Chapter 2 - Organization and Administration
Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE
The organizational structure of this department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

200.2 DIVISIONS
The Director of Public Safety is responsible for administering and managing the Campus Public Safety Office. There are 2 Divisions in the Campus Public Safety Department Office as follows:

- Police Services
- Public Safety Services

200.2.1 OPERATIONS DIVISION
The Operations Police Services Division is commanded by a Lieutenant whose primary responsibility is to provide general management direction and control for that Division. The Operations Police Services Division consists of Uniformed Police Officers and Detectives atrolley.

The Public Safety Services Division is commanded by a Lieutenant whose primary responsibility is to provide general management direction and control for that Division. The Public Safety Services Division consists of Special Campus Public Safety Officers, Dispatch, Access Control and Student Workers. The Communications and Records Supervisor will also report to the Lieutenant.

200.2.2 COMMUNICATIONS SECTION
The Communications Section (Dispatch) is commanded by a Communications and Records Supervisor whose primary responsibility is to provide general management direction and control for the Dispatch Center and Records, and the LENEL/Access Control Coordinator.

200.3 COMMAND PROTOCOL

200.3.1 SUCCESSION OF COMMAND
The Director of Public Safety exercises command over all personnel in the Department. During planned absences by the Director of Public Safety the Police Lieutenant will serve as the acting Director of Public Safety.

Except when designated as above, the order of command authority in the absence or unavailability of the Director of Public Safety is as follows:

(a) Police Lieutenant
(b) Public Safety Lieutenant
Organizational Structure and Responsibility

(c) Patrol Police Sergeant

200.3.2 UNITY OF COMMAND
The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment, any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.3.3 ORDERS
Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.

200.3.4 UNLAWFUL AND CONFLICTING ORDERS
No member is required to obey any order which outwardly appears to be in direct conflict with any federal or state law, or local ordinance. If the legality of an order is in doubt the affected member shall ask the issuing supervisor to clarify the order or confer with a higher authority. Responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with an order that is in conflict with a previous order, department policy, or other directive, shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the order is intended to countermand the previous order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting order after having given the issuing supervisor the opportunity to correct the conflict are not held accountable for disobedience of the order or directive that was initially issued.

The person issuing the countermanded order shall be notified in writing by the person issuing the second command of the action taken and the reason therefore.
Departmental Directive

204.1 PURPOSE AND SCOPE
Departmental Directives establish an interdepartmental communication that may be used by the Director of Public Safety to make immediate changes to policy and procedure. Departmental Directives will immediately modify or change and supersede sections of this manual to which they pertain.

204.1.1 DEPARTMENTAL DIRECTIVE PROTOCOL
Departmental Directives will be incorporated into the manual as required upon approval of Staff. Departmental Directives will modify existing policies or create a new policy as appropriate. A Departmental Directive will be rescinded once it has been incorporated into the manual.

All existing Departmental Directives have now been incorporated in the updated Policy Manual as of the below revision date.

Departmental Directives issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year. For example, 12-01 signifies the first Departmental Directive for the year 2012.

204.2 RESPONSIBILITIES

204.2.1 STAFF
The staff shall review and approve revisions of the Policy Manual, which will incorporate changes originally made by a Departmental Directive.

204.2.2 DIRECTOR OF PUBLIC SAFETY
The Director of Public Safety shall issue all Departmental Directives.

204.3 ACCEPTANCE OF DEPARTMENTAL DIRECTIVES
All employees are required to read and obtain any necessary clarification of all Departmental Directives. All employees are required to acknowledge in writing the receipt and review of any new Departmental Directive. Signed acknowledgement forms and/or e-mail receipts showing an employee's acknowledgement will be maintained by the Training Sergeant.
Emergency Operations Plan

206.1 PURPOSE AND SCOPE
The Campus has prepared an Emergency Operations Plan Manual for use by all employees in the event of a major disaster or other emergency event. The manual provides for a strategic response by all employees and assigns specific responsibilities in the event the plan is activated (ORS 401.305).

All employees shall receive annual refresher training on the details of the Portland State University Emergency Operations Plan.

206.2 ACTIVATING THE EMERGENCY PLAN
The Emergency Operations Plan can be activated in a number of ways. For this department, the Director of Public Safety or the highest ranking official on duty may activate the Emergency Operations Plan in response to a major emergency.

206.2.1 RECALL OF PERSONNEL
In the event that the Emergency Operations Plan is activated, all employees of the Portland State University-Campus Public Safety Office are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Director of Public Safety or the authorized designee.

