaluation.

D. Punitive Disciplinary Action

1. Any employee of this Department who violates any policy, procedure, rule or regulation of Hampden-Sydney College or of The Department is subject to punitive disciplinary action.

2. Punitive disciplinary action may be administered for minor or major infractions of College or Department rules and regulations, policies or procedures. It may be initiated as a result of an internal affairs investigation or be imposed by the Director/Chief of Police.

E. Supervisory Responsibility and Disciplinary Authority

1. The role of supervisors is crucial in the disciplinary process. Supervisors have the best opportunity to observe the conduct, attitudes, demeanor, and appearance of employees and to detect those instances when disciplinary actions are warranted (rewards, remedial training, counseling, or punishment). Supervisors also have the opportunity to understand the personality traits of the personnel under their supervision and to determine the most effective methods of discipline.

2. Supervision should begin employee discipline, for minor infractions, with the least punitive measures. If these do not work, then increasingly more severe measures may be required. While this process may take time, it is important that each employee be dealt with justly as an individual, and in a manner, which clearly indicates that positive, constructive measures to change behavior or performances preceded the imposition of more negative sanctions. This process may not be appropriate in situations involving more serious breaches of discipline, in these situations, harsher disciplinary action may be required.

F. Disciplinary Penalties

Disciplinary penalties may be in the form of one or more of the following:

1. Oral Reprimand - The oral reprimand is the first level of disciplinary penalties. It is a discussion between a supervisor and an employee, in which the supervisor tries to reach an understanding of the causes for the offense and tries to impress upon the employee the need for corrective action. Any supervisor may give oral reprimands. No formal written record is kept of oral reprimands in the employee's official personnel record. The supervisor should note when the discussion was held and the topic discussed in the employee's Performance/Counseling File.

2. Administrative Letter - Any supervisor may initiate an administrative letter directed to an employee under his/her supervision. Any employee receiving an Administrative Letter will respond as directed in the letter. Administrative Letters and replies may be placed in the employee's department personnel file and will remain in the file for one year from the date of the Administrative Letter.

3. Written reprimand - Written reprimands will only be initiated by the Director/Chief of Police or his designee. Letters of written reprimand will be placed in the employee's department personnel file and will remain in the file for two years from the date of the reprimand. In addition, a copy of the reprimand will be forwarded to the Director of Human Resources to be placed as a permanent document in the employee's official personnel file. The Director/Chief of Police will coordinate with the Director of Human Resources to purge disciplinary information from the file, as appropriate.

4. Temporary Suspension - An employee may be suspended temporarily by any supervisor to protect the best interests of the Department, the College, the affected employee or the public. Temporary suspensions may be imposed in the following manner:

a. Supervisors may temporarily suspend an employee for the remainder of the employee's shift. Immediately upon suspending the employee, the suspending supervisor will orally notify his chain of command of the action taken. The suspending supervisor will follow the oral notification by submitting a written report of the circumstances of the suspension to the Chief of Police by 0900 hours the next workday. The suspending supervisor will also be responsible for relieving the employee of ID card, badges, and firearm, as appropriate. The supervisor will advise the employee not to return to work until the employee has spoken with the Director/Chief of Police or his designee.

b. The Director/Chief of Police may temporarily suspend or extend a supervisor's suspension for up to three days. The Director/Chief of Police will be responsible for notifying the Director of Human Resources and the Dean of Students of the action taken as soon as possible, prior to the end of the three-day suspension. The Chief of Police or his designee will insure the suspended employee turns in his ID card, badges, and firearm, as appropriate, if not already done.

c. The Director/Chief of Police may further extend a temporary suspension after consultation with the Director of Human Resources and the Dean of Students, if it is felt to be in the best interest of the College, the Department, the employee, or the public.

d. In addition, written documentation of the temporary suspension, will be forwarded to the Director of Human Resources to be placed as a permanent document in the employee's official personnel file. The Director/Chief of Police will coordinate with the Director of Human Resources to purge disciplinary information from the file, as appropriate.

5. The Director/Chief of Police may only give disciplinary Suspensions, as part of the disciplinary process, after consultation with the Director of Human Resources. This action will be in the form of a letter to the affected employee giving the reasons for the suspension and the date authorized to return to work. The Chief of Police, at his discretion, may offer an alternative to loss of pay. Letters of suspension will be placed in the employee's department personnel file and will remain in the file for two years from the date of the letter of suspension. In addition, a copy of the suspension letter will be forwarded to the Director of Human Resources to be placed as a permanent document in the employee's official personnel file. The Director/Chief of Police will coordinate with the Director of Human Resources to purge disciplinary information from the file, as appropriate.

6. Dismissal from Employment - Dismissal from employment is the involuntary termination of an employee by the Director/Chief of Police in concert with the Dean of Students and the Director of Human Resources. In the event of dismissal, the affected employee will be given a written statement informing the employee of the reason for the dismissal, the effective date of the dismissal, the status of fringe and retirement benefits, and a statement as to the information in the employee's personnel file relating to the dismissal.

7. All punitive actions taken, except oral reprimands, will be recorded in writing and the employee involved provided a copy. The written document will specify or include:

a. A statement citing the reason for the action and a conclusion of fact for each allegation of misconduct, e.g., improper conduct, violation of a specific rule, proper conduct, policy failure, insufficient evidence, etc.

b. What disciplinary action is being imposed

c. The effective date of the punishment imposed

d. Statement of impact, if any, on employee salary benefits, and retirement.

e. A statement as to the content of the employee's personnel file relating to the

action (where copies of the action filed and for how long).

G. Disciplinary Records

Information concerning disciplinary action (rewards, remedial training, counseling, or punishment) will be maintained in one or more of the following files:

1. Employee Performance/Counseling File: The employee's immediate supervisor maintains this informal file. The file contains returned police officer contact forms, notations concerning any oral reprimands during the current evaluation period, letters of job related (performance) counseling sessions, copies of correspondence between the supervisor and the employee, and any other information the immediate supervisor may feel is important in supervising, evaluating and counseling an employee. Information in this file will normally be purged after one year.

2. Department Employee Personnel File: The Deputy Chief of Police maintains this file. The department employee personnel file contains letters of commendation or appreciation, administrative letters, and replies, results of any sustained punitive disciplinary action, copies of performance evaluations, as well as other personnel related information.

3. Internal Affairs Files: Internal affairs files are maintained by the Chief of Police and contain all information relating to an internal affairs investigation. Information in the employee's internal affairs file will be purged after two years, except in criminal matters when the information will be retained indefinitely.

4. College Employee Personnel File: The Director/Chief of Police will forward copies of all disciplinary action or letters warning of possible disciplinary action, disciplinary suspension or dismissal, to the Director of Human Resources. The Director of Human Resources will include this information in the employee's personnel file in accordance with College policy.

Section 4 - C-1.3 Department Lockers

Effective 7/26/22
Reevaluate 7/26/23
Version Date 07/26/22
16:14

**HAMPDEN SYDNEY COLLEGE
DEPARTMENT OF PUBLIC SAFETY &
POLICE**

GENERAL ORDERS

SUBJECT: DEPARTMENT LOCKERS

NUMBER: C-1.3

EFFECTIVE DATE: July 26, 2022

REVIEW DATE ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety & Chief of Police**

Purpose

The purpose of this directive is to establish procedures for the use and inspection of department issued lockers.

Policy

It shall be the policy of the Hampden-Sydney College Department of Security and Police (The Department) to issue lockers to officers in order to allow for storage of department issued equipment and appropriate personal items.

Procedure

A. GENERAL

1. Lockers assigned to an officer will be utilized by that officer only. Officers will not share a locker with another employee or allow other employees to store property in their locker.
2. Lockers will remain secured at all times.
3. Spare keys and/or combinations to personally owned locks used to secure department lockers will be provided to a member of the command staff.

B. ASSIGNMENT

1. Lockers will be assigned by seniority. Once a locker has been assigned officers are expected to remain with that locker.
2. Officers will only have one locker. Use of multiple lockers is prohibited.
3. Officers will promptly vacate their assigned locker upon resignation or termination from Hampden-Sydney College.

C. INSPECTION

1. Department lockers are the sole property of Hampden-Sydney College and The Department.
 1. The need to occasionally store personal items in lockers is recognized, however officers should be aware that lockers may be inspected or otherwise entered to meet operational needs, internal investigatory requirements, or for other reasons at any time deemed necessary by the Chief of Police or his designee. No expectation of privacy should be assumed or expected.
2. A key and/or combination for all locks shall be available to supervisory personnel.
3. Only supervisors acting in their official capacity will be authorized to inspect or search department provided lockers.
4. Violation of acceptable locker use as outlined in this directive will result in discipline and potential loss of the use of the locker.

D. USE OF LOCKERS

1. Lockers will not be used under any circumstances to store evidence, regardless of the duration of time.
2. Lockers can be used to store any department issued equipment, with the following in mind:
 - a. Storage of firearms in lockers:
 - i. Officers may NOT store department issued firearms in their assigned lockers unless authorized by the Chief of Police.
3. Lockers may be used to store personal property that assists officers with the performance of their duties:
 - a. Perishables of any kind will not be stored in lockers.
 - b. Non-perishable food will only be allowed in its original, unopened packaging.
 - i. Once opened, non-perishable food may be temporarily stored in a plastic container with a lid.
4. Each employee is responsible for keeping their locker neat and clean at all times.
5. Locker exteriors will not have any decorative items, photos or signage displayed on them at any time.
6. Locker interiors can display pictures or other decorations, so long as they can be removed without leaving a lasting impression or damaging the surface of the locker in any manner. Decorations or displayed items must not be offensive, vulgar, discriminatory or profane in any manner. The definition of what constitutes a violation of this section is at the sole discretion of the Chief of Police.

Section 5 - C-1.4 Workspace Policy

Effective 7/26/22
 Reevaluate 7/26/22
 Version Date 07/26/22
 16:14

**HAMPDEN SYDNEY COLLEGE
 DEPARTMENT OF PUBLIC SAFETY &
 POLICE**

GENERAL ORDERS

SUBJECT: WORKSPACE POLICY

NUMBER: C-1.4

EFFECTIVE DATE: July 26, 2022

REVIEW DATE ANNUALLY

**AMENDS/SUPERSEDES:
 ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
 Director of Public Safety & Chief of Police**

Purpose

The purpose of this directive is to establish procedures for the use and inspection of department issued desks/cabinets (workspaces).

Policy

It shall be the policy of the Hampden-Sydney College Police Department to issue desks/cabinets

to officers in order to allow for storage of equipment, appropriate personal items and to provide a clean workspace.

Procedure

GENERAL

1. Workspaces assigned to an officer will be utilized by that officer only. Officers will not share a desk with another employee or allow other employees to store property in their desk drawers or cabinets.
2. Workspaces will remain secured at all times.
3. All spare keys to department drawers and cabinets will be surrendered to a member of the command staff.

ASSIGNMENT

1. Desks and cabinets will be assigned by seniority. Once a desk has been assigned, officers are expected to remain with that workspace.
2. Officers will only have one desk and one set of cabinets. Use of multiple desks and/or cabinets is prohibited.
3. Officers will promptly vacate their assigned workspaces upon resignation or termination from Hampden-Sydney College.

INSPECTION

1. Department desks and cabinets are the sole property of Hampden-Sydney College and the Hampden-Sydney College Police Department.
 1. The need to occasionally store personal items in desks is recognized, however officers should be aware that workspaces may be inspected or otherwise entered to meet operational needs, internal investigatory requirements, or for other reasons at any time deemed necessary by the Chief of Police or his designee. No expectation of privacy should be assumed or expected.
2. Keys shall be available to supervisory personnel.
3. Only supervisors acting in their official capacity will be authorized to inspect or search department workspaces.
4. Violation of acceptable workspace use as outlined in this directive will result in discipline and potential loss of the workspace.

USE OF WORKSPACES

1. Workspaces will not be used under any circumstances to store evidence, regardless of the duration of time.
2. Workspaces can be used to store any department issued equipment, with the following in mind:

- Storage of firearms in lockers:
 - Officers may NOT store department issued firearms in their assigned workspaces unless authorized by the Chief of Police.

1. Workspaces may be used to store personal property that assists officers with the performance of their duties:
 1. Perishables of any kind will not be stored on desktops or in drawers and/or cabinets.
 2. Non-perishable food will only be allowed in its original, unopened packaging.
 3. Once opened, non-perishable food may be temporarily stored in a plastic container with a lid.
 4. Each employee is responsible for keeping their workspaces neat and clean at all times.
 5. Desktops can display pictures or other decorations, so long as they can be removed without leaving a lasting impression or damaging the surface of the workspace in any manner.
 6. Decorations or displayed items must not be offensive, vulgar, discriminatory or profane in any manner. This section also applies to computer monitor screens. The definition of what constitutes a violation of this section is at the sole discretion of the Chief of Police.

Section 6 - C-1.5 Body Armor

Effective 7/21/22
 Reevaluate 7/21/23
 Version Date 07/26/22
 16:19

Subject: Uniforms and Equipment/Personal Appearance	Number: C-1.5
SUBJECT: Body Armor	NUMBER C-1.5
EFFECTIVE DATE: July 21, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD.	

PURPOSE

The purpose of this policy is to provide sworn members of the Hampden-Sydney

College Police Department with guidelines to specify agency, leadership, officer responsibilities, proper use and care of body armor.

POLICY

It is the policy of the Hampden-Sydney College Police Department (The Department) to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

DEFINITIONS:

Body Armor: An item of personal protective equipment intended to protect the wearer from threats that may include ballistic threats.

Body armor generally consists of two armor panels or plates, a front and a back, placed in a carrier.

Carrier: A garment whose primary purpose is to retain the armor panel(s) or plate(s) and to provide a means of supporting and securing the armor panel(s) or plate(s) to the wearer.

Field Activities: Duty assignments and/or tasks that place or could reasonably be expected to place officers in situations where they would be required to act in enforcement rather than administrative or support roles.

ISSUANCE OF BODY ARMOR

The Department shall ensure that body armor is issued to all officers when the officer begins service and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

The Department shall establish a body armor replacement schedule and ensure that replacement body armor is issued pursuant to the schedule or whenever the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice or its' successor agency.

Body armor that is worn or damaged shall be replaced by the Department.

Body armor that must be replaced due to misuse or abuse by the officer shall be paid for by the officer.

USE OF SOFT BODY ARMOR

Generally, the use of body armor is required subject to the following:

- Officers shall only wear agency-approved body armor.
- Officers shall wear body armor anytime they are in a situation where they could reasonably be expected to take enforcement action.
- Officers may be excused from wearing body armor when they are functioning primarily in an administrative or support capacity and could not reasonably be expected to take enforcement action.
- Body armor shall be worn by all patrol officers when working in uniform or taking part in Department range training.
- Officers that are assigned to the uniformed patrol function are required to wear body armor during their shift while engaged in field activities. In addition, all officers must wear protective vests during high risk and/or tactical situations.
 1. Examples of “high risk” or “tactical” situations include but are not limited to, search warrant executions, drug raids, initial crime scene response, and serving felony warrants.

However, there are Departmental exemptions as follows:

- When an agency-approved physician determines in writing that an officer has a medical condition that would preclude wearing body armor.
- When the Department determines that circumstances make it inappropriate to mandate wearing body armor.

COMMAND STAFF

Command staff personnel assigned to non-field patrol duties are not required to wear soft body armor while on duty.

(a) Command staff personnel shall have soft body armor immediately accessible.

(b) Command staff personnel participating in any high-risk incident shall

wear soft body armor.

6. INSPECTIONS OF BODY ARMOR

Each officer will be responsible for the proper care of assigned body armor.

1. Every officer shall routinely inspect personal body armor for signs of damage and for general cleanliness.
2. Annual inspections of body armor may be conducted on range days for fit, cleanliness, and signs of damage.
3. Each officer shall be responsible for reporting damage or excessive wear to the ballistic panels or carrier to his or her supervisor and the individual responsible for the uniform supply function.

Supervision

Supervisors shall ensure that all officers comply with this policy, including ensuring that body armor is worn and maintained as required by this policy through routine observation.

CARE AND MAINTENANCE OF SOFT BODY ARMOR

Soft body armor should never be stored for any period of time in an area where environmental conditions (e.g., temperature, light, humidity) are not reasonably controlled (e.g., normal ambient room temperature/humidity conditions), such as in automobiles or automobile trunks.

Soft body armor should be cared for and cleaned pursuant to the manufacturer's care instructions provided with the soft body armor. The instructions can be found on labels located on the external surface of each ballistic panel. The carrier should also have a label that contains care instructions. Failure to follow these instructions may damage the ballistic performance capabilities of the armor.

If care instructions for the soft body armor cannot be located, contact the manufacturer to request care instructions.

As dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.

Soft body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer, as noted on the armor panel label.

Soft body armor should be replaced in accordance with the manufacturer's recommended replacement schedule.

Officers are responsible for the proper storage, maintenance, cleaning, and care of body armor ballistic panels and carriers in accordance with manufacturer's instructions.

When the vest is not worn, those persons will be considered to have released Hampden-Sydney College, the Trustees of Hampden-Sydney College, Hampden-Sydney College Police Department, and all employees therein of any civil claim, liability, or suit which might arise as a result of injury or death from failure to wear the vest.

Section 7 - C-1.6 Time Management

Effective 7/26/22
Reevaluate 7/26/23
Version Date 07/26/22
11:36

**HAMPDEN SYDNEY COLLEGE
DEPARTMENT OF PUBLIC SAFETY &
POLICE**

GENERAL ORDERS

SUBJECT: Time Management

NUMBER: C-1.6

EFFECTIVE DATE: July 26, 2022

REVIEW DATE ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety & Chief of Police**

Purpose

The purpose of this policy is to ensure that all members of the Hampden-Sydney College Police Department abide by all rules and regulations pertaining to proper time-card procedures.

Policy

Nonexempt employees must accurately record all hours worked pursuant to the College's timekeeping system "Paycom". All police personnel must be present on campus when entering a starting shift or ending shift time in Paycom. Intentional inaccuracies in time reporting is considered "stealing time" and/or "dishonest conduct" and is reason for dismissal of employment.

- No officer shall at any time end their shift and leave the premises until another certified law enforcement officer is present to relieve them.
- At no time shall non-law enforcement security officers be left on campus to cover a shift in absence of a certified law enforcement officer.
- Any officer who sees discrepancies in their time should notify the Lieutenant or Deputy Chief immediately.
- It is the responsibility of the individual to keep track of their time.
- All time off requests must be sent through the paycom system for approval. Any time off request not sent through paycom is subject to be denied. Even if the time is sent to a supervisor it must still be entered in to paycom for final approval.
- Dates that are "blacked out" in the paycom calendar are dates that vacation time will not be approved due to presence being required for large events, etc. "Blacked out" dates will only be utilized for major events. These dates will be non-negotiable.

Chapter 5 - D – Operational Procedures

Section 1 - D-1.0 Patrol Administration

Effective 7/26/22
Reevaluate 7/26/23
Version Date 07/29/22
09:56

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: PATROL ADMINISTRATION	NUMBER D-1.0
EFFECTIVE DATE: July 26, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 11.1.1, 12.1.4, 41.1.2, 42.2.6	

Purpose

The purpose of this directive is to establish the functions and objectives of the patrol function, and to establish related policies and procedures.

Organization and Administration

The patrol function of the Hampden-Sydney College Department of Public Safety & Police is the primary law enforcement section of the Department and includes a wide variety of activities. Patrol provides complete coverage of the College at every hour of the day and night.

Patrol Functions

Police patrol responsibilities for the following major patrol job tasks are as follows:

A. Preventative Patrol - Preventative patrol includes random patrol oriented towards the prevention of crimes and accidents, the maintenance of public order, and the discovery of hazards and delinquency causing situations.

B. Crime Prevention Activities - Officers are responsible for promoting the prevention, resistance, and suppression of crime. Patrol officers routinely provide crime prevention advice and information to the community, and are expected to report situations that may warrant the need for specific crime prevention programs.

C. Response to Calls for Service - The handling of non-criminal incidents and services to

the campus community is a primary responsibility of patrol. By responding to routine calls for service, the patrol function is able to provide for and fulfill a positive role for the Department.

D. Investigation of Crimes, Offenses, Incidents, and Conditions - A major responsibility of patrol officers is responding to, investigating and reporting crimes, offenses, incidents and conditions on the College campus, with the primary objective of arresting perpetrators of crimes on campus. This law enforcement objective is accomplished through both reactive and proactive patrolling.

E. Traffic Direction and Control - Traffic services are another important responsibility of patrol. Patrol provides traffic direction and control at major events on campus, response to, and investigation of traffic accidents on campus, and engages in traffic law enforcement on campus. All of these patrol functions provide for a safer College community.

F. Enforcement of College Rules and Regulations - As a campus law enforcement agency, patrol officers also have the responsibility for enforcing College Rules and Regulations. This includes the proper response to and reporting of violations of College Rules and Regulations and Parking Rules and Regulations.

G. Maintenance of Public Order - The maintenance of public order is an important responsibility of police patrol, especially on an academic campus. The routine patrolling of the College, as well as the proper response to disorderly situations, provides for the maintenance of order within the College community.

H. Provision of Emergency Services - The provision of emergency services is a primary responsibility of patrol. Patrol officers are trained and equipped to provide a level of emergency services necessary for the College community and appropriate for a law enforcement agency.

I. Development of Relationships between Citizens and the Department - The patrol officer is the primary contact of the Department with the community it serves. Each patrol officer is responsible for promoting positive community relations in the performance of job duties.

J. Reporting of Information to Appropriate Organizational Components - another major responsibility of patrol is the reporting of information to appropriate organizational components. Successful patrol operations are dependent on communication and coordination with the investigative and crime prevention functions and services component of the Department.

K. Building Security - As part of their routine patrol, officers shall perform their building checks to ensure building security. Upon completing the building check, officers will log the check into Zuercher. While checking buildings, officers should look for signs of unauthorized entry, vandalism, unsafe conditions and/or damaged property. If any of those conditions exist, officers shall generate a report detailing the conditions and/or put in a work order as necessary. If unauthorized entry is found, officers should notify dispatch and ask for an additional unit.

At the beginning of their shifts, all officers are required to log in to Zuercher and mark on-duty. Officers shall check for any messages or tasks in Zuercher. Officers shall also check their College email. Officers should continue to monitor Zuercher and their email periodically throughout their shifts.

4. Patrol Objectives

A. The objective of the patrol function is to provide a support service to the College in terms of services rendered and protection provided. Police officers patrol the campus on a daily basis, by shift, and are charged with the responsibilities of protecting property, persons, enforcement of laws and College regulations, security of buildings, providing emergency services, supervision of public gatherings and sporting events, and providing information and assistance to campus visitors.

Section 2 - D-1.1 Emergency Notifications

Effective 7/29/22
Reevaluate 7/29/23
Version Date 07/29/22
11:10

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: EMERGENCY NOTIFICATIONS	NUMBER D-1.1
EFFECTIVE DATE: July 29, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 55.2.7	

Purpose

The purpose of this directive is to establish procedures for the delivery of emergency messages and for contacting students who are in class.

Policy

Officers/Dispatchers shall relay the information immediately to the Director/Chief of Police or Deputy Chief of Police.

Procedure

A. Emergency Messages and Death Notifications

1. The Director/Chief or Deputy Chief shall proceed as follows with available information:
 - Student – Contact the Dean of Students and relay the information. The Dean of Students will be responsible for the delivery of the notification.
 - Faculty – Contact the Dean of Faculty and relay the information. The Dean of Faculty will be responsible for the delivery of the notification.
 - Staff – Contact the Director of Human Resources and relay the information. The Director of Human Resources will be responsible for the delivery of the notification.

B. Contacting Students in Class

1. When it is necessary to contact a student, the officer will follow one of the three procedures listed below.

- a. Contact the Professor before class and ask to have the student come to the Police Department after class.
- b. Contact the student in the hallway prior to class and ask him/her to come to the Police Department when class is over.
- c. Contact the student when class is over and ask him/her to come by the Police Department.

2. The officer will check the student's class schedule to insure the student will not miss a class when asked to come to the office.

3. A student's class will only be interrupted in the event of an emergency notification or at the discretion of the Director/Chief of Police.

Section 3 - D-1.2 Vehicle Operation and Inspection

Effective 7/27/22
 Reevaluate 7/27/23
 Version Date 07/27/22
 09:09

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: VEHICLE OPERATION AND INSPECTION	NUMBER: D-1.2
EFFECTIVE DATE: July 27, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police

Purpose

The purpose of this directive is to establish procedures governing the operation of police vehicles.

Procedures

A. Inspections and Service

1. Pre-Operation Check - Each vehicle will be subjected to a thorough visual inspection by the assigned operator prior to operating the vehicle. This pre-operational inspection will include, but is not limited to the following:

a. A complete inspection of the vehicle's exterior to determine if any new damage has occurred to the vehicle. If new damage is observed, this information is to be immediately brought to the attention of the patrol lieutenant and recorded on the inspection form.

b. An inspection of the tires to be certain of their condition to include tread depth, sidewall condition and proper inflation. A vehicle with tires that are unsafe will be deadlined.

c. All lights will be inspected to insure they are operating properly. Necessary lights must be functional prior to operation of the vehicle.

d. All emergency equipment (emergency lights, spotlight, siren) will be checked to insure they are operating properly

e. An inspection of the trunk area or cargo compartments, as applicable, to make sure the spare tire, jack and related equipment are serviceable and secure, that the first aid kit is properly stocked and ready for use, to include the emergency blankets, that the correct number of flares are present, and that the fire extinguisher is secured and its seal intact.

f. Special equipment will be properly accounted for, inspected, and stored in the proper area ready for use.

g. The interiors of the automobiles will be inspected for cleanliness, damage, disrepair, or other conditions which are unsightly or which will impair the operator's use of the vehicle.

h. The vehicle's state inspection and licenses will be checked to make sure they are valid and properly displayed.

i. Floorboards, areas under the seats, passenger, and cargo compartments will be inspected before and after each use for trash, debris, weapons, and contraband. If any is found, it will be removed from the vehicle. When any items of this nature are found during the pre-operation inspection, the operator will notify the patrol lieutenant in writing.

2. During Operation Requirements

a. All gauges and indicators should be checked frequently to be certain the vehicle is operating properly.

b. The operator will report any vehicle damage occurring during the shift to the patrol lieutenant as soon as appropriate.

c. Brakes, steering, etc., should be inspected through careful "road testing" and observation. Deficiencies should be corrected or reported promptly. If the operator determines that the vehicle is unsafe to operate, operation of that vehicle will cease immediately, and the information will be passed to the next shift, and the Director/Chief of Police should be notified as soon as appropriate.

d. Clothing, packages, and other loose items will be properly stored when not in use. Such items are not only unsightly, but may be used against you by a prisoner or cause injury in the event of an accident.

e. All police vehicles will be secured (locked) when not under physical control of the operator, or when absolutely necessary to prevent the commission of a crime or escape.

3. Vehicle Service

a. The assigned operator should report small vehicle deficiencies such as blown fuses, burned out bulbs, adding oil or other fluids, etc. If the deficiency cannot be corrected, it should be noted on the appropriate checklist so the patrol lieutenant will be aware of the problem and can take action to correct it.

b. Operators will report major mechanical problems or deficiencies affecting the safe operation of patrol vehicles to the patrol lieutenant as soon as feasible.

c. No police vehicle will be towed for service or receive any major mechanical work without the approval of the Director/Chief of Police.

d. The Director/Chief of Police and the Deputy Chief of Police will be notified immediately any time a police vehicle is involved in a traffic accident.

Police patrol Vehicle Equipment

A. College police patrol vehicles shall be equipped with a mobile radio, blue emergency lights, spotlight, siren, and a public address system.

B. All marked police vehicles shall be equipped with the following:

1. Police Vehicles:

a. Fire extinguisher

b. Spotlight – mounted or hand-held

c. Jumper Cables or Jumper Box

- d. First aid kit - pocket mask and protective gloves
- e. One disposable blanket
- f. AED (if available)

Police Vehicle Operation

A. General Operating Guidelines

1. All police vehicles will be driven safely and properly in full compliance with all traffic laws and regulations. Police vehicles are symbols of authority, and the actions of the operators of such vehicles are noticed by many. Each operator must set an example of good driving behavior and habits.

2. Specific sections of the Code of Virginia allow for emergency vehicles to disregard certain traffic regulations; however, neither the College nor the officer is relieved from civil liability for failure to use reasonable care in such operation.

3. Safety belts shall be worn by drivers and passengers, to include persons in custody, whenever the vehicle is so equipped. This applies to the operation of state owned vehicles, commercial, or privately owned vehicles if used while on-duty.

This policy recognizes and includes in this policy §46.2-1094 of the Code of Virginia which exempts law enforcement officers from safety belt use under the following conditions: "Any law enforcement officer transporting persons in custody or traveling in circumstances which render the wearing of such safety belt system impractical." (OPR.01.04) "Law-enforcement agency personnel driving motor vehicles to enforce laws governing motor vehicle parking."

B. Emergency Operations

1. Operators of police vehicles must bear in mind that traffic laws requiring other vehicles to yield the right of way to any emergency vehicles do not relieve the emergency vehicle operator from the duty to drive with due regard for the safety of all persons. The final sentence in Virginia Code Sections 46.1-199 and 46.1-226 reminds the emergency vehicle operator that "Nothing in this section shall be construed to release the operator of any such vehicle from civil liability for failure to use reasonable care in such operation."

2. The vehicle operator must remember that his objective is to get to the scene of the occurrence as soon as possible, safely, without danger to himself or to others.

3. When, in the opinion of the officer, an emergency is imminent or exists, or that activation of emergency warning devices is necessary to protect life, the department authorizes an emergency response. Examples include:

- a. At the scene of any incident where the use of emergency lights constitutes a

necessary warning for the safety of others.

b. As a visual signal to attract the attention of motorists about to be stopped for traffic or other violations.

c. In response to another officer's declaration of an emergency.

d. Pursuits - See D-1.3 Pursuits of Motor Vehicles.

4. Emergency Escorts

a. When escorting vehicles, officer shall obey all traffic laws, to include speed limits.

b. When an escort is provided, it is not giving the escorted vehicle preferential treatment, it is only leading or assisting with the safe passage of the escorted vehicle through intersections, etc.

c. College police vehicles will not provide an emergency escort to privately owned vehicles seeking an escort to the hospital.

d. College police vehicles may escort emergency vehicles in order to assist in directing the emergency vehicle to locations on campus.

Section 4 - D-1.3 Vehicle Emergency Operation and Pursuits

Effective 7/27/22
Reevaluate 7/27/23
Version Date 07/27/22
10:06

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: VEHICLE EMERGENCY OPERATION, & PURSUITS OF MOTOR VEHICLES	NUMBER: D-1.3
EFFECTIVE DATE: July 27, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
VLEPSC STANDARDS: OPR.01.01-.04, .01.09, .07.09	

NOTE:

This order is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an

evidentiary sense, with respect to third-party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

POLICY

All personnel of the Hampden-Sydney College Department of Public Safety and Police operating department vehicles shall exercise due regard for the safety of all persons: The protection of life is the paramount goal of the department. No task, call, or incident justifies disregard of public safety. Further, the public expects its law-enforcement officers to demonstrate exemplary driving skills. All department personnel who operate department vehicles will comply with safe driving procedures outlined herein with particular attention to responding to calls for service or engaging in pursuits. Emergency warning devices shall be used consistent with both legal requirements and the safety of the public and department personnel.

Pursuits represent a dangerous and difficult task that receives much public and legal scrutiny when accidents, injuries, or death result. Pursuing officers and supervisors must justify their actions and, once they have decided to pursue, continuously evaluate the safety of their actions. Further, forcible measures to stop a fleeing driver, as detailed below, are prohibited except where deadly force is appropriate.

Officers shall only pursue persons based on probable cause that they have committed, or have threatened to commit, a crime involving violence or the display or use of a firearm. The fact that the driver of a vehicle is fleeing does not, of itself, justify a pursuit. ("Crime involving violence" is defined below under III.)

PURPOSE

To establish procedures governing the operation of police vehicles, with special attention to emergencies and pursuits.

DEFINITIONS

A. Boxing in -A deliberate tactic by two or more pursuit vehicles to force a pursued vehicle in a specific direction or to force it to reduce speed or stop by maneuvering the pursuit vehicles in front of, behind, or beside the pursued vehicle.

B. Caravanning -Direct participation in a pursuit by department vehicles other than the primary and authorized support vehicles.

C. Crime involving violence -An offense involving violence or the threat of violence to another person, or the use or threat of physical force to another person. Examples:

1. Murder.

2. Robbery.

3. Rape.
4. Felonious assault.
5. Felonious sex offense.
6. Abduction.
7. Arson involving death or serious injury.
8. Any property crime coupled with life-threatening acts.
9. Any crime involving the display or use of a firearm, including misdemeanors involving firearms.

D. Emergency driving -That driving in response to a life-threatening or other serious incident (based on available information) which requires emergency equipment in operation. *Virginia Code* §§ 46.2-829, -920, and -1022 apply.

E. Emergency equipment -Flickering, blinking, or alternating emergency lights and a siren, whistle, or air horn designed to give intermittent signals automatically. §§ 46.2-920 and -1022 apply. All marked vehicles have distinctive, reflectorized decals for additional visibility. In this order, an authorized emergency vehicle is one that is equipped with emergency equipment.

F. Normal or routine driving -That driving which dictates vehicle speed consistent with the normal flow of traffic, obedience to vehicle laws and posted signs, adherence to commonly-understood "rules of the road."

G. Primary pursuit vehicle -Normally the department vehicle that begins the pursuit or the vehicle closest to the fleeing suspect. The primary pursuit vehicle may be re-designated by order of the on-duty supervisor.

