

District of Columbia Municipal Regulations

6A – Police Personnel

Chapter 11: Special Police

Chapter 12: Campus and University Special Police



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CHAPTER 11 – SPECIAL POLICE

Authority: Unless otherwise provided, the authority for this chapter is an Act approved March 3, 1899, 30 Stat. 1057, Ch. 422 (D.C. Official Code § 4-114)(1981, sections 1 through 5 of chapter 32 of the Manual of Rules and Regulations of the Police Department as approved by the Board of Commissioners on August 19, 1948.

1100 APPOINTMENT: GENERAL PROVISIONS

- 1100.1 Special police officers may be appointed by the Mayor for duty in connection with the property of or under the charge of a corporation or individual requesting the appointment or appointments.
- 1100.2 Special police officers appointed pursuant to §1100.1 shall be strictly confined in their authhen

- (d) shall be approved for appointment by the Chief of Police, shall possess a high school diploma or a general equivalency diploma, or one year of experience as a special police officer in the District of Columbia, shall be able to read, write, and speak the English language, and shall be certified by a licensed physician as physically and psychologically fit to perform the duties of a special police officer.
- (e) An applicant who has been dishonorably discharged from the military shall be ineligible to be commissioned as a special police officer.
- (f) Special police officers shall be required to satisfactorily complete pre-assignment, on-the-job, and in-service training programs which have been prescribed and approved by the Mayor.
- (g) Pre-assignment training shall include at least sixteen (16) hours of training on arrest powers, search and seizure laws, the District of Columbia Official Code, and the use of force. Pre-assignment training shall include an additional twenty-four (24) hours of training generally relating to the special police officer's duties and specifically including:
 - (1) Terrorism awareness, including building evacuation, unattended packages, and unknown substances;
 - (2) Emergency procedures, including evacuation and first-aid; and
 - (3) Customer service and interaction with tourists.
- (h) Special police officers shall satisfactorily complete a 16-hour, on-the-job training course within ninety (90) working days following employment, and an 8-hour annual in-service training course.
- (i) Special police officers shall also satisfy all additional initial and re-qualification training standards for firearms and other equipment, as applicable.
- (j) Nothing herein shall be construed to prohibit a security agency from voluntarily providing train

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1101.2 Special police officers may be appointed under the provisions of D.C. Official Code §4-114 (1981), to protect the property of one person or corporation at one location, which shall be specified on the face of the commission issued to those special police officers.

1101.3 Special police officers may be appointed under the provisions of D.C. Official Code §4-114 (1981), to protect the property of one person or corporation located in various sections of the District of Columbia and in more than one police district, and to protect money, securities, or other property being transported between the locations of the property of that person or corporation, or between those locations and certain banks or other depositories.

1101.4 All locations of property, banks, or other places pursuant to §1101.2 shall be specified upon the face of the commission issued to those special police officers.

- §1101.10 shall be specified on the face of the commission issued to the special police officer.
- 1101.12 Special police officers may be appointed under the provisions of D.C. Official Code §4-114 (1981), if employed by the Government of the District of Columbia and if their duties require protection of the property or interests of the District of Columbia.
- 1101.13 The locations of the property or buildings of the District of Columbia to be protected pursuant to §1101.12, or the description of the interests of the District of Columbia, shall be specified on the face of the commission issued to those special police officers.
- 1101.14 No special police officer may, at the same time, hold a commission under more than one subsection of §§1101.1 through 1101.12.
- 1101.15 Commissions may be issued to special police officers under §1101.5 to protect the property of persons or corporations within the geographical limits of more than one district, if the applicant for that commission has been previously commissioned as a special police officer for five (5) years next preceding January 1, 1949, and there were registered with the Chief of Police on December 31, 1948, the names of persons or corporations located in more than one police district whose property the special police officer was employed to protect.
- 1101.16 Each special police officer commissioned pursuant to §1101.15 shall designate one police district as his or her "home district," and the other districts as "outside districts". Each special police officer may continue to be commissioned to guard the property of persons and corporations in more than one district only so long as he or she shall be employed by the same persons or corporations outside the "home district" and within the "outside districts" which he or she shall designate. (Amended March 8, 1949, C.O. 820312)

SOURCE: Section 6 of chapter 32 of the Manual of Rules and Regulations of the Police Department as approved by the Board of Commissioners on August 19, 1948 as amended March 8, 1949.

1102 CRIMINAL HISTORY

- 1102.1 No person shall be commissioned or employed as a special police officer, nor shall an existing special police officer have a commission renewed, until the Mayor has conducted a criminal history check of the applicant through the record systems of the Federal Bureau of Investigation and the Metropolitan Police Department
- 1102.2 An applicant shall be ineligible to be commissioned as a special police officer if that applicant has ever been convicted of, pled guilty or nolo contendere to, or been given probation before judgment for any offense in any jurisdiction that would be a crime of violence, as defined in D.C. Official Code §23-1331(4), if committed in the District of Columbia.

