Chapter 1 - Law Enforcement Role and Authority
Law Enforcement Authority

100.1 PURPOSE AND SCOPE
Law enforcement officers are granted the authority to perform their function based on established legal authority. This department does not tolerate abuse of law enforcement authority.

100.2 PEACE OFFICER POWERS
Campus Police Officers are granted authority by Oregon Revised Statutes to prevent and deter crime; arrest offenders; issue citations in lieu of custody; take custody of evidence of a crime, contraband or recovered stolen property; control the flow of traffic and present the peace and safety of the public.

Sworn members of this Department are peace officers pursuant to Oregon Revised Statutes 161.015. Peace officer authority extends to any place in the State of Oregon.

100.2.1 AUTHORITY TO ARREST
Pursuant to Oregon Revised Statutes 133.235:
(a) Pursuant to Oregon Revised Statutes 352.385 special campus officers: (a) May arrest a person for a crime at any hour of any day or night while acting within the scope of their employment, (b) This authority is further defined as Portland State University owned, operated, and controlled property, (c) May arrest a person without a warrant if the officer has probable cause to believe that the person has committed a crime and other circumstances as enumerated in Oregon Revised Statutes 133.310. (d) shall inform the person to be arrested of the officer's authority and reason for the arrest, and, if the arrest is under a warrant, shall show the warrant, unless the officer encounters physical resistance, flight or other factors rendering this procedure impracticable, in which case the arresting officer shall inform the arrested person and show the warrant, if any, as soon as practicable, (e) May lawfully detain individuals under the authority of Oregon Revised Statutes 131.605 to 131.625 while acting within the scope of their employment, (f) This authority is further defined as Portland State University owned, operated, and controlled property, (g) A person may not be arrested for a violation except to the extent provided by Oregon Revised Statutes 153.039 and 810.410.

(b) In order to make an arrest, a peace officer may use physical force as justifiable under Oregon Revised Statutes 161.235, 161.239 and 161.245. Special Campus public safety officers have this authority as a product of their initial power to arrest.

(c) In order to make an arrest, a peace officer may enter premises in which the peace officer has probable cause to believe the person to be arrested to be present. Special Campus public safety officers have this authority as a product of their initial power to arrest.

(d) If after giving notice of the peace officer's identity, authority and purpose, the peace officer is not admitted, the peace officer may enter the premises, and by a breaking, if necessary.
Law Enforcement Authority

Special Campus public safety officers have this authority as a product of their initial power to arrest.

(e) A person may not be arrested for a violation except to the extent provided by Oregon Revised Statutes 153.039 and 810.410.

100.3 CONSTITUTIONAL REQUIREMENTS
All employees shall observe and comply with every person's clearly established rights under the United States and Oregon Constitutions.
Public Safety Certification

101.1 PURPOSE AND SCOPE
The Board on Public Safety Standards and Training requires that all sworn law enforcement officers, telecommunicators and emergency medical dispatchers employed within the State of Oregon receive certification within 18 months of appointment. Corrections officers are required to receive certification within 12 months of appointment (OAR 259-008-0060).

101.2 SUPERVISOR AND MANAGER CERTIFICATION

101.2.1 SUPERVISORS AND MANAGERS
In addition to basic certification, supervisors and mid-level managers are expected to meet the qualifications for supervisory or management level certification, respectively, within two years of each appointment (OAR 259-008-0060).

101.2.2 CHIEF EXECUTIVE
In addition to the basic certification, executive officers should obtain a Department of Public Safety Standards and Training (DPSST) Executive certificate within two years of hire as a condition of employment (OAR 259-008-0060). The Director of Public Safety is a non-sworn position, but should have experience, training and education in law enforcement.

101.3 MAINTENANCE OF CERTIFICATION
In order to maintain certification, all active peace officers, telecommunicators and emergency medical dispatchers are required to meet on-going training requirements as specified in OAR 259-008-0064 or OAR 259-008-0065.