H. Pursuit driving -An active attempt by an officer in an authorized emergency vehicle to apprehend a suspect, who is fleeing or evading apprehension, provided the officer reasonably believes that the suspect is refusing to stop and is willfully fleeing capture by high-speed driving or other evasive maneuvers and the officer has probable cause to believe that the fleeing suspect has committed, or has threatened to commit, a crime involving violence or the display or

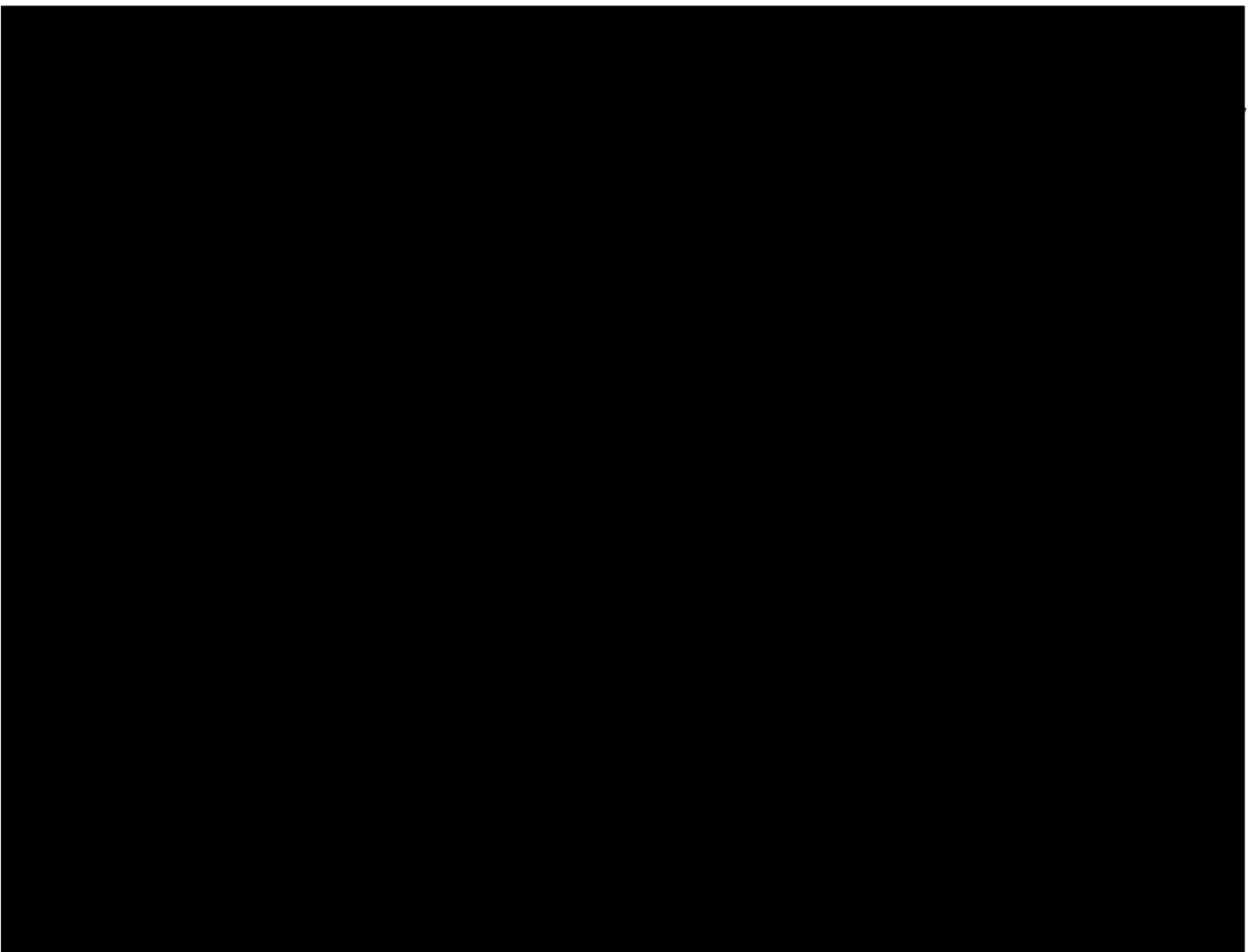
use of a firearm. Pursuits shall be conducted only with activated emergency equipment as defined in §§ 46.2-920 and -1022 and under circumstances outlined in this order. An attempt to stop a vehicle that is not fleeing, or attempts to stop a vehicle that is refusing to stop while still obeying traffic control devices and not exceeding the speed limit by more than ten miles per hour is not a pursuit.

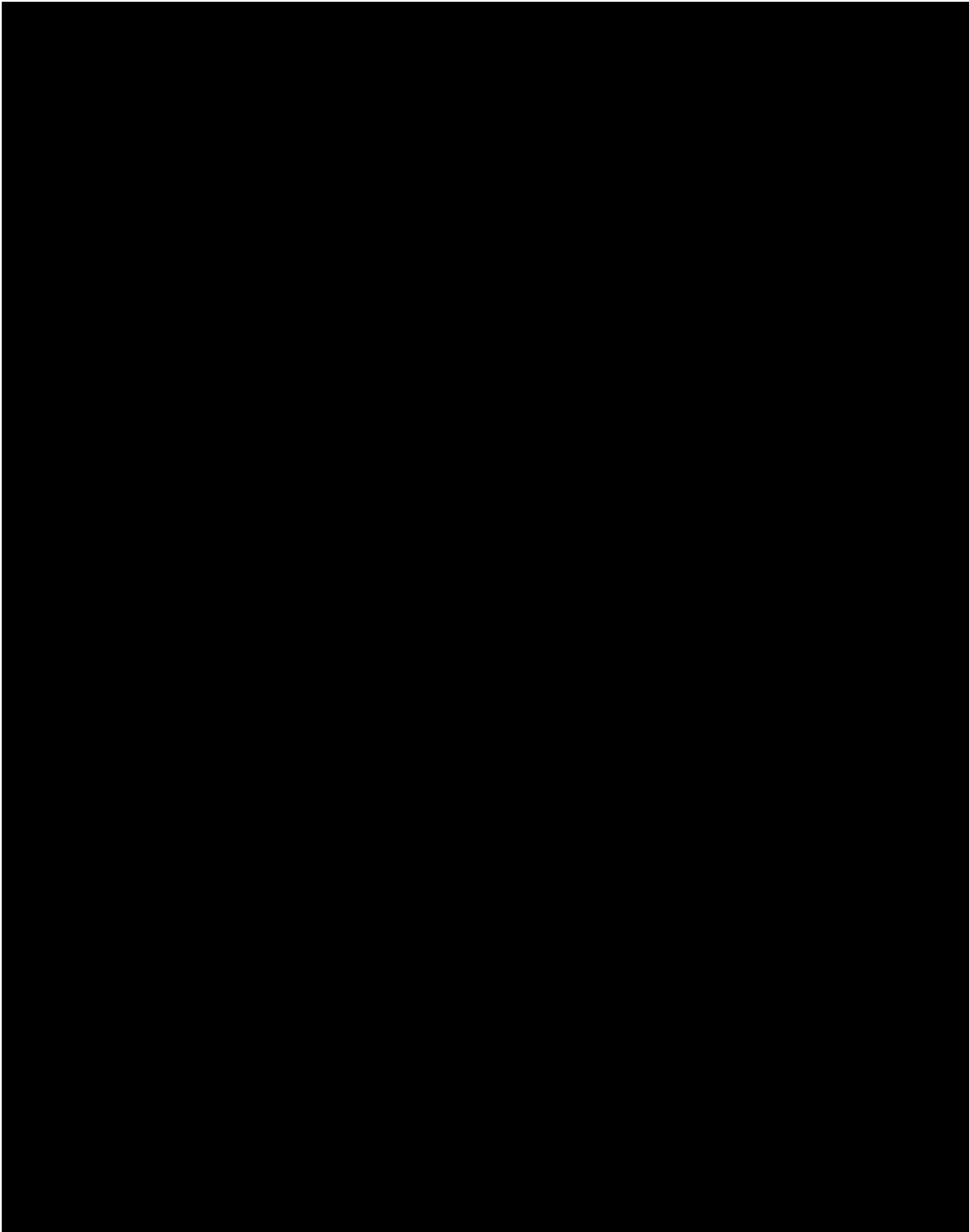
I. Risk -The degree of danger or hazard to the public or officers.

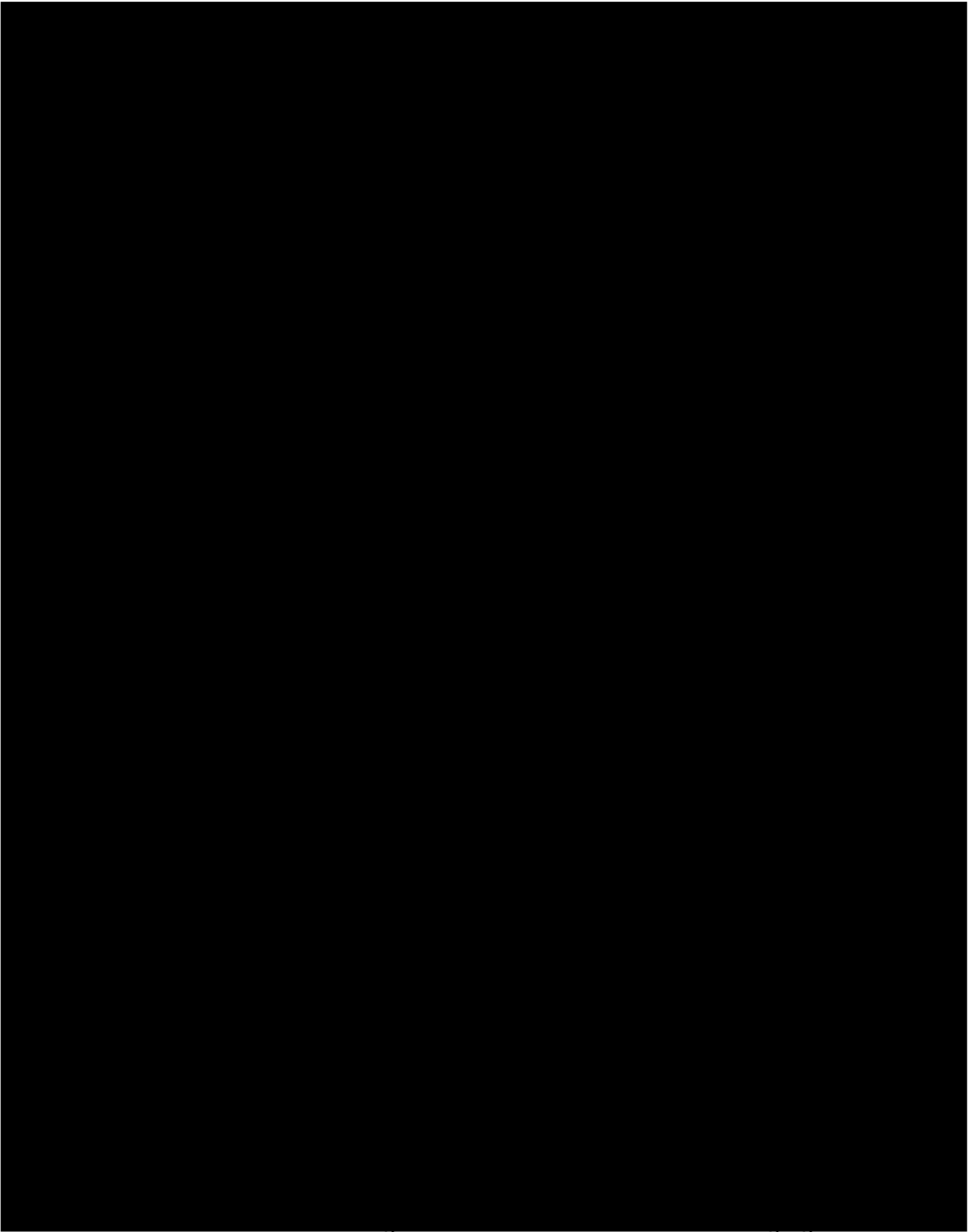
J. Roadblock -Any method, restriction, or obstruction used to prevent free passage of vehicles on a roadway in order to stop a suspect.

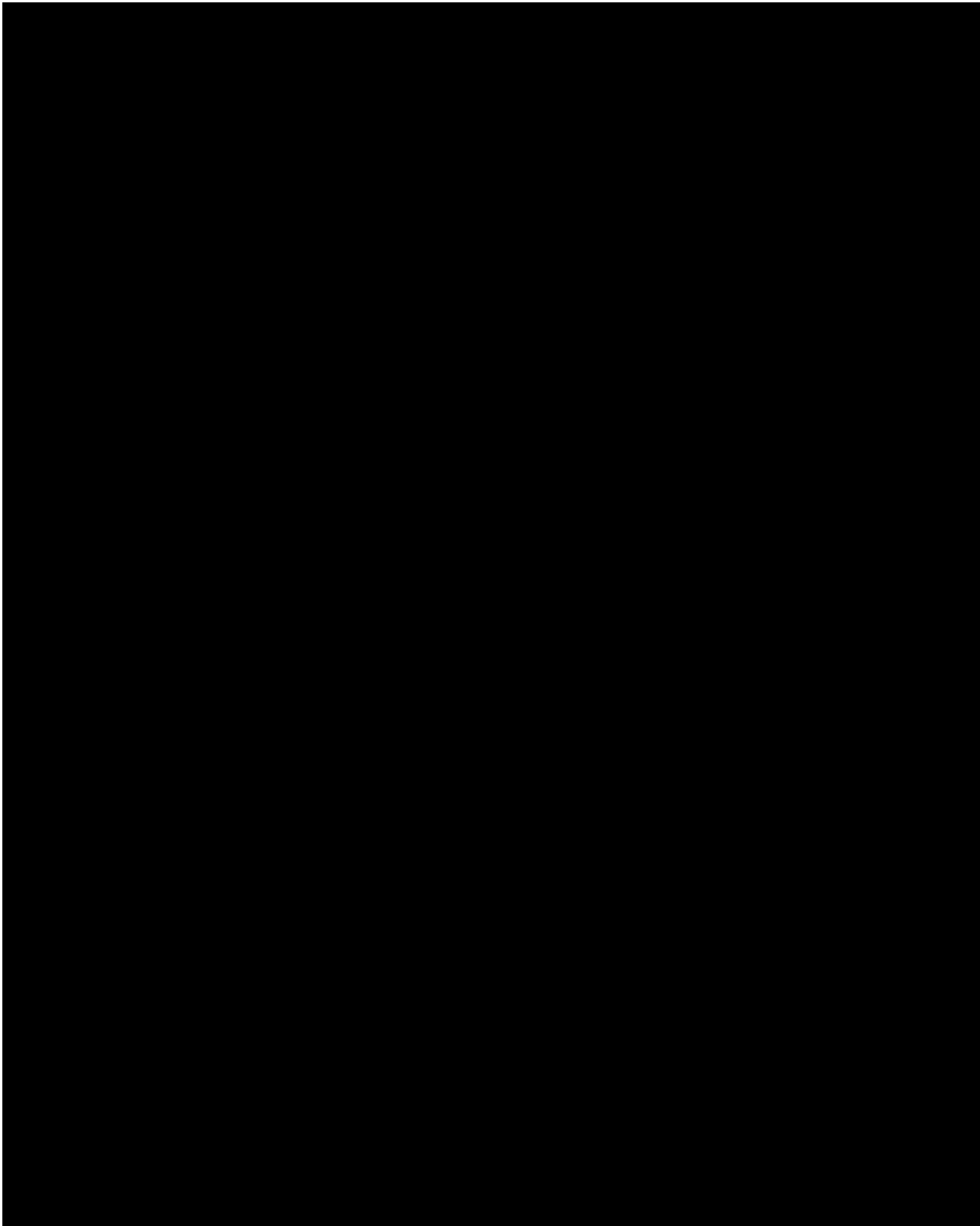
K. Support vehicles -The second or additional department vehicles, participating in the pursuit, which follows the primary pursuit vehicle at a safe distance and helps the primary one once the suspect vehicle has stopped, or which can assume the primary role if circumstances dictate. The secondary vehicle will assume the radio responsibilities for the pursuit. In cases in which the secondary vehicle is from another jurisdiction, the Hampden-Sydney Officer will continue to handle the radio responsibilities.

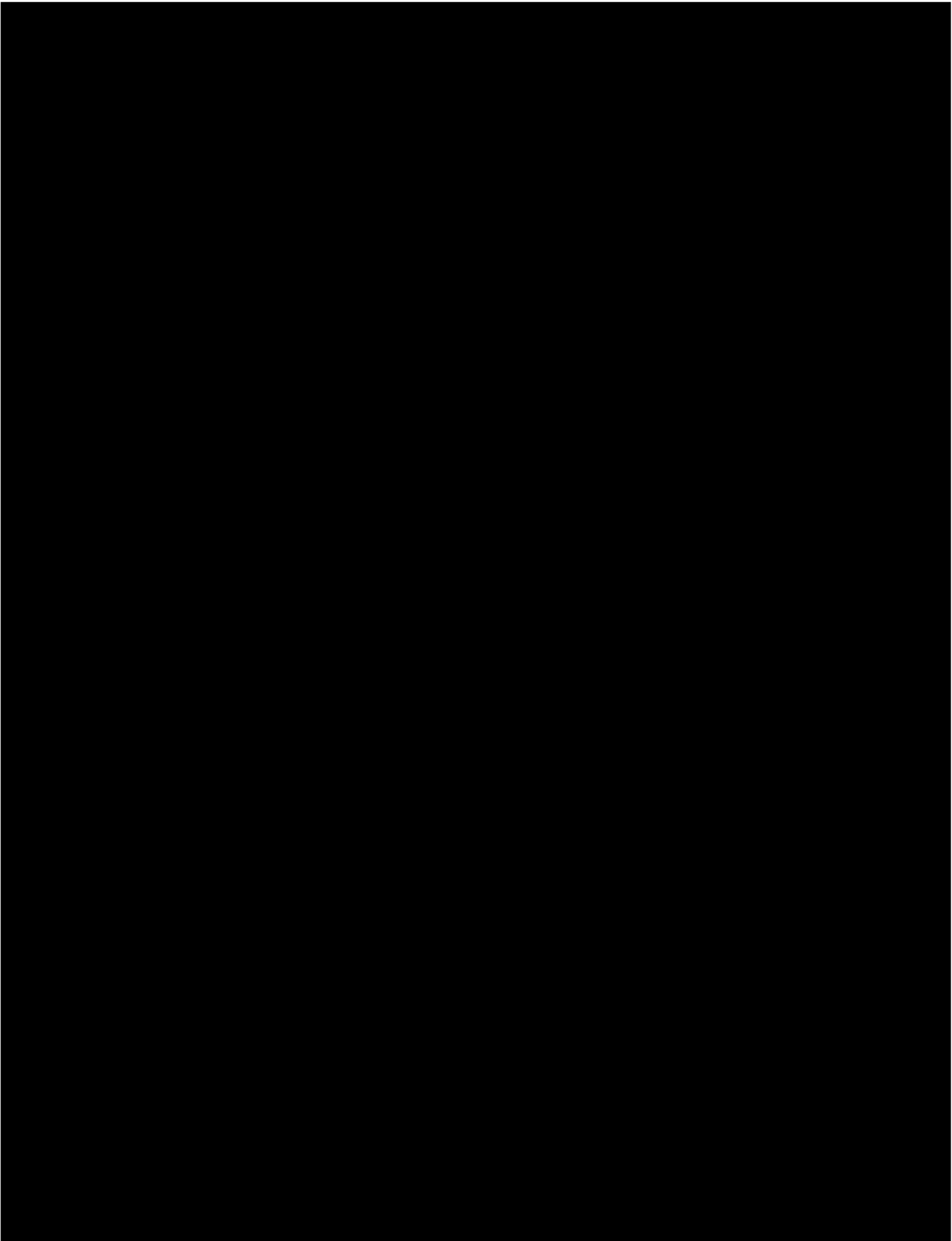
GENERAL PROCEDURES FOR ALL RESPONSES

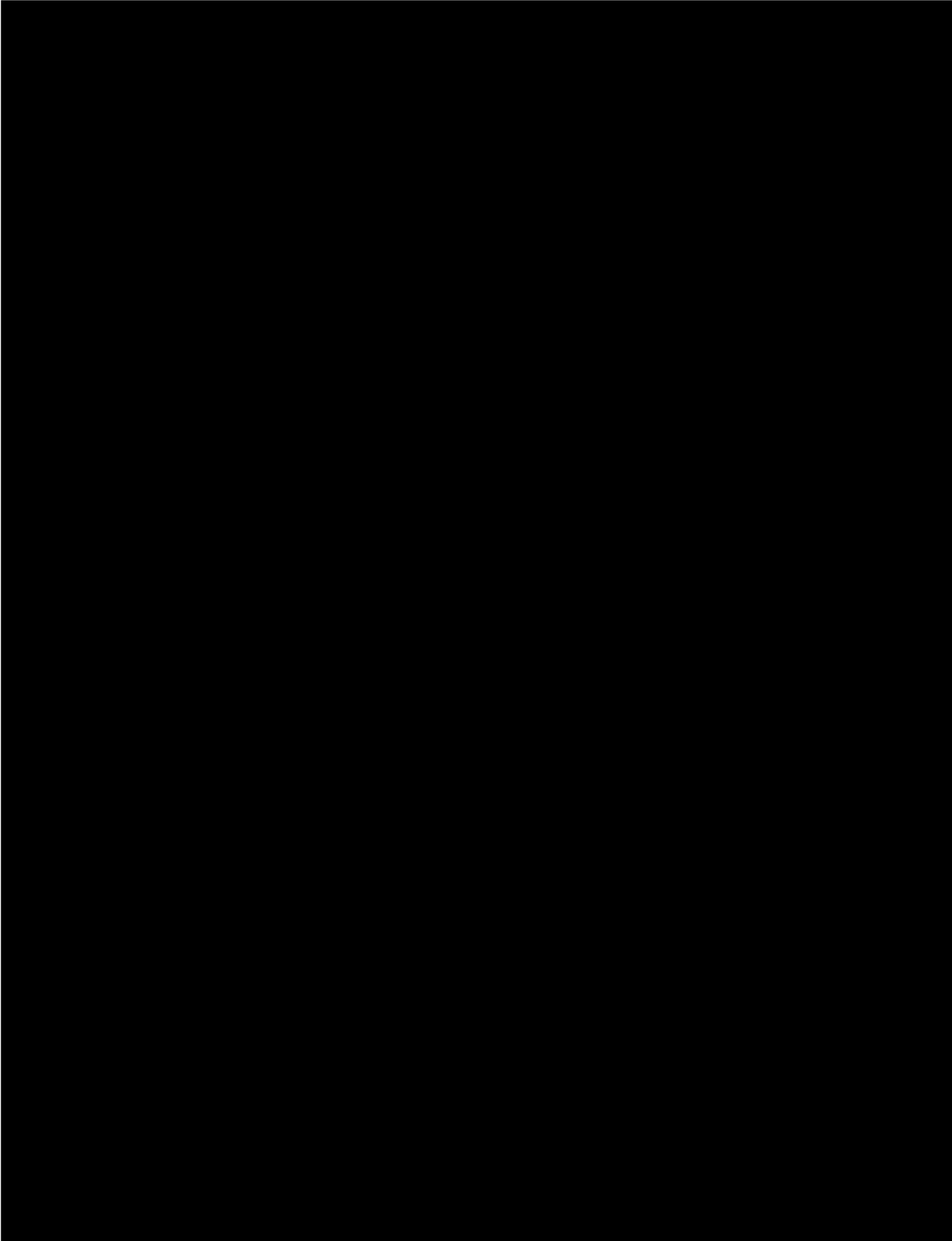


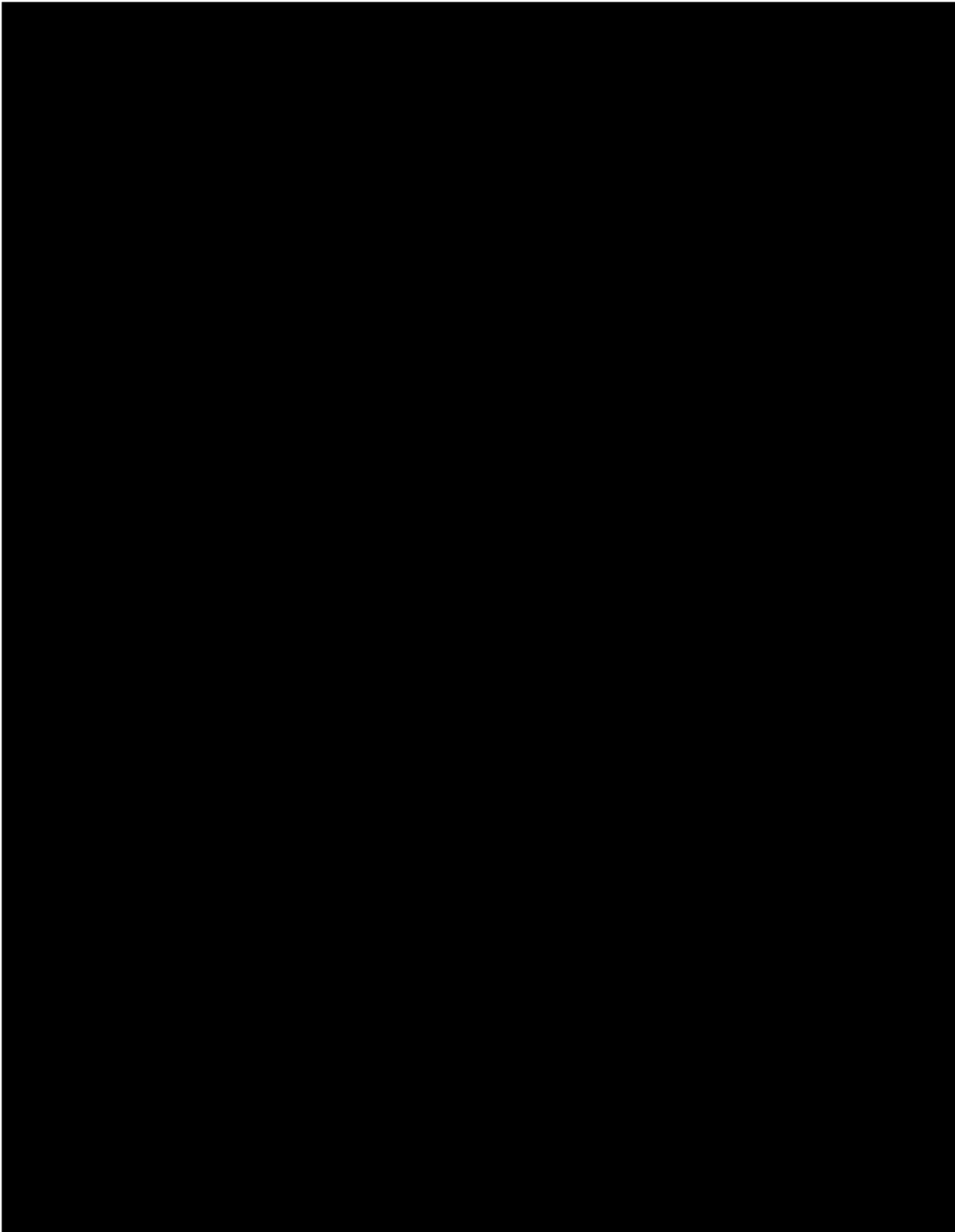


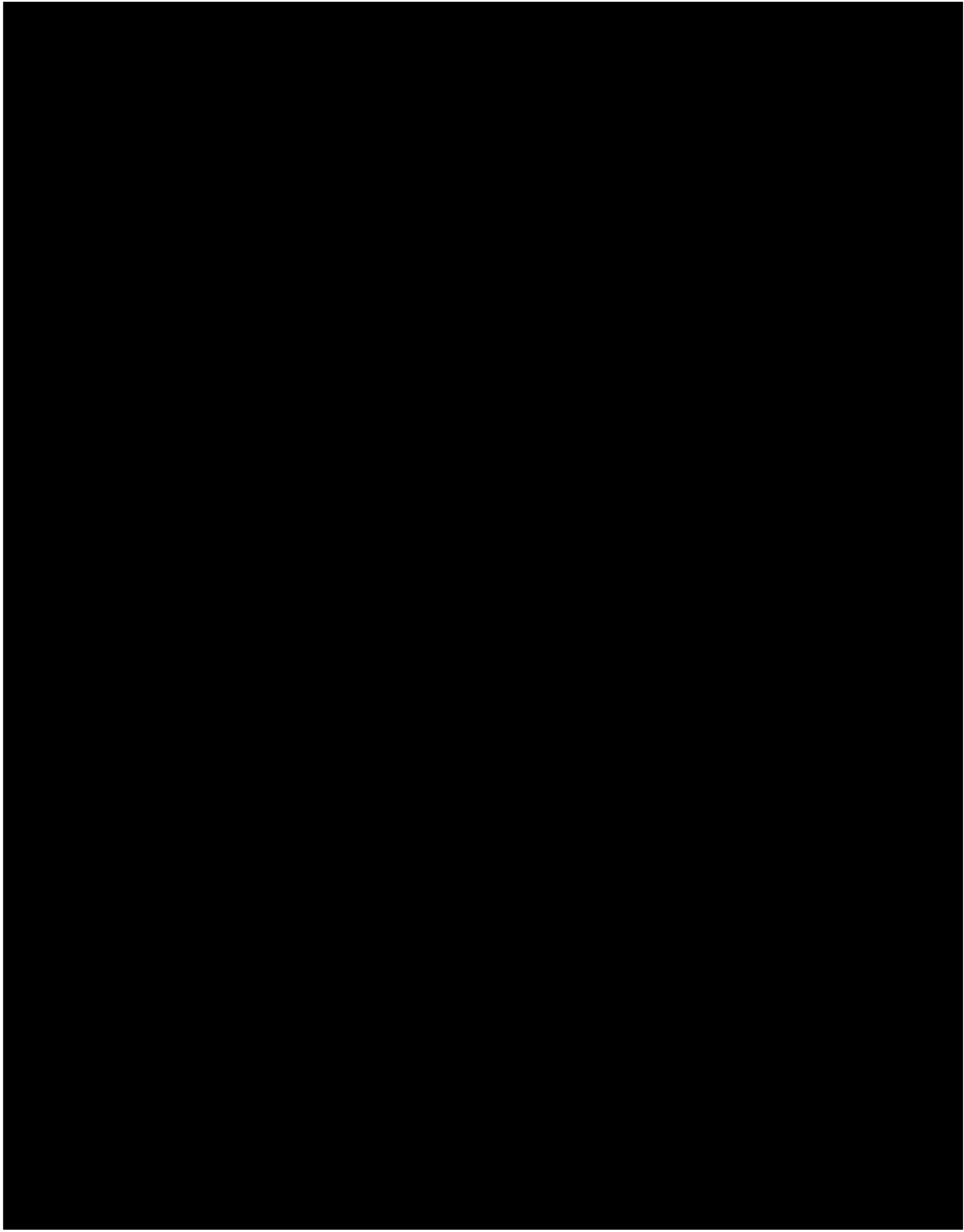


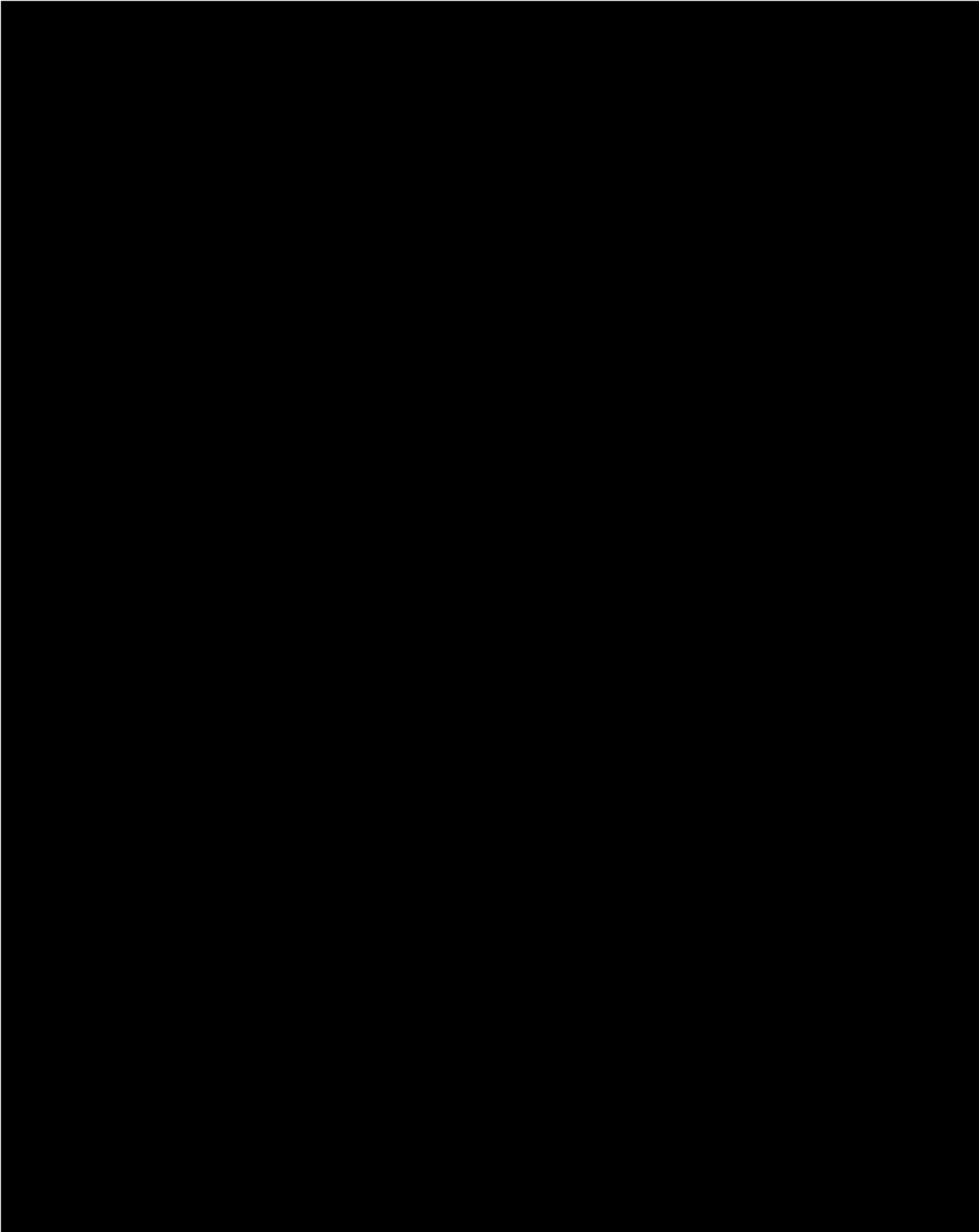


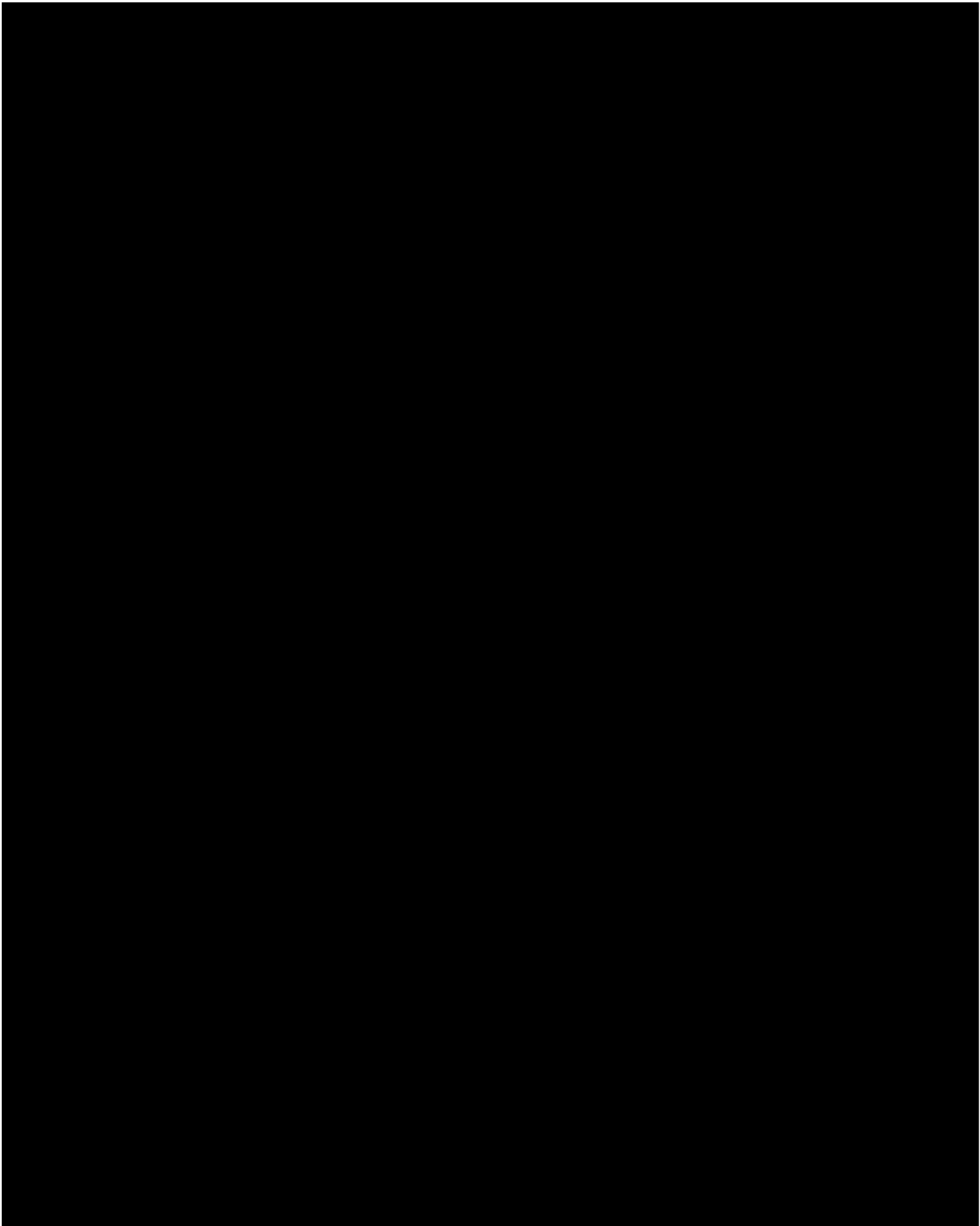












FOLLOW-UP REQUIREMENTS

A. The on-duty supervisor shall ensure that all participating officers document their involvement in the pursuit within 24 hours of the event **whether or not the suspect was stopped**. The supervisor shall prepare a summary report which includes:

1. The names of participating officers.
2. A narrative description of where the pursuit began and under what circumstances (including the weather conditions and road description), where it ended and under what circumstances, at what speeds, and the duration of the pursuit.
3. A description of the tactics used to stop the suspect's vehicle, including the use of tire-deflation devices, and an evaluation of their effectiveness.
4. Any observations on the behavior or actions of the fleeing driver that may support additional criminal charges.
5. A description of how the suspect was apprehended, and the force-measures employed.
6. A description of property damaged or an account of injuries sustained during the pursuit.
7. The offenses for which the suspect was charged.