1102.3 If an applicant has ever been convicted of, pled guilty or nolo contendere to, or been given probation before judgment for any offense, other than a crime of violence, as defined in D.C. Official Code §23-1331(4), in any jurisdiction that would be a felony if committed in the District of Columbia, the applicant shall be ineligible to be commissioned as a special police officer for 10 years following the applicant's release from incarceration and the conclusion of any court-ordered parole, probation, or supervision relating to that offense.

1102.4 If an applicant has ever been convicted of, pled guilty or nolo contendere to, or been given probation before judgment for any offense, other than a crime of violence, as defined in D.C. Official Code §23-1331(4), or traffic offense, in any jurisdiction that would be a misdemeanor if committed in the District of Columbia, the applicant shall be ineligible to be commissioned as a special police officer for 5 years following the applicant's release from incarceration and the conclusion of any court-ordered parole, probation, or supervision relating to that offense.

1102.5 In evaluating an application for a special police officer commission, the Mayor shall also consider:

- (a) An applicant's arrest history;
- (b) An applicant's conviction history;
- (c) Any court finding of an applicant's mental incompetence that has not been removed or expunged;
- (d) An applicant's history of criminal traffic offenses;
- (e) The bearing, if any, the criminal offense for which the person was previously convicted will have on his or her fitness or ability to perform one or more duties or responsibilities of a special police officer;
- (f) The time that has elapsed since the occurrence of the criminal offense or court finding of mental incompetence;
- (g) The age of the applicant at the time of the occurrence of the criminal offense or court finding of mental incompetence;
- (h) The frequency and seriousness of the criminal offense; and
- (i) The bearing, if any, the criminal offense for which the person was previously convicted will have on his or her fitness or ability to perform one or more duties or responsibilities of a special police officer.

shall be suspended immediately, and the security agency shall be notified of such suspension immediately, pending further disposition. If a special police officer fails to report an arrest as required, the special police officer's commission shall be summarily revoked.

- 1102.7 The Mayor shall conduct random criminal history checks of special police officers through the record systems of the Metropolitan Police Department. The commission of any special police officer whose record indicates an unreported arrest or conviction shall be summarily revoked, and the security agency shall be notified of such revocation immediately. The commission of any special police officer whose record indicates an outstanding warrant shall be suspended immediately, and the security agency shall be notified of such suspension immediately, pending further disposition.
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1103.5 Nothing in this chapter contained shall prevent a special police officer appointed under the provisions of D.C. Official Code §4-114 (1981), from exercising his or her authority as a special police officer outside of the property or area he or she is appointed to protect when in fresh pursuit of a felon or misdemeanor from or immediately adjacent to the property or area to protect which he or she is commissioned.

SOURCE: Sections 7, 8 and 9 of chapter 32 of the Manual of Rules and Regulations of the Police Department as approved by the Board of Commissioners on August 8, 1948.

1104 REVOCATION AND TERMINATION OF COMMISSION

1104.1 Except as otherwise provided in this chapter, the exercise of authority as a special police officer or the carrying or use of firearms, other dangerous weapons, or emblems of authority, shall be cause for immediate revocation of the commission of that special police officer, in addition to the penalties of any laws of the United States or the District of Columbia as maybe violated by his or her actions.

1104.2 Each special police officer appointed under the provisions of D.C. Official Code §4-114 (1981), shall, within twenty-four (24) hours after the expiration or revocation of his or her commission or upon the termination of his or her employment by the persons or corporations upon whose account he or she was appointed and by whom he or she is paid, deliver to the Chief of Police his or her badge, commission, or other emblem of authority, and upon his or her failure so to do, he or she shall, upon conviction thereof in the Superior Court for the District of Columbia, be punished by a fine or not more

- 1105.4 Supplemental applications made jointly in the names of appointed special police officers and the names of persons or corporations the guarding of whose property or extension of whose business is sought to be added to the jurisdiction of a special police officer, and, in the case of special police officers appointed under §§1101.8 and 1101.10 of this chapter, the locations of additional places of business, warehouses, buildings, banks, and other addresses, between which such money, securities or other property is to be transported or protected, shall be made upon forms supplied by the Chief of Police, which shall contain similar agreements as those pursuant to §1105.2.
- 1105.5 Applications seeking appointment of a special police officer under §1101.12 or supplemental applications to enlarge the jurisdiction of a special police officer appointed under §1101.12 shall be filed jointly in the names of the applicant or the appointee, as the case may be, and the head of the department or agency of the Government of the District of Columbia by which he or she is employed upon special forms supplied by the Chief of Police.
- 1105.6 Special police officers shall report to the Chief of Police within five (5) days after termination, the names of persons and corporations of locations or property specified on their commissions by whom they are no longer employed or which they no longer guard.

