



Procedure Number: 104.2
Procedure: Request for Service
Effective Date: 08/01/2011
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Approved by: Scott Forshee, Chief of Police

PROCEDURE:

- I. Services Provided by the MSU Billings Police Department:
 - A. Emergency Response: Officers are the first responders in all emergency situations. For medical emergencies the campus community is encouraged to dial 911 first. Emergency response takes preference over routine services.
 - B. Alarms: Officers are to respond to alarms (emergency, intrusion and elevator) in a way that minimizes the danger to the officer, employees and the general public.
 - C. Enforce Laws:
 1. Parking: the University Police Officers are tasked with parking enforcement. In addition to the officers, the department employs student work study ticket writers. Lots are patrolled day and night. Refer to Parking Policy 105.2.
 2. Traffic: Officers are to enforce state and local traffic laws by either issuing written warnings or citations into municipal court. Refer to Traffic Enforcement Policy 105.1.
 3. Criminal: Officers are the first responders to all criminal matters on university property, and investigate them accordingly. Refer to Investigative Procedures Policy 106.1, Officers are to refer:
 - a. Misdemeanor offenses to the City of Billings Attorney's Office; Municipal Court.
 - b. Felony Offenses to the Yellowstone County Attorney's Office, into District Court.
 4. Warrant Service: All officers having contact with a person for whom there is an outstanding warrant or summons, will whenever possible serve the warrant or summons forthwith.
 - D. Safety checks: Officers conduct monthly safety checks across campus.
 - E. Safety escort: the primary interest of the University Police is to provide a safe environment for all persons while on campus. Unless the Duty Officer is otherwise occupied, the officer will;
 1. Provide anyone a personal escort to their vehicle, or
 2. Another location on campus.
 - F. Fire code inspections: Officers conduct Fire Code Inspections with the cooperation of the Montana State University Fire Marshal. Refer to Fire and Workplace Safety Policy 104.6.
 - G. Lockout services: Officers may be able to provide lockout services for students, faculty, staff and visitors. Lockout services will only;
 1. Be provided to the person authorized access to the particular area:

Procedure Number: 104.2
Request for Service

- a. Residence Halls,
 - b. Academic Buildings,
 - c. Rooms/Buildings and
 - d. Classrooms.
- H. Motor Vehicle Assistance:
1. Vehicle Unlocks: Officers will attempt to provide the service of unlocking vehicles for someone that has locked their keys in the car on campus. In the event the officer is unable to unlock the vehicle, the officer will;
 - a. Assist the requesting party in contacting a locksmith, or
 - b. A tow service.
 2. Jumpstarts: Upon request to assist the campus community with a vehicle that will not start (dead battery, etc...) unless otherwise engaged, officers will respond as soon as possible and jumpstart the vehicle.
- I. Presentations: Upon request and schedule permitting, Officers will give presentations to the community and university members in the areas of;
1. Safety,
 2. Security,
 3. Alcohol/drug abuse,
 4. Sexual assault/domestic assault, or
 5. Any other topics related to university policing.
- J. Lost and Found Property: The University Police department maintains a procedure for handling lost and found property. Refer to Found Property Policy 107.2.
- K. Special Events/VIP Protection (refer to policy 104.5): University Police recognize the need to adjust scheduling and allocate manpower as necessary to accommodate special events and dignitary visits on campus.
- L. Disruptive Student Standby:
1. Requests for police presence during student-faculty meetings, or classroom situations where the faculty has reason to believe a student will be disruptive will be routed through their respective department chairperson for approval. The department chairperson will;
 - a. Inform the Dean of the respective college. If the Dean agrees that an officer should be present, the Dean or department chairperson will contact the university police department in advance to request police presence.
 - b. The Dean or department chairperson will provide the name of the student, and explain the reason for the request.

Procedure Number: 104.2
Request for Service

- c. The university police will contact the requesting faculty member to discuss the location of the meeting and confirm that the Dean or Chairperson has permitted the officer be present.
 - d. In all circumstances, the officer will introduce themselves to the student, explain the reason for their presence, and explain this is a non-custodial contact, and the student is free to leave anytime during the meeting.
 - e. The responding officer and requesting faculty member will decide if the officer shall be in the room, or down the hall. Officers will recognize the need to keep all parties informed of situations involving potentially disruptive students. The goal is to provide presence without escalating the situation, and reduce tensions by not creating an intimidating or frightening environment
2. Student Conduct meetings, (where a Hall Director, Housing Director or Vice Chancellor for Student Affairs has a scheduled meeting with a student whom they believe will be disruptive):
- a. The respective party will contact the Assistant Chief or Chief of Police.
 - b. The Assistant Chief or Chief of Police will make arrangements for either themselves, or another Officer to be present;
 - (1) Either wait outside in proximity of the meeting, or
 - (2) Attend the meeting.
3. After the meeting or standby, the officer will write an ARMS report and a copy will be distributed to the respective party (Director, Dean) and the Vice Chancellor for Student Affairs.

RULES:

- I. Civil Dispute: Officers called to the scene of a civil dispute, where no crime has been committed, are to take no action and immediately excuse themselves. Police presence will not be allowed unless some sort of disturbance develops in which an officer presence is necessary. Officers are prohibited from:**
 - A. Giving legal advice or to assist in satisfying civil claims.**
 - B. Assist in the removal of property or personal items in any civil situation.**
 - C. Take custody of or transport children, pets or any property belonging to any party involved a civil dispute.**