



US Department  
of Transportation  
Maritime  
Administration

## MANUAL OF ORDERS

### MARITIME ADMINISTRATIVE ORDER

REVOKES

DTD. 10-30-74  
formerly AO-170

NO.

MAO 280-2

EFFECTIVE DATE

May 22, 1991

SUBJECT

AUTHORITY TO ESTABLISH A SPECIAL POLICE FORCE  
FOR PROTECTION OF U.S. MERCHANT MARINE ACADEMY

Section 1. Purpose:

The purpose of this order is to delegate authority and prescribe policy and procedures for the appointment and use of special police at the U.S. Merchant Marine Academy.

Section 2. Authorities:

Pursuant to authority delegated to the Secretary of Commerce by the Administrator, General Services Administration, dated August 1, 1967 (32 F.R.11969), and redelegated by the Secretary of Transportation to the Maritime Administrator after transfer of the Maritime Administration to the Department of Transportation (Pub. L. 97-31, 95 Stat. 151, August 6, 1981), the Superintendent, U.S. Merchant Marine Academy is delegated authority to appoint uniformed guards as special police, with such powers as are conferred in the Act of June 1, 1948 (62 Stat. 281), as amended, for protection duties on those parcels of property at the U.S. Merchant Marine Academy, Kings Point, New York, which are not protected by General Services Administration guards, and over which the Federal government has exclusive or concurrent jurisdiction. This authority cannot be redelegated.

Section 3. Definitions:

3.01 "Special police" are those persons employed as special police officers for law enforcement activities of the U.S. Merchant Marine Academy, and who have been assigned the authorities as set out in the Act of June 1, 1948, by administrative action and written notice by the Superintendent, U.S. Merchant Marine Academy. Special police are authorized to be issued weapons under the delegation of authority by the General Services Administrator.

3.02 "Security guards" are those persons employed for the protection of personnel and property at the U.S. Merchant Marine Academy, to include access control, fire prevention, and building security. Security guards are not special police and therefore not authorized to be armed with handguns or other weapons.

Section 4. Designation of Special Police:

4.01 Special police authority shall be conferred only by definite administrative action and written notice. Such appointment requires clearance of the proposed designation by the Director, Office of Personnel, (suitability, fitness and appropriate training) and coordination with the Office of Chief Counsel.

4.02 Special police at the U.S. Merchant Marine Academy shall be assisted in the enforcement of law and the protection of personnel and property by uniformed security guards, none of whom are authorized to exercise special police powers.

Section 5. Uniform and Credentials:

Special police, as defined in section 3 of this order, shall wear approved uniforms (including suitable indicia of authority) which will distinguish them from other persons on the grounds of the U.S. Merchant Marine Academy. In addition to the uniform requirement, personnel performing these duties shall carry, while on duty, suitable credentials of authority.

Section 6. Manuals for Special Police and Security Guards:

6.01 The U.S. Merchant Marine Academy's Police Administrative Manual and Police Patrol Manual shall be issued to special police for their guidance; the "Guards Manual" shall be issued to security guards for their guidance. Police manuals shall contain descriptions of police duties, arrest procedures and general regulations; Guards Manual shall contain security guard duties for access control, fire prevention, building security, and procedures for assisting police personnel. The current edition of "Federal Protective Service Uniformed Force Operations" manual, issued by the Office of Federal Protection/General Services Administration, shall also be maintained in the Office of the Department of Public Safety for additional reference and guidance.

6.02 The manuals will contain specific instructions covering police and security situations which may arise with respect to police duties, security duties, public safety and operations, and arrest procedures. The Superintendent, U.S. Merchant Marine Academy, or designated representative, shall develop and issue such additional procedures as may be considered necessary because of local conditions/situations, recent court decisions and legal notices which require procedural changes.