Section 5 - D-1.4 Police UTV Operation and Maintenance

Effective 7/26/22
Reevaluate 7/26/23
Version Date 07/27/22
10:18

HAMPDEN-SYDNEY COLLEGE
DEPARTMENT OF PUBLIC SAFETY &
POLICE

GENERAL ORDERS

SUBJECT: Policy for operation and
maintenance of the Polaris Ranger UTV

NUMBER: D-1.4

REVIEW DATE ANNUALLY

EFFECTIVE DATE: July 26, 2022

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety & Chief of Police**

Purpose

The purpose of this policy is to establish the policies and procedures relating to the safe operation, training, care and use of the Department Utility Terrain Vehicle (UTV) by members of the Hampden-Sydney Department of Public Safety & Police.

Policy

The department UTV will primarily be used to provide high visibility police patrol in areas that are difficult to reach with traditional forms of police patrol. The UTV can be utilized to patrol walkways, grassy or muddy terrain, the Wilson Trail, and other areas that may not be able to be patrolled easily with traditional cruisers.

The department UTV will also be utilized at special events (i.e. Athletic events, social events, parties, Greek Week, etc.) where it will be helpful in maneuvering through crowds, and allows for a faster response time in certain situations.

The UTV's use may also be authorized for unplanned events that qualify as unusual occurrences or emergency need.

All oversight of the UTV will be coordinated by the Department Lieutenant. Any issues or defects with the UTV shall be reported to the Lieutenant and forwarded to the Deputy Chief of Police.

The UTV shall not be utilized at any time without permission from the Department Lieutenant or the Chief of Police.

The UTV shall not be taken off the Hampden-Sydney College campus without permission from the Chief of Police.

The UTV is designed to be driven primarily on non-paved surfaces and as such, maneuverability may be impacted when driving on public roadways necessitating the operator to be mindful of speed and roadway conditions. Therefore, the UTV shall not be operated in high speed emergency responses unless authorized by the Chief of Police.

After use the UTV will be returned to the Hampden-Sydney Police storage bay at the Bush House

(Financial Aid building)

Training

In order to operate the UTV the operator must complete a familiarization session with the department Lieutenant or FTO.

Equipment

1. The UTV will be equipped with headlights, taillights/break lights, and reflectors. The UTV will also have a light bar and marked with Police identifying striping and wording.
2. The UTV will be equipped with a storage box that contains basic medical supplies and other supplies as needed.

Care/Maintenance

Prior to utilizing the UTV, each officer shall assure that the vehicle and all of its equipment is in proper working order.

Section 6 - D-1.5 Prisoner Transport

Effective 7/27/22
Reevaluate 7/27/23
Version Date 07/27/22
11:14

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: PRISONER TRANSPORTATION	NUMBER D-1.5
EFFECTIVE DATE: July 27, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 71.1.1, 71.1.2, 71.1.3, 71.1.4, 71.1.5, 71.1.6, 71.1.7, 71.2.1, 71.3.1, 71.3.2, 71.3.3, 71.4.1, 71.4.2	

Purpose

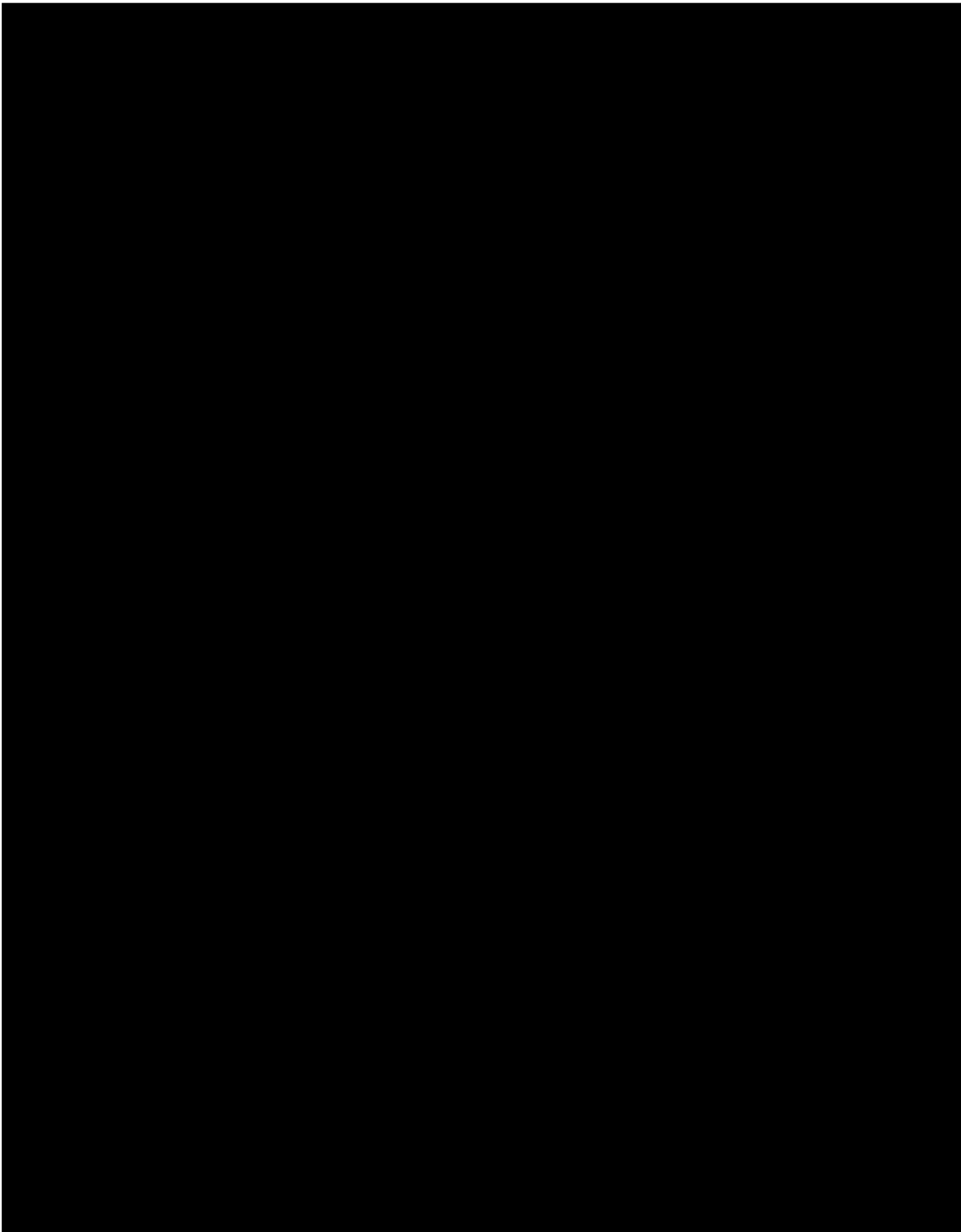
The purpose of this directive is to establish procedures to insure prisoners are transported in a manner that will maximize their safety as well as the transporting officer's safety.

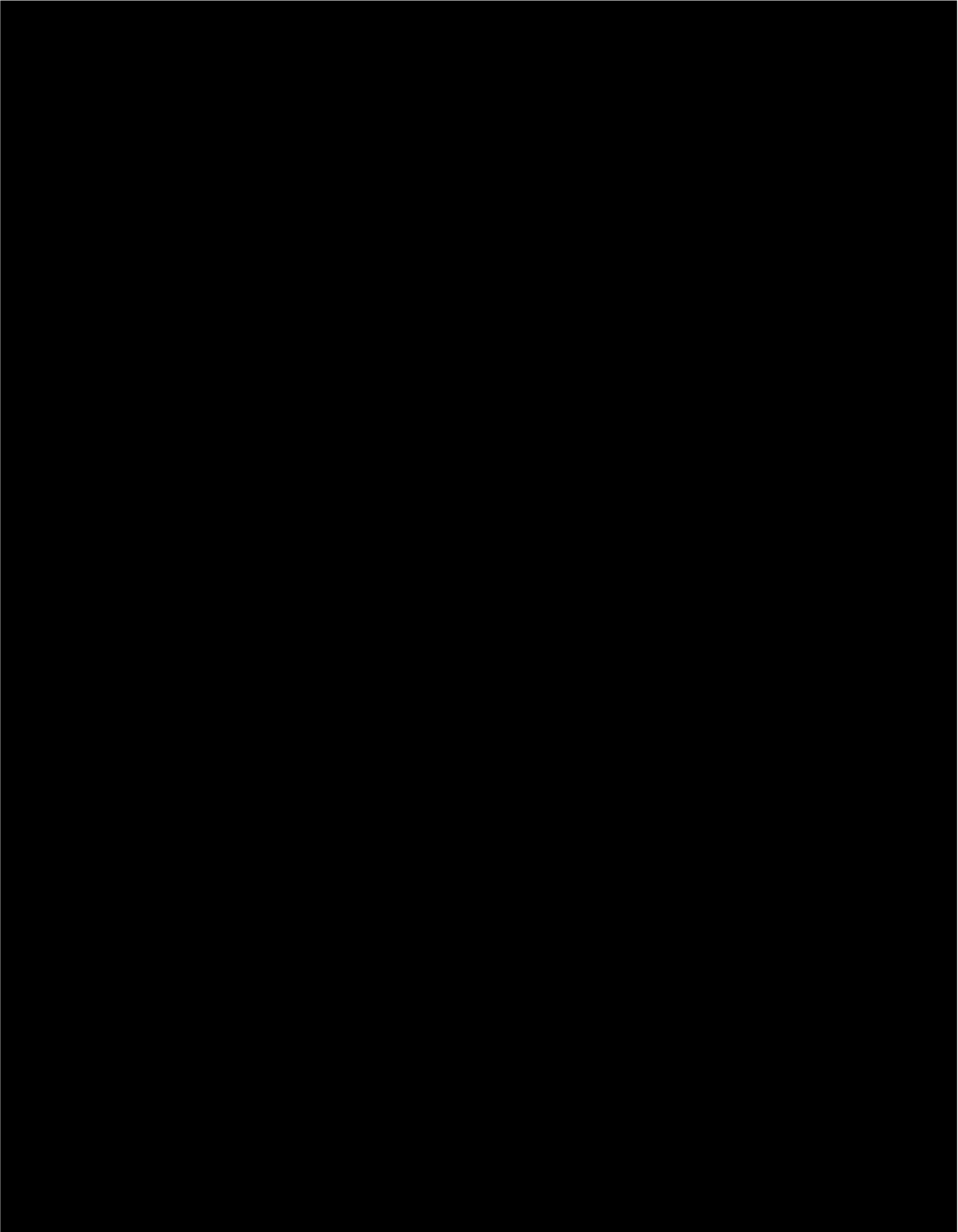
Discussion

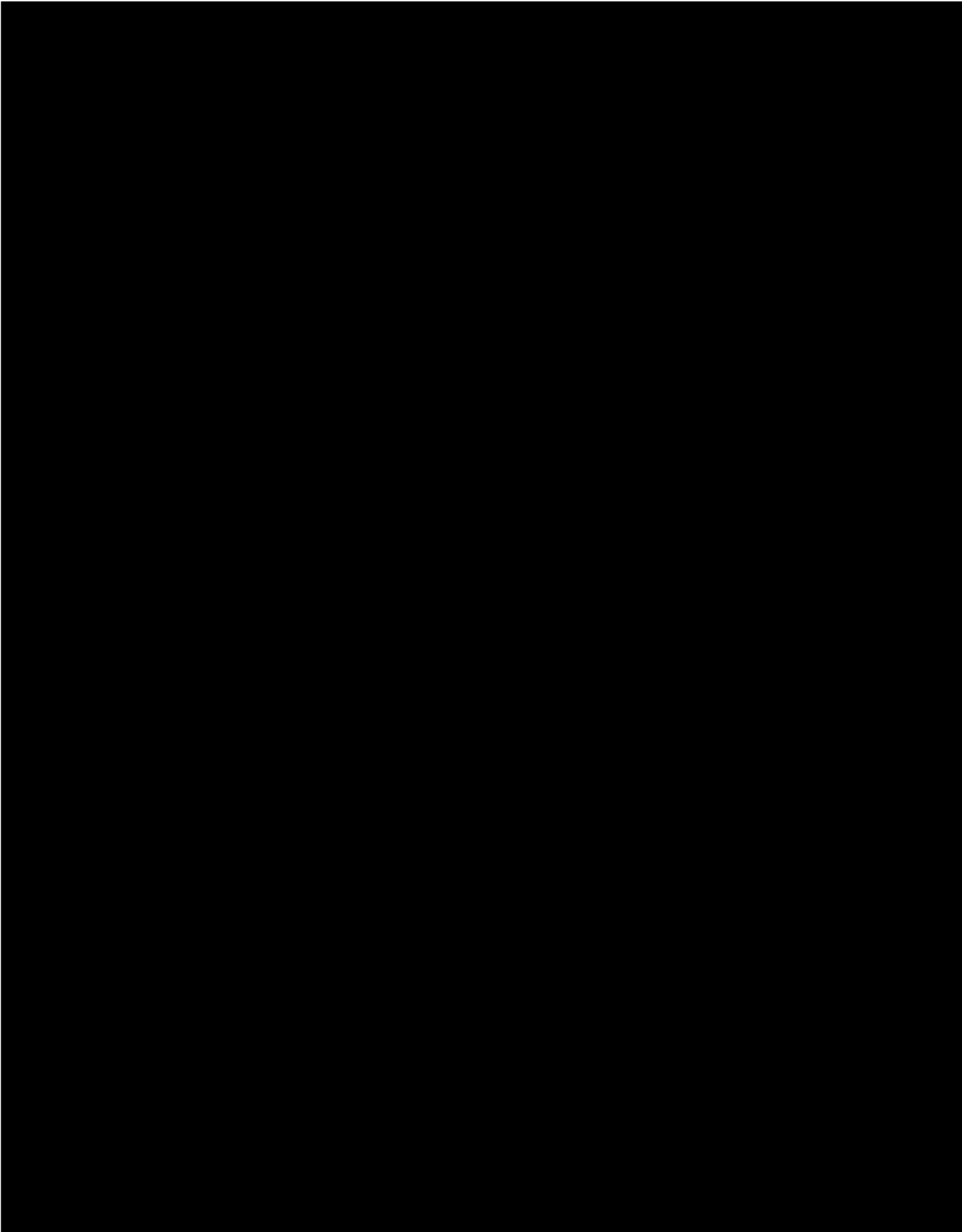
Officers of this department are routinely required to transport persons in custody immediately after arrest. Specific procedures must be followed when the prisoner is taken by the arresting officer for booking and holding, in order to provide for the prisoner's safety and maintenance of rights while insuring that the prisoner does not escape, is not injured, and that the transporting officer is not endangered.

Procedure









Section 7 - D-1.6 Juvenile Procedures

Effective 7/28/22
Reevaluate 7/28/23
Version Date 07/28/22
07:58

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE GENERAL ORDERS

SUBJECT: JUVENILE PROCEDURES

NUMBER: D-1.6

EFFECTIVE DATE: July 28, 2022

REVIEW DATE: ANNUALLY

AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS

APPROVED: Thomas M. Fowler
Director of Public Safety & Chief of Police

REFERENCES:

VLEPSC STANDARDS: ADM.14.01; ADM.25.03; OPR.02.06;
OPR.04.03; OPR.07.02; OPR.08.07

NOTE: This order is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third-party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

POLICY

The Hampden-Sydney College Department of Public Safety and Police interests concerning juvenile offenders reflect those of the campus and community: to prevent and control juvenile delinquency. The department expects officers to handle juveniles consistent with common sense and the dictates of state law. The department's policy includes the identification, apprehension, and conviction of juveniles charged with crimes. The best interests of juveniles and the

community, however, dictate a limited application of our arrest powers against juveniles who are charged with status offenses. Accordingly, officers may handle errant juveniles informally, particularly status offenders, those in need of protection, and those suspected of committing minor criminal offenses. The authority to carry out the provisions of this order derive from *Virginia Code* §§ 16.1-246, 16.1-247, and 16.1-299. In cases of minor or status offenses, officers should divert juveniles from the formal criminal justice process, and instead choose community referral.

PURPOSE

To establish guidelines and procedures for handling juveniles who are in need of protection, in violation of status offenses, and those charged with criminal offenses.

DEFINITIONS

- Child, juvenile, minor - A person who is less than eighteen years of age. Physical appearance, maturity, marriage, or the seriousness of an offense does not affect a juvenile's legal status. (Confer with the commonwealth's attorney on the handling of emancipated juveniles.)

Delinquent acts - Acts designated as a violation of a law of the Commonwealth of Virginia or an ordinance of any city, county, town, or federal law, but not to include status offenses. Refer to §16.1-228 for a legal definition of the term.

Delinquent child - 16.1-288 - A child who has committed a delinquent act or an adult who had committed a delinquent act prior to his or her 18th birthday.

Intake officer - A juvenile probation officer who is designated by law as having the quasi-judicial authority to decide probable cause, divert the juvenile from the criminal process, or petition the court. An intake officer is normally a juvenile probation officer, per § 16.1-228.

Juvenile court - The name by which the Juvenile and Domestic Relations District Court is often called. This court is responsible for the judicial processing of juvenile offenders, and the determination of abuse and neglect cases. As a result, the judge of this court decides the propriety and legality of police handling of juveniles.

Person acting for a parent - A teacher, relative over the age of eighteen, or any adult willing to accept the responsibility for the juvenile.

Secure detention - A secure detention or confinement has occurred within a facility when a juvenile is physically detained or confined in a locked room, set of rooms, or a cell that is designated, set aside, or used for the specific purpose of securely detaining persons who are in law enforcement custody.

Status offender - A juvenile who commits an act (status offense) which is unlawful only if committed by a juvenile. Examples of status offenses:

1. A juvenile who is subject to compulsory school attendance but is habitually absent without

justification (truant).

2. A juvenile who remains away from or who habitually deserts or abandons the family (runaway). §16.1-228 pertains.

Note that some federal offenses are status offenses as well. For example, 18*United States Code* §922(x) makes it a federal crime for a juvenile to possess a handgun.

PROCEDURES - General

Overview

1. All members of the department shall cooperate with juvenile justice and support activities. Department orders (including this one) regarding juvenile operations shall be provided to local juvenile court personnel for their review and comments and suggestions as to ways our procedures can be improved.
2. All department personnel shall thoroughly understand and practice the provisions of this order.
3. All juvenile offenses occurring on campus are heard in the Juvenile and Domestic Relations District Court located in Farmville at the Prince Edward County Juvenile and Domestic Relations Court.

Handling of juvenile offenders - general

1. A juvenile offender shall be handled with firmness and respect: this sets the tone for the entire processing of the juvenile's case. The contact a juvenile has with law enforcement is his or her first impression of society's enforcement system. The officer's proper handling may prevent the recurrence of anti-social behavior. An officer's warning is often all that is required to keep the juvenile from having to appear in juvenile court. Improper handling often creates the mistaken but lasting impression that all officers and other government officials are unfair, untrustworthy, and inflexible, and may result in the juvenile's complete rejection of lawful authority. See §16.1-227 for a discussion of the purposes and objectives of juvenile justice in Virginia.
2. The juvenile justice system and laws are designed to give the child a

chance to mature without bearing the stigma of a criminal record. The juvenile justice system emphasizes confidentiality of records and the privacy of an adjudicatory hearing. Terms such as "take into custody" and "not innocent" substitute for "arrest" and "guilty" to avoid giving the juvenile's behavior a criminal label. Where appropriate, officers shall reasonably try to keep juveniles out of the criminal justice system.

3. The officer may handle a juvenile either informally or formally. The options under informal handling are detailed under D below. Formal handling occurs when the juvenile is brought before the juvenile court or an intake officer for further processing. The options under formal handling are detailed under E below.

1. Officers shall complete all required paperwork with comprehensive information on the child, parents, complainant, and witnesses.

4. In making the decision to handle the juvenile either informally or formally, the officer shall consider the following:

1. Seriousness of offenses.

1. Prior record of child.

1. Child's age.

1. Cooperation and attitude of all parties (child, parent, victim) and the possibility of the offense being repeated.

1. Degree of wrongful intent, violence, premeditation, knowledge of violation.

1. Likelihood that the child or parent can be successfully referred to a helping agency.

Supervisory responsibilities - general

The supervisor shall:

1. Review and approve all paperwork and the handling of the case by the arresting officer.
2. Immediately contact the intake officer if the arresting officer or the supervisor determines that the juvenile in custody is innocent, relate the facts of the case, and request a decision whether to release or detain if charges are pending.

Informal handling

1. Informal handling includes the officer's use of the following measures:
 1. Warning and releasing to a parent, guardian, or college official.
 1. Requiring the parents to pick up the juvenile.
 1. Referring the family to a community social service agency.
 1. Referring the incident to the Dean of Students Office of Hampden-Sydney College.
2. Guidelines for informal handling
 1. Respect a juvenile's right of privacy. Information gained should be provided to others only on a "need to know" basis and consistent with state and federal laws.
 1. When the officer encounters a victim/complainant who demands to bring a child before the juvenile court, and the officer wishes the matter handled informally, the officer shall

contact the intake officer for assistance.

1. Even when he or she is being handled informally, the juvenile has all the constitutional rights that an adult would have in the same situation. Officers shall decide without delay whether formal or informal handling is in order, then apply the appropriate guidelines of this order.

1. Even if officers handle a case informally, they may still follow-up the case at a later time or, at any time, refer the juvenile and his or her parents to an appropriate social service agency.

1. Officers who release juveniles after issuance of a warning shall complete a field interview card. On it, the officer shall give a complete description (including clothing) and the circumstances of the contact.

3. Sample offenses for informal handling

Generally, first instances of the following types of offenses may be handled informally; however, the list is not complete and officers' good judgment is important.

1. Annoying telephone calls.

1. Cursing and abuse.

1. Drunkenness.

1. Disorderly conduct.

1. Curfew violation and other status offenses (more specific discussion of status offenses follows).

Formal handling

1. Formal handling occurs when the juvenile is taken before the juvenile court or intake officer for their decision on the proper disposition.
2. Generally, the following situations require formal handling of the juvenile.
 1. Delinquent acts that if committed by an adult would be felonies.
 1. Delinquent acts involving weapons.
 1. Delinquent acts involving aggravated assaults and batteries.
 1. When the police arrive at the scene of domestic violence and discover a child at risk.

Taking juveniles into custody

In accordance with §16.1-246, no juvenile may be taken into immediate custody except under the following circumstances:

1. With a legal detention order.
2. When the child is alleged to be in need of services, and either:
 1. There is clear and substantial danger to child's life or health; or
 2. Custody is necessary to insure child's appearance before court.
3. When, in the arresting officer's presence, a child commits a crime and the officer believes custody is necessary for protection of the public interest.
4. The officer has probable cause to believe a child has committed an offense which if done by an adult would be a felony.

5. The officer has probable cause to believe a child has committed a misdemeanor offense involving shoplifting (§18.2-103), assault/battery, or carrying a weapon on school property (§18.2-308.1).
6. The officer has probable cause to believe that a child has either run away from home or is without adult supervision at such hours of the night and under such circumstances that the officer reasonably concludes that there is a clear and substantial danger to the child's welfare.
7. The officer has probable cause to believe that a person committed to the Department of Juvenile Justice as a child has run away or has escaped from a jail or detention home.
8. The officer has probable cause to believe that a child has run away from a residential facility, child-caring facility or home where he or she had been placed by the court or an appropriate social services agency.
9. The child is believed to be in need of inpatient treatment for mental illness (§16.1-340).

General guidelines for taking juvenile into custody

1. Do not take custody of a juvenile or assume an overly authoritative position when the purpose can be accomplished by asking appropriate, permissible questions at the location of contact.
2. When stopping them on the street, detain juveniles for the briefest time that will permit the purpose of the stop to be accomplished. The decision of either formal or informal handling shall be made in a reasonable time.
3. If it is necessary to take the juvenile into custody, do so with the least possible embarrassment to the juvenile and his or her family. Unless there is special justification for doing otherwise, don't remove the

juvenile from his or her home.

4. Refer to §16.1-247 for a specific outline of duties of the arresting officer when the juvenile court offices are open or closed.
5. Regardless of the disposition of the juvenile in custody, officers shall make every reasonable attempt to notify parents or guardians and inform them of the circumstances.

Transportation of juveniles

1. No juvenile under 18 shall be transported in the same vehicle with adults suspected of or charged with criminal acts (§16.1-254 applies).
2. See GO D1.5 for a discussion of handcuffing procedures and policy regarding transportation of prisoners.

Legal aspects of confinement of juveniles

1. Virginia law requires juveniles who are taken into custody to be released to a suitable parent or guardian or otherwise suitable person, after the facts have been ascertained and under certain conditions. Detention of the juvenile is permissible under the following circumstances (per §16.1-248.1):

The juvenile is alleged to have (a) violated the terms of his probation or parole when the charge for which he was placed on probation or parole would have been a felony or Class 1 misdemeanor if committed by an adult or (b) committed an act that would be a felony or Class 1 misdemeanor if committed by an adult, and there is clear and convincing evidence that:

1. Considering the seriousness of the current offense or offenses and other pending charges, the seriousness of prior adjudicated offenses, the legal status of the juvenile and any aggravating and mitigating circumstances, the liberty of the juvenile, constitutes a clear and substantial threat to the person or property of others;
2. The liberty of the juvenile would present a clear and substantial threat of serious harm to such juvenile's life or health; or

3. The juvenile has threatened to abscond from the court's jurisdiction during the pendency of the instant proceedings or has a record of willful failure to appear at a court hearing within the immediately preceding 12 months.
2. §16.1-249 puts certain restrictions on the place of confinement. No person known or alleged to be under the age of 18 shall be confined in any jail or other facility with adults except under certain circumstances as detailed in the statute.
3. §16.1-249 states that if a juvenile 14 years of age or older is charged with an offense which, if committed by an adult, would be a felony or Class 1 misdemeanor, and the judge or juvenile intake officer determines that secure detention is required, the child may be detained not longer than six hours in a temporary lock-up or juvenile ward pending transfer to a juvenile facility. This room or ward may be located in a building with a jail but the room or ward must be separate and removed from adults, must be under constant supervision, and must be approved by the State Board of Corrections for the detention of juveniles.

[NOTE: Virginia must comply with the federal Juvenile Justice and Delinquency Prevention (JJDP) Act. According to the JJDP Act, a “secure detention” occurs when a juvenile, who is in a law enforcement facility, is detained in a holding cell, lockable interview room, or handcuffed to a cuffing rail, bench, ring, or other stationary object. Delinquent offenders may be securely detained in a holding cell, lockable interview room or handcuffed to a stationary object, but they must be held sight and sound separated from adult detainees while in secure detention. Delinquent offenders cannot be securely detained in a law enforcement facility for a period of time that exceeds 6 hours. Status offenders and non-offenders should never be “securely detained” while in a law enforcement facility.]

To ensure compliance with the JJDP Act, the Office of Juvenile Justice and Delinquency Prevention requires that Virginia’s Juvenile Justice Compliance Monitor at DCJS collect data annually from all law enforcement agencies that securely detain juveniles and to submit an Annual Compliance Monitoring Report. OJJDP requires that law enforcement agencies who hold juveniles securely keep juvenile detention logs for all juveniles who are securely detained in their facility. This juvenile detention log should include the juvenile’s name, age, race/ethnicity, most serious charge, case #, date and time secured, time out for court, time back in from court, date/time out of secure setting, officers name, and name of person who the juvenile is released to. This data should be made available to the DCJS Compliance Monitor when requested.]

Questioning juveniles

1. When questioning a juvenile in custody, the same rules and procedures used for an adult must be followed. Under no circumstances shall the child, any more than an adult, be compelled to answer questions either by physical force or psychological pressure or deceptions. Consult GO 2-1 for legal guidelines.
 1. While the officer may be conducting a non-custodial interview, the juvenile may construe it to be a custodial interrogation. When conducting an interview or an interrogation with a juvenile, the officer shall consider the duration of the questioning, and the juvenile's age, mental capacity, education, and experience.
2. No juvenile can be compelled to answer any questions which may tend to incriminate him or her. Juveniles are entitled to the full *Miranda* warnings and these rights must be explained in the presence of parents, circumstances permitting, guardian, or counsel.
3. When questioning a juvenile, officers shall not prolong the interview beyond what is needed in order to complete their investigation. Also, the interrogation shall be handled by one officer if at all possible in order to lessen the chance of the juvenile feeling intimidated or pressured. If an officer interrogates a juvenile of the opposite sex, the officer should request the presence of another officer if one is available.
4. Officers/Investigators shall electronically record in their entirety custodial interrogations conducted at law enforcement or corrections facilities. Video and audio recording is preferred. Audio-only recording is acceptable when video capabilities are unavailable.

[NOTE: The department may record ALL interrogations in any matter involving a crime. This determination will be made by the officer and be determined on the seriousness of the crime.]

5. When making an audio-visual recording, position the device so as to maintain an equal camera focus on both the questioner and the juvenile to the extent reasonably practical. When commencing the recording, the primary interrogator should provide the identification of officers, juvenile (suspect), and anyone else present, and date, time and location of the interrogation either in the electronic recording or the

investigative report. When possible, seek to capture on video everyone present during the questioning. When using an audio recorder, seek to record and identify all the voices of the participants in the questioning.

[NOTE: Research has shown that focusing the camera solely on the suspect during an interrogation distorts jurors' perceptions regarding the voluntariness of the statement. G. Daniel Lassiter et al., Videotaped Interrogations and Confessions: A Simple Change in Camera Perspective Alters Verdicts in Simulated Trials, Journal of Applied Psychology, Vol. 87, No. 5, 867-74 (2002).]

6. Electronic recording shall start at the initiation of the interrogation, not at the start of the formal statement, and continue until questioning ends.
[NOTE: Departments may wish to begin recording prior to and end following the suspect's entrance to and exit from the room, thus visually documenting that all interrogation conducted has been captured in the recording.] The recording device should be kept running continuously during the entire session, including during all breaks. If there is any reason the recorder is shut down during the course of the interrogation, it must be documented either in a resumed recording or in the investigative report.
7. Electronic recordings of field custodial interrogations are encouraged, when feasible.
8. Interviews are not mandated to be electronically recorded. However, when an officer/investigator reasonably anticipates that an interview may reveal a suspect and thus become an interrogation, the entire interview/interrogation should be electronically recorded if possible.
9. If electronic recordings cannot be conducted as described herein, due to reasonable unavailability of equipment, power or equipment failure, the suspect's refusal to answer questions if the conversation is recorded, or for other good cause, the basis for good cause for not recording shall be documented in the investigative report.
10. Officers are reminded that the rules governing searches, frisks or pat-downs, reasonable suspicion, and probable cause all apply to juveniles.

