Security Policies

Document Number: COPS-0003 **Date Published(sys):** 8/18/2025

General Description

Policy Summary:

University Police is an ongoing operation that includes the development of regulations, procedures, and practices to provide a reasonable level of security for property and for the personal security of employees, students, and visitors. Administrative and supervