

**Title:** Boston College Police -- Function and Responsibilities  
**Code:** 5-350-001  
**Date:** 7-15-03rev  
**Approved:** WPL

---

## General

The Boston College Police Department is responsible for the University's law enforcement and security functions. These functions cannot be performed effectively without the support and cooperation of each member of the University community. To assist the University community in this effort, the following general policies and procedures define the role of the police at Boston College.

## Policy

1. The primary function of the Boston College Police is to enforce the rules and regulations of the University, to enforce the laws of the Commonwealth of Massachusetts, to protect and safeguard the rights, property, and privacy of individual members of the University community, to protect and safeguard University property, and, generally, to maintain the peace.
2. All police officers must attend and graduate from a police academy certified by the Massachusetts Criminal Justice Training Council.
3. All Boston College Police officers hold warrants under Chapter 22C, Section 63 of the Massachusetts General Laws. These warrants confer complete police powers within the designated jurisdiction, defined as any property owned or controlled by the University.
4. All Boston College Police officers generally hold Deputy Sheriff powers in Middlesex and Suffolk counties. The powers of Deputy Sheriff are similar to the powers of the Sheriff, and include the power to make arrests and to preserve the peace pursuant to the laws of the Commonwealth of Massachusetts. Deputy Sheriff powers provide officers with the authority to respond as law enforcement officials, and to take reasonable action if necessary to prevent serious bodily harm to themselves or others, while on duty assignment that takes them off property owned or controlled by the University.
5. The Detective Bureau of the Boston College Police Department is staffed by officers with specialized investigative training. The members of this unit are responsible for criminal investigation on campus, and are assigned to dignitary protection as well as other duties, as determined by the Chief of the Boston College Police. Assigned officers work closely with students, faculty, and staff as required, and Bureau members serve as department liaison with other law enforcement agencies at the local, state, federal, and international levels.
6. The Boston College Police Department is responsible for regulating parking and traffic on University property. Pursuant to this, the Department's Parking and Traffic Department administers the University's PARKING AND TRAFFIC REGULATIONS, which are disseminated by the Office of Student Services to the University community in print and electronic format. Student Services also issues parking permit decals to all qualified persons to authorize parking during designated hours in designated areas of University property. Enforcement of the PARKING AND TRAFFIC REGULATIONS is the responsibility of the Boston College Police.
7. Any individual, department, or organization that requires the services of police officers for a function or activity sponsored by Boston College, or held on University property, must contract for those services through the office of the Chief of the Boston College Police.

## **Responsibilities**

1. To identify criminal activity and criminal offenders and, where deemed appropriate, to apprehend offenders and participate in subsequent court proceedings.
2. To minimize opportunities for the commission of crime through preventive patrol and other crime prevention measures, such as the determination of lighting and landscape maintenance needs, and the placement of emergency “blue light” intercoms, throughout campus.
3. To facilitate the movement of people and vehicles.
4. To aid those in danger of physical harm.
5. To assist those who cannot care for themselves.
6. To promote and maintain civil order.
7. To resolve conflict.
8. To create and maintain a sense of security in the community.
9. To provide other services on an emergency and nonemergency basis.

## **Departmental Operating Procedures**

The following information is provided to enhance the University community's understanding of the role of the Boston College Police.

1. In order to discharge its responsibilities, the Boston College Police Department operates on an around-the-clock schedule. The Communication Center in Headquarters is continuously manned, and three full shifts are staffed every day, including holidays, throughout the year. Each shift is under the immediate command of a lieutenant and/or a sergeant.
2. All department vehicles and officers are equipped with two-way radios. For emergency use, cruisers are also equipped with emergency lights, sirens, and public address systems.
3. Throughout each 24 hour period, patrols are conducted that cover the entire campus. However, the intensity of the coverage of any given area or facility may vary in accordance with shifting requirements, as determined by the Boston College Police Department in cooperation with the users of the area or facility, or as determined by University policy. These patrols are conducted in accordance with generally recognized police patrol procedures.
4. A number of offices and other areas in which cash or valuable property is kept are equipped with alarm systems connected to Headquarters. Standard operating procedure requires that units respond to any alarm and take appropriate action.
5. To regulate and facilitate the movement of traffic, specified gates to the Lower and Middle Campuses are manned by personnel whose function is to ensure that only vehicles with a Boston College parking permit decal, or visitors who have legitimate business on campus, are allowed to enter during the hours when parking space is most in demand.

Boston College Police citations are issued to persons in violation of University traffic and parking regulations. Standard fines for each offense may be assessed, subject to appeal within seven days to the Parking Appeals Board.

Vehicles may also be towed for certain violations, including impeding traffic or blocking fire lanes, and for excessive violations. In such instances, a complete record of the transaction is

maintained on a Motor Vehicle Tow Report in Headquarters.

6. All complaints received of disturbances on campus are responded to promptly, and are either handled directly by Boston College Police Department action or referred to appropriate University personnel for resolution.
7. Pursuant to state and federal law, the Boston College Police Department maintains a daily log, the "Public Blotter." Written in a format that is easily understood, the Blotter records in chronological order all crimes reported to the Boston College Police, including:
  - the nature, date, time, and general location of each crime; and
  - the disposition of the complaint, if known.

All entries and additions to entries are open to public inspection generally within two business days of the initial report to the Department, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim. If there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until that damage is no longer likely to occur from the release of such information.

8. Each shift makes entries into a Police Journal which is reviewed and approved by the shift sergeant. In addition to these records, a separate Incident Report must be completed for each significant incident (i.e., those that involve a criminal act or serious breach of University rules), or if it appears advisable for any reason to retain a permanent and readily accessible record. Separate reports are also prepared that cover fires and automobile accidents on University property, and a separate form is completed to report any arrest effected by Boston College Police Department officers. Only the Blotters described in paragraph (7) are considered public records.
9. The Boston College Police Department furnishes transportation in an emergency to any ill or injured person within its jurisdiction. All such transactions are noted in the Public Blotter and separate Incident Reports are prepared, as appropriate, to record the incident.
10. The Crime Prevention Unit of the Boston College Police Department, staffed by officers with specialized training, provides security awareness and crime prevention programs that stress good personal safety habits and the importance of community safety.
11. The Boston College Police Department provides the services of police officers and security officers, as deemed appropriate by the Chief of the Boston College Police, for various functions or activities sponsored by Boston College or held on University property. An APPLICATION FOR POLICE DETAIL ([EXHIBIT A](#)) must be filed with the Department at least two weeks in advance of the date the services will be required. It is the responsibility of the Chief to determine the level of police coverage required and, where appropriate, to bill the sponsoring department or organization for services rendered.
12. The Boston College Police Department operates a motorized and walking Escort Service for members of the University community between the hours of 7 P.M. and 2 A.M., seven nights a week during the academic year. Individuals who require an escort dial the Escort Service extension, and the service is dispatched by radio to make the escort. Escort vehicles and walkers are easily identified as belonging to or members of Boston College, and vehicles are driven by uniformed Security Officers. The service is primarily for the transport of unaccompanied individuals to and from defined locations.

---

WWW: June 23, 1999

Update: September 4, 2003

---