Written citations/summonses

An officer may use the Virginia Uniform Summons form, just as for an adult, in the following situations:

1. Violation of the traffic laws, including offenses involving bicycles or hitchhiking.
2. Violation of town/county ordinances establishing curfew violations or animal control violations.
3. Violation of game and fish laws.
4. An arrest for any alcohol and/or drug related offense where a release of a summons is warranted and where a parent/legal guardian is available to sign the summons.
5. Violation of tobacco laws.

Fingerprints and photographs of children

- 16.1-299 provides that fingerprints and photographs may be taken and filed under the following circumstances. Refer to the statute for guidance on submitting records to the Central Criminal Records Exchange (CCRE) and concerning filing and destruction of these records.
 1. Shall be taken of **any** child who is charged with a delinquent act which, if committed by an adult, is required to be reported to CCRE (pursuant to §19.2-390).
 2. Shall be taken of any child fourteen years of age or older charged with a "violent juvenile felony" (per §16.1-228).

Dissemination/retention of fingerprints and photographs

1. The Chief of Police is responsible for the department's compliance with *Virginia Code* requirements on dissemination and retention of juvenile records including fingerprints and photographs. §16.1-301 provides that law-enforcement agencies must take precautions to avoid the disclosure of juvenile criminal records to unauthorized persons. Juvenile criminal records are not available for public dissemination unless a juvenile 14 years old or older has been charged with a violent felony, per §16.1-269.1.

2. Fingerprint cards and photographs shall be destroyed under the following circumstances: (§16.1-299)
 1. No petition or warrant is filed within 60 days against a juvenile whose fingerprints or photographs have been taken in connection with an alleged violation of law. The fingerprint cards and photographs shall be destroyed no later than 60 days after fingerprints were taken.
 2. Within six months of a juvenile or circuit court finding a juvenile not guilty of a violation of the law, pursuant to a court order.

3. Juvenile fingerprint cards and photographs, authorized for retention, shall be separately and securely maintained. Access to these records shall be restricted to official use, and may be viewed by the public only on the authorization of a court order. Destruction of fingerprint cards and photographs shall occur upon notification by the court, per §16.1-306.

Confidentiality of records/release of information

1. §16.1-301 requires that all law-enforcement agencies take special precautions to ensure that law-enforcement records concerning a child are protected against disclosure to any unauthorized person. Juvenile records are to be destroyed only upon notification by the court per §16.1-306.

2. Officers may release, upon request to one another and to other local, state, or federal law-enforcement officers, current information on juvenile arrests limited to name, address, physical description, date of arrest, and charge. This information may only be used for current investigations. §16.1-301

3. For release of juvenile information to the media, see RR 1-13, Media Relations.
4. The chief of police/sheriff shall ensure that non-criminal records of juveniles, particularly field interview cards, are destroyed annually.

PROCEDURES - Child protection

1. When probable cause exists that a juvenile is without adult supervision at such hours of the night and under circumstances that the officer concludes that a clear and substantial danger to the juvenile's welfare exists, the officer shall:
 1. Take the child into immediate custody.
 2. If a parent ***[Insert local procedure here; outline contact protocol for a social worker or appropriate authority, including notification of the intake officer of the juvenile court.]***
 3. The officer shall complete an offense/incident report on the matter.

[Note: It may be appropriate in your jurisdiction to address the criteria for detention or shelter care for a child, per §16.1-248.1, the procedure for a detention hearing, per §16.1-250, or an emergency removal order, per §16.1-251.]

STATUS OFFENSES

Investigations of runaways

Officers taking a report of a runaway child shall perform the following:

1. Have the parent or guardian review the original report for its accuracy, particularly for verification that the birth date and physical description of the child are as stated.

2. Complete an incident report on the matter.
3. Broadcast a lookout for the runaway juvenile.
4. Contact the local runaway shelter (if any) to locate the child.
5. The supervisor shall review the report, complete a Missing Children Information Clearinghouse Report and ensure entry of appropriate information in VCIN and NCIC. The supervisor shall ascertain if the juvenile (if 12 years of age or younger) is endangered and, if so, notify the appropriate authority.

Taking runaway into custody

When probable cause exists that a juvenile has run away from home, the officer shall perform the following:

Local

1. Take the child into custody.
2. Verify runaway youth status.
3. Notify the intake officer of the juvenile court of the action taken, who will then determine whether to:
 - (1) Place the child in a youth shelter.
 - (2) Refer to the Department of Social Services.
 - (3) Release the juvenile to a parent, guardian, legal custodian, or other person acting for a parent.
 - (4) Release the juvenile.
 - (5) Complete a Virginia Missing Children Information Clearinghouse Report.

In any event, officers shall complete incident reports for any runaways taken into custody.

Out-of-town

1. Take the child into custody and verify runaway status with the other jurisdiction. If a detention order is on file, follow the instructions for serving a detention order as discussed below.
2. Notify the intake officer of the juvenile court of the action taken. The intake officer will then determine what the next step will be. The officer shall:
 - (1) Follow the intake officer's instructions for detention or child placement.
 - (2) Notify parents that the child is in custody.
 - (3) If the child is to be released to the parents and they cannot respond within a reasonable period of time, then ***[either contact a runaway house, if appropriate in your jurisdiction, or arrange to detain the juvenile].***

[Note: an in-state runaway may be housed in a juvenile detention center for a period not to exceed 24 hours, excluding weekends and holidays. Pursuant to the Interstate Compact Act, out-of-state runaways may be housed in a juvenile detention center until they can be released to a parent or guardian.]

Truant

1. When custody occurs because a juvenile is a reported truant by school officials, or an officer reasonably determines because of the child's age and circumstances that a juvenile is a suspected truant, the juvenile shall be taken into custody and delivered to the appropriate school personnel and released.
2. The officer shall complete a field interview which includes the name of the person notifying the parent of the truancy and the name of the person to whom the juvenile was released.

DETENTION ORDERS AND WARRANTS

Release or detention of juveniles charged with delinquent acts- §16.1-248.1

1. Whenever possible, officers shall release a juvenile to a parent or person acting for a parent, who, (1) is available and willing to provide supervision and care; and (2) promises to bring the juvenile before the

court when requested. However, the arresting officer shall seek a detention order or warrant from the judge, intake officer, or magistrate to detain a juvenile whenever there is probable cause to believe that the juvenile committed a felony and met any one of the four (4) conditions as described in §16.1-248.1 and listed below:

2. The juvenile is alleged to have (a) violated the terms of his probation or parole when the charge for which he was placed on probation or parole would have been a felony or Class 1 misdemeanor if committed by an adult or (b) committed an act that would be a felony or Class 1 misdemeanor if committed by an adult, and there is clear and convincing evidence that:
3. Considering the seriousness of the current offense or offenses and other pending charges, the seriousness of prior adjudicated offenses, the legal status of the juvenile and any aggravating and mitigating circumstances, the liberty of the juvenile, constitutes a clear and substantial threat to the person or property of others
4. The liberty of the juvenile would present a clear and substantial threat of serious harm to such juvenile's life or health; or
5. The juvenile has threatened to abscond from the court's jurisdiction during the pendency of the instant proceedings or has a record of willful failure to appear at a court hearing within the immediately preceding 12 months.
6. The juvenile has absconded from a detention home or facility where he has been directed to remain by the lawful order of a judge or intake officer.
7. The juvenile is a fugitive from a jurisdiction outside the Commonwealth and subject to a verified petition or warrant, in which case such juvenile may be detained for a period not to exceed that provided for in § 16.1-323 while arrangements are made to return the juvenile to the lawful custody of a parent, guardian or other authority in another state.
8. The juvenile has failed to appear in court after having been duly served with a summons in any case in which it is alleged that the juvenile has committed a delinquent act or that the child is in need of services or is in need of supervision; however, a child alleged to be in need of services or in need of supervision may be detained for good cause pursuant to this subsection only until the next day upon which the court sits within the county or city in which the charge against the child is pending, and under no circumstances longer than 72 hours from the time he was taken into custody. If the 72-hour period expires on a Saturday, Sunday, legal holiday or day on which the court is lawfully closed, the 72 hours shall be extended to the next day that is not a Saturday, Sunday, legal holiday or day on which the court is lawfully closed.

When a juvenile is placed in secure detention, the detention order shall state the offense for which the juvenile is being detained, and, to the extent practicable, other pending and previous charges.

[Describe how to obtain the warrant when the juvenile court is closed, or the intake officer refuses to issue the petition.]

The officer shall inform the intake officer of arrests in cases of all felonies and Class 1 misdemeanors and whether a parent or custodian of the juvenile has been notified of the arrest.

Handling of escapees

1. Immediate custody of escapees:

1. Juveniles who are escapees from jail, a detention home, or other institution in which they were placed by order of juvenile court, Child Protection Services, or other licensed child welfare agency may be taken into immediate custody when:

- a. A detention order or warrant is known to be on file in this or another jurisdiction.

- b. An officer has probable cause to believe that a juvenile has escaped or run away from jail, detention home, residential child care facility, or home in which they were placed by the court, the Department of Social Services, or a licensed child welfare agency.

2. Return or placement of escapees

1. Whether juvenile court is open or closed, the juvenile may be returned and released to the facility from which the juvenile escaped or fled.
2. When court is open or closed and the juvenile is not released to the facility from which the juvenile escaped or fled, the officer shall contact the intake officer of the court who will determine where the juvenile will be placed.

3. Reporting requirements

1. The officer shall complete an offense report and/or other court required document providing probable cause to support the issuance of a juvenile petition.
2. When a locally-placed juvenile runs away from an unsecured group home, no matter where that home is located, the officer shall:

a. Take an offense report for a missing juvenile (runaway).

b. Complete a Virginia Missing Children Information Clearinghouse Report. The adult reporting the juvenile missing will sign the report.

When a juvenile has either escaped from the detention home or run away from a local group home, the officer shall:

a. Notify the administrator reporting the missing juvenile to contact the jurisdiction which placed the juvenile in the facility to make the original report.

b. Complete an offense report including a suspect description.

When an escaped juvenile or one that has run away from a group home is apprehended, the officer shall:

a. Complete a supplement to the original report, if a locally-placed juvenile. (In most cases the juvenile court will have filed already a detention order on the juvenile.)

b. Complete an original offense report including a suspect description.

c. Supplement the offense report and notify the jurisdiction that placed the juvenile of the apprehension.

(Officers shall initiate a search and broadcast a lookout for any juvenile reported missing or escaped from a local facility.)

Interviewing of detained juveniles

Officers wishing to interview or question juveniles held **in detention** shall perform the following:

1. Inform the juvenile's parent or guardian and the attorney, if any, that an interview will be requested.

2. Request permission of the Juvenile and Domestic Relations Court to conduct the interview.

3. Arrange the interview, if approved, consistent with detention home

rules and regulations.

4. Provide a copy of the court's approval to the detention home.
5. Before the interview, inform the juvenile of his or her legal rights.

Section 8 - D-1.7 Deceased Persons

Effective 7/26/22
Reevaluate 7/26/23
Version Date 07/26/22
13:40

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: DECEASED PERSONS	NUMBER D-1.7
EFFECTIVE DATE: July 26, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 41.2.4	

Purpose

The purpose of this directive is to establish the procedure for the investigation of dead on arrival (DOA) calls by the Hampden-Sydney College Department of Public Safety & Police.

Discussion

Upon arrival at a death scene, the officer will be confronted with one of the following types of death:

A. Apparently Natural: In these cases, the deceased should have a history of recent treatment by a physician for serious natural ailments such as heart disease, etc. There should be no evidence of violence or drug overdose (empty pill bottles, etc.) or any suspicious circumstances.

B. Suspicious or Clearly Unnatural - Examples of such deaths are:

1. Death resulting from a traumatic injury.
2. Violence, gunshot wound, stab, beating, etc.
3. Poisoning, including drug overdose.
4. Accident, regardless of duration of survival
5. Suicide, regardless of duration of survival.
6. Homicide, regardless of duration of survival.
7. Sudden death, without obvious cause, when in apparent good health.
8. When unattended by a physician or during an illness, which appears to be previously undiagnosed and treated.
9. When in jail, prison, or other correctional institution or in police custody.
10. As an apparent result of fire.
11. Any other suspicious, unusual or unnatural manner.

Procedure

The first responding officer shall determine immediately if there are any signs of life and request Rescue Squad assistance.

The Officer responding shall immediately notify the dispatcher who will immediately notify the Director/Chief of Police. Officers should not assume that dispatch made the proper notifications. When practicable, officers should notify the Director/Chief of police. The officer shall make a

preliminary investigation and follow the proper steps for securing and protecting a crime scene.

Upon arrival of the Investigator, he/she will assume responsibility for the investigation and crime scene. If the investigator is from an outside agency he/she will follow their agency's established protocol.

The State Medical Examiner shall be notified on all dead on arrival investigations, whether from apparent natural causes or suspicious or unnatural causes. The Medical Examiner will instruct the investigating officer as to whether he will respond to the scene or not and whether or not the body may be released to a funeral home or transported to the morgue. The Office of the Chief Medical Examiner's 24 hr. telephone number is 804-786-3174. The State operator will receive the message and locate the Medical Examiner who will return the call. The investigating officer shall provide the Medical Examiner with a copy of the Offense Report. Regardless of the manner of death, it must be noted on the Offense Report whether the next of kin was notified before the Report is taken to the Medical Examiner. If an identification of the deceased person is necessary by relatives or friends, the investigator and the Medical Examiner shall arrange it.

In the event the death occurs in a hazardous place and the body is a hazard to traffic or constitutes a danger to public safety, the remains may be moved to the Office of the Chief Medical Examiner by a body removal service or released to a funeral home after contacting the Medical Examiner. This exception to the procedure of preserving the death scene should be used advisedly, and homicide death scenes should remain as they are until the investigation is completed.

The investigator and/or officer taking the preliminary report of a DOA will insure that all property of the deceased is secure and that any items taken as evidence or at the request of the medical examiner are properly marked and logged.

The Director/Chief of Police will be responsible for arranging notification of next-of-kin. This notification will be made in accordance with the procedures outlined in Directive D-1.1 "Emergency Notifications".

Section 9 - D-1.8 Sexual Assault Investigations

Effective 7/29/22
Reevaluate 7/29/23
Version Date 07/29/22
10:59

HAMPDEN-SYDNEY COLLEGE

GENERAL ORDERS

DEPARTMENT OF PUBLIC SAFETY &

POLICE

**SUBJECT: SEXUAL ASSAULT
INVESTIGATIONS**

NUMBER: D-1.8

EFFECTIVE DATE: July 29, 2022

REVIEW DATE: ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety & Chief of Police**

**CALEA Standards: VLEPSC Standards: OPR.02.01, OPR.02.03
OPR.13.01, ADM.23.01, ADM.23.02, ADM.23.03**

NOTE:

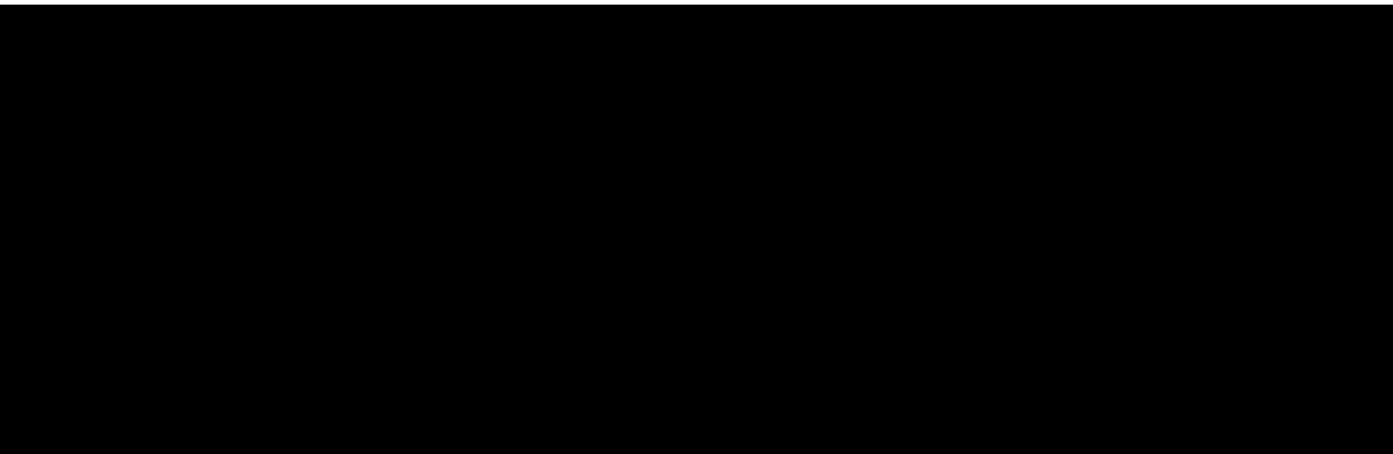
This rule or regulation is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department/office, and then only in a non-judicial administrative setting.

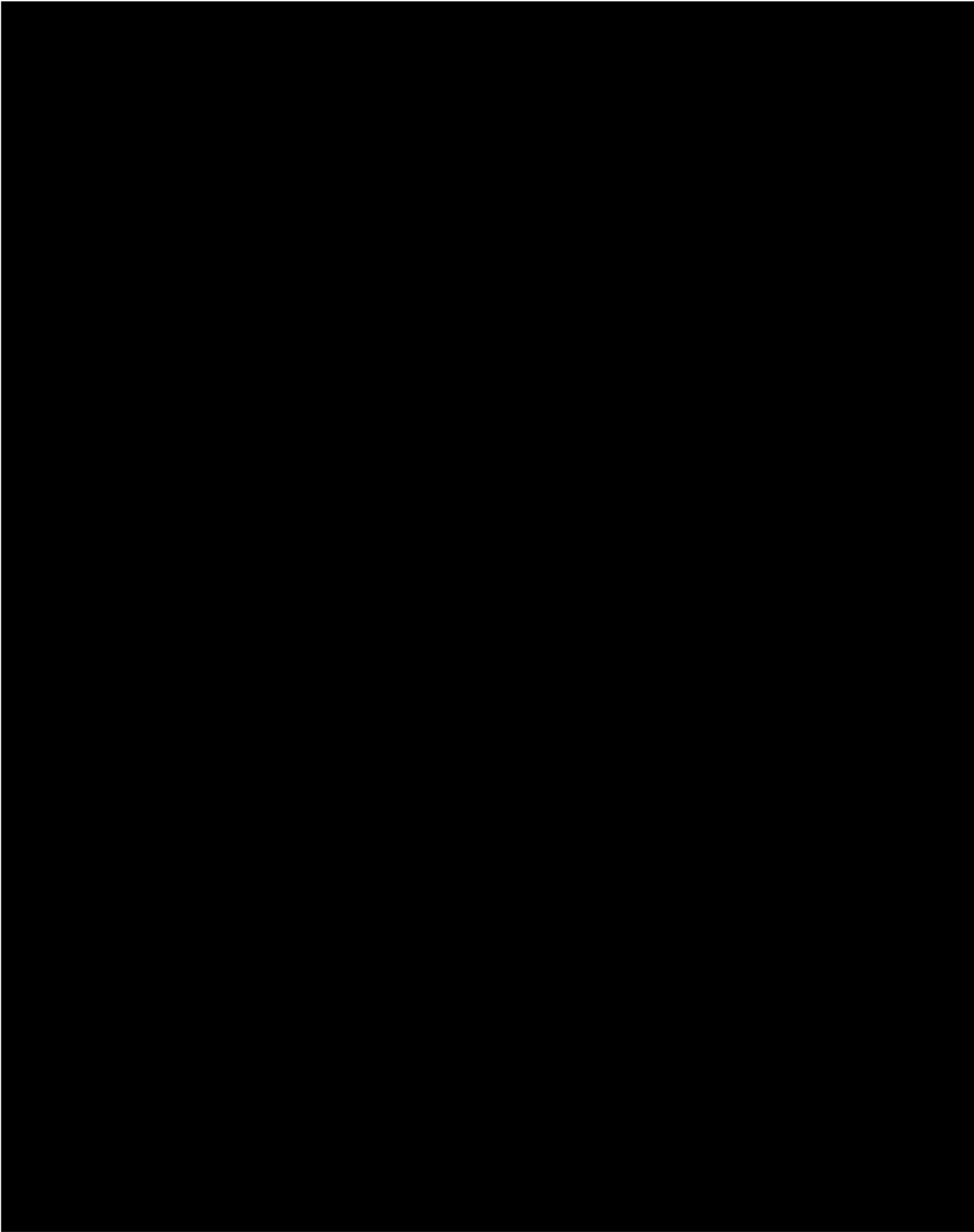
POLICY:

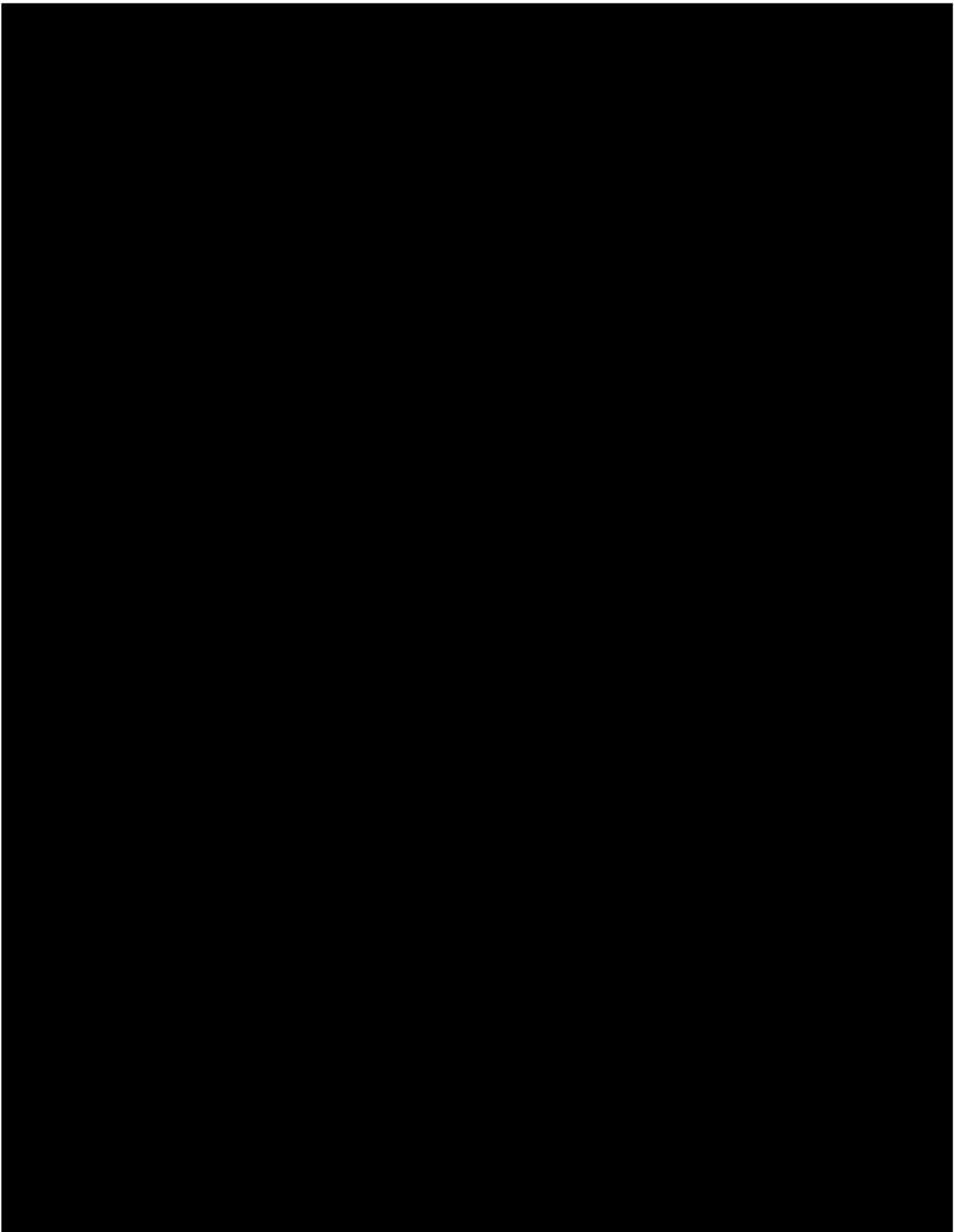
The Hampden-Sydney College Department of Public Safety and Police recognizes the fact that sexual assaults (rape, forcible sodomy, incest, exploitation of children, and attempts thereof) are personal violent crimes that have great psychological or physical effects on the victims. It is the policy of this department to assist sexual assault victims in a supportive manner, using appropriate crisis intervention skills. Reducing recidivism through the apprehension and prosecution of the assailants is a department priority.

Hampden-Sydney College is committed to maintaining and strengthening a campus environment founded on civility and respect. The Hampden-Sydney College Department of Public Safety & Police will work with the college Title IX program and insure that all complaints of sexual assault and misconduct addressed in a serious, ethical, and caring way. A sexual assault complaint may be filed at any time, regardless of the amount of time that has passed between the alleged sexual assault and the decision to file a Complaint. However, the College and Department of Public Safety and Police strongly encourages individuals to file complaints promptly in order to preserve evidence for potential legal or disciplinary proceedings. Delays in filing a Complaint may compromise the College's efforts to eliminate sex discrimination, prevent reoccurrences, and remedy its effects.

PROCEDURES







Section 10 - D-1.11 Trespassing Offenses

Effective 7/28/22
Reevaluate 7/28/23
Version Date 07/28/22
08:11

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
TRESPASSING OFFENSES	NUMBER D-1.11
EFFECTIVE DATE: July 28, 2022	REVIEW: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
REFERENCE: CALEA STD.	

Purpose

This directive has been established to provide a basic procedure for handling trespassing offenses on Hampden-Sydney College property.

Policy

Placing a person on the "Ban List" for trespassing violations is perceived by this department as a serious step to be taken only in order to protect College property and members of its community. Officers shall use discretion when deciding whether or not to place a person on the "Ban List". Officers have the authority to place a person on the "Ban List" for a period of 48 hours, during which time the Director/Chief of Police will review all circumstances of the incident and decide whether to extend the person's No Trespass status for a period of months, years, or permanently.

Procedure

Persons may be placed on the “Ban List” when that person is not a member of the College community and one of the following conditions exists:

- The person was arrested on College Property for committing a felony or a misdemeanor involving moral turpitude.

The person is found in a College building in violation of College regulations and it is obvious that there is intent to commit a crime within the building. This notice of trespass should only be used in those situations where there is a lack of sufficient probable cause for a criminal charge and it is obvious that the individual's presence poses a threat to the community.

The person's presence on College property at future dates is likely to constitute a threat to the College community (i.e. if the individual is disorderly or involved in a suspicious situation, but there is nothing to indicate that the person is a threat past that particular day, then the individual is to be told not to return to the campus until after that day.).

- A person may be placed on the “Ban List” for a specific building or buildings, or the entire College campus.
- On the first trespass offense, an adult shall be verbally told not to trespass, and entered into the Trespass File for records purposes.
- An adult may be arrested for trespassing on the occurrence of the second trespass offense at the officer's discretion after weighing all of the pertinent facts.
- Juveniles will be warned on the first trespass offense, their parents or legal guardian called on the second offense, and at the discretion of the officer, arrested for trespassing on the third offense.

Should a person be placed on the “Ban List”, for an extended period of time as described above, the Director/Chief of Police will notify the individual by written notice (Certified Mail with Restricted Delivery, and Return Receipt Requested) via the United States Postal Service. In the event that attempts to notify the through the U.S. mail are unsuccessful, or for the sake of time and convenience, it will be permissible for officers to personally serve the notice on the individual.

An Offense/Complaint/Incident report will be completed on all trespass incidents.

Section 11 - D-1.13 Dealing With People in Mental Crisis

Effective 7/27/22
Reevaluate 7/27/23
Version Date 07/27/22
11:05

**SUBJECT: DEALING WITH PEOPLE NUMBER D-1.13
IN MENTAL CRISIS**

EFFECTIVE DATE: July 27, 2022

REVIEW: ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety
& Chief of Police**

REFERENCE: CALEA STD.

Purpose

The purpose of this directive is to provide procedures for police response to life-threatening behavioral emergencies, as well as to establish the steps to be followed in the event such behavior warrants an Emergency Custody Order and/or a Temporary Detention Order.

Discussion

Serious Psychological distress is not uncommon in the college environment. Unfortunately, this distress sometimes takes the form of life-threatening behavior. It is emphasized that this directive refers to behaviors that are judged, based on observable signs, to be either imminently or currently life threatening and has been brought to the attention of the Hampden-Sydney College Department of Public Safety & Police.

Policy

Whenever a Police Officer is called to the scene, or in some other manner receives information concerning a possible life-threatening behavioral emergency, the assigned officer will follow the procedure listed below to insure rapid response and effective management of the crisis.

Procedure

A. The first officer on the scene will assess the situation and arrive at one of three possible determinations:

1. An Emergency - There is a life-threatening situation requiring immediate action.
2. A Crisis – There is a situation presenting itself that the officer feels will require some level of intervention or monitoring.

3. A False Alarm – The officer determines there is no discernable risk to life, that there is no emergency and that no further action on an emergency basis is indicated.

B. The officer, based on his initial assessment, will take the appropriate police action to control any perceived threat to life, and if necessary, implement an Emergency Custody Order upon the subject. Code of Virginia §2-808 states in part “A law-enforcement officer who, based upon his observation or the reliable reports of others, has probable cause to believe that a person meets the criteria for emergency custody as stated in this section may take that person into custody and transport that person to an appropriate location to assess the need for hospitalization or treatment without prior authorization. A law-enforcement officer who takes a person into custody pursuant to this subsection or subsection H may lawfully go or be sent beyond the territorial limits of the county, city, or town in which he serves to any point in the Commonwealth for the purpose of obtaining the assessment. Such evaluation shall be conducted immediately. The period of custody shall not exceed eight hours from the time the law-enforcement officer takes the person into custody.”

C. Mental Health Intervention

1. In situations 1 and 2 listed under Letter A above, the officer will contact the College Director of Counseling Services, or their designee, and allow them to assess the situation. The Dean of Students will also be notified.
2. The officer will provide as much information as possible, such as the name, date of birth, sex, and status of the person, possible medications, student, staff, non-college, etc... as well as the nature and location of the emergency.
3. The Director of Counseling Services will either respond to campus, or ask that the person in crisis be transported to Southside Community Hospital or Crossroads and recommend that we contact the appropriate crisis intervention center for a TDO. If the Director of Counseling Services does not feel the individual is in need of immediate psychiatric intervention, and if the individual is a student, the Dean of Students will be contacted and will assume responsibility for the individual.
4. If it is determined that hospitalization is required, the officer will offer the individual the option of admitting him/herself voluntarily. If the person agrees to voluntary admission, the Police Department will assist with arranging transportation (i.e., rescue squad, ambulance service, police transport, etc...). The decision to transport in a police vehicle will be made by the senior police officer on scene, taking into account available staffing, the number of vehicles in service, and if the transport can be made safely.
5. If hospitalization is indicated and the person will not agree to a voluntary admission, the police officer will request assistance from officers of this department or from the Prince

Edward Sheriff's Office in order to assure safe transport and/or to maintain the safety of the College.

6. The below steps will be followed in the event an officer has probable cause to believe that a person is mentally ill and is in need of emergency evaluation for hospitalization.

(1) The Emergency Evaluation, which must be completed within (8) hours of the citizen being taken into custody, will have one of three possible outcomes:

(a) Temporary Detention Order is recommended

i. The evaluator will recommend to the magistrate that a Temporary Detention Order be issued. The magistrate will notify the Sheriff's Department of the need for their response.

ii. The officer will maintain custody of the subject, pending arrival of the Sheriff's Deputies, who will serve the Temporary Detention Order and make any further transport. However, in instances where the Sheriff's Department is unable to make a timely response (within eight hours of the subject being taken into custody), the officer must transport the subject to the recommended facility and serve the Temporary Detention Order.

(b). Voluntary hospitalization is recommended

i. Family members or friends should be encouraged to make the transport.

ii. If the subject refuses voluntary hospitalization, the officer will return the subject to his original location or other safe location (emergency shelter, friends/relative's home, etc...)

(c). Hospitalization is not recommended.

The officer will return the subject to his/her original location or other safe location. If the individual in crisis is a resident student, the Director of Counseling Services and the Dean of Students will be contacted when the student is returned to campus.

*In those instances where an officer locates a subject for whom a Temporary Detention Order is outstanding, the officer will detain the subject until the Sheriff's Department responds to serve the order and provide transportation.

(2). In situations where extreme disorderly behavior is involved, it may be appropriate to take criminal enforcement action for disorderly conduct and assess psychological needs at a later time.

(3). The Emergency Evaluation, which must be completed within (8) hours of the citizen being taken into custody, will have one of three possible outcomes:

(a) Temporary Detention Order is recommended.

(b) Voluntary hospitalization is recommended.

(c) Hospitalization is not recommended.

*In those instances where an officer locates an individual for whom a Temporary Detention Order is outstanding, the Prince Edward Sheriff's Office (upon notification) will pick-up the commitment papers, bring the order to the scene, and will transport the person to the hospital designated in the order.

Additional Information

1. In situations involving College affiliated persons, the officer must be conscious of the professional staff that may be present and the responsibilities of this staff. The officer will attempt to work with these individuals in any manner possible while still maintaining control of the situation.
2. The officer will brief the appropriate professional staff members, if they are not already aware, on the situation and the actions taken.
3. Prior to clearing from an incident involving a student, the officer will notify the Dean of Students and advise him of the situation.

Section 12 - D-1.14 Execution of Criminal Process

Effective 7/28/22
Reevaluate 7/28/23
Version Date 07/28/22
08:30

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDER
SUBJECT: EXECUTION OF CRIMINAL PROCESS	NUMBER: D-1.14
EFFECTIVE DATE: July 28, 2022	REVIEWED: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 1.2.4, 74.1.1, 74.1.2, 74.3.1, 74.3.2, 74.4.1, 82.3.8	

Purpose

The purpose of this directive is to establish guidelines and procedures to be followed in the

execution of criminal process documents.

