

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-4016 Appointment, Employment and Removal of University Police

- (1) General. This chapter implements Chapter 1012.97, Florida Statutes, and shall apply to the appointment, employment and removal of New College of Florida University Police officers. These rules are supplemented by Chapter 6C11-8.017, Florida Administrative Code, and applicable collective bargaining agreements. Any person employed or appointed as a university police officer shall meet the minimum standards established by the State of Florida Criminal Justice Standards and Training Commission and chapter 943, Florida Statutes.
- (2) Appointment of University Police Officer. New College of Florida shall appoint university police in accordance with the following standards and procedures:
 - (a) In order to qualify for consideration for appointment or employment by the College as a university police officer, an applicant must:
 1. have graduated high school or passed the General Education Development Test in accordance with Chapter 6A-6.021, Florida Administrative Code, and attained, at minimum, an Associates degree or transcript verification of successful completion of one (1) year of college work from an accredited institution as defined in Chapter 943.22(1), Florida Statutes, or licensed by the Florida Board of Independent Colleges and Universities, or shall have attained a certificate issued by the United States Armed Forces Institute prior to December 31, 1974, showing successful completion of high school equivalency.
 2. demonstrate, based on psychological testing administered by the College, that he or she is psychologically fit to discharge the duties and responsibilities of a university police officer; and
 3. meet the minimum requirements of Criminal Justice Standards and Training Commission and Chapter 943, Florida Statutes.
 - (b) Prior to appointment of any university police officer, the College shall conduct a thorough background investigation in accordance with the procedures and standards established in Chapters 11B-27.0011, 11B-27.0021, and 11B-27.0022, Florida Administrative Code, to determine whether an applicant meets the minimum standards established by the Criminal Justice Standards and Training Commission and Chapter 943, Florida Statutes.
 - (c) If an applicant qualifies under paragraph (2)(a)(1.)-(2.) and meets the minimum standards established by the Criminal Justice Standards and Training Commission and Chapter 943, Florida Statutes, he or she shall be eligible for consideration for appointment and employment. If appointed, and before entering into the performance of his or her duties, an applicant shall:

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1. take and subscribe in writing to the oath of office as set forth in New College of Florida University Police Department General Order I-102, which shall be administered by the Chief of University Police; and
 2. subscribe in writing to the Law Enforcement Code of Ethics as set forth in New College of Florida University Police Department General Order I-102.
 3. The College shall obtain and approve a bond on each university police officer in the amount of Five Thousand Dollars (\$5,000.00) or such other amount as may be determined by the College based on the amount of money or property likely to be in the custody of the officer at any one time. The bond shall be payable to the Governor of the State of Florida or his or her successor in office, and shall be conditioned upon the faithful performance of the duties of such officer.
 4. Appointment or Employment of Uncertified Applicants. Applicants who are not currently certified by the Criminal Justice Standards and Training Commission and who are otherwise eligible for consideration for appointment or employment may be temporarily appointed or employed in accordance with Chapter 943.131, Florida Statutes and Chapter 11B-27.002, Florida Administrative Code, provided that:
 - a. the Chief of University Police first certifies in writing that:
 - (i) a critical need to appoint or employ the applicant exists
 - (ii) the critical need is documented; and
 - (iii) the applicant is or will be enrolled in the next approved basic recruit training program available in Sarasota or Manatee County; and
 - b. the requirements of section 943.131, Florida Statutes are complied with.
- (3) Pursuant to Chapter 943.133, Florida Statutes, the Chief of University Police shall be responsible for the collection, verification, and maintenance of documentation establishing that applicants appointed or employed comply with the requirements of Chapters 943.13 and 943.131, Florida Statutes, and rules adopted pursuant thereto. Prior to the employment or appointment of any university police officer, the Chief shall execute and maintain a Criminal Justice Standards and Training Commission registration affidavit of compliance form as required by Chapter 943.133, Florida Statutes, attesting to compliance with Chapter 943.133(1), Florida Statutes.
- (4) Requirements for Continued Employment of University Police Officer. In addition to any other conditions of employment established by rule or policy of the State of Florida Board of Education or the College and applicable to University Support Personnel, or by collective bargaining agreement, each university police officer as a condition of continued employment or appointment as university

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police officers, shall continue to meet the minimum standards established by the Criminal Justice Standards and Training Commission and Chapter 943, Florida Statutes; shall maintain in good standing his or her certification pursuant to Chapter 943, Florida Statutes and Rule 11B-27.0023, Florida Administrative Code; and shall receive periodic Criminal Justice Standards and Training Commission-approved continuing training or education pursuant to Chapter 943, Florida Statutes.

- (5) Notification of Employment, Appointment and Separation. The Chief of University Police shall be responsible for notifying Criminal Justice Standards and Training Commission of the appointment, employment and separation of university police officers in accordance with Chapters 11B-27.002(1) and 11B-27.002(4), Florida Administrative Code, and for submitting affidavits of separation as required by Rule 11B-27.002(5), Florida Administrative Code.
- (6) Requirements for Certification. The Chief of Police shall be responsible for annually filing with the Criminal Justice Standards and Training Commission, in accordance with Chapter 11B-27.002(2), Florida Administrative Code, documentation verifying that all officers employed or appointed by the College as of June 30th of that year have satisfied the requirements of Chapter 943.13, Florida Statutes.
- (7) Duty to Report, Investigations and Procedures. When the allegation is made or the College has cause to suspect that a university police officer it employs does not comply with Chapter 943.13(4) or (7), Florida Statutes, or Chapter 11B-27.0011(4), Florida Administrative Code, or if an act of conduct of the officer has resulted in the officer's arrest, the President or his designee, or the Chief of Police, as appropriate, shall:
 - (a) conduct and conclude an internal investigation, including an official disposition, pursuant to New College of Florida University Police Department General Order I-109;
 - (b) take, in connection with the conduct and disposition of such investigation, such other action, including, but not limited to, the reassignment, suspension, or removal of the officer as is consistent with General Order I-109, Chapter 6C11-8, Florida Administrative Code, Board of Education Rule, Systemwide Personnel Matters, and applicable collective bargaining agreements; and
 - (c) satisfy the investigative reporting requirements and procedures of Chapters 11B-27.003 and 11B-27.0011(5), Florida Administrative Code.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Stat. 1012.97; Chapter 6C11-8.017 Fla. Administrative Code; Fla. Board of Governors Regulation 1.001

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