Active peace officers who hold Supervisory, Management or Executive certification must complete at least 24 hours of department-approved Leadership/Professional training every three years, as part of the on-going training required for all peace officers (OAR 259-008-0065).

Campus Public Safety Special Security Officers, and dispatchers, are required to meet on-going training requirements as specified by the Director.
Oath of Office

103.1 PURPOSE AND SCOPE
Officers of this department are sworn to uphold the federal and state constitutions and to enforce federal, state and local laws.

103.1.1 OATH OF OFFICE
Upon employment, all sworn employees shall be required to affirm the oath of office expressing commitment and intent to respect constitutional rights in discharging the duties of a law enforcement officer.

103.1.2 AFFIRMATION
I, (name), do solemnly swear that I will support the Constitution of the United States of America, the Constitution and Laws of the State of Oregon, the laws and ordinances of the Campus of Portland State University, and the Rules and Regulations of the Portland State University-Campus Public Safety Office; and that I will, well and faithfully, discharge the duties of the office to which I have been appointed, in and for the Campus of Portland State University, according to law, and to the best of my ability.

103.2 LAW ENFORCEMENT CODE OF ETHICS
All personnel of the Portland State University-Campus Public Safety Office are required to subscribe and adhere to the Law Enforcement Code of Ethics as presented in the introduction to this Policy Manual.
Policy Manual

105.1 PURPOSE AND SCOPE
The manual of the Portland State University-Campus Public Safety Office is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect, provided that they do not conflict with the provisions of this manual.

105.2 POLICY
Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

105.2.1 DISCLAIMER
The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Portland State University-Campus Public Safety Office and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the Campus, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The Portland State University-Campus Public Safety Office reserves the right to revise any policy content, in whole or in part.

105.3 AUTHORITY
The Director of Public Safety shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Director of Public Safety or the authorized designee is authorized to issue Departmental Directives, which shall modify those provisions of the manual to which they pertain. Departmental Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

105.4 DEFINITIONS
The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:
**Policy Manual**

**Adult** - Any person 18 years of age or older.


**Child welfare** - Department of Human Services, Child Welfare.

**Campus** - The Campus of Portland State University.

**Non-sworn** - Employees and volunteers who are not sworn peace officers.

**Department/CPSO** - The Portland State University-Campus Public Safety Office.

**DHS** - Department of Human Services.

**DMV** - The Department of Motor Vehicles.

**Employee/personnel** - Any person employed by the Department.


**May** - Indicates a permissive, discretionary or conditional action.

**Member** - Any person employed or appointed by the Portland State University-Campus Public Safety Office, including full-time sworn officers, reserve officers, non-sworn employees and volunteers.

**OAR** - Oregon Administrative Rules (Example: OAR 259-008-0060).

**ORS** - Oregon Revised Statutes (Example: ORS 153.039).

**OSP** - The Oregon State Police.

**Officer/sworn** - Those employees, regardless of rank, who are sworn peace officers employees of the Portland State University-Campus Public Safety Office.

**On-duty** - A member’s status during the period when he/she is actually engaged in the performance of his/her assigned duties.

**Order** - A written or verbal instruction issued by a superior.

**Rank** - The title of the classification held by an officer.

**Shall or will** - Indicates a mandatory action.

**Should** - Indicates a generally required or expected action, absent a rational basis for failing to conform.

**Supervisor** - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., officer-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.
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When there is only one department member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

USC - United States Code.

105.5 ISSUING THE POLICY MANUAL
An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Director of Public Safety or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Policy Manual and Departmental Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

105.6 PERIODIC REVIEW OF THE POLICY MANUAL
The Director of Public Safety will ensure that the Policy Manual is periodically reviewed and updated as necessary.

105.7 REVISIONS TO POLICIES
All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

Each Lieutenant will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Lieutenants, who will consider the recommendations and forward them to the command staff as appropriate.