Procedure

A. Criminal Process documents include:

1. Arrest warrants - misdemeanor and felony
2. Capias and other court orders
3. Summons
4. Search Warrants

B. Arrest warrants shall be executed by sworn police officers only.

C. Criminal process documents, including those issued due to a defendant's failure to appear in court, will normally be executed between the hours of 0600 and 2400 except in the following circumstances.

1. Felony warrants will be executed at any time the person can be located.
2. If there is reason to believe that the person may be a danger to himself or to others, or may flee from the jurisdiction, execution of the warrant will be made when the person is located.
3. When officers make on-scene arrests, warrants or summonses will be executed upon issue.
4. Search warrants will be executed according to Va. Code Section 19.2-52 - 19.2-58.
5. Students will not be taken out of class for the purpose of serving any legal process, except in serious or exigent circumstances with the approval of the Director/Chief of Police and the Provost.

D. Procedures for Obtaining Warrants from the County of Prince Edward.

1. In situations involving on-scene arrests, the arresting officer will transport the person before the magistrate who will determine probable cause and issue the warrant or summons. Once the warrant or summons has been issued, the arresting officer will execute the document.
2. Warrants will be brought back to the College for execution under the following conditions:
 - a. The officer knows the location of the person.

b. The paper can be served during the remainder of the officer's shift.

c. If the paper cannot be served prior to the end of the officer's shift, it will be passed on to the relieving officer of the following shift for service.

3. If the location of the wanted person is off-campus and in an adjacent jurisdiction, the College officer will request that an officer from the appropriate jurisdiction meet him at that location. If the person is located, the officer from the assisting jurisdiction will execute the warrant and then turn over the arrested person and the executed copy of the warrant to the College officer. The College officer may transport the arrested person to the magistrate for processing or to the College for questioning as appropriate.
4. If the paper cannot be served during the officer's shift, or the person's location is unknown, the police officer will send a warrant letter to the person, when appropriate, advising the person that a warrant is on file as well as when and where the person can report to take care of the matter.

E. Execution of Criminal Documents from Other Agencies -

Sections 19.2-76 and 19.2-81, Code of Virginia, authorize police officers to arrest persons without a warrant when that person has been duly charged with a crime in another jurisdiction upon receipt of:

- A photocopy of the warrant, or;
 - A telegram/teletype message, or;
 - A computer printout, or;
 - A facsimile printout, or;
 - A radio message (message must state that the warrant is in hand), or;
 - A telephone message (message must state the warrant is in hand).
1. If the person is wanted by the Town of Farmville or the County of Prince Edward, and the College officer who is detaining the person is not charging the person with a crime nor is releasing the person on a summons, the officer will ensure that the agency has the warrant in hand and will transport the person back to that jurisdiction.
 2. If the College officer is incarcerating the person, and there are additional warrants on file for the person, the officer will transport the individual before the magistrate, and will advise the magistrate that there are additional papers on file for the person. The arresting officer will insure that the agency holding the papers on the person is notified of the arrest.

3. If the person has warrants on file in a jurisdiction other than the Town of Farmville or the County of Prince Edward, and the College officer has no charges on the individual, the officer will ensure that the agency holding the warrants has the papers on hand and they are valid. Once the warrants are verified, the officer will place the person under arrest and will transport the person before the magistrate of the jurisdiction in which the arrest occurred.

F. Execution of Capias and other Court Orders -

It is unlikely that officers from this department would be required to execute Capias, Rules, Attachments, Detention Orders, or other similar orders that are issued by the court. However, if such documents do come into the hands of officers of this department, they will be executed in the same manner as a criminal warrant. If it is necessary to execute a juvenile detention order, the order will provide instructions on where to transport the juvenile.

Civil Process

Officers of the Hampden-Sydney College Department of Public Safety & Police are authorized to serve civil process. In addition, officers of this department may assist the Sheriff's Departments of concurrent jurisdictions in any manner allowed by law in the service of civil process. This includes assisting with locating persons on campus, guiding officials to various locations on campus, and serving as a backup in potentially hazardous situations on campus.

Property

A. Property seized by the department pursuant to the delivery of legal process services shall be accounted for in department records. Seized property records shall include a description of the property seized, identification numbers (where applicable), and the name of persons (or corporation) from whom the property was received.

B. All property acquired by the department through the legal process function shall be disposed of in accordance with department policy, applicable statutes, or as directed by court order.

Section 13 - D-1.15 Search and Seizures-Search Warrants

Effective 7/28/22
 Reevaluate 7/28/23
 Version Date 07/28/22
 09:39

**HAMPDEN-SYDNEY COLLEGE
 DEPARTMENT OF PUBLIC SAFETY
 & POLICE**

GENERAL ORDER

**SUBJECT: SEARCH AND
 SEIZURES/SEARCH WARRANTS**

NUMBER: D-1.15

EFFECTIVE DATE: July 28, 2022

REVIEW: ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety
& Chief of Police**

**Reference: CALEA STD. 1.2.4, 74.1.1, 74.1.2, 74.3.1, 74.3.2, 74.4.1,
82.3.8**

Purpose

The purpose of this directive is to establish guidelines and procedures, which Hampden-Sydney College Department of Public Safety & Police officers must follow when conducting searches and seizures.

Policy

The Fourth Amendment to the U.S. Constitution guarantees every citizen the right to be secure in their persons, houses, papers, and effects against unreasonable searches and seizures. Supreme Court decisions regarding search and seizure place the responsibility on the police to insure that the citizen's Fourth Amendment rights are protected.

Procedures

A. Legal Authorities:

1. Section 19.2-52 of the Code of Virginia provides that a judge or magistrate may issue a search warrant if:
 - a. There is reasonable and probable cause to do so.
 - b. There is a complaint on oath supported by an affidavit.
2. Section 19.2-53 of the Code of Virginia states that search warrants may be issued for the search of, or for specified places, things or persons, and seizure therefrom of the following things as specified in the warrant:
 1. Weapons or other objects used in the commission of crime;
 2. Articles or things the sale or possession of which is unlawful;
 3. Stolen property or the fruits of any crime;
 4. Any object, thing, or person, including without limitation, documents, books, papers, records or body fluids, constituting evidence of the commission of crime; or
 5. Any person to be arrested for whom a warrant or process for arrest has been issued.

Notwithstanding any other provision in this chapter to the contrary, no search warrant may be issued as a substitute for a witness subpoena.

B. Any search warrant issued for the search and seizure of a computer, computer network, or other device containing electronic or digital information shall be deemed to include the search and seizure of the physical components and the electronic or digital information contained in any such computer, computer network, or other device.

C. Any search, including the search of the contents of any computer, computer network, or other device conducted pursuant to subsection B, may be conducted in any location and is not limited to the location where the evidence was seized.

B. Legal Requirements for Search Warrants

1. Section 19.2-54 of the Code of Virginia requires that prior to the issuance of a search warrant, an affidavit must be filed and sworn to before a judge or magistrate. The affidavit must contain the following information:

a. The specific offenses for which the search warrant is being requested.

b. A description of the person, place or thing to be searched.

c. Items for which to be searched.

d. Material facts constituting probable cause for the search.

e. The officer has personal knowledge of the facts set forth in the affidavit or is advised of the facts by an informant and the reliability of the informant.

f. A copy of the affidavit must be attached to the search warrant.

2. Section 19.2-56 of the Code of Virginia defines the following requirements to be listed on the search warrant:

a. Location and description of the person, place or thing to be searched.

b. The date and time of issuance.

c. The date and time of execution.

d. The name of the officer executing the warrant.

e. List of property seized.

3. Execution of the search warrant must take place within fifteen days after issuance, or it must be returned to, and voided by the issuing magistrate or judge.
4. The executed warrant with the list of property seized, or the notation that no property was seized must be filed in the Circuit Court within three regular working days after execution.

C. Conducting Searches

1. Once the evidence named in the search warrant has been located, the search must cease.
2. The owner of the place to be searched should be given a copy of the search warrant and affidavit at the time of the execution whenever possible. Otherwise, a copy will be left at the location.
3. A search warrant for a place does not necessarily authorize the search of persons found in the place.
4. While the Supreme Court has stated its feelings that officers should knock and announce themselves when serving search warrants, it has recognized certain exceptions to this practice. They are when:
 - a. Knocking would lead to the destruction of evidence.
 - b. Knocking would pose a danger to the officer or others.
 - c. Knocking would aid in the suspects escaping.
 - d. If the occupants know the officers wish entry.
5. When an officer has an arrest warrant for a person believed to be staying at another party's residence, he may not search that residence for the person without obtaining a search warrant or consent from the owner.

D. Vehicle Searches

In recent years, the U.S. Supreme Court has modified and expanded the conditions under which officers may search vehicles. Preferably, officers shall search vehicles under the authority of a warrant whenever sufficient time exists to obtain one. Nevertheless, warrantless searches of vehicles may take place under many conditions and circumstances. It is imperative that officers understand the different types of vehicle searches and their limitations.

1. When warrantless vehicle searches may be performed: As noted earlier, warrants shall be obtained to search vehicles, if feasible, unless an emergency exists. Any vehicle that has been disabled with little chance of its being driven away shall be searched with a warrant. In all other cases, vehicles may be searched without a warrant under the following circumstances:

1. When probable cause exists.
2. With the driver's consent.
3. Incident to the arrest of the occupants.
4. To frisk for weapons.
5. When necessary to examine the VIN or to otherwise ascertain ownership.
6. Under emergencies or exigent circumstances.
7. Inventories.

2. Searches may be conducted within the following limitations: (ADM.02.02.D)

1. With a warrant, a search may extend anywhere within the vehicle, unless limited by the warrant itself.
2. When probable cause exists, a search may extend anywhere within the vehicle, unless the probable cause is limited to a specific part of the vehicle.
3. When consent has been obtained from the driver, officers may search the vehicle subject to any limitations specified by the consenting person. Consent shall be obtained in writing, if feasible.

3. Searches incident to the arrest of an occupant shall be limited to any area within reach of the arrestee. The area within reach is deemed the passenger compartment. The trunk, engine compartment, and any locked compartments shall not be searched unless immediately accessible to the suspect.

4. Frisks for weapons shall be confined to the passenger area. Any place not immediately accessible to the occupants, such as a locked glove compartment, shall not be frisked. If the contents of a container are immediately accessible to the subject, a closed container may be searched for weapons.

a. Note that an officer can order the suspect from the vehicle and frisk both the suspect and the vehicle.

5. An entry into the vehicle to examine the VIN or otherwise determine ownership must be limited to these purposes.

6. An emergency search of the vehicle may be conducted but the extent of the search must not exceed whatever is necessary to respond to the emergency.

Note: If the initial search under the above conditions gives rise to probable cause that evidence, contraband, fruits, or instrumentalities of the crime might be found elsewhere in the vehicle, officers may search those areas that might reasonably contain such items.

E. Search Warrant Exceptions

There are several well-recognized exceptions to the search warrant requirement. These exceptions include:

1. Search by Consent - A free and voluntary consent to conduct a search may be given by the person who owns or has control of a place, vehicle, or thing.
2. Stop and Frisk of an individual under circumstances where the officer has articulable reasons to fear for his/her safety.
3. Search of a vehicle under a “movable vehicle exception”;
4. At the scene of a crime;
5. Exigent circumstances, as where the public safety is endangered;
6. Inventory searches of seized vehicles or other property; an inventory is a procedure used to identify and list property that may be located in a vehicle, which is to be impounded or otherwise taken into police custody. Although the Supreme Court has ruled in favor of inventory searches, a vehicle cannot be impounded or towed as a pretext to conduct an investigatory search under the guise of an inventory.
7. Plain View - An officer may seize contraband, stolen property, proceeds, or evidence when he observes these in the performance of his duty, if these three conditions are met:
 - a. The officer must have a legitimate right to be in the place and position from which he observed the items; and,
 - b. The discovery of the items must be inadvertent or unexpected; and,
 - c. The incriminatory nature of the item must be apparent or the officer must have good reason to believe that the item is incriminating evidence of a criminal activity.
8. Other situations authorized by state and federal constitutional provisions.

F. Disposition of Property Acquired through the Legal Process Function

Any property acquired by this department as a result of a legal process function such as execution of a search warrant, seizure incident to arrest, or other lawful seizures will be treated as evidence and will be disposed of in accordance with the appropriate state, College, or department policy.

Conclusion

If there is any doubt as to the legality of an impending search, a search warrant should be obtained, or the Commonwealth Attorney's Office should be contacted for assistance.

Section 14 - D-1.16 Laws of Arrest-Warrantless Arrest

Effective 7/28/22
Reevaluate 7/28/23
Version Date 07/28/22
09:52

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDER
SUBJECT: LAWS OF ARREST/WARRANTLESS ARREST	NUMBER: D-1.16
EFFECTIVE DATE: July 28, 2022	REVIEWED: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 1.2.4	

Purpose

The purpose of this directive is to establish guidelines and procedures to be followed in the arrest and subsequent processing of individuals who have been charged with criminal or traffic offenses by members of the Hampden-Sydney College Department of Public Safety & Police..

Policy

Police officers shall be familiar with the laws of arrest and arrest procedures as set forth in the Code of Virginia. This directive provides general guidelines and procedures, and general guidelines are also published in the Virginia Magistrate's Association Code Index. Each officer should be aware that the laws of arrest and arrest procedures may change from year to year, and that training is important to the effective implementation of arrest procedures.

Procedures

A. Arrests without a Warrant:

Section 19.2-81 of the Code of Virginia allows police officers to make warrantless arrests in the following situations:

1. Crime committed in the officer's presence.
2. Probable cause to believe a person has committed a felony not in the officer's presence.
3. At the scene of a motor vehicle accident.
4. Apprehension of a person charged with motor vehicle theft.
5. Persons charged with a crime in another jurisdiction, if proper notification is given.
6. Shoplifting in violation of Section 18.2-96 or 18.2-103 of the Code of Virginia.
7. Assault and Battery.

B. Misdemeanor Criminal Offenses

1. The police officer shall issue a Virginia Uniform Summons for any misdemeanor committed in his presence, except:

a. When the officer has reason to believe the accused will not appear in court, such as the inability to establish identity or address;

b. When the officer has reason to believe that the accused is dangerous to himself or others;

C. Arrests with a Warrant:

Police Officers shall follow the procedures set forth in D-1.14 "Execution of Warrants and Criminal Process" in effecting arrests with a warrant.

D. Arrest Process

1. After the arrest, the officer will:

a. Release the person on a Virginia Uniform Summons at the location of the arrest on all misdemeanors except:

(1) Driving under the influence

(2) Drunk in public

(3) The officer feels that the arrested person will cause harm to himself or others.

(4) The person refuses to discontinue an unlawful act for which a summons has been issued.

b. Refusal to give written promise to appear - Sections 19.2-74 and 46.1-178 of the Code of Virginia give the arresting officer the authority to take into custody any person refusing to sign a summons to appear in court when the officer reasonably believes that the person will not appear in court and to take the person before the nearest magistrate. The magistrate may issue either a summons or a warrant based on probable cause to believe that a criminal offense has been committed and the person arrested has committed such offense, or that such person is likely to disregard a summons.

c. Persons released on summons for criminal offenses that are reportable to the Central Criminal Records Exchange will be processed (fingerprinted and photographed) upon their appearance in court and only in cases where there is a conviction.

2. If the person is not going to be released on a Virginia Uniform Summons, the arresting officer will follow the below procedures.

a. The person will be transported to the magistrate's office of the appropriate jurisdiction to be formally charged.

b. The magistrate will issue either a warrant or a summons based on the officer's probable cause for the arrest.

c. The arresting officer will execute the warrant or summons, giving the arrested person a copy.

d. After the warrant or summons has been executed, the magistrate will either release the person on his written promise to appear or require the person to post a bond.

e. The arrested person is then committed to jail or released on bond.

Section 15 - Reserved

Effective 7/28/22
Reevaluate

Version Date 07/28/22
10:40

Reserved

Section 16 - Reserved

Effective 7/28/22
Reevaluate
Version Date 07/28/22
10:39

Reserved

Section 17 - D-1.19 Response to Fire Alarms; Trouble Alarms and Reports of Fire and Smoke

Effective 7/28/22
Reevaluate 7/28/23
Version Date 07/28/22
10:55

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDER
SUBJECT: RESPONSE TO FIRE ALARMS; TROUBLE ALARMS AND REPORTS OF FIRE AND SMOKE	NUMBER: D-1.19
EFFECTIVE DATE: July 28, 2022	REVIEWED: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 81.2.13	

Purpose

The purpose of this directive is to establish a uniform procedure for the response to and the investigation of fire and trouble alarms, and reports of fire and smoke.

Policy

It is the policy of this department to respond immediately to all fire and trouble alarms and reports of fire and smoke reported within the department's jurisdiction. On all fire alarms, trouble alarms, and reports of fire or smoke, the officer will immediately proceed to the scene. An offense report shall be completed for any fire alarm. Any trouble alarms shall be reported to the Fire Safety Supervisor or his assistant.

Procedures

A. Fire Department Response Jurisdiction

1. The Hampden-Sydney Fire Department will respond to all fires (structure or non-structure) on College owned property in the County of Prince Edward.

B. Trouble Alarms

1. The responding officer shall make note of the location of the alarm call and proceed to the specific area in trouble.

2. The officer will proceed to the area indicated by the alarm panel at the dispatched location and attempt to determine the cause of the trouble alarm.

3. If no problem is found, the officer shall attempt to reset the system.

4. Upon checking the building and finding a problem, the officer will ensure that a College facilities fire alarm technician notified to respond to the building in order to repair the problem.

5. If the alarm panel resets itself prior to the officer's arrival, a College facilities fire alarm technician will be notified.

6. A College facilities fire alarm technician will be called out at night and on weekends, only if the alarm panel is in a residence hall.

7. If the College facilities fire alarm technician is unable to make the repairs necessary in a residence hall, an outside contractor will be called in.

C. Fire Alarms

1. Upon notification of a fire alarm, the police officer will respond immediately.

2. If fire or smoke is not observed by the officer upon arrival, he shall proceed to the alarm indicator panel, to determine the area in alarm, and then go to the area to determine the cause of the alarm.

3. If it is obvious that no actual fire emergency exists (false alarm), the officer shall contact Farmville Dispatch to advise them to relay to the

Fire Department his/her findings.

4. The decision to disregard the call, based on the officer's observation, shall be made by the responding Fire Department.

D. Fire Alarms - Cause Unknown or Malfunctioning

1. If the cause of the alarm is unknown, the audible alarm may be silenced after the building has been evacuated.
2. If the officer is unable to reset the fire alarm panel, and the residence hall is occupied, then the responding officer or a security officer will remain in the residence hall to patrol as a fire watch until a College facilities fire alarm technician arrives. In the event that the alarm is not in a residence hall, College facilities fire alarm technician will be notified, but a fire watch will not be necessary.
3. If the College facilities fire alarm technician is unable to repair the alarm in a residence hall, an outside contractor will be called in. If the system cannot be repaired, the Fire Safety Supervisor or Fire Technician shall make arrangements with the Director/Chief of Police to place a security officer in the residence hall to serve as a fire watch between the hours of 10:00 PM. and 6:00 AM or, as an alternative, initiate regular officer patrols every 30 minutes until the system has been repaired. A fire watch is not necessary in a building with fewer than ten occupants.
4. A College facilities fire alarm technician will be notified whenever a fire alarm cannot be cleared on the alarm panel.

E. Report of Fire or Smoke

Anytime there is a report of fire or smoke, the fire department will be notified.

F. Evacuation of Buildings

1. Actual Fire and Smoke

- a. Once the officer arrives and determines there is a fire or possibility of fire, he/she

shall immediately take the following steps to evacuate the building:

1) Make sure the audible alarm is sounding in the building.

2) Determine if evacuation of the building can be conducted safely by head residents, resident assistants, and police officers.

b. Head residents should be instructed as to what they must do to assist in the evacuation.

Section 18 - D-1.20 Domestic Violence-Stalking-Dating Violence.docx

Effective 7/28/22
Reevaluate 7/28/23
Version Date 07/28/22
13:06

HAMPDEN-SYDNEY COLLEGE
DEPARTMENT OF PUBLIC SAFETY &
POLICE

GENERAL ORDERS

**SUBJECT: Domestic
Violence/Stalking/Dating Violence**

NUMBER: D-1.20

EFFECTIVE DATE: July 28, 2022

REVIEW DATE: Annually

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety
& Chief of Police**

**VLEPSC Standards: OPR.13.01, OPR.12.01, OPR.12.02, OPR.02.01, OPR.02.03,
ADM.23.01, ADM.23.02, ADM.23.03**

NOTE:

This rule or regulation is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department/office, and then only in a non-judicial administrative setting.

POLICY

The Hampden-Sydney College Department of Public Safety and Police assigns domestic

violence (domestic disturbance) calls a high priority. With all due consideration for their own safety, department personnel responding to a domestic disturbance call shall (1) end the conflict, (2) arrest persons when probable cause exists and a predominant aggressor can be determined, (3) provide safety and security for the crime victims(s), (4) conduct a thorough investigation, if needed, and (5) refer participants to appropriate agencies to help prevent future occurrences.

PROCEDURES

A. Definitions:

1. "Domestic Violence" - A pattern of physically, sexually, and/or emotionally abusive behaviors used by one individual to assert power or maintain control over another in the context of an intimate partner or family relationship.

2. "Intimidation" - To compel or deter another person or to make fearful through the use of threats, force, and/or menacing annoyances (harassment).

3. "Assault and Battery" - See *Code of Virginia 18.2-57*. See also §18.2-57.2, Assault and Battery Against a Family or Household Member; penalty. Note that whenever a warrant for a violation of § 18.2-57.2 is issued, the magistrate shall issue an emergency protective order as authorized by § 16.1-253.4, except if the defendant is a minor, an emergency protective order shall not be required.

4. "Family Abuse" - any act involving violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury and that is committed by a person against such person's family or household member. Such act includes, but is not limited to, any forceful detention, stalking, criminal sexual assault in violation of Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2, or any criminal offense that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury.

5. "Family or Household Member" - See Code of Virginia §6.1-228. Family or household members include:

1. Spouses, whether or not residing together,
2. Former spouses, whether or not residing together,
3. Persons who have a child in common, whether or not residing together,
4. Parents, whether or not residing together,
5. Children, whether or not residing together,
6. Stepparents/stepchildren, whether or not residing together,
7. Siblings/half-siblings, whether or not residing together,
8. Grandparents/grandchildren, whether or not residing together,
9. Parents-in-law/children-in-law/siblings-in-law, who do reside together,
10. Persons who cohabit or who cohabited within the previous 12 months, and any children of either person who reside/resided in the same home.

See also Code of Virginia §19.2-81.3 (Arrest without a warrant authorized in cases of assault and battery against a family or household member and stalking and for

violations of protective orders; procedure, etc.) and § 18.2-57.2 (Assault and battery against a family or household member; penalty.).

6. "Predominant Physical Aggressor" - See Code of Virginia §19.2-81.3. Officers having probable cause to believe that a violation of § 18.2-57.2 or § 16.1-253.2 has occurred shall arrest and take into custody the person he/she has probable cause to believe, based on the totality of the circumstances, was the Predominant Physical Aggressor, unless there are special circumstances which would dictate a course of action other than arrest. The standards for determining the predominant physical aggressor shall be based on the following considerations:

1. Who was the first aggressor;
2. The protection of the health and safety of family and household members;
3. Prior complaints of family abuse by the allegedly abusing person involving the family or household members;
4. The relative severity of the injuries inflicted on person involved in the incident;
5. Whether any injuries were inflicted in self defense;
6. Witness statements; and
7. Other observations (see also page 9, number 12)

Note: When determining the predominant physical aggressor, gather all relevant information. Do not assume guilt based only on visual evidence or physical injuries. Officers must make their determination based on the totality of the circumstances. The predominant physical aggressor is the person that poses the most serious threat. The predominant physical aggressor is not necessarily the first disputant to engage in assaultive behavior, but the one with the most ability and inclination to inflict physical injury.

7. "Stalking" – Any person who on more than one occasion engages in conduct directed at another person with the intent to place, or when he/she knows or reasonably should know that the conduct places, that other person in reasonable fear of death, criminal sexual assault, or bodily injury to that other person or to that other person's family or household member (See Code of Virginia § 18.2-60.3). Stalking behaviors may include: following a person to home, work, and other places; parking outside a person's home or office; writing threatening notes or making threatening telephone calls; other threats, including computer-based or on-line threats.

8. "Dating Violence" – Means violence committed by a person (1) who is or who has been in a relationship of a romantic or intimate nature with the victim; (2) where the existence of such a relationship shall be determined based on a consideration of the following factors, (a) length of relationship, and (b) type of relationship; and (c) frequency of interaction between the persons involved in the relationship.

Section 19 - D-2.3 Criminal Investigative Procedures; Preliminary-Follow-up Investigations

Effective 7/29/22
Reevaluate 7/29/23
Version Date 07/29/22
11:41

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDER
SUBJECT: CRIMINAL INVESTIGATIVE PROCEDURES; PRELIMINARY/FOLLOW-UP INVESTIGATIONS	NUMBER: D-2.3
EFFECTIVE DATE: July 29, 2022	REVIEWED: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 1.2.2, 42.1.4, 42.2.1, 42.2.2, 42.2.3	

Purpose

The purpose of this directive is to establish the procedures and steps for conducting preliminary and follow-up investigations by officers of the Hampden-Sydney College Department of Public Safety & Police.

Discussion

A criminal investigation consists of two distinct and yet closely inter-related phases:

- A. Preliminary investigation conducted by the first officer to arrive at the scene.
- B. Follow-up investigation of the assigned investigator/officer.

Preliminary Investigations

A. A proper and thorough preliminary investigation builds a solid foundation from which the follow-up investigation will start, and in many cases, may be sufficient to bring the case to a satisfactory conclusion, eliminating the need for further investigation.

B. The primary patrol officer assigned to an Offense/ Incident/Complaint Report is responsible for conducting the preliminary investigation.

C. To conduct a proper preliminary investigation, the officer shall accomplish the following tasks, remembering that the preliminary investigation terminates when the officer has completed all that he can accomplish, to the point where a delay in additional action will not affect the successful outcome of the investigation.

1. Proceed to the scene promptly and safely.
2. Render assistance to the injured.
3. Effect the arrest of the criminal.
4. Locate and identify all witnesses.
5. Interview the complainant/victim and witnesses.
6. Maintain the crime scene and protect the evidence.
7. Interrogate any suspects.
8. Note all conditions, events, and remarks.
9. Arrange for the collection of evidence.
10. Report the incident fully and accurately.
11. Yield the responsibility of follow-up to the investigator or officer.

Follow-up Investigations

A. The purpose of the follow-up investigation is to acquire the additional information not discovered during the preliminary investigation in order to successfully conclude a criminal investigation.

B. The Assistant Chief of Police or his designee shall assign an investigator/officer to all cases that have been determined to require follow-up investigation.

C. The five principle methods of information gathering to be used during the investigative process are:

1. Interviews and interrogations;
2. Information development and gathering;
3. Surveillance;
4. Collection, preservation, and use of physical evidence; and,
5. Background Investigations

D. Investigating officer responsibilities for conducting a follow-up investigation shall include, as applicable to each case:

1. Reviewing and analyzing all previous reports prepared in the preliminary phase of the investigation.
2. Conducting additional interviews and interrogations as required.
3. Reviewing Department records pertaining to similar offenses.
4. Seeking additional information from other police officers, informants, etc.

5. Reviewing laboratory results.
6. Arranging for the dissemination of information as appropriate.
7. Planning, organizing, and conducting searches.
8. Preparing cases for court presentation.
9. Determining suspect's involvement in other crimes.
10. Checking suspect's criminal history.

Second Contacts

A. The purpose of second contacts is two-fold:

1. First, it allows the principal involved in the offense time to recall more information concerning the case; and
2. It shows the public that the department is concerned about the case, which helps build public confidence in the department.

B. The investigating officer will make second contacts with the victims and complainants after the follow-up investigation.

C. Second contacts shall be made in person or over the telephone and documented in the case file.

Compliance with Constitutional Safeguards

A. During all phases of the criminal investigation, the investigating officer must constantly insure that all Constitutional requirements are met.

B. The investigating officer will insure that:

1. All statements or confessions are of a voluntary nature and no coercion whatsoever is used.
2. All persons are advised of their Constitutional rights, as applicable.
3. All arrested persons are taken before a magistrate for formal charging promptly, without unnecessary or excessive delay.
4. All persons accused or suspected of a criminal violation for which they are being interrogated are given an opportunity to consult with an attorney.
5. Prejudicial pretrial publicity of the accused is avoided so as not to interfere with the defendant's right to a fair and impartial trial.

Section 20 - D-2.4 Property and Evidence Control-Crime Scene Processing

Effective 7/29/22
Reevaluate 7/29/23
Version Date 07/29/22
11:54

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDER
SUBJECT: PROPERTY AND EVIDENCE CONTROL - CRIME SCENE PROCESSING	NUMBER: D-2.4
EFFECTIVE DATE: July 29, 2022	REVIEWED: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference:	

Purpose

The purpose of this directive is to establish the agency protocol for the secure and efficient storage and retrieval of property and evidence that enters the custody of the Department. This policy is written to comply with all existing laws.

Definition

A. Evidence – Items presented to a court of jury as proof of facts in issue, which may include documents, records, or objects. Items that are secured by agency personnel at crime scenes and recovered stolen property are usually considered evidence and should be handled in accordance with the Department’s evidence handling procedure.

B. Evidence Custodian – Specific members of the Department assigned to the property and evidence function, whether full-time or as a component of their investigatory role. The primary evidence custodian and any other personnel assigned to perform custodial duties shall be appointed by the Director of Public Safety and Chief of Police.

C. Property – For the purpose of this policy, property is defined as items that come into the custody of the Department as a result of enforcement activity or public service. Items that are considered property are generally items found by the public or by members of the Department where the owner cannot be immediately located or determined. Property can also be items taken into custody in accordance with the law for safe keeping.

D. Evidence and Property Room – A secure room used to store evidence and property and providing the ability to maintain a chain of custody. The Department’s evidence and property room is located in the police officer work bay. It may only be accessed by the evidence custodian

and the Deputy Chief of Police.

E. Evidence Locker – a series of five (5) lockers that are used to accept evidence and property that has been seized by police officers during their tour of duty. Evidence and property is secured in the lockers and retrieved by the evidence custodian for storage in the evidence and property room. This process allows for a secure chain of custody.

F. Police Officer Work Bay – the area on the first floor of Gilkeson Hall where police officers maintain their work space.

Procedures

A. Police Officer Responsibilities

1. Police officers seizing evidence will be responsible for properly handling, packaging and sealing with evidence tape and initialing items and package seals.

- a. Proper handling, packaging and sealing of evidence is performed to prevent tampering, alteration, contamination and/or destruction of evidence.

2. Police officers seizing evidence with numeric identifiers shall check the item(s) through VCIN and NCIC to determine if the item(s) was stolen.

3. Police officers shall properly describe and list all recovered evidence items in the record management system, under the property area.

- a. Whenever possible, the item description should include make, model, and serial number.

4. All evidence and property shall be secured prior to the end of the recovering police officer's tour of duty. Evidence and property may be secured by the Evidence Custodian or it may be placed in an evidence locker by the recovering police officer. No items of evidence or property shall be stored in vehicles, in the police officer work bay or in any other location without permission of the Director of Public Safety and Chief of Police or his designee.

5. It is the responsibility of the police officer that seized the evidence to update the status of the case evidence when a change occurs. Police officers shall update the status every thirty (30) days.

6. It is the responsibility of the police officer that seized the evidence to return the evidence to

its legitimate owner as soon as it is not needed for court. If the police officer is not able to contact the owner or a relative of the owner, the police officer will alert the Deputy Chief of Police, who will make a determination regarding the final disposition of the property.

7. Money, drugs and any item of exceptional value shall be sealed in a clear evidence package.

- a. Seized money shall be recorded by denomination, quantity and total amount in the IBR. Prior to placing the monies into a clear package, the police officer should obtain a witness to verify the total amount of money that is to be secured. The package shall be secured with evidence tape and initialed by the police officer and witness.

8. Firearms, knives, latent prints and items requiring refrigeration will be packaged separately.

- a. Firearms shall be unloaded when packaged. The firearm, ammunition and any magazines shall be separated but may be packaged together. The police officer shall initial, date and write, "UNLOADED" on the package.

- b. Knives are packaged in a careful manner, similar as firearm packaging. The knife shall be packaged in such a manner as to ensure that the blade is not exposed.

- c. Latent prints shall be packaged in a separate evidence bag and secured with evidence tape. The police officer that processed the latent prints shall initial the evidence package.

- d. Evidence requiring refrigeration shall be packaged in a separate evidence bag and secured with evidence tape. The police officer that processed the evidence shall initial the evidence package.

- i. The Evidence Custodian shall be notified of this evidence so that it may be secured in the refrigerator inside the evidence room.

9. Physical Exam Recovery Kits (PERK) collected during the investigation of a sexual assault will be sent to the State's Forensic Laboratory within seventy-two (72) hours of the evidence collection, when possible.

- a. The investigating police officer shall notify the Director of Public Safety and Chief of Police of any sexual assault complaint.

- b. The Director of Public Safety and Chief of Police will notify the Commonwealth's Attorney of any sexual assault complaint within 48 hours.

- c. When the victim declines prosecution, the evidence will be held consistent with the Code of Virginia.

d. When the Commonwealth's Attorney declines prosecution, the police officer will follow all procedures for disposing of felony evidence.

D. Evidence and Property Storage Facility

1. No police officer shall place seized evidence in any locker, desk, file cabinet, vehicle or container other than an evidence locker or the evidence room, unless specifically authorized by the Evidence Custodian. All evidence shall be submitted prior to the end of the recovering police officer's tour of duty.
2. The Evidence Custodian shall have the responsibility of ensuring and maintaining the proper security of the evidence and property room and the evidence storage lockers.
3. Access to the evidence room is limited to the Evidence Custodian and or the Deputy Chief. All other personnel shall be escorted at all times while in the evidence room and shall be documented on the Evidence Room Log.
4. Drug, firearms and money or other sensitive or valuable property will be stored in a separate "T" designated locker within the evidence room.
5. The Evidence Custodian is responsible for checking, documenting and transferring to the evidence room all items, evidentiary and non-evidentiary, that are placed in the evidence storage lockers at the first available opportunity.
6. All items placed in the evidence room shall be entered into the evidence control log by the Evidence Custodian.
7. Extra security measures for exceptional, sensitive or valuable items, dependent on the item(s) being stored, shall be the responsibility of the Evidence Custodian.

