

**University of Maryland Department of Public Safety
Headquarters, Bldg 003
College Park, Maryland 20742-6011**

NOTICE: 09-0026

SUBJECT: Departmental Bunk Room Standard Operating Procedures

EFFECTIVE DATE: July 1, 2016

ORDERED BY: David B. Mitchell
Chief of Police

- A. Rooms 1115 and 1117 on the first floor of the Pocomoke Building have now been designated as resting areas for departmental staff. The area has been established to provide **short term** rest relief to those staff members working extremely long hours past normal work schedules and who do not feel comfortable operating a vehicle safely when going off duty. Staff members living a reasonable distance from campus may arrange transportation through a patrol supervisor.
- B. With inadequate space within our facilities to create gender specific rooms, both rooms will be considered unisex. As such, staff utilizing the rooms will be required to wear appropriate clothing while sleeping. The rooms have two beds and will be occupied by no more than 2 people at a time.
- C. Protocol: The following protocol must be observed by staff members and supervisors.
1. Staff members must comply with the following protocols:
 - a. Off-duty staff members requiring short term rest in the room must contact the on-duty patrol supervisor ranked sergeant or above, or an administratively ranked supervisor within the agency, and request permission to use the rooms.
 - b. Use of the rooms will not exceed **8 hours**.
 - c. Linens are provided in the rooms. Once finished, the linens are to be placed in the laundry bags. New linen will be kept within the cabinets located in each room.
 - d. Notify the on-duty supervisor when you are finished using the room.
 2. Supervisors must comply with the following protocols:
 - a. Only supervisors ranked sergeant or above have authority to approve entry into the rooms. The Patrol Commander must be sent an email advising who was granted access and the reason for use. When an acting sergeant is the only supervisory person on duty, the acting sergeant will request that Communications unlock the door

electronically. Notification to the Patrol Commander must be sent **prior** to the end of the approving supervisors shift.

- b. When notified that the room is vacant, the on-duty supervisor will conduct an inspection to ensure the rooms are clean, the bed has been stripped, and the linens have been bagged. Notification will be made to the on-duty day watch supervisor to have the laundry bag taken to the cleaners. The on-duty day watch supervisor will make arrangements to have the laundry bags returned to the rooms.
- D. The Patrol Commander will run bi-weekly access checks to ensure notifications match actual room entries. Entries into the rooms for reasons other than granting access to staff for rest periods, including entries for inspections and linen returns, must be documented and sent to the Patrol Commander. .
- E. The Patrol Commander will provide the Police Services Bureau Commander with monthly room usage reports. Deviation from this protocol will result in disciplinary action being taken against individuals found to be in violation of this directive.
- F. Distribution & Access of Notice
1. This Special Order is being electronically distributed to all agency personnel with document receipts being similarly documented.
 2. Printed copies of this Special Order are retained in:
 - a. Accreditation files;
 - b. Master Notice files; and
 - c. The UMDPS Manual in the Duty Office.
 3. An electronic copy of this Notice is accessible in the UMPD Shared/Manual or through the Manual application in the UMDPS Portal System.