



# Student Conduct & Referrals

Section: 2.432  
Effective Date: June 10, 2011  
Amended: January 15, 2021

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## **2.432 Student Conduct**

### **2.432.02 Referrals to Associate Vice President for Student Affairs**

- A. Students are expected to maintain a high standard of conduct and can be held accountable both civilly and criminally to the University for acts which constitute violations of law and/or the Code of Student Conduct.
- B. Disciplinary action at the university will normally proceed while criminal actions 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. Students who can be referred to the Associate Vice President for Student Affairs or a Hearing Board are:
  - 1. Persons who are taking or auditing classes at the University of Baltimore at the time of offenses; and
  - 2. Student organizations both recognized or unrecognized by the University of Baltimore administration at the time of offenses.

### **2.432.04 Liaison**

- A. The Office of the Captain is the official liaison for student disciplinary actions arising from the UB Police Department.
- B. Liaison involving student conduct includes, but is not limited to:
  - 1. Coordinating disciplinary referral activities between the agency and the Associate Vice President for Student Affairs and Student Hearing Boards;
  - 2. Assigning an employee to attend disciplinary hearings as requested;
  - 3. Contacting agency personnel in those cases as necessary;
  - 5. Notifying agency employees and their supervisors of upcoming hearings;
  - 6. Answering questions arising out of hearings which pertain to police procedure or the dissemination of confidential information; and
  - 8. Coordinating other activities as necessary between the agency and the Associate Vice President for Student Affairs.
- C. All employees will coordinate activities relating to student conduct through the Office of the Captain.

**2.432.06 Referrals Upon Arrest and/or Charging**

- A. Officers will submit a written report regarding arrested students 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 students involving alcohol or drugs;
- B. Referrals must be filed when students are charged:
  - 1. As the result of arrests made by agency officers;
  - 2. Via criminal citations or those 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, drug and/or weapons law violation involving students, whether occurring on-campus, on non-campus property or on public property reasonably contiguous to campus are to be referred, via the Office of the Captain of Police, to the Associate Vice President for Student Affairs through the forwarding a copy of the police report.
- D. Students requiring medical attention due to alcohol/drug consumption must also be referred to Associate Vice President for Student Affairs.
- E. Agency officers are to submit referrals, regardless as to whether a referral is generated by other persons or departments.
- F. Employees requesting exceptions to mandated referrals will document requests through their unit commanders to the Office of the Captain 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 Captain.
  - 2. These referrals will be maintained by the Captain or a designee until they are forwarded to the Associate Vice President for Student Affairs.

**2.432.08 Referrals as Alternatives to Criminal Charges**

Officers may refer students to the Associate Vice President for Student Affairs in lieu of arrest or criminal citation for:

- A. Non-violent crimes against person and misdemeanors;
- B. When university resources are more appropriate in addressing or solve underlying problems that caused the incidents; and
- C. They receive permission from supervisors.

**2.432.10 Mandated Referral Information**

- A. Referrals will be submitted in writing, a police report and/or augmented by an administrative report. Required information includes, but is not limited to:
  - 1. Officers' name, unit number, and phone number;
  - 2. Case number/s;
  - 3. Date/s of incidents;

4. Time/s of incidents;
  5. Location/s of incidents;
  6. Complete narratives of incidents;
  7. Lists of potential respondents, victims, and witnesses;
    - a. Full names;
    - b. Date of Birth;
    - c. University ID Numbers;
    - d. Permanent address;
    - e. University/local address;
    - f. Landline AND cell phone numbers; and
    - g. Email address.
- B. Referrals will not contain criminal history, arrest, or confidential medical information.
- C. Referrals will be reviewed and approved by the on duty shift supervisor before being forwarded to the Associate Vice President for Student Affairs via the Office of the Captain.
- D. Statements, reports, or other written documentation from case files will not be forwarded with referrals.

**2.432.12 Timeliness of Referrals**

Referrals must be received by the Office of the Captain by end of the officer's tour of duty.

- A. The referral is to be forwarded to the Associate Vice President for Student Affairs as soon as practical, unless exigent circumstances exist.
1. This information is then articulated to the Associate Vice President for Student Affairs by the referring officer or their supervisor.

**2.432.14 Reporting PCO Requirements**

- A. Communications personnel will ensure CCNs are initiated for all incidents handled by this agency wherein students are to be referred to the Associate Vice President for Student Affairs.
- B. Duties and responsibilities of officers include, but are not limited to:
1. Completing any required reports detailing the circumstances surrounding referrals to the Associate Vice President for Student Affairs
  2. Attending Associate Vice President for Student Affairs hearings or Hearing Boards as required.