E. Temporary Release of Evidence

1. Police officers shall be responsible for signing out evidentiary materials needed for follow up investigation, court appearances or return to owner, and will make the necessary advance arrangements through the Evidence Custodian.

a. Police officers preparing for court should submit an email request to the Evidence Custodian, 7 days in advance of the court hearing.

b. The Evidence Custodian should notify members of the Department any time when not available to requests evidence.

2. When evidence is released to any court, the assigned police officer shall obtain a receipt from the court official to document the chain of custody transfer. The receipt shall be returned with the evidence to the Evidence Custodian at the conclusion of the court proceedings.

F. State Laboratory Requests

1. Police officers who require an analysis of seized evidence shall complete the Request for Laboratory Examination form (RFEF). The form shall be submitted to the Evidence Custodian.

2. The Evidence Custodian shall ensure that the evidence is transported or mailed, via certified mail, returned receipt to the DFS Lab for the requested analysis at the first reasonable opportunity. Upon completion of the requested analysis, the Evidence Custodian shall be responsible for the return of the evidence to the evidence room. The Evidence Custodian transporting the evidence to or from the Lab shall inspect each packaged item, verifying the case number, lab number and condition of the packaging

3. When completed Reports of Laboratory Analysis are returned to the Department, the Evidence Custodian shall notify the police officer of the report.

a. The police officer shall file the original report with the Commonwealth's Attorney's Office who will subsequently file it with the clerk of the court of jurisdiction at least seven (7) days prior to trial. The investigating police officer shall also ensure that copies of all Laboratory Analysis reports are included in the case file.

G. Disposition of Evidence

1. There are eight (8) types of dispositions for property or evidence:

a. Return to owner

b. Return to case file

c. Destruction

d. Transfer to the Department of Treasury

e. Forfeiture

f. Release to the Department

g. Release to another agency

h. Release to court

2. Items that are no longer of evidentiary value can be released to the lawful owner. For items that cannot be released to the lawful owner (illegal contraband), or the lawful owner cannot be determined, the Evidence Custodian shall seek a destruction order or disposition order from the appropriate court within a timely manner. Such order shall be carried out by the Evidence Custodian.

3. All biological evidence related to any sexual assault case or major felony case shall also be reviewed by the Deputy Chief of Police before receiving its final disposition.

4. For all biological evidence where a DNA profile has been established, and the profile has been run through the DNA Data Bank with negative results, the following procedures will apply:

a. If the biological evidence is related to a misdemeanor case, the Evidence Custodian will retain it for a period of one year. After such time, if no Data Bank hit has resulted, then the evidence may be disposed of through appropriate department procedures.

b. If the biological evidence is related to a felony case, it shall be retained indefinitely by the Department.

5. Final disposition for any evidence that is involved in a felony case where the Commonwealth's Attorney's Office has declined prosecution will require the police officer to complete a supplemental report explaining the decision to decline prosecution and the final disposition of evidence. This explanation will require that the assigned police officer indicate that they have notified the victim that the case will not be prosecuted. Final approval will require the signature of the assigned police officer, the police officers supervisor Commonwealth's Attorney assigned to the case. A copy will be placed in the case file.

6. On the designated date of destruction, the Deputy Chief of Police or his designee will document the manner of destruction. All evidence records will be documented individually, indicating date of destruction, manner, location, time and witnesses. A copy of the report of destruction shall be placed in the case file for future reference.

H. Crime Scene Processing

1. Securing crime scenes is crucial to effective investigation and prosecution of criminal activity. Once medical needs are addressed and order is restored, police officers shall immediately secure the crime scene.
2. Authority to process a crime scene shall originate with consent, a search warrant or exigent circumstances which will be determined by the on scene supervisor.
3. Crime scenes will be processed by personnel trained in the collection of evidence. In those instances when trained personnel are not on duty, the on duty supervisor will decide if trained personnel should be called out to assist.
4. Less serious crime scenes shall be processed by police officers as determined by the on scene supervisor. Less serious crime scenes may include larceny, vandalism and traffic crashes.
5. The initial police officer arriving on a major crime scene shall:
 - a. Establish a crime scene perimeter;
 - b. Initiate a crime scene log which will contain, at a minimum, the case number, date police officers names and their time in and out of the crime scene and the initials of the police officer making the log;
 - c. Secure a control walking path;
 - d. Limit the crime scene access to necessary personnel only.
6. In the death of a person from "trauma, injury, violence, poisoning, accident, suicide, homicide or suddenly when in apparent good health, or when unattended by a physician, or suddenly as an apparent result of fire or in any suspicious, unusual or unnatural manner," the medical examiner must be notified prior to moving the body.
7. Any suspicious death scene shall be treated with the same attention and care as a homicide, with a complete crime scene log.

8. The Evidence Custodian shall ensure that an adequate number of PERK units are available, as well as other evidence recovery and collection supplies.

Section 21 - D-2.5 Asset Forfeiture

Effective 7/28/22
Reevaluate 7/28/23
Version Date 07/28/22
11:44

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: ASSET FORFEITURE	NUMBER: D-2.5
EFFECTIVE DATE: July 28, 2022	REVIEWED: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
REFERENCE: VLEPSC STANDARDS: OPR.03.05	

Purpose

To outline the Hampden-Sydney College Department of Public Safety & Police participation in asset forfeitures from drug enforcement cases, and to state responsibilities of the asset forfeiture coordinator.

Discussion

Criminal investigations frequently entail the discovery of money and property used or derived from the criminal act. A constitutional amendment to state law permits law enforcement agencies to benefit directly from the seizures made in narcotics or drug investigations. Formerly, in order to receive financial assistance through seized assets, law enforcement agencies had to use the federal forfeiture process. This policy will outline the current policy and process for asset forfeitures from drug enforcement and other criminal cases.

Policy

The department aggressively enforces narcotics and dangerous drugs laws, and where officers make a substantial seizure of property according to state law, the department shall begin forfeiture proceedings. Any assets recovered through the forfeiture process, whether money or property, will be applied to legitimate enforcement needs, primarily to carry out other drug enforcement strategies. Under no circumstances will personnel select enforcement targets because of the expected financial gain accruing to the department: enforcement strategies are not dictated by profit.

Definitions

A. Asset forfeiture coordinator (AFC)

The AFC is the officer designated by the chief to be conversant in state forfeiture law (*Virginia Code*, §§ 19.2-386.1 through .14), to identify assets in case records, and begin the legal process to appropriate these assets for department use. The AFC also performs as liaison to other state and federal agencies, and the courts as needed.

1. The AFC shall also understand the authority of § 19.2-386.22 which allows for the seizure and forfeiture of property used in narcotics trafficking.

2. The AFC shall maintain a current edition of the *Forfeited Assets Seizure Manual* (FASP), published by the Department of Criminal Justice Services (DCJS).

B. Designated seizing agency

The designated seizing agency is the one which initiates the seizure or which retains possession of the seized property. It may be the agency chosen by mutual decision of the participating agencies.

C. Assets

Assets are **anything** of value seized in connection with a drug transaction and include both in-kind property and proceeds. In-kind property consists of whatever an agency can put to immediate use. Proceeds refer to money that is raised through sale of property of a kind not immediately useful.

Procedures

A. Responsibilities of the asset forfeiture coordinator (AFC)

1. Reviews all offense reports to identify property subject to forfeiture.
2. Ensures that all seizures for forfeitures are reported to DCJS.
3. Reports to the chief of police on all matters pertaining to forfeiture proceedings.
4. Chooses and coordinates with vendors hired to manage seized property.

5. Coordinates, where possible, with other agency representatives, as designated by the chief, for "pre-seizure" planning meetings to evaluate target assets to ascertain ownership and the existence of liens or encumbrances.

- a. Personnel planning a seizure of assets shall make every reasonable effort to identify innocent lienholders to avoid inconveniencing them.

[Note: Up to this point, the order addresses generic asset-forfeiture administration common to both state and federal procedures. If the agency wishes to participate in state forfeiture procedures, the AFC shall:]

6. Coordinate with the commonwealth's attorney to enter a default judgment against persons who fail to respond to the court within 30 days to defend against seizure of their property.

7. Apply to DCJS for return of in-kind property for legitimate law enforcement use.

8. Coordinate with the commonwealth's attorney or other officials as necessary to obtain a commercial sale of property in appropriate cases.

9. When applicable, coordinate with other agencies participating in a regional drug enforcement task force to agree on which agency will become the designated seizing agency for purposes of forfeiture proceedings. Negotiate with participating law enforcement agencies for a suitable division of assets.

a. Where agencies seize property pursuant to membership in a regional task force, the AFC shall forward to DCJS a copy of the interagency agreement or contract that authorizes the task force.

b. The AFC shall assist inter-jurisdictional coordination to ensure that localities maintain separate forfeitures, accounts, and auditing procedures. Similarly, the AFC shall track cases in which the department is involved but is not the primary seizing agency.

10. Ensure that the locality's certification (that the proceeds will be used for law enforcement purposes only and will not supplant existing resources) is submitted to DCJS, and renewed annually by the Vice President of Student Affairs.

11. Ensure that seized money is forwarded to DCJS in check form. Coordinate with the locality finance officer, as necessary.

B. The Hampden-Sydney College Business Office shall:

1. Prepare checks to DCJS as soon as possible upon receipt by the agency of forfeited funds from drug transactions.

2. Prepare and maintain records on all property accruing to the agency through drug forfeitures and retain these records for a minimum of three years.

3. Annually conduct an audit of all property seized attendant to drug transactions, including an audit of all property subjected to forfeiture proceedings. Forward a copy of all audits to DCJS upon request.

4. Compile and retain a file of all receipts for cash or property obtained and sold or otherwise disposed of through asset forfeitures procedures.

C. If the agency elects to pursue forfeiture through federal proceedings, then the AFC does not notify DCJS.

D. Evidentiary considerations

1. Officers searching businesses, residences, or vehicles for narcotics evidence shall try to obtain documents relating to the ownership of the items seized.

2. Officers must obtain complete data on all suspects and participants when a seizure is made. This data include name, date of birth, race, sex, nationality, height, eye and hair color, complete address with zip code, telephone number, Social Security number, and any other identifying numbers such as driver's license number.

3. When interviewing suspects or participants, officers shall try to elicit statements of ownership or lien holding, and origin (how did the property come into the suspect's possession).

Section 22 - D-2.9 Criminal Background Investigations

Effective 7/29/22
Reevaluate 7/29/23
Version Date 07/29/22
12:06

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: CRIMINAL BACKGROUND INVESTIGATIONS	NUMBER: D-2.9
EFFECTIVE DATE: July 29, 2022	REVIEWED: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 42.2.1	

Purpose

The purpose of this directive is to establish the procedures for Hampden-Sydney College Department of Public Safety personnel to conduct criminal background investigations.

Discussion

Criminal investigations frequently require the initiation of a background investigation in determining a suspect's past criminal history, in locating previous associates, and in the development of further suspects. Background investigations are also a key element in providing

historical data for conspiracy investigations.

Policy

It is the policy of this Department that information gathered under the color of and in conjunction with a background investigation be utilized only to fulfill the lawful purpose for which it was intended. Such information will be released only to persons lawfully entitled to receive it and only after the request for dissemination has been approved by the Director/Chief of Police.

Procedure

A. The circumstances that lead to the initiation of a background investigation may determine the resources to be used in putting together a useful investigation; however, at the minimum, any time a background investigation is begun, a criminal history check through the Central Criminal Records Exchange will be conducted.

B. Other resources include, but are not limited to:

1. NCIC/VCIN;
2. Division of Motor Vehicles;
3. Other law enforcement agencies;
4. Department records such as case files and Offense Reports.

Section 23 - D-2.11 Interviews and Interrogations

Effective 7/29/22
Reevaluate 7/29/23
Version Date 07/29/22
12:11

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: INTERVIEWS & INTERROGATIONS	NUMBER: D-2.11
EFFECTIVE DATE: July 29, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 41.2.3, 42.2.1	

Purpose

The purpose of this directive is to establish the procedures to be followed by Hampden-Sydney College Department of Public Safety Officers in conducting interviews and interrogations during criminal investigations.

Discussion

A. A criminal investigation includes the task of gathering and evaluating information from people. People are affected by numerous physical and emotional factors, which affect the validity of the information they give. The officer seeking to arrive at the truth must carefully evaluate the information obtained during the interview.

B. There are two general techniques for gathering information from persons, depending upon the apparent willingness of the individual to cooperate.

1. Interviewing - The process by which an officer seeks, obtains and evaluates information given by persons having personal knowledge of events or circumstances of a crime.
2. Interrogation - The process of questions propounded by police to a person arrested or suspected, to seek a solution to a crime.

Procedure

A. A Notification of Constitutional Rights and the Rights Waiver form shall be completed prior to custodial interviewing or interrogation.

B. Interviews and interrogations shall be conducted in a professional manner. Bribes, promises, duress, and other similar techniques shall not be used as they taint the evidence obtained, prevent admission into court, and are unethical and illegal.

C. Full Constitutional rights shall be afforded, while in custody, to suspects under investigation preceding the first and any subsequent interrogation. A Notification of Constitutional Rights and the Rights Waiver form shall be completed which includes the following Miranda Warning. The form will convey:

1. The right to remain silent.
2. The right to an attorney to be present during police questioning.
3. The right to remain silent even after previously waiving that right.

4. The right to be advised that their statements can be used against them in court.
5. The right to a court-appointed attorney if unable to afford one.

D. Written, audio, and videotaped records of interviews and interrogations are considered as evidence and shall be maintained as such as per departmental policy.

E. Field Interviews

1. Conducting the Interview:

a. There is a fine line between a field interview and a lawful detainment. Reasonable suspicion is the key element on which the officer should base his action. Section 19.2-83, Code of Virginia, gives police officers the authority to stop, question and search suspicious persons provided each of the circumstances listed below exist:

- It is a public place.
- The officer reasonably suspects the person has committed or is about to commit a felony.
- The officer reasonably suspects the person is carrying a concealed weapon and intends to do bodily harm.

b. Reasonable suspicion which will justify an officer in stopping a defendant in a public place is the quantum of knowledge sufficient to induce an ordinarily prudent and cautious man, under the same circumstances, to believe criminal activity is at hand.

c. The person the officer wishes to interview may not meet the above requirements; however, the officer can still conduct the interview realizing that the person is under no obligation to answer his questions or remain with the officer.

2. If the field interview is made as part of a preliminary or follow-up investigation, the investigating officer will insure that all notes or information received from the interview are made part of the case file.
3. In other cases involving reasonable suspicion, an offense report will be initiated and all information concerning the interview will be included. The offense report will be forwarded to the Director/Chief of Police or the investigator/officer for review and comparison of information with other crimes or offenses occurring on campus.

4. Interview and interrogation information included in a case file or offense report will only be released in accordance with department policy on release of criminal investigation and records information.

5. Field interviews and interrogations serve as:
 - a. a source of information
 - b. means of identifying the suspect.
 - c. means of detaining suspects or witnesses
 - d. a crime preventative

6. If the information received from these inquiries is obtained and used properly it can contribute greatly toward the satisfactory completion of the criminal investigation, as well as provide important crime analysis information.

Section 24 - D-2.14 Bicycle Patrol

Effective 7/29/22
 Reevaluate 7/29/23
 Version Date 07/29/22
 12:25

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: BICYCLE PATROL	NUMBER: D-2.14
EFFECTIVE DATE: July 29, 2022	REVIEW DATE: ANNUALLY
Amends: AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 41.1.4, 41.2.1, 45.2.1	

Purpose

The purpose of this directive is to establish guidelines for the Hampden-Sydney College Department of Public Safety & Police Bicycle Patrol Program. The programs primary goals are to increase visibility and to take personalized police service into the College community.

Policy

By establishing the bicycle program, the Department of Security & Police will promote community/public relations and enhance crime prevention through heightened visibility and accessibility.

Procedure

A. Selection of Officers

1. The Chief of Police will select officers from a list of volunteers.
2. Only officers assigned to routine patrol are eligible to volunteer for this assignment.
3. Officers must possess and maintain a level of physical fitness, which enables him/her to satisfactorily perform the job responsibilities.

B. Duties and Responsibilities

The duties and responsibilities of the bicycle patrol officer will include those expected of other patrol officers, with a strong emphasis on high visibility for crime prevention and the enhancement of good community relations.

1. Bicycle patrol officers will work under the direct supervision of the Patrol Commander.
2. The use of the bicycle will depend on all safety factors and will be at the discretion of the Patrol Commander and the operator.
3. The bicycle can be operated on all shifts depending on the availability of a bicycle patrol officer on a specific shift.
4. Safety is a foremost consideration. Helmets will be worn when operating the bicycle at all times.
5. The uniforms for the bicycle patrol shall be as follows:
 - a. Department issued helmet.
 - b. Department issued Polo type shirt to include a cloth badge patch on the upper left breast of the shirt (standard badge patch).
 - c. Department issued, navy-blue or black, bicycle shorts or pants.
 - d. Department issued duty belt and all related equipment (weapon, radio, handcuffs, latex gloves, etc.).
 - e. White or black athletic socks. (supplied by individual officer)
 - f. Athletic shoes. (supplied by individual officer)

All officers who participate in the bicycle program must have the capability to change into a full regular-duty uniform at any time during their tour of duty. The officer must have a regular-duty uniform with them when they report for duty.

Once it is determined during a particular tour of duty that the bicycle is no longer in service (due to unsafe conditions, rider fatigue, etc.), the officer will change into a regular-duty uniform to finish his/her tour of duty.

C. Bicycle Safety Check

To provide the safest operating conditions possible, each officer will perform a bicycle safety check prior to beginning their tour of duty on the bicycle. The safety check will include:

1. Overall condition and cleanliness of the bicycle.
2. Condition of tires.
3. Condition of brakes.
4. Condition of gears.
5. Condition of connecting cables.
6. Adequate lubrication.
7. Condition of signal/warning devices

D. Bicycle

A department approved mountain bike will be utilized for the bicycle patrol. The bike will be equipped with a security device.

E. Theft Prevention

To prevent theft, the bicycle shall be adequately secured to a bicycle rack or other immovable object at all times when it is parked.

F. Storage

During periods when the bikes are not in use, they shall be secured in a location specified by the Director/Chief of Police. All equipment associated with the use of the bike, with the exception of clothes items, will also be stored in this area.

G. Maintenance

It will be the responsibility of the bicycle operator to report all malfunctions and maintenance problems that cannot be readily repaired, to the Director/Chief of Police or his designee.

H. Response to Calls

The bicycle patrol officer may be assigned to respond to any call that does not require the equipment in the vehicle.

Section 25 - D-3.0 Evidence Collection and Preservation

Effective 7/29/22
 Reevaluate 7/29/23
 Version Date 07/29/22
 12:43

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE		GENERAL ORDERS	
SUBJECT: EVIDENCE COLLECTION NUMBER: D-3.0 AND PRESERVATION			
EFFECTIVE DATE: July 29, 2022		REVIEW DATE: ANNUALLY	
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS		APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police	
Reference: CALEA STD. 11.1.1, 42.2.1, 83.1.1, 83.1.2, 83.2.1, 83.2.2, 83.2.3, 83.2.4, 83.2.5, 83.3.1, 83.3.2			

Purpose

The purpose of this directive is to establish responsibilities for the processing of crime scenes by Hampden-Sydney College Department of Public Safety & Police Officers and to establish guidelines for the proper documentation, collection, packaging, and submission to the forensic laboratory of physical evidence.

Policy

A. Proper documentation, collection, preservation, storage, and submission to the forensic laboratories of physical evidence may provide the key ingredients of any police investigation. The crime scene is most often the starting point of a criminal investigation. Through evidence located at the scene, suspects are developed or eliminated, and investigative leads are substantiated or disproved.

B. The investigating officer must always be aware that any physical evidence collected might someday have to be presented in a court of law. Therefore, it is imperative that each police officer exercise care in the processing of a crime scene so as not to overlook valuable evidence, or contaminate or destroy collectible items. Physical evidence appears in many shapes, sizes, and forms, thereby necessitating various recovery, preservation, and submission techniques. The officer processing crime scenes should be properly equipped to collect, identify and package the evidence so that it will not be changed in form and value when it reaches the laboratory.

C. It will be the responsibility of the officer collecting the evidence to maintain a chain of custody of that evidence in order to ensure that it is presented to the court in a professional manner and in compliance with all legal requirements

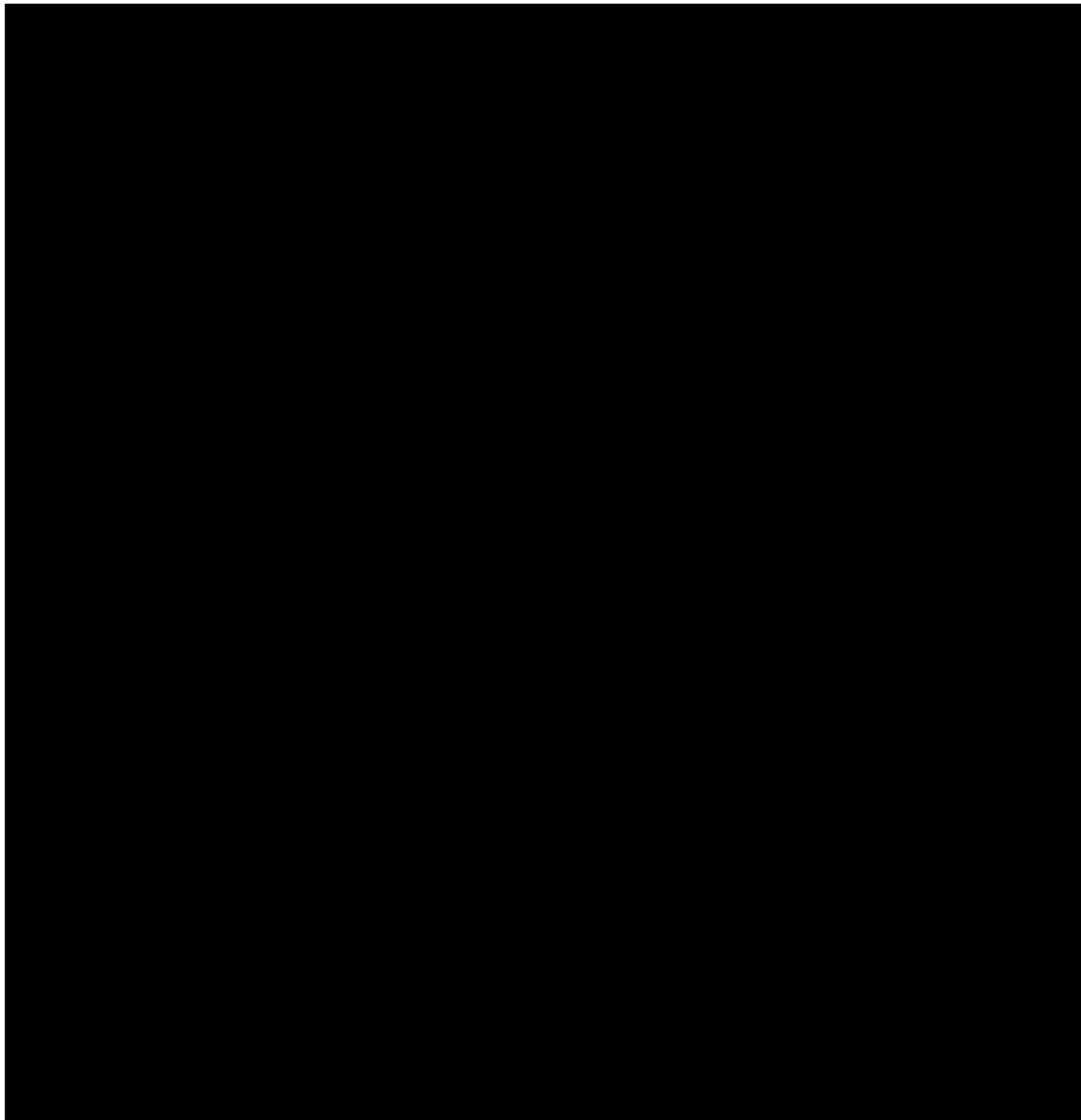
Evidence Collection and Preservation

A. Responsibilities of the first officer at the scene:

1. Do not rush into the crime scene; an armed suspect may still be present. Rushing into the scene may also result in the accidental destruction or contamination of evidence.
2. The officer, on arrival, must rapidly decide how to approach the crime scene in a manner least destructive to potential evidence.
3. A primary responsibility of the officer at the scene of the crime is to render assistance to the victim by performing first aid, calling an ambulance, etc. If the victim is obviously dead, do not disturb the body. The officer's approach route to the injured person should be such that any physical evidence in the vicinity remains untouched or is protected where it lies.
4. If the suspect is found at or near the scene, the officer must protect himself. If he has probable cause to believe that the suspect committed a crime, he should place him under arrest, search him, and make note of any spontaneous statements the suspect may make, and advise him of his rights.
5. The appropriate personnel (The Director/Chief of Police, investigator, medical examiner, etc.) must be notified by the officer or his designee.

B. Incident Scene Protection

1. The first officer on the scene must secure the initial point of the incident and extend the area of protection out towards the perimeter. Having secured the area in which a crime was committed, he should expand coverage to the entire building or outside area.
2. Crime scenes may be secured by the following methods:
 - a. Police officers.
 - b. Barricades or rope or banner guard used to define area to be protected.
 - c. Signs used to control access.



G. Marking Evidence

1. The crime scene search officer should establish the habit of marking similar items in the same location, for example, on the trouser band, or under the right front pocket of the trousers, or on the right hand side of the handgun. This will save time and embarrassment in looking for the identifying marks when asked to identify the evidence on the witness stand.

2. Instruments that may be used for marking physical evidence include permanent markers, felt tip pens, scribes (diamond tip or awl), or where labels are used, ballpoint pens.
3. The officer collecting the item of evidence will be the person responsible for marking or labeling the item at the time it first comes into custody.
4. Every officer should develop his own identifying mark. Normally, it should be his initials, but may be some other mark. An adequate and convenient test of the suitability of evidence marking is to ask yourself the following question: "If I never see this item again until I am seated on the witness stand, will I be able to state that this is the item I collected at a particular location in connection with this particular case, to the exclusion of all other evidence I have handled in this or any other investigation?"

H. Packaging Evidence

1. The collecting officer should choose a container suitable to the type of evidence he intends to package. Considerations in choosing the proper container include:
 - a. The size and weight of the item.
 - b. Whether the item is moist (which could rot or deteriorate if packaged in plastic or an airtight container).

J. Preservation and Submission of Evidence to the Forensic Laboratory

1. Responsibility for requesting lab examinations.

a. Under normal circumstances, the responsibility for completing the request for lab examination will lie with the officer processing the scene. One officer will be appointed by the Director/Chief of Police to take custody of all evidence collected.

b. In those cases where there may be more than one officer processing the scene, one officer will be appointed by the Director/Chief of Police to take custody of all evidence collected.

2. Preservation of perishable or deteriorating items.

a. When an item of evidence has been collected that by its very nature may deteriorate (i.e., a liquid sample of semen, a blood soaked shirt, etc.), it should be transported to the forensic laboratory the same day, if at all possible.

b. Any time an officer transports a perishable item to the laboratory for immediate analysis, the laboratory should be called first so they will be ready to receive the item.

c. In those cases where immediate transport to the forensic lab is not possible:

(1) Notify the Director/Chief of Police.

(2) Refrigerate and transport to lab as soon as possible (next working day).

(3) Air-dry and transport to lab as soon as possible (next working day).

3. Non-perishable items of evidence - Avoid contamination and package properly. All items of evidence requiring laboratory analysis shall be submitted to the laboratory as soon as possible.

4. Many items submitted to the lab must be accompanied by a known specimen so a comparison can be made. The investigating officer assigned to the case will be responsible for obtaining any required known specimens, following legal procedures, and submitting them, along with the items of evidence, to the forensic laboratory for analysis and comparison. When evidence has been collected, and the lack of known source items for comparison prevents submission to the lab, those items will be maintained in evidence storage pending the collection of comparison items.

5. Request for Laboratory Examination

a. Any evidence submitted to the Division of Consolidated Laboratory Services, Bureau of Forensic Science, will be accompanied by a completed Request for Laboratory Examination Form. The Bureau of Forensic Science provides written results on all requested examinations.

b. It will be the investigating officer's responsibility to complete the Request for Laboratory Examination form and include it with the submitted evidence.

c. The bottom part of the request form is reserved for documentation of chain of custody, and must be completed by relinquishing officer as well as receiving person at the lab.

K. Special Considerations

1. A report by the officer processing a crime scene will be prepared giving an accurate account of events. This information should be placed in the offense report and will include:
 - a. Date and time he arrived at scene.
 - b. The location of the crime.
 - c. The name of the victim (if any).
 - d. The officer's action at the scene.
 - e. The case number.

2. Failure to recover physical evidence or photograph scenes of serious offenses - Whenever photographs are not taken or where physical evidence is not recovered from the scene of a serious crime against person or property, the officer assigned will prepare a report giving the reasons why these things were not done. This may be included in the supplemental report.

3. Processing Stolen Vehicles - Anytime a stolen vehicle is recovered by an officer of this department, it shall be treated with the same care in processing for physical evidence as any other crime scene. As with any other recovered property, the owner shall be notified as well as the agency to which it was reported stolen, so that all necessary notification can be properly made.

Section 26 - D-5.0 Traffic Management

Effective 7/29/22
 Reevaluate 7/29/22
 Version Date 07/29/22
 12:49

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE		GENERAL ORDERS	
SUBJECT: TRAFFIC MANAGEMENT		NUMBER: D-5.0	
EFFECTIVE DATE: July 29, 2022		REVIEW DATE: ANNUALLY	
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS		APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police	
Reference: CALEA STD. 61.1.3			

Purpose

The purpose of this directive is to establish the Hampden-Sydney College Department of Public Safety & Police's traffic management goals and objectives.

Policy

- A. The primary goal of the Department's police traffic management program is to promote the

safe and expeditious flow of vehicular and pedestrian traffic through effective and efficient traffic law enforcement and delivery of police traffic related services designed to reduce traffic collisions, and their resultant damages, injuries and fatalities.

B. Traffic law enforcement and the delivery of police traffic-related services will be applied in a consistent and courteous manner to foster a positive public attitude and acceptance of such enforcement and control as is necessary to achieve the department's goals.

C. The department will foster an ongoing dialogue with other agencies involved in the transportation management system to ensure that channels of communication remain open and the problems are resolved as quickly and efficiently as possible.

D. The department will participate, to the extent possible, in transportation systems management planning concerning construction and/or reconstruction of trafficways and facilities.

E. The department will participate as necessary and to the extent possible in the drafting and/or review of proposed legislation to determine impact, and the need for additional manpower or equipment.

F. Public understanding and support are essential to the effectiveness of all law enforcement agencies. The department will initiate and promote programs to inform and educate the College community as to conditions adversely affecting the safe movement of traffic and the countermeasures used to combat them, and other measures that enhance traffic safety.

G. The department's traffic safety education and information program will consist of a comprehensive approach to encourage responsible drinking decisions and discourage the misuse of alcohol by youth, while emphasizing that DUI enforcement is one of the department's top priorities. Safety education and information efforts will also highlight the benefits of safety belts and encourage drivers and passengers to use seat belts.

Section 27 - D-5.2 Traffic Enforcement

Effective 7/29/22
 Reevaluate 7/29/23
 Version Date 07/29/22
 12:57

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: TRAFFIC ENFORCEMENT	NUMBER D-5.2
EFFECTIVE DATE: July 29, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 61.1.6	

Purpose

The purpose of this directive is to establish general guidelines for the Hampden-Sydney Department of Public Safety & Police traffic enforcement efforts.

Discussion

The goal of the Hampden-Sydney College Department of Public Safety & Police traffic enforcement efforts is to reduce traffic collisions, fatalities and injuries, and to facilitate the safe and expeditious movement of vehicular and pedestrian traffic through the public's voluntary compliance with traffic regulations. This goal will be met through a combination of education, enforcement, engineering, and public support.

Policy

A. The constitutional rights and privileges of all people regardless of age, race, creed, or sex will be observed and respected by all officers in the enforcement of traffic laws, ordinances and regulations.

B. Traffic enforcement will be limited to those streets located on or adjacent to the Hampden-Sydney College campus (unless otherwise specified by the Director/Chief), where the violation of traffic laws in these areas poses a hazard to the College community.

C. Traffic laws will be enforced at a level sufficient to insure the safe and expeditious movement of traffic on campus. Enforcement activities will be conducted in a consistent and uniform manner.

D. Assignment of personnel to traffic enforcement will be based on the principles of selective enforcement; resources will be directed toward specific violations, in specific locations, based primarily on traffic accident experience.

E. All sworn officers are responsible for traffic law enforcement unless a specific situation dictates otherwise.

F. Public understanding and support are essential to the effectiveness of all law enforcement programs. The department will initiate and promote programs to inform and educate the public as to the conditions adversely affecting the safe movement of traffic and the countermeasures implemented to combat them.

G. Strategies and tactics for traffic enforcement must be consistent with the nature of the violation and its potential for interfering with the free and safe flow of traffic. The department will use all legal and reliable technological and scientific methods available. Uniformed officers will conduct traffic enforcement activities.

H. Many traffic accidents, particularly those involving fatality and personal injury, are directly attributable to persons driving under the influence of alcohol and/or drugs. The department will insure that sworn officers are trained in all aspects of DUI enforcement and will cooperate fully with other agencies and community groups to reduce and control the DUI problem.

I. In all contacts with motorists, officers shall remain alert for the possibility that the driver may be under the influence and shall take appropriate enforcement action if such drivers are detected.

Procedures

A. Marked patrol units will conduct visible traffic control during routine patrolling of the campus. Observation of traffic will normally be by area patrol. Line and directed traffic patrol will be conducted in those areas determined to warrant this type of enforcement by the Director/Chief of Police.

B. Stationary observation (covert and overt) as part of traffic enforcement is utilized as part of selective enforcement activities as directed by the Director/Chief of Police.

C. Marked vehicles will normally be used for traffic enforcement activities.

Section 28 - D-5.3 Traffic Enforcement Responsibilities

Effective 7/29/22

Reevaluate 7/29/23

Version Date 07/29/22

12:59

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: TRAFFIC ENFORCEMENT RESPONSIBILITIES	NUMBER D-5.3
EFFECTIVE DATE: July 29, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 11.1.1, 61.1.1	

Purpose

The purpose of this directive is to establish responsibilities for the enforcement of traffic laws by the Hampden-Sydney College Department of Public Safety & Police.