6.03 The Superintendent, U.S. Merchant Marine Academy, or designated representative, shall be responsible for preparation and maintenance of the aforementioned manuals. Staff clearance is required from the Director, Office of Personnel, Office of Chief Counsel, the Maritime Administration Security Officer, and the Director, Office of Management Services.

Section 7. Arrangements with Federal, State and Local Authorities:

The Superintendent, U.S. Merchant Marine Academy, or designated representative, shall arrange contacts with the appropriate United States Magistrate and United States Attorney and state and local police authorities, to obtain the cooperation of law enforcement agencies, as well as other protection organizations. Mutual assistance agreements should be entered into with these agencies in order to cope with large-scale disorder, the handling and prosecution of Federal offenders, and any other mission of the special police which might require more personnel resources, equipment, or facilities than are at their immediate disposal.

Section 8. Weapons and Training of Special Police:

8.01 Types of Weapons Authorized and Their Use.

- 1 Special police authorized to be armed with a handgun when performing duty will be issued a Government-owned 9 mm U.S. military standard handgun with magazine and ammunition.
- 2 The carrying of privately-owned weapons by special police on the grounds of the U.S. Merchant Marine Academy is prohibited.
- 3 The use of weapons, including chemical irritants and batons, by special police at the U.S. Merchant Marine Academy is governed by the provisions of DOT Order 1620.1A, "Use of Weapons by Department of Transportation Personnel."

8.02 Control of Weapons.

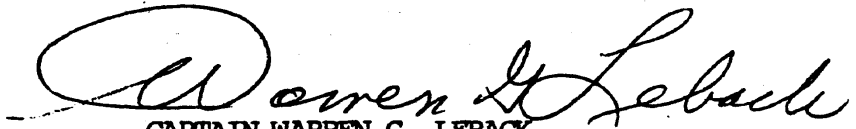
- 1 Weapons will be issued and worn only by the following personnel while officially on duty as special police.
  - (1) Head, Department of Public Safety (Police Chief)  
(Considered on duty call 24 hours daily while in residence on the U.S. Merchant Marine Academy grounds)
  - (2) Assistant Chief
  - (3) One special police officer per shift
- 2 Weapons may be issued to other assigned special police under emergency conditions only when authorized by the Superintendent. In the absence of the Superintendent, approval must be obtained from the highest level official in the chain of command available at the U.S. Merchant Marine Academy at the time of the emergency.
- 3 Handguns shall be issued only to special police who have been licensed by the State of New York, and who have convincingly demonstrated their skill and good judgment in handling weapons.
- 4 All weapons, except those issued to personnel performing shift duty, shall be stored and secured by a double-locking or combination locking system. For example, weapons should be secured in a combination lock security safe or in a locked cabinet which is in turn locked in a secure room.
- 5 Weapons shall be issued to special police by the shift supervisor immediately prior to the start of their work shift. Weapons shall be turned in to the shift supervisor immediately upon going off-duty.
- 6 The Head, Department of Public Safety is responsible for establishing written procedures to effect proper handling, safeguarding, issue, turn-in and proper maintenance and repair of all weapons.

8.03 Training.

The Director, Office of Personnel shall be responsible for arranging or providing appropriate training, including periodic refresher training, concerning the lawful use of force, arrest procedures, civil rights, detention, and use of weapons by special police. The Superintendent, U.S. Merchant Marine Academy shall be responsible, through the Assistant Superintendent for Administration, for assuring that such personnel receive timely initial training and periodic refresher training, as needed.

Section 9. Reporting Requirements:

The Superintendent, U.S. Merchant Marine Academy, shall establish necessary procedures to be notified of the exercise of any arrest authority, or suspicion of violations which may lead to investigation and arrest, by Maritime Administration special police or local, state or federal authorities on Maritime Administration properties under the Superintendent's jurisdiction and shall, in turn, expeditiously transmit such information to the Security Officer and the Chief Counsel, Maritime Administration, Washington, D.C.

  
CAPTAIN WARREN G. LEBACK  
Maritime Administrator