Failure to promptly respond to an order to report for duty may result in discipline.

206.3 LOCATION OF MANUALS
The manual for the employees is available in Administration and the Patrol Sergeant’s office. All supervisors should familiarize themselves with the Emergency Operations Plan and what roles police personnel will play when the plan is implemented.

206.4 BUILDING EVACUATION PLAN
In the event of a disaster or emergency which requires evacuation of the police building, all employees shall follow implemented evacuation plans and posted exit routes (OAR 437-002-0041). The posted exit routes shall include any special directions for physically impaired employees.

206.5 UPDATING OF MANUALS
The Director of Public Safety or the authorized designee should review the Emergency Operations Plan Manual at least once every two years to ensure that the manual conforms to any revisions made by the National Incident Management System (NIMS), and appropriately address any needed revisions.
Electronic Mail

212.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the proper use and application of the Department's electronic mail (e-mail) system by employees of this Department. E-mail is a communication tool available to Department employees to enhance the efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law, such as the Oregon Public Records Law set forth in Oregon Revised Statutes 192.420. Messages transmitted over the e-mail system must only be those that involve business activities or contain information essential to employees for the accomplishment of business-related tasks, and/or communication directly related to business, administration or practices. Comply with the Portland State University appropriate use policy.

212.2 E-MAIL RIGHT OF PRIVACY
All e-mail messages, including any attachments, that are transmitted over department networks are considered department records and therefore department property. The Department reserves the right to access, audit or disclose, for any lawful reason, any message including any attachment that is transmitted over its e-mail system or that is stored on any department system. Likewise, employees are prohibited from receiving, sending or storing e-mail messages in personal files. The Department reserves the right to access any personal folders to assure compliance with this policy.

The e-mail system is not a confidential system and therefore is not appropriate for confidential communications. If a communication must be confidential, an alternative method to communicate the message should be used. Employees using the department e-mail system shall have no expectation of privacy concerning communications transmitted over the system.

Employees should not use personal accounts to exchange e-mail or other information that is related to the official business of the Department.

212.3 PROHIBITED USE OF E-MAIL
Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive and harassing, or any other inappropriate messages on the e-mail system is prohibited and may result in discipline.

E-mail messages addressed to the entire department are only to be used for official business related items that are of particular interest to all users and must be approved by the Director of Public Safety or a Lieutenant. Personal advertisements are not acceptable.

It is a violation of this policy to transmit a message under another user's name. Users are strongly encouraged to log off the network when their computer is unattended. This added security measure would minimize the misuse of an individual's e-mail, name and/or password by others.
Electronic Mail

212.4 MANAGEMENT OF E-MAIL
Because the e-mail system is not designed for long-term retention of messages, e-mail that the employee desires to save or that becomes part of an official record should be printed and/or stored in another database. Users of e-mail are solely responsible for the management of their mailboxes. Messages should be accessed and read each work day and reviewed and purged manually by the user at least once per week. All messages in excess of one month will be deleted at regular intervals from the server computer.
Administrative Communications

214.1 PURPOSE AND SCOPE
The purpose of this policy is to provide members with the protocols and forms to be used for internal administrative communications. Administrative communications of this department are governed by the following policies.

214.2 DEPARTMENT E-MAIL
Department E-mail may be issued periodically by the Director of Public Safety to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

214.3 CORRESPONDENCE
In order to ensure that the letterhead and name of the Department are not misused, all external correspondence shall be on Department letterhead. All Department letterhead shall bear the signature element of the Director of Public Safety. Personnel should use Department letterhead only for official business and with approval of their supervisor.

214.4 SURVEYS
All surveys made in the name of the Department shall be authorized by the Director of Public Safety or a Lieutenant.

214.5 INFORMATIONAL MEMOS
The Director of Public Safety may issue memoranda to department personnel from time to time for the purpose of disseminating information to the members.
Staffing Levels

216.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that proper staffing is available for all shifts. The Department intends to balance the employee's needs against the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the Department's need to meet operational requirements.

216.2 MINIMUM STAFFING LEVELS
Minimum staffing levels should result in the scheduling of at least one patrol officer on duty and one dispatcher on duty. Either the Director, Patrol Lieutenant, or a designated Sergeant will be available to address immediate concerns.

216.2.1 SUPERVISION DEPLOYMENTS
In order to accommodate training and other unforeseen circumstances, an officer may be used as a field supervisor in place of a field sergeant.

With prior authorization from the Patrol Lieutenant, an officer may act as the Patrol Sergeant for a limited period of time.