Policy

A. Traffic enforcement is one of the primary responsibilities of the department and has as its basic objectives:

1. Identifying and removing from the motor vehicle transportation system those drivers whose behavior indicates that they are an immediate danger to the public, i.e., drunk drivers.
2. Improving driving behavior that differs from the accepted or legal requirements through direct enforcement contact and driver observation of police enforcement activities.
3. Developing and encouraging voluntary compliance with traffic laws through a continuing enforcement and education program.

B. The primary responsibility for the enforcement of traffic laws and regulations rests with each officer. All sworn officers, while on duty and in uniform, shall take appropriate enforcement action for all violations of traffic laws and regulations they observe, unless otherwise specified by the Director/Chief of Police.

C. Each officer shall also be responsible for basic accident investigation and reporting.

However, it will be acceptable to request that the Sheriff's Office or the Virginia Department of State Police to investigate certain traffic accidents.

D. Officers assigned to DUI patrol will have primary responsibility for selective traffic enforcement, DUI enforcement, and speed enforcement.

E. The deployment of selective enforcement traffic patrols will be based on an analysis of traffic accidents and traffic-related services for the most recent three-year period.

Procedure

A. Enforcement efforts will be concentrated against violations, at times and places which cause the greatest number of accidents. Conspicuous patrol by officers will constitute the principal means of accomplishing the objective of promoting good driving behavior.

B. Officers are expected to exercise discretion. It is proper to warn a violator when, in the opinion of the officer, the violation is unintentional and relatively minor, or when conditions indicate that the department's ultimate goals are achieved as effectively as if a summons were issued.

C. Supervisory personnel cannot assume responsibility for reviewing the judgment of individual officers in all cases involving the issuance of a traffic summons. Differences in opinion as to whether or not an offense was committed will be best resolved in court at the time of trial. However, supervisory personnel shall make proper inquiry and take appropriate measures in those circumstances where summons are not being issued for specific violations when there is indication that such level of enforcement is needed.

Section 29 - D-5.4 Traffic Enforcement Actions

Effective 7/29/22
Reevaluate 7/29/23
Version Date 07/29/22
13:03

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: TRAFFIC ENFORCEMENT ACTIONS	NUMBER: D-5.4
EFFECTIVE DATE: July 29, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 1.2.5, 1.2.6, 61.1.2	

Purpose

The purpose of this directive is to establish guidelines for the Hampden-Sydney College

Department of Public Safety & Police to insure that enforcement actions are commensurate with applicable laws, and take into account the degree and severity of the violation committed.

Discussion

A. The enforcement of traffic laws is a basic responsibility of the department. Uniform enforcement procedures support the ultimate goal of traffic law enforcement, which is to achieve voluntary compliance with the laws by motorists.

B. The role of the officer is to observe, detect, and prevent violations of traffic laws and to take appropriate enforcement action when violations are observed. Enforcement policies cannot replace the individual officer's discretion, based upon professional judgment and a combination of training and experience.

Policy

A. All sworn officers shall take appropriate enforcement action for each violation of the law witnessed or reported to them. Enforcement action does not mean that the officer may scold, belittle, berate, or otherwise verbally abuse a traffic violator. All enforcement actions will be accomplished in a firm, fair, impartial and courteous manner.

B. The officer's actions should demonstrate a professional attitude and serve to improve the relationship between the public and the department.

Enforcement Action Procedures

A. Verbal Warning

Police officers may issue verbal warning to a violator whenever a minor traffic infraction is committed in areas where traffic accidents are minimal, or when the act may be due to ignorance of a violation of which the driver may not be aware. Similarly, a verbal warning may be appropriate for equipment failure of which the driver was unaware. An effective warning, properly given by the officer, can be more effective than any other type of enforcement.

B. Virginia Uniform Summons

A Virginia Uniform Summons should be issued to violators who jeopardize the safe and efficient flow of vehicular and pedestrian traffic, including hazardous moving violations or operating unsafe and improperly equipped vehicles.

C. Physical Arrest

Police officers will make a physical arrest in the following circumstances:

1. Arrests for violations of laws pertaining to driving under the influence of alcohol or other intoxicants (18.2-266 and 18.2-266.1)
2. In compliance with the Code of Virginia Section 46.2-940:
3. If the person is from a non-reciprocal state (not a member of the Nonresident Violator Compact).
4. If the person is from a reciprocal state, but would under Virginia law be subject to revocation of license or a term in jail (46.2-945).

Section 30 - D-5.5 Uniform Traffic Enforcement Policies

Effective 7/29/22
Reevaluate 7/29/23
Version Date 07/29/22
13:05

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: UNIFORM TRAFFIC ENFORCEMENT POLICIES	NUMBER: D-5.5
EFFECTIVE DATE: July 29, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 61.1.5	

Purpose

The purpose of this directive is to establish law enforcement policies that provide for uniformity of action throughout the department and to provide a method of assuring fair and intelligent application for traffic laws and ordinances.

Uniform Enforcement Policies for Traffic Law Violations

The following guidelines for routine traffic law enforcement are provided to assist Hampden-Sydney College Department of Public Safety & Police Officers to decide whether or not a traffic summons shall be issued.

A. Speed Violations

Speed violations shall be a clearly demonstrated speed in court and may depend on the location of the violation (congested area, heavy pedestrian traffic, etc.)

B. Other Hazardous Violations

The officer should consider the degree of hazard, place, previous accident history of the location, and current directed patrol emphasis.

C. Equipment Violations

The officer should consider issuance of a summons for any essential equipment defects.

D. Public Carrier/Commercial Vehicle Violations

The officer should consider congestion, lack of parking and carrier needs for delivery access. Repetitive violators should be cited.

E. Multiple Violations

The officer may cite all violations if deemed necessary; however, the officer may pick the most serious violation and warn on others.

F. Newly Enacted Laws and/or Regulations

A grace period may be established during which warnings will be given, after which time the officer should use discretion.

G. Other Nonhazardous Violations

Officers are expected to exercise discretion and should consider the use of a warning unless the violation is repetitive or flagrant.

Section 31 - Reserved

Effective 7/29/22
Reevaluate
Version Date 07/29/22
13:09

Reserved

Section 32 - D-5.7 Traffic Stops

Effective 8/1/22
Reevaluate 8/1/23
Version Date 08/01/22
09:43

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY	GENERAL ORDERS
SUBJECT: Traffic Stops	NUMBER: D-5.7
EFFECTIVE DATE: August 1, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES:	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference:	

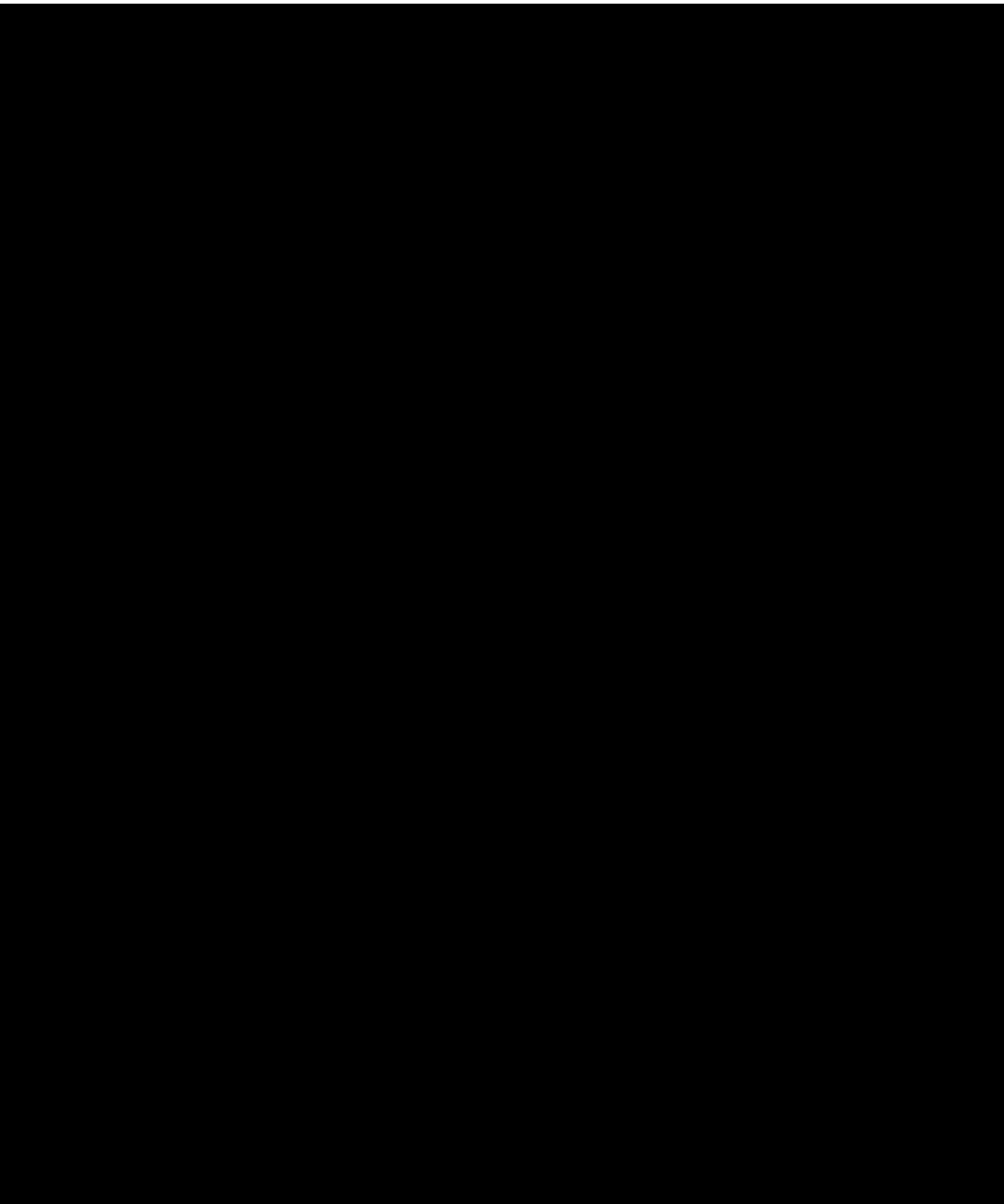
Purpose

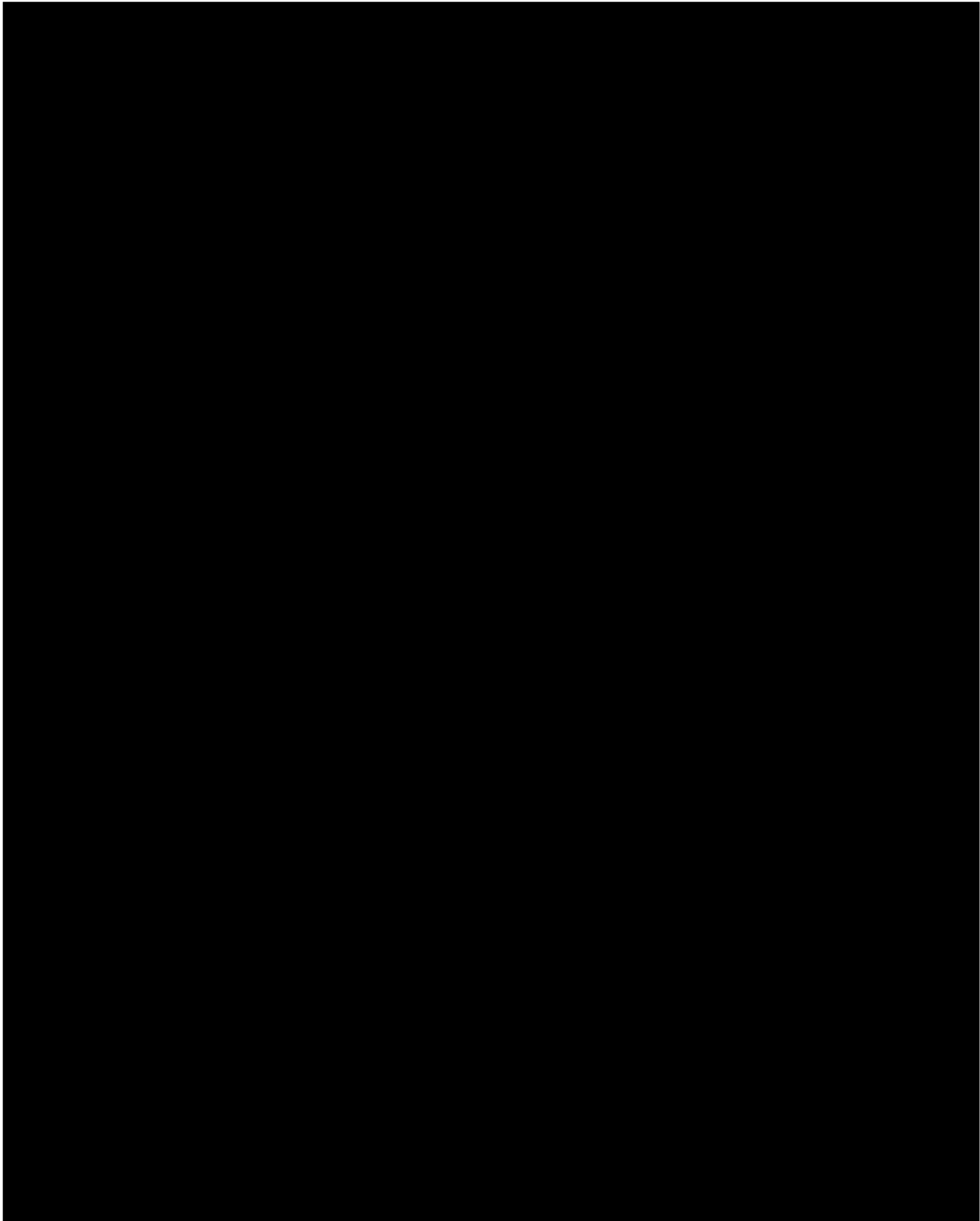
The purpose of this directive is to establish the procedures for stopping and approaching traffic law violators.

Policy

The following procedures in stopping and approaching a traffic violator are intended to provide maximum safety for the officer, the violator, and other users of the roadway. Varying conditions regarding the engineering of the particular roadway, the urgency to stop the violator (drinking driver), and the existing volume of traffic may require adjusting or altering the recommended procedure.

Procedures





Section 33 - D-5.8 Processing Special Categories of Traffic Violations

Effective 8/1/22
Reevaluate 8/1/23
Version Date 08/01/22
09:47

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: PROCESSING SPECIAL CATAGORIES OF TRAFFIC VIOLATIONS	NUMBER: D-5.8
EFFECTIVE DATE: August 1, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 61.1.3	

Purpose

The purpose of this directive is to establish procedures for handling traffic law violations committed by special categories of persons.

Discussion

Certain classes of traffic law violators require special processing such as foreign diplomats/consular officials, legislators, military personnel, juveniles and non-residents.

Procedure

A. Non-residents

1. Police officers should consider the use of warnings for non-residents who commit minor, non-hazardous traffic violations.
2. If enforcement action is taken against non-resident traffic law violators, the officer will comply with the procedures set forth in the Nonresident Violator Compact for reciprocal states.

B. Juveniles

Police officers should consider the use of warning for juveniles who commit minor, non-hazardous violations. Warnings, if given, may include advice to parents.

C. Legislators

The Code of Virginia, Title 30-6, states that during the session of the General Assembly and for five days before and after the session, the lieutenant governor, a member of the General Assembly, or the clerk thereof, and their assistants, shall be privileged from custodial arrest except for treason, a felony, or a breach of the peace. Officers may issue traffic summonses for a moving offense or for a DUI physical offense.

D. Foreign Diplomats and other Consular Officials

1. Diplomatic immunity is granted by the United States Government under provisions of the Vienna Convention on Diplomatic Relations. Generally, these provisions apply to two classes of immunity.

- a. Diplomats and their families enjoy full immunity.

- b. Employees of diplomatic missions enjoy immunity from acts performed in the course of their official duties.

2. The burden is on the diplomat to claim immunity and to show valid credentials.

E. Military Personnel

Military personnel who are passing through the area may be treated as non-residents, or if from this area, as residents.

F. Members of Congress

1. Members of Congress may not be detained for the issuance of a summons while they are in transit to or from the Congress of the United States.
2. If a member of Congress is stopped for a traffic infraction, he or she shall, upon presentation of valid credentials, be immediately released. The officer may then obtain a summons for the observed violation and make arrangements to serve the summons at a time the member is not in transit to or from Congress, or on official business.

Section 34 - D-5.9 Speed Enforcement and Use of RADAR

Effective 8/1/22
Reevaluate 8/1/23
Version Date 08/01/22
09:53

**HAMPDEN-SYDNEY COLLEGE
DEPARTMENT OF PUBLIC SAFETY
& POLICE**

GENERAL ORDERS

**SUBJECT: SPEED ENFORCEMENT NUMBER D-5.9
AND USE OF RADAR**

EFFECTIVE DATE: August 1, 2022

REVIEW DATE: ANNUALLY

**Amends: AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety
& Chief of Police**

Reference: CALEA STD. 61.1.1, 61.1.9

Purpose

The purpose of this directive is to establish the policies and procedures regarding the use of speed measuring devices in traffic enforcement by members of the Hampden-Sydney College department of Public Safety & Police.

Policy

Excessive speed is the one of the greatest causes of death and injury on the highways. Police officers shall uniformly enforce the speed laws within Hampden-Sydney College in those areas where violation of the speed limit poses a threat to the safety of the College community. Procedures for the enforcement of laws applying to speed will vary in accordance with the type of equipment used.

Procedures

RADAR

1. All departmental RADAR units will meet current NHTSA standards.
2. RADAR shall be applied where vehicle speed is a hazard to the College community, not as a means to "fill time." RADAR enforcement will be worked in accordance with directions given by the Operations Commander based on an analysis of hazards.
3. Police officers must complete a department approved RADAR training course prior to operating RADAR speed enforcement. Refresher training will be required every two years.
4. RADAR will always be operated in compliance with the manufacturer's instructions.

5. RADAR operators will be prepared to establish the following elements for proper presentation of RADAR cases in court.

a. The time, place, and location of the vehicle, the identity of the operator, the speed of the vehicle, and the visual and RADAR speed check.

b. Officer qualifications and training in the use of the RADAR.

c. Proper operation of the RADAR unit.

d. The unit was tested for accuracy before use and after use by an approved method.

e. Identification of the vehicle.

f. The speed limit in the zone where the RADAR was operated and the location of the posted speed limit signs.

Stationary RADAR is only to be conducted on the main campus. The main campus extends from the front "triangle" to the back "triangle".

C. Maintenance and Calibration

The Director/Chief of Police or his designee is responsible for the proper care and upkeep, maintenance, and calibration of the RADAR units and all related records and documents.

Section 35 - D-5.11 Revoked or Suspended Drivers License

Effective 8/1/22
Reevaluate 8/1/23
Version Date 08/01/22
10:01

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: REVOKED OR SUSPENDED DRIVER'S LICENSE	NUMBER D-5.11
EFFECTIVE DATE: August 1, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 61.1.5	

Purpose

The purpose of this directive is to establish guidelines for Hampden-Sydney College Department

of Public Safety & Police Officers in handling persons operating a motor vehicle while their driving privileges have been lawfully revoked or suspended.

Procedures

Police officers frequently encounter drivers who are unable to produce a valid operator's license. In these cases, officers will utilize the procedures described below in order to determine the validity of the license and initiate enforcement activities.

A. Determine the status of the operator's license.

1. Be alert for indicators that the license may not be valid.

- a. No operator's license in possession.
- b. Vehicle improperly registered.
- c. Statements of the driver.
- d. Duplicate or reissued license.

2. Make a computer check through DMV.

B. Operator's License Suspended or Revoked(*OPR.07.03.B*)

1. Any driver who is found to be operating a "motor vehicle or any self-propelled machinery or equipment," other than a moped, by an officer of Hampden-Sydney Police Department, having been previously notified of such suspension, shall be issued a Virginia Uniform Summons. If the driver is still in possession of his/her license, the arresting officer shall confiscate the license and submit it to DMV.

2. If the arresting officer is unable to determine if the driver has received notification or is otherwise aware of the suspension, then he/she shall issue the driver a DMV Suspension Notification form, confiscate the driver's license, and submit it to DMV with the Suspension Notification.

3. Other circumstances may warrant the towing of the vehicle traffic stop location with a suspended driver (*g.* (1) a vehicle with a fraudulent inspection sticker while the driver is drinking while operating a motor vehicle and the vehicle is registered to another person; (2) the absence of anywhere to move the vehicle that is safely out of the roadway and immediately adjacent to the stop location **and** another licensed driver is unavailable; (3) DUI-related suspensions **See COV-§46.2-301.1**

4. The officer should make a custodial arrest when the subject possesses no valid identification, or when he believes the driver will not appear in court as required by the summons.

C. In no case should an officer allow a driver who has been charged with having a suspended or revoked operator's license to operate a motor vehicle.

Section 36 - D-5.12 Traffic Accident Investigation

Effective 8/1/22
Reevaluate 8/1/23
Version Date 08/01/22
10:48

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: TRAFFIC ACCIDENT INVESTIGATION	NUMBER D-5.12
EFFECTIVE DATE: August 1, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 61.1.5, 61.2.1, 61.2.2, 61.2.3, 61.2.4, 61.2.5, 61.3.2, 82.2.1	

Policy

The Hampden-Sydney College Department of Public Safety & Police investigates all traffic accidents occurring on College property. Information obtained from these accidents is used to identify the frequency of crashes at a given time and location, the causes of these crashes, and to help develop selective enforcement programs and to promote street and highway safety. The investigating officer forwards accidents that are reportable by law to the appropriate agency. At times it may be appropriate and permissible for certain accidents to be investigated by the Sheriff's Office or the Virginia Department of State Police.

Purpose

The purpose of this directive is to establish guidelines for the investigation of traffic accidents on College property.

Procedures - General

A. Occurrences on Private Property (OPR.07.05.E)
"Private property" includes any parking lot, surface, or area of the College that is not a state highway. Collisions that occur on private property belonging to Hampden-Sydney College must completely occur on private property. Hampden-Sydney Police will respond, when requested, for incidents that occur on private property. These incidents may include anything from hit and run type accidents to simple property damage due to negligence.

B. Occurrences on State Maintained Highways

All motor vehicle collisions occurring on State Maintained Highways within the College’s jurisdiction reported to the Hampden-Sydney Police Department shall be referred to the Virginia State Police.

Section 37 - D-5.13 Special Traffic Problems

Effective 8/1/22
Reevaluate 8/1/23
Version Date 08/01/22
10:25

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: SPECIAL TRAFFIC PROBLEMS	NUMBER D-5.13
EFFECTIVE DATE: August 1, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 61.1.5, 61.1.12	

Purpose

The purpose of this directive is to identify special traffic problems and provide guidelines for ways the Hampden-Sydney College Department of Public Safety & Police can address them.

Procedures

A. Identification and Referral of Drivers to the Department of Motor Vehicles for Reexamination

1. During routine traffic enforcement activities, officers will encounter persons whom they suspect of being incompetent, physically or mentally disabled, or having other conditions that might prevent the person from exercising reasonable and ordinary care over a motor vehicle.
2. In such cases, in addition to whatever enforcement action is taken, the officer will notify the Department of Motor Vehicles of his findings or suspicions, giving the violator's full name, date of birth, operator license number, and a brief explanation of the disability noted utilizing the DMV Medical Review Request form.

B. Pedestrian and Bicycle Safety

1. The Chief of Police will review traffic accident records at least annually to determine what enforcement actions are needed to provide a proactive pedestrian/bicycle safety enforcement program.
2. The Chief of Police may recommend enforcement measures including steps to:
 - a. Reduce or eliminate human or environmental factors leading to accidents.
 - b. Reduce or eliminate behavior, decisions, and events that lead to accidents.

C. Off-Road Vehicles (Including Dirt Bikes, Golfcarts and Mopeds)

1. Officers will enforce laws, rules and regulations concerning the operation of off-road vehicles on College owned property and adjacent public roads.
2. Officers will enforce vehicle registration laws as they pertain to off-road vehicles.
3. Any officer observing an unlicensed off-road vehicle being operated on roads that it cannot be legally operated on shall order it removed, and/or take appropriate enforcement action.
4. Accidents involving off-road vehicles not occurring on roadways do not require an accident report.

Section 38 - Reserved

Effective 8/1/22
 Reevaluate
 Version Date 08/01/22
 11:25

Reserved

Section 39 - E-1.0 Community Policing

Effective 8/1/22
 Reevaluate 8/1/23
 Version Date 08/01/22
 10:31

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: COMMUNITY POLICING	NUMBER: E-1.0
EFFECTIVE DATE: August 1, 2022	REVIEWED: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 45.2.1, 45.2.2, 45.2.3	

Purpose

The purpose of this directive is to establish the community policing philosophy of the Hampden-Sydney College Department of Public Safety & Police and to set forth the policies and procedures for community policing and community relations activities.

Policy

A. Community policing is a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem solving techniques, to proactively address the immediate conditions that give rise to public safety issues, such as crime, social disorder, and fear of crime. Community policing is often misunderstood as a program or set of programs such as D.A.R.E.[®] foot patrols, bike patrols, or police substations. Although each may be incorporated as part of a broader strategic community policing plan, these programs are not community policing. Rather, community policing is an overarching philosophy that informs all aspects of police business. Community policing recognizes that police can rarely solve public safety problems alone and encourages interactive partnerships with relevant stakeholders.

B. Community policing emphasizes proactive problem solving in a systematic and routine fashion. Problem solving should be infused into all police operations and guide decision-making efforts. Agencies are encouraged to think innovatively about their responses and view making arrests as only one of a wide array of potential responses. Community policing recognizes that social disorder and fear of crime are also important issues to be addressed by the police. Both significantly affect quality of life and have been shown to be important contributors to crime. It is also important for the police and the campus community we serve to develop a shared understanding of their primary mission and goals. The campus should be involved in shaping the role of the police and the prioritization of public safety problems.

C. Rather than responding to crime only after it occurs, community policing encourages agencies to work proactively develop solutions to the immediate underlying conditions contributing to public safety problems. Rather than addressing root causes, police and our campus partners should focus on factors that are within their reach, such as limiting criminal opportunities and access to victims, increasing guardianship, and associating risk with unwanted behavior.

D. Each member of this department will possess a working knowledge of Community Policing and the commonly used problem-solving method of S.A.R.A.

1. Scanning the problem
2. Analysis of data related to problem
3. Response development and action
4. Assessment of efforts.

It is important for us to determine whether the plan was implemented. We collected pre- and post-response qualitative and quantitative data. We determined whether our broad goals and specific objectives were attained. We continue by Identifying any new strategies needed to augment the original plan. Finally, we conducting ongoing assessment to ensure continued effectiveness.

E. Our agency needs good community relations because the interaction between the police department and the campus community affects every aspect of police work. It is directly related to the success or failure of accomplishing the missions of the department and of the College. When the relationship between the community and this department is favorable, the police will benefit from the citizens being more willing to report crimes, to provide information, to step forward as witnesses, and to testify in court. When there is greater confidence and respect for the police, there is greater cooperation on the part of the community to support the police department's goals and objectives. Department employees in the daily conduct of routine business will make a concerted effort to interact with students, faculty and staff to maintain positive community relations.

Procedures

A. Each member of this department is responsible for creating an environment in his or her daily contacts that promotes a positive exchange of ideas necessary for good community-police relations.

B. The Director/Chief of Police shall be responsible for developing and coordinating the department's community relations function. Each officer of this department is responsible for assisting with the organizing, planning, implementing, operating and maintaining all activities and community relations programs.

C. The Hampden-Sydney College Department of Public Safety & Police is committed to correcting actions, practices, and attitudes that may contribute to community problems, tensions or grievances. By recognizing such problems at an early stage, preventative action can be taken by the department that may prevent greater problems in the future. All members of the department who receive or hear concerns expressed regarding police activities, services or individuals, are encouraged to pass along this information through the chain to the Director/Chief of Police. At a minimum, this information shall be discussed with the Dean of Students and will include the following:

1. A description of current concerns voiced.
2. A description of potential problems that have a bearing on police activities within the community.
3. Recommended actions that address the previously identified concerns and problems.
4. Recommend and provide necessary training to the community and police personnel in community relations, concerns and community relations enhancement programs.

D. The Director/Chief of Police may initiate, at any time, programs or functions, which are designed to enhance community relationships. Efforts and programs that engage the students, faculty, and staff should not be seen as fraternization or unethical. This is a transparent, community policing approach to law enforcement that each officer shall embrace to ensure successful outcomes.

Section 40 - E-1.1 Public Information

Effective 8/1/22

Reevaluate 8/1/23

Version Date 08/01/22
10:37

HAMPDEN SYDNEY COLLEGE

GENERAL ORDERS

**DEPARTMENT OF PUBLIC SAFETY &
POLICE**

SUBJECT: PUBLIC INFORMATION

NUMBER: E-1.1

EFFECTIVE DATE: : August 1, 2022

REVIEW DATE ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety
& Chief of Police**

Reference: CALEA STD. 12.2.1, 12.2.2

Purpose

The purpose of this directive is to provide guidelines and procedures concerning the operation of the Hampden-Sydney College Department of Public Safety and Police public information function to include; types of information which may be released to the media, to specify some types of information which may not be released, to identify persons in the Department who may release information and to establish procedures for media relationships with the Department.

Policy

The Hampden-Sydney College Department of Public Safety & Police seeks to establish a cooperative and transparent climate with the news media. By providing the news media and the community with information on department administration and operations, a relationship of mutual trust and respect can be maintained.

Procedures

A. The office of the Director/Chief of Police, in cooperation and coordination with the College's Director of Marketing & Communications, serves as the department's public information function. The responsibilities of the function include:

1. Assisting news personnel in covering routine news stories at the scene of incidents.
2. Responding to news media inquiries, in person or by telephone.
3. Arranging for and conducting news conferences.
4. Preparing and releasing department news releases.
5. Assisting with crisis situations within the department.
6. Coordinating and authorizing the release of information with regard to confidential department investigations and operations.
7. Releasing information about victims, witnesses and suspects as authorized by law.

B. The Director/Chief of Police shall be the single point of contact for the department for information released to the news media, to include information released:

1. At incident scenes.
2. From Department records and files.
3. From any on-going criminal or internal investigation.

C. The Director/Chief of Police will designate, by name or position, an individual authorized to release information to the media, in his absence.

D. Department personnel are responsible for notifying the Director/Chief of Police immediately of any incidents or situations that will likely generate media interest.

E. Department personnel will not release information to, or be interviewed by the news media, without prior approval from the Director/Chief of Police.

F. In certain situations, the College Administration, in conjunction with the Director/Chief of Police and other College officials and officers, may designate the College's Office of Public Relations as the point of contact for releasing information to the news media.

G. Generally, all releases of information to the media will be through or in conjunction with the Office of Public Relations.

H. General guidelines for the access of news media representatives to crime scenes, fire scenes, natural disasters or other catastrophic events shall be as follows:

1. News media representatives will be allowed immediate access to designated areas during major incidents when they openly display identification identifying themselves as media representatives.
2. News media representatives will be denied access to areas other than the assembly point when, in the judgment of the ranking police officer, their presence will interfere with the police operation.
3. If the major incident is a fire, and the officers of this Department have the primary mission of supporting the on-scene fire agency, the ranking police officer will not allow news media representatives access to the Fire Department command post unless otherwise directed by the ranking firefighter on the scene.

4. Department personnel will secure crime scenes and access will not be permitted unless authorized by the Director/Chief of Police or his designee. News media coverage will be permitted adjacent to any barriers.

I. During regular office hours, the Director/Chief of Police or his designee will provide information to the following people: news media representatives, citizens of the Commonwealth, currently registered students of the institution or parents of a currently registered student. The information will be released in accordance with Va. Code Section 23.232.2 - Inspection of Criminal Information.

1. The date of an alleged crime.
2. The time of an alleged crime.
3. The general location of the alleged crime.
4. A general description of injuries suffered by involved individuals.
5. A general description of property stolen, lost or damaged and the total dollar value of said property.
6. The name and address of any individual arrested as a result felonies committed against persons or property or misdemeanors involving assault, battery or moral turpitude reported to the campus police.
7. Exceptions to the above are as follows:

- a. Where disclosure is prohibited by law.
- b. Where release of information is likely to jeopardize an on-going investigation or the safety of an individual.
- c. Where release of information may cause a suspect to flee or evade detection or result in the destruction of evidence.

**Such information may be withheld until the abovereferenced damage is no longer likely to occur from release of the information.*

8. It must be stressed that no information is to be released without prior approval of the Chief of Police or his designee.

J. Department policies concerning the relationship with the media may be better developed if media input is sought. As such, the Director/Chief of Police will coordinate those liaison activities necessary to assist in the development and revision of media related policies and procedures.

K. Press releases and conferences are prepared by the Director of Public Relations and by the Director/Chief of Police or his designee in support of preplanned department activities and in response to newsworthy events. In order to insure equal access, all media representatives having indicated an interest in receiving such information will be notified of all press releases or conferences.

L. Release of information pertaining to the mutual efforts between this Department and other agencies will be coordinated through all involved agencies. The agency having primary jurisdiction over the incident should be responsible for releasing information to the news media.

Section 41 - E-4.0 Motorist Services

Effective 7/27/22
Reevaluate 7/27/23
Version Date 07/27/22
12:53

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: MOTORIST SERVICES	NUMBER: E-4.0
EFFECTIVE DATE: July 27, 2022	REVIEW DATE ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD. 61.3.3, 61.4.1	

Purpose

The purpose of this directive is to provide the guidelines for the delivery of the many diverse traffic related ancillary services provided by the Hampden-Sydney College Department of Public Safety & Police. These services are those activities having a direct or indirect effect on traffic flow as well as those that are in response to citizen-generated requests for assistance.

Discussion

There are many instances, when there are no other public or private agencies available, that the public must rely on the police for assistance and advice in routine, as well as emergency situations. For this reason, the police regularly respond to incidents where it is not contemplated that an arrest or other enforcement action will be required.

Procedures

A. Because of the overall danger to the stranded motorist, and also to the motorist on the highway potentially affected by the stranded motorist, the department will offer reasonable assistance at all times to the motorist who appears to be in need of aid. This will apply at all hours of the day, but particularly during the nighttime hours, when the hazards are increased.

B. Officers shall be constantly alert for motorists who appear to need assistance. Whenever possible, consistent with the prevailing necessity to effect apprehensions of actual or suspected violators and to answer previous calls for service or assignments, officers shall stop and offer their services to motorists who appear in need of assistance.

C. Officers who assist stranded motorists shall remain alert to the following possibilities:

1. the vehicle in the possession of the motorist has not been authorized for his use;
2. the vehicle is in unsafe operating condition;
3. the motorist is unlicensed to drive;
4. the motorist is incapable of safely operating the vehicle; and/or
5. the vehicle's occupants have engaged in criminal activity.

D. Many occasions present themselves that call for the immediate removal of a disabled vehicle from a traveled highway so that further traffic problems and/or the possibility of a serious collision may be diminished. On these occasions, the officer will summon appropriate assistance, place warnings on the highway (flares), and direct or reroute traffic as necessary.

E. Officers **shall not** use their patrol cars to push or pull any vehicle unless it is blocking the flow of traffic or creating some other safety hazard.

F. Officers may assist motorists by using jump-start boxes if reasonable care is taken and recommended procedures are followed to prevent damage or injury. These procedures include:

1. Insure the subject's vehicle is in "park". On a manual transmission insure the vehicle is not in gear and the parking brake is engaged.
2. Inspect the condition of the battery in the subject's vehicle and be aware of any obvious signs of damage or malfunction.
3. Inspect the rest of the engine compartment for any obvious signs of damage or malfunction i.e. melted or bare wiring, gas leak, etc...
4. It may become necessary for the operator to re-position the vehicle in order to render service. It is recommended that officers try to avoid this option. If it does become necessary to move the other vehicle, follow the below listed procedure:

a. Advise the vehicle operator that it is necessary that they re-position the vehicle before you begin. NOTE - vehicles with power options (brakes & steering) will be extremely hard to

control. The operator should be aware of these conditions. The operator of the vehicle should be aware of any geographic, vehicular, etc. concerns.

b. The vehicle operator should be completely in the vehicle and the door secured (have the subject roll down the window to relay verbal instructions). The operator should be seated in the driver's seat to have ready access to the steering and brake controls of the vehicle. The officer will not attempt to render any service until the above conditions are met.

c. When the above conditions are met, the officer can assist in re-positioning the vehicle. Only the operator of the vehicle will disengage the parking brake, steer, or shift the vehicle in/out of gear.

d. It should be stated that nothing in this directive forces any member of this department to perform the above procedure. The officer should take into account the geography of the area, the size and condition of the vehicle, the availability of other assistance, and the officer's own physical limitations.

e. When the vehicle is re-positioned, continue with the procedure.

5. Taking care not to touch the two clamp ends of the Jump Box; plug the cables into the socket that is located on the side of the box.
6. Connect the positive (RED) cable to the positive battery terminal first. The positive terminal will be marked with a "+". If you cannot positively identify this terminal, end the procedure and notify a service company. NEVER assume or make a guess.
7. To lessen the possibility of a spark, attach the negative cable (BLACK) to the engine block, ground bolt on the alternator, or some other grounded location in the engine compartment. The negative battery terminal should only be used as a last resort and extreme caution and care must be exercised to minimize the danger of sparking.
8. At no time will the officer be in a position so that if the jump started vehicle were to suddenly move the officer would be struck.
9. Once this procedure is completed, inspect the cables to insure they will not get fouled or entangled in the engine. Instruct the subject to turn the key. On a completely dead battery, the attempt to start the vehicle should be delayed to allow the battery to gain a minimal charge to turn the engine over.

10. If the engine fails to turn over, check the connections, or allow the battery to charge a few minutes before making another attempt. If you are unsuccessful, advise the subject of further options for service.

11. After a successful jump-start, remove the cables in the reverse order that they were installed.

G. Officers may transport stranded motorists to the nearest convenient location where assistance may be obtained; however officers should be certain assistance is available.

H. Officers shall freely and cheerfully provide information and directions upon request, and shall become familiar with the streets, highways and locations in the area, as well as the various services and facilities available within the jurisdiction but also in those places within a reasonable distance to which many persons can be expected to travel.

4. Emergency Assistance to Motorists

A. Officers will provide emergency assistance or request emergency services for motorists as needed. Officers will insure that dispatch is notified of the need for medical services (rescue squad) and fire fighting services and the location and jurisdiction so that the proper services will be contacted.

B. No police vehicle should be used to escort private vehicles being used as emergency transportation. Police vehicles will only escort emergency vehicles when it is necessary to meet and guide the vehicle to the location on campus where the emergency vehicle is needed.

1. In such instances, officers providing police vehicle escort for emergency vehicles may utilize emergency equipment (blue lights and siren) as needed.

2. Officers operating police vehicles being used for such escorts will not exceed the posted speed limit in an unsafe manner, and will not proceed through traffic control devices without first stopping and ensuring that both vehicles can safely proceed.

C. Officers will provide first aid or other emergency services as required to his/her level of training until relieved by emergency medical or services personnel. Officers are responsible for ensuring that the required emergency supplies are in the patrol car prior to their shift.

Section 42 - E-4.1 Towing of Vehicles

Effective 7/27/22
Reevaluate 7/27/23
Version Date 07/27/22
12:55

**HAMPDEN-SYDNEY COLLEGE
DEPARTMENT PUBLIC SAFETY
& POLICE**

GENERAL ORDERS

SUBJECT: TOWING OF VEHICLES

NUMBER: E-4.1

EFFECTIVE DATE: July 27, 2022

REVIEW DATE ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety
& Chief of Police**

Reference: CALEA STD. 61.1.5, 61.4.2

Purpose

The purpose of this directive is to establish guidelines regarding the towing of vehicles on or from College property, to include: vehicles in violation of provisions regulating parking, stolen or abandoned vehicles, and vehicles of arrested persons.

Discussion

The Department of Public Safety & Police has the authority and the responsibility to ensure the safe and efficient flow of vehicular traffic on the College campus, and to enforce the parking rules and regulations of the College. This sometimes requires that vehicles be towed to another location for safety or enforcement reasons. However, officers should tow vehicles only when necessary and utilize discretion and sound judgement when following the below policies. In addition, flexibility and discretion must be utilized by officers during special events on campus.

Policy

The following policies will govern the towing of vehicles.

A. When an officer finds a vehicle that is left unattended upon a College street in violation of any of the provisions regulating parking and constitutes a definite hazard or obstruction to normal movement of traffic, such officer is hereby authorized to move such vehicle, or require the driver or other person in charge of the vehicle to move the vehicle to a position off of the roadway.

B. Officers are hereby authorized to remove (and/or impound) or cause to be removed to the designated garage or other place of safety, any vehicle found upon a College street, parking lot, or other College property under the following circumstances:

1. When a report has been made that the vehicle was stolen or taken without the owner's consent; or
2. When a vehicle upon a street is so disabled as to constitute an obstruction to traffic and the person(s) in charge of the vehicle are by reason of physical injury incapacitated to such an extent as to be unable to provide for its custody or removal; or
3. When the driver of such vehicle is taken into custody by the department and such vehicle would thereby be left in an unsafe or improper area; or
4. When a vehicle is found being driven upon the street and is not in proper condition to be driven;
5. When removal is necessary in the interest of public safety because of fire, flood, storm, snow or other emergency reason; or
6. When a vehicle is left unattended upon a street continuously for more than five (5) days and is determined to be abandoned after reasonable attempts have been made to contact the owner.
7. When a vehicle is found in violation of College Parking Rules and Regulations that require the vehicle to be towed. (See E-4.1 - IV. A)
8. When a driver who is currently suspended for a conviction of 18.2-266 or 18.2-266.1 is operating a vehicle; the vehicle shall be towed and impounded following the guidelines under the Virginia Omnibus Alcohol Act of 1994.

Procedure

A. Whenever a vehicle is towed at the discretion of an officer, the officer will log it in the log book. Include the following in the logbook:

1. License Plate. If no plate is on the vehicle, provide a brief description of the vehicle.
2. Location and time the vehicle was towed.
3. Location where vehicle is towed and/or stored.

B. The officer will check to see if the vehicle is wanted or stolen, and determine the registered owner and attempt to notify such. If the tow is the result of a Parking Rules and Regulations violation, the officer will contact the designated tow/wrecker company for service.

C. The officer will insure that the information on the vehicle towed is entered into the Daily Log.

D. Physically Arrested Persons

1. In the event the driver or owner of a vehicle is arrested for a violation that does not involve seizing or impounding the vehicle for evidence, the vehicle shall be handled in the following manner:

a. If permission is obtained from the driver and owner, the vehicle may be driven away by a licensed occupant of the vehicle, or if the vehicle is parked in a proper and safe area, the secured vehicle may remain in that area. If the driver or owner is placed on No Trespass, he must make immediate arrangements to have the vehicle removed or it will be towed at his expense.

b. If the vehicle is in an improper or unsafe area or owner or driver refuses to make appropriate arrangements, the officer will have the vehicle towed to a proper area at the owner's/driver's expense.

2. In the event the driver or owner of a vehicle is arrested for a violation which involves seizing or impounding the vehicle for evidence, the vehicle will be secured and property and/or contraband found will be handled according to proper search, seizure, and evidence procedures.

3. All information will be entered in the Offense Report or Supplementary Report as needed.

E. Stolen Vehicles

1. Determine if the vehicle is to be held for evidentiary purposes. Notify the police agency reporting the vehicle stolen.

2. If the stolen vehicle is not to be held for evidentiary purposes or other reasons:

a. Where practical and reasonable, contact the owner, have him come to the scene and claim vehicle.

b. If the owner of the vehicle is unable to respond immediately, the vehicle should be

secured and stored in a proper area.

F. Wanted Person Operating or Believed to be Operating Vehicle

1. Where the vehicle is moving and the driver is proved to be the wanted person, follow procedure D above, "Physically Arrested Persons".

2. If the vehicle is parked:

a. If a stakeout is not required, attempt to locate the wanted person, owner, or driver of the vehicle.

b. Establish stakeout, if appropriate and approved by supervisor.

G. Vehicle Held on Request of Other Authorities

1. Vehicle parked:

a. If stakeout is not required and where possible, contact requesting authority.

(1) If they can respond immediately, release vehicle to them using release form.

(2) If they cannot respond immediately, impound the vehicle.

b. Establish stakeout, if appropriate and approved by supervisor.

2. Vehicle moving:

Apprehend driver and seize vehicle and notify requesting authority.

H. Vehicles Parked in Violation of College Parking Rules and Regulations:

1. Vehicles may be towed at the owner's/operator's expense when vehicle is in violation of College Parking Rules and Regulations that require the vehicle be towed.

I. Abandoned Vehicles

1. Vehicles parked on College property are presumed to be abandoned when they are parked

continuously in an area without proper parking registration for more than ten days.

2. If a license number or VIN is available, the owner will be contacted if possible and warned to move the vehicle and a tow notice will be issued and placed on the vehicle.
3. After the owner has been notified and fails to comply or upon expiration of the tow notice, the vehicle will be towed from College property at the owner's expense. The officer will complete a tow report with the appropriate information.

J. Vehicles with Expired License Plates

1. Vehicle being driven:

a. If a vehicle is being driven on the highway with expired license plates, a Virginia Uniform Summons may be issued.

b. The driver will be instructed to remove the vehicle from the street until a license is obtained.

c. The vehicle will not be impounded or towed unless, in the officer's opinion, the violation is flagrant and the officer's supervisor concurs.

d. Persons who are currently suspended due to conviction of 18.2-266 or 18.2-266.1; the vehicle is immediately towed and impounded following the procedures set forth in the Virginia Omnibus Alcohol Act.

2. Parked Vehicles:

a. If the vehicle appears to be abandoned, an attempt should be made to locate and warn the owner of the vehicle to properly license the vehicle or remove it from College property within ten days.

b. If the owner is not located and the vehicle is not moved, the procedures in Section "J" above will be followed.

INVENTORY

A. Authority and purpose

A motor vehicle inventory is an administrative procedure designed to protect vehicles and their contents while in departmental custody. Any motor vehicle inventory must strictly observe the provisions of this general order. The purpose of the inventory is to protect the owner's property

and to protect the department against claims and possible dangers. Inventories may be conducted without a warrant or probable cause when:

1. The vehicle has been lawfully seized or impounded pursuant to the arrest of the driver.
2. After towing the vehicle for violations, safety reasons, or other purposes as defined by law.

B. Inventory vs. search

An examination of the contents of a motor vehicle pursuant to a criminal investigation or with the intent to search for evidence is not an inventory but a vehicle search and as such is governed by GO **B-2.0** , constitutional safeguards.

C. Vehicles that are towed at the request of the owner/operator or vehicles that are left legally parked shall not be inventoried. Officers are reminded of the "plain view doctrine" and the limitations upon the authority to search incidental to a lawful arrest. See GO **B-2.0** and GO **D-1.15** for further details.

D. An evidence/property report shall be completed whenever an officer assumes responsibility for towing a vehicle, and shall complete an inventory at the location where the vehicle was seized unless reasons of safety or practicality require the inventory to take place later.

E. Before the vehicle is removed, officers shall obtain the signature of the tow truck driver on the inventory report and provide the tow driver a duplicate copy of the report.

F. Inventory procedures

1. The scope of the inventory includes all open and closed containers and compartments and any locked containers or compartments as long as the officer has a key. Locked or sealed items shall not be forcibly entered if doing so will damage them. In general, the inventory extends to all areas of the vehicle in which personal property or hazardous materials may reasonably be found. ***[Note: If a question arises about forcible entry into locked containers or compartments, contact your commonwealth's attorney.]***

2. Officers shall not force open a vehicle's trunk or glove compartment to inventory the contents.

3. Any evidence, contraband, fruits or instrumentalities of a crime discovered during an inventory shall be handled per evidence procedures as outlined in GO **D-2.4** and GO **D-3.1**.

Section 43 - E-4.2 Seizing and Taking Possession of Motor Vehicle

Effective 7/29/22
Reevaluate 7/29/23
Version Date 07/29/22
09:45

**HAMPDEN-SYDNEY COLLEGE
DEPARTMENT OF PUBLIC SAFETY
& POLICE**

GENERAL ORDERS

**SUBJECT: SEIZING AND TAKING
POSSESSION OF MOTOR VEHICLE**

NUMBER E-4.2

EFFECTIVE DATE: July 29, 2022

REVIEW DATE: ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety
& Chief of Police**

Reference: CALEA STD.

Purpose

The purpose of this directive is to identify the circumstances under which a member of the Hampden-Sydney College Department of Public Safety & Police may seize a motor vehicle and the procedures to be followed in seizing such vehicle.

Procedures

A. A motor vehicle may be seized and taken into police possession in the following circumstances.

1. The vehicle is to be used as evidence.
2. Narcotics violations involved (see 18.2-249 Code of Virginia).
3. A.B.C. violations involved (see 4-56 Code of Virginia).
4. Racing violations (see 46.1-191.2 Code of Virginia).
5. Possession of stolen property.
6. Violation of Virginia Omnibus Alcohol Act 1994

B. If a motor vehicle is being seized under one of the above instances, the seizing officer will:

1. Conduct a complete inventory of the motor vehicle and contents and complete the Tow Report.
2. Request assistance from the appropriate jurisdiction.
3. Upon arrival of the assisting agency, explain the situation and request assistance with impounding the vehicle.
4. Assist the agency as required including completing any necessary paperwork and contacting the Commonwealth's Attorney's office.
5. Complete an offense report.
6. Follow up as required by the appropriate Code section or by the Commonwealth's Attorney's office.

C. Prior to seizing any vehicle under the circumstances described in this directive, the Director/Chief of Police or his designee will be notified.

Section 44 - E-4.3 Active Threat Response

Effective 7/29/22
Reevaluate 7/29/23
Version Date 07/29/22
09:37

HAMPDEN-SYDNEY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE	GENERAL ORDERS
SUBJECT: ACTIVE THREAT RESPONSE	NUMBER E-4.3
EFFECTIVE DATE: July 29, 2022	REVIEW DATE: ANNUALLY
AMENDS/SUPERSEDES: ALL OTHER PUBLICATIONS	APPROVED: Thomas M. Fowler Director of Public Safety & Chief of Police
Reference: CALEA STD.	

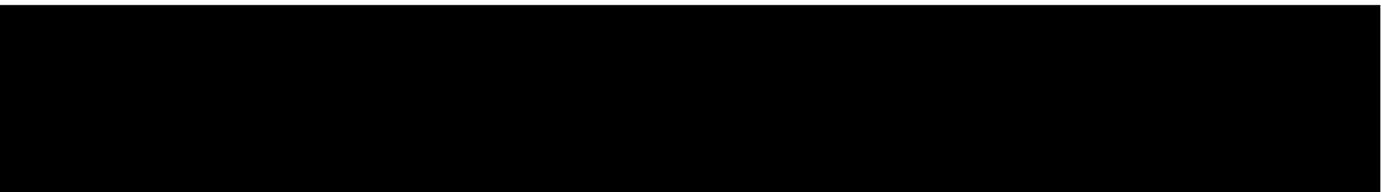
PURPOSE

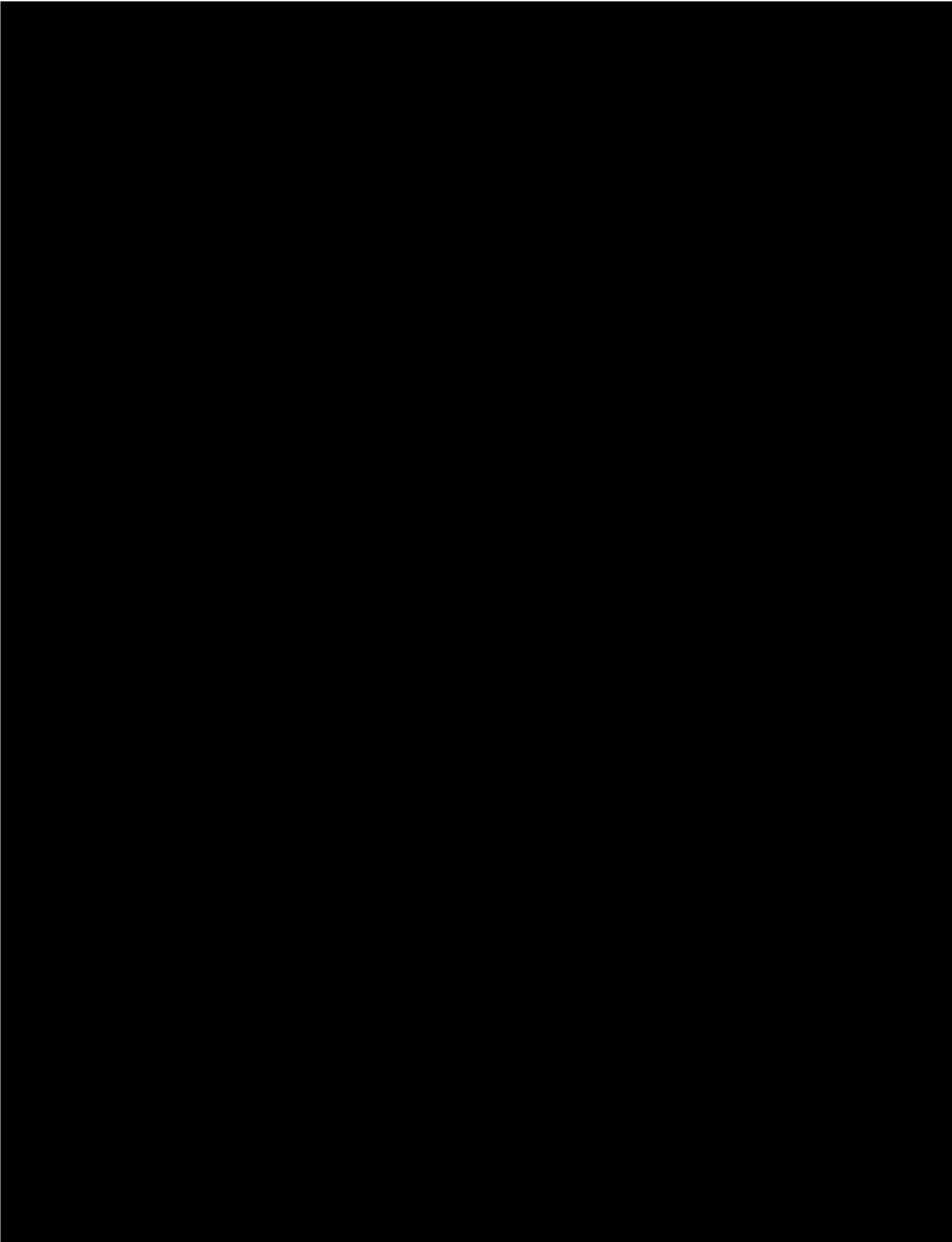
The purpose of this policy is to provide procedures for assessing the threat and immediately responding during active threat situations to limit serious injury or loss of life. The term “active threat” applies to all situations where there is an active assailant or assailants posing an ongoing deadly threat, to include, but not limited to, those from firearms, vehicles, explosives, and knives.

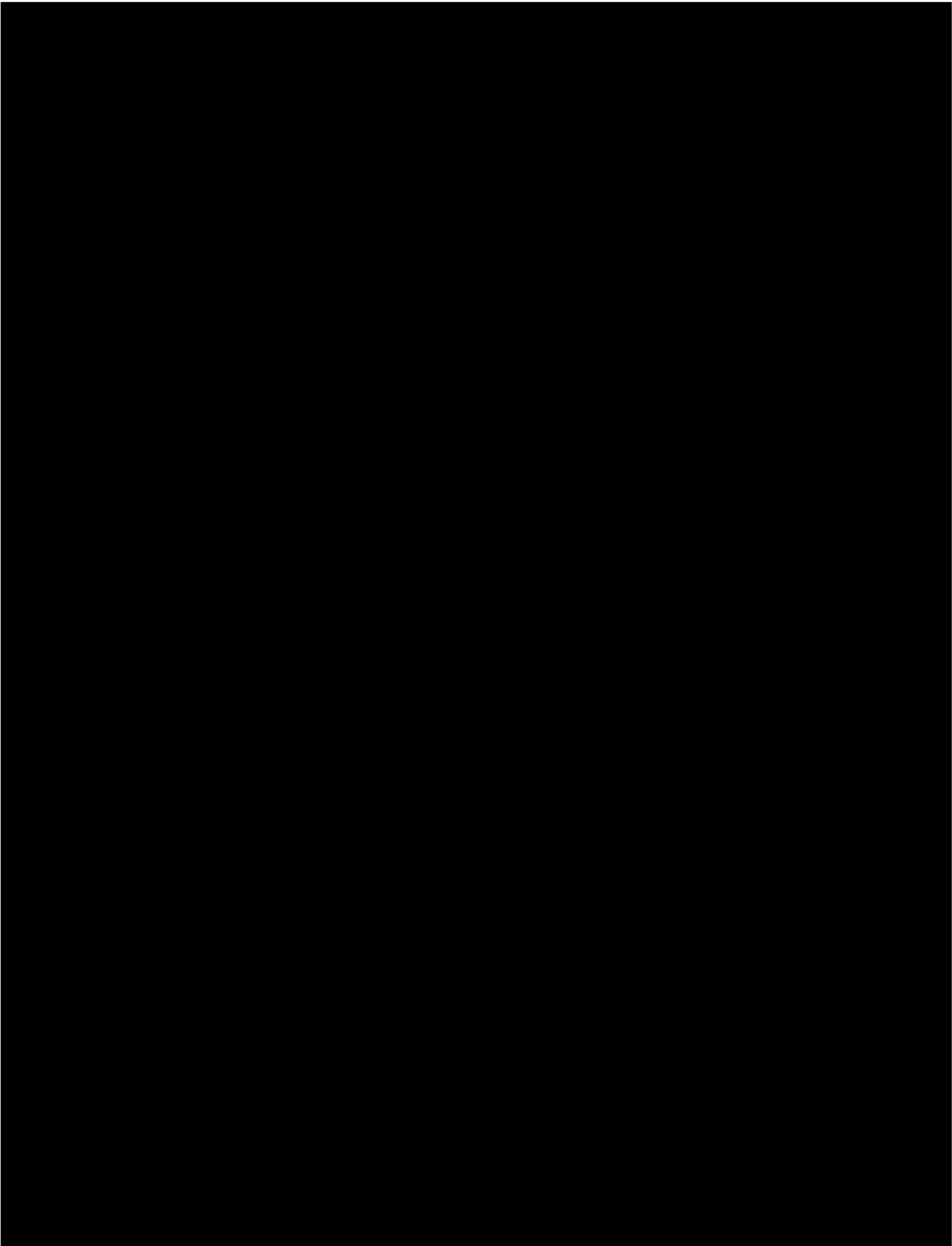
POLICY

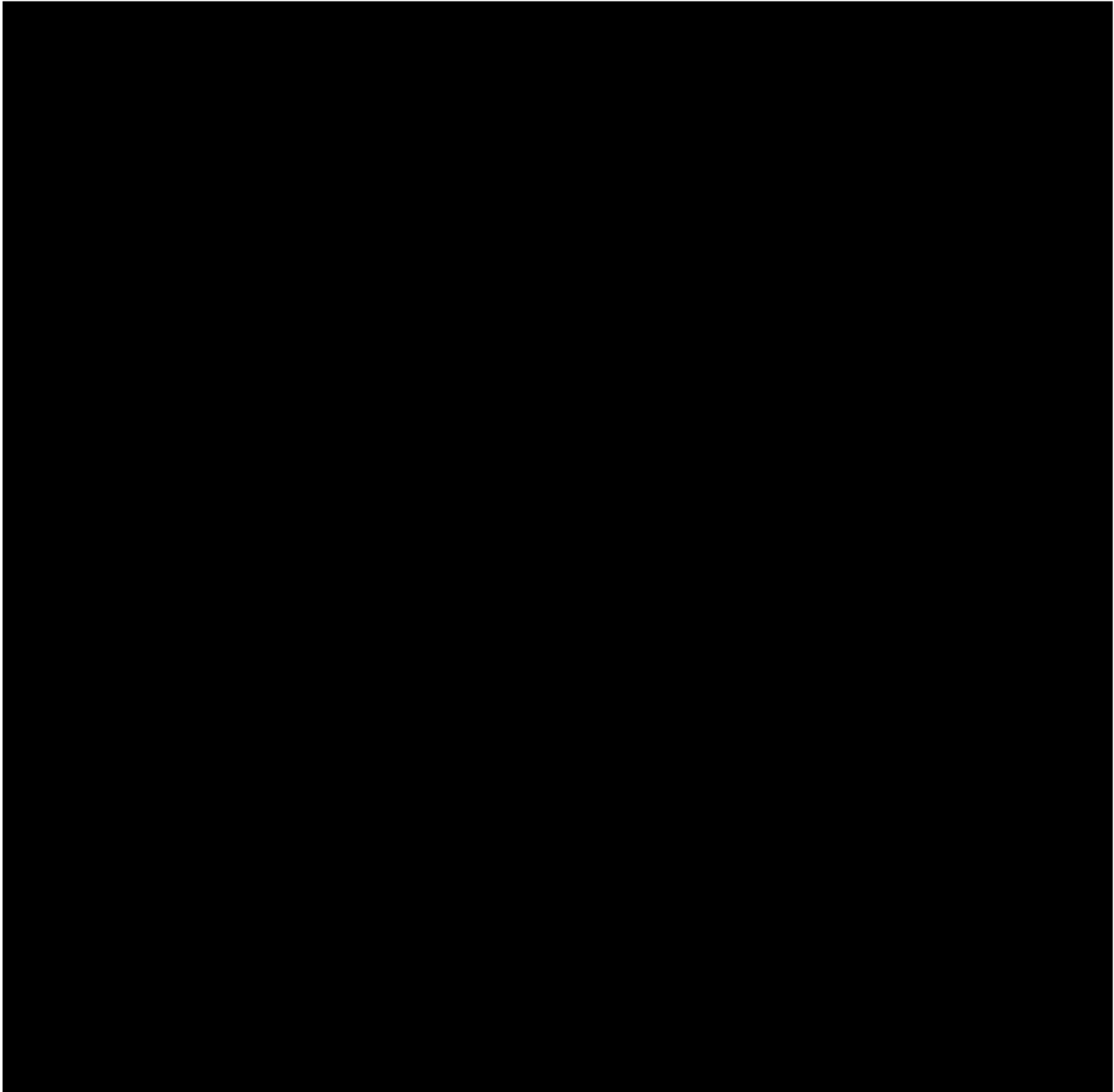
It is the policy of the Hampden-Sydney College Department of Public Safety and Police in active threat situations where ongoing deadly force is reasonably likely to be employed by a suspect—and delay in taking law enforcement action could result in injury or death—that immediate action by officers at the scene is necessary when such actions are deemed reasonable to prevent further injuries or loss of life.

PROCEDURES









Section 45 - E- 4.4 Missing Student Notification

Effective 7/28/22
Reevaluate 7/28/23
Version Date 07/28/22
13:32

**HAMPDEN-SYDNEY COLLEGE
DEPARTMENT OF PUBLIC SAFETY
& POLICE**

GENERAL ORDERS

**SUBJECT: MISSING STUDENT
NOTIFICATION**

NUMBER E-4.4

EFFECTIVE DATE: July 28, 2022

REVIEW DATE: ANNUALLY

**AMENDS/SUPERSEDES:
ALL OTHER PUBLICATIONS**

**APPROVED: Thomas M. Fowler
Director of Public Safety
& Chief of Police**

Reference: CALEA STD.

Purpose

The Higher Education Opportunity Act of 2008 (HEOA) requires the College to establish a missing student notification policy and related procedure for all students living in on-campus housing. The policy is meant to inform residential students of the parties that the College should notify in the event that the residential student is missing. The procedure lays out how such notifications are to occur.

POLICY

At the start of the academic year all newly admitted residential students will be given an opportunity during the registration process and/or during their first mandatory residence hall meeting to fill out an Emergency Contact and Missing Student Notification Form. By filling out this form, the residential student has the option to designate an individual (the "Missing Person Contact") to be contacted by the College no more than 24 hours after the time that the student is determined to be missing. The Missing Person Contact Information will remain valid for the duration of the residential student's academic career at the College unless changed or revoked by the residential student. The Missing Person Contact Information will be held confidentially, and will not be released except to law enforcement agents in the course of a missing person investigation.

In addition to the Missing Person Contact and within 24 hours of the student having been determined missing, the College will also contact or attempt to contact the following parties:

1. Additional individual(s) listed as "Emergency Contacts" on the Resident Student's Emergency Contact and Missing Student Notification Form maintained at the office of the Dean of Students.
2. The appropriate law enforcement agencies that have jurisdiction in the area that the student went missing, regardless of whether they have identified a contact person, or is above the age of 18, or is an emancipated minor; and
3. If the student is under the age of 18 (and not an emancipated minor), the Resident Student's parent(s) or guardian(s) and any other designated contact person.
4. All notifications will be made in accordance with the Missing Person Notification Procedure set forth below.

PROCEDURE

Any individual on campus who has information that a Resident Student may be missing should notify the Hampden-Sydney College Department of Public Safety and Police immediately. Upon

such notification, Campus Police will see to it that the following procedure is carried out in order to ensure all appropriate parties have been notified:

1. As soon as Campus Police is made aware of a possible missing Resident Student, Campus Police will notify the Director/Chief of Police.
2. If immediate search efforts are unsuccessful in locating the Resident Student in a reasonable amount of time OR it is immediately apparent that the Resident Student is a missing person (e.g. witnessed abduction), OR it has been established that the Resident Student has been missing for more than 24 hours, the Resident Student will be deemed missing and the Campus Police will contact the appropriate county and state law enforcement agencies to report the Resident Student as a missing person. As needed, and with assistance from H-SC officials, the Campus Police will coordinate with these law enforcement agencies to initiate a missing persons investigation.
3. No later than 24 hours after Campus Police has determined the Resident Student to be missing, the Dean of Students or their designee will notify the appropriate parties as listed in the Missing Person Notification Policy section above. The Dean of Students or their designee shall also ensure these parties are informed of any updates on the status of the missing Resident Student.

Chapter 6 - MISC

Section 1 - Weapons Policy

Effective 8/1/22
Reevaluate 8/1/23
Version Date 08/01/22
10:39

Hampden-Sydney College Weapons Policy

It is the policy of Hampden-Sydney College to maintain a safe environment for all persons, including students, faculty, staff, and visitors. It is the College's policy to maintain a weapons free environment, and prohibit the possession of weapons regardless of any permit that an individual (excluding law enforcement officers) may have which would otherwise authorize the individual to carry firearms.

DEFINITIONS:

Weapons: This definition includes, but is not limited to, handguns, pistols, BB/CO2 guns, compressed air guns or pistols, rifles, muskets, long guns, stun guns, tomahawks or machetes, slingshots, archery equipment, blow guns, switchblade knives, butterfly knives, axes, metal/brass knuckles, fireworks, explosives, chemicals that are explosive (unless under the control of a College academic department), paintball guns, any toy or replica thereof, and any other weapon deemed dangerous and unauthorized.

The College retains the final authority to evaluate potential dangers and what constitutes a weapon.

APPLICABILITY:

This policy applies to all College faculty, staff, affiliates, contracted service representatives, members of the general public and all visitors attending events or entering buildings on campus and to all property owned, leased, operated or controlled by the College.

Please see Appendix K of the Hampden-Sydney College for the weapons policy for students.

POLICY:

(a) The possession or carrying of any weapon by any person other than a law enforcement officer, including licensed and non-licensed firearms, is prohibited at any time while on College owned, leased, operated, or controlled property.

(b) The transportation of firearms in College vehicles is prohibited (excluding law enforcement). This includes but is not limited to, (1) to and from work, (2) when conducting College business, and (3) at all times in College-owned or leased vehicles.

SEARCH:

The College reserves the right to conduct reasonable, unannounced searches of College premises, and personal searches of employees and others while entering, on, or leaving College premises, including, but not limited to, personal effects, vehicles, lockers, desks, tool boxes, clothing, meal containers, and baggage.

SANCTIONS:

An employee who violates this policy will be subject the employee to disciplinary action in accordance with the misconduct policies of the College, up to and including termination of

employment. An affiliate who violates this policy will be subject to a revocation of affiliate status. A visitor who violates this policy will be subject to removal from campus and being barred from campus.

EXCEPTIONS:

(a) College employees may store lawfully possessed firearms in their locked, personal vehicles while parking at work. Firearms must be stored in a securable container (glove box, console, trunk, etc.) and the vehicle must be locked at all times.

(b) This policy does not apply to law enforcement officers duly authorized to carry such weapons.

This policy is subject to review and revision by the Department of Public Safety and Police.