

2.432 STUDENT CONDUCT SCHEDULING, APPEARANCES, & LIAISON

2.432.10 University Office of Student Conduct

- A. Students may be accountable to both civil authorities and to the university for acts which constitute violations of law and the Code of Student Conduct.
- B. Disciplinary action at the university will normally proceed while criminal proceedings are pending in the courts, and will not be subject to challenges on grounds that criminal charges involving the same incidents have been dismissed or reduced.
- C. Those who may be referred to Office of Student Conduct (OSC) are:
 - 1. Persons who are taking or auditing classes at the University of Maryland, College Park or University College students at the time of offenses; and
 - 2. Student organizations, both recognized or unrecognized by the University of Maryland administration at the time of offenses.

2.432.20 Liaison

- A. The chief will appoint primary and secondary OSC liaisons.
- B. The Police Auxiliary Commander will appoint an employee to serve as OSC liaison with the Police Auxiliary.
- C. OSC liaison duties and responsibilities include, but are not limited to:
 - 1. Coordinating disciplinary referral activities between the agency and OSC, as well as the Department of Resident Life, Office of Rights and Responsibilities;
 - 2. Attending disciplinary hearings as requested;
 - 3. Forwarding referrals to OSC after conducting second echelon review of employees' referrals.
 - 4. Contacting agency personnel in those cases as necessary;
 - 5. Notifying agency employees and their supervisors of upcoming hearings;
 - 6. Logging and maintaining records of referrals pending dispositions;
 - 7. Answering questions arising during hearings pertaining to police procedure or the dissemination of confidential information; and
 - 8. Coordinating other activities as necessary between the agency and OSC.
- D. All employees will coordinate activities relating to OSC with the OSC liaison.

2.432.30 Referrals Upon Arrest &/or Charging

- A. Officers will submit disciplinary referrals on students who are arrested and/or charged with:
 - 1. Fake, fraudulent, altered etc., identification card or driver's license violations; or
 - 2. Non-traffic related, criminal offenses occurring on university property, or otherwise falling under the jurisdiction of the Code of Student Conduct or other university regulations.
 - 3. Traffic Violations of TR 21-902 for on campus violations and off campus violations.
 - 4. Alcohol violations for Controlled Dispersals.
- B. Referrals must be filed when students are charged:
 - 1. As the result of arrests made by agency officers;
 - 2. Via criminal or civil citations consistent with **2.416 Criminal / Civil / Juvenile Citations**;
 - 3. Via criminal summonses obtained by agency officers;
 - 4. As the result of incidents investigated by agency officers; or
 - 5. As the result of incidents investigated by other police or law enforcement agencies coming to the attention of this agency.
- C. Alcohol referrals for on-campus students do not require formal referrals. Officers charging students with alcohol referrals should:
 - 1. Give a copy of the citation and a probable cause statement to the OSC Liaison in lieu of the formal referral.
 - 2. Write "Student," the University Identification number (UID),

- and date of birth on the copy of the citation.
- 3. Include respondent's age and Preliminary breath test results in the probable cause statement.
- D. Students needing medical attention due to alcohol/drug consumption must also be referred to OSC.
- E. Employees must submit referrals regardless of whether or not referrals are being generated by other persons or departments.
- F. Employees requesting exceptions to mandated referrals will document requests through their unit commanders, through the OSC liaison, to the PSBC, explaining the objective based reasons for such requests.
 - 1. Requested exceptions of a confidential nature, e.g., confidential informants, will be submitted directly to the PSBC.
 - 2. All requests for exceptions will be accompanied by completed disciplinary referrals. These referrals will be maintained by the PSBC or designee until they are forwarded to the OSC liaison.

2.432.40 Referrals as Alternatives to Criminal Charges

Consistent with **1.319 Alternatives to Arrest**, officers may refer students to the OSC in lieu of placing or requesting criminal charges:

- A. For misdemeanors not involving crimes against persons;
- B. When university resources are more appropriate to provide services to address or solve underlying problems that cause incidents; and
- C. They receive permission from supervisory or administrative ranked officers.

2.432.50 Mandated Referral Information

- A. Referrals will be submitted in the form established by the OSC liaison. Required information includes, but is not limited to:
 - 1. Officers' name, ID#, and phone number;
 - 2. Case numbers;
 - 3. Dates of incidents;
 - 4. Times of incidents;
 - 5. Locations of incidents;
 - 6. Complete narratives of incidents;
 - 7. Lists of potential respondents, victims, and witnesses;
 - a. Full names;
 - b. University ID Numbers;
 - c. Permanent address and phone numbers
 - d. Local addresses and phone numbers
 - e. Email address; and
 - f. Date of Birth.
- B. Referrals will not contain criminal history, arrest, or confidential medical information.
- C. Referrals will be reviewed and approved by a supervisory or administrative ranked officer before being forwarded to the OSC liaison.
- D. Statements, reports, or other written documentation from case files will not be forwarded with referrals.

2.432.60 Timeliness of Referrals

Referrals must be received by the OSC liaison within four calendar days of incidents, unless exigent circumstances exist and are articulated to the OSC liaison by referring officers or their unit commanders.

2.432.70 Reporting Requirements

- A. Communications personnel will ensure CCNs are initiated for all incidents handled by this agency wherein students are to be referred to OSC.
- B. Duties and responsibilities of officers include, but are not limited to:
 - 1. Completing any required reports detailing the circumstances surrounding referrals to OSC;
 - 2. Completing OSC referrals consistent with **2.432.30**; and
 - 3. Attending OSC hearings as required.