SOURCE: Section 12 of chapter 32 of the Manual of Rules and Regulations of the Police Department as approved by the Board of Commissioners on August 8, 1948.

1106 SECURITY AGENCY RESPONSIBILITIES

- 1106.1 No investigation or commission under this chapter shall relieve any security agency or other employer of the duty to investigate and make its own determination of an applicant's suitability for employment as a special police officer.
- 1106.2 All security agencies and employers have an affirmative duty to supervise special police officers in their employ, and any attempt at a contractual limitation of liability shall be null and void.
- 1106.3 In all cases, the liability of the security agency or other employer for the acts of its employees shall be limited to those times when the employee is on duty and to those acts within the scope of the employee's assignment or emplo

- 1109.2 On or after September 1, 1949, on each uniform for special police officers, there shall be sewn on each sleeve of the uniform blouse, coat, or shirt (if worn without blouse) distinctive shoulder patches, the top to be two inches (2") below the shoulder.
- 1109.3 The distinctive shoulder patches required pursuant to §1109.2 shall conform to the following requirements:
- (a) Be of a different shade from the color of the uniform to which it is attached;
 - (b) Be circular in shape and at least five inches (5") in diameter; and
 - (c) Carry thereon in two (2) lines in suitable contrasting colors the words "SPECIAL POLICE" in letters not less than one-

of the District of Columbia Protective Services Police Identification Act of 1982, D.C. Law 4-115, 29 DCR 1701 (April 23, 1982).

1110 DISCIPLINARY ACTION

- 1110.1 The Chief of Police shall report to the Mayor information supplied to him or her by the commanders of the several police districts concerning conduct of any special police officers which in his or her judgment requires disciplinary action.

SOURCE: Section 15 of chapter 32 of the Manual of Rules and Regulations of the Police Department as approved by the Board of Commissioners on August 8, 1948.

CHAPTER 12 – CAMPUS AND UNIVERSITY SPECIAL POLICE

1200 APPOINTMENT: GENERAL PROVISIONS

- 1200.1 Campus and university special police officers may be appointed by the Chief of Police for duty in connection with the property of, or under the charge of, an academic institution of higher education requesting the appointment.
- 1200.2 Campus and university special police officers appointed pursuant to § 1200.1 shall be strictly confined in their authority to the particular place or property they are commissioned to protect.
- 1200.3 Commissions issued to campus and university special police officers shall specify the following information:

- (a) Is at least twenty one (21) years old;

SOURCE: (The Act) "College and University Campus Security Amendment Act of 1995", published at 42 DCR 4109 (August 11, 1995).

1204 APPLICATIONS

- 1204.1 Applications for the appointment of campus and university special police officers shall be made jointly in the names of the prospective officers and the name of the academic institution of higher education or corporation representing the academic institution of higher educati

1206 RESERVED

1207 UNIFORMS

1207.1 Unless, for good cause shown, the wearing of a uniform is specifically waived upon the face of the commission by the Chief of Police, campus and university special police officers, while on duty, shall wear distinctive uniforms. A director of chief of a campus or university special police officer department shall have the authority to temporarily waived the uniform requirement for an employee of their department for a period not to exceed forty-eight (48) hours upon verbal approval by the Chief of Police and written authorization transmitted by facsimile.

1207.2 On each uniform for campus and university special police officers, there shall be sewn on the left sleeve of the uniform blouse, coat, or shirt (if worn without blouse) a distinctive shoulder patch, the top of which is to be two (2) inches below the shoulder.

1207.3 The distinctive shoulder patch required pursuant to § 1207.2 shall conform to the following requirements:

- (a) Be of a different shade from the color of the uniform to which it is attached;
- (b) Be at least three (3) inches in height and width; and
- (c) Carry thereon in suitable contrasting colors the words “CAMPUS SPECIAL POLICE” or “UNIVERSITY SPECIAL POLICE” in letters not less than one half (1/2) inch high, together with the name or abbreviation of the employer of the campus and university special police officer.

f 1207.4 Campus and university special police officers employed (1)-2 (1207.44 0 Td [4f 0P()Tr (na)TJ8 >>

1208 DISCIPLINARY ACTION

1208.1 The District commanders shall report to the Chief of Police any information supplied to them by the patrol force of the several police districts concerning conduct by any campus or university special police force officer which, in the commander's judgment, requires disciplinary action.

AUTHORITY: Unless otherwise provided, the authority for provisions in this chapter in (An Act) "College and University Campus Security Amendment Act of 1995", approved July 25, 1995, D.C. Law 11-63 as amended by an Act approved June 8, 1906, 34 Stat.222, and para. 95 of § 402 of Reorganization Plan No. 3 of 1967, D.C. Official Code, Title 1 Appendix at (1973).

SOURCE: (The Act) "College and University Campus Security Amendment Act of 1995", published at 42 DCR 4109 (August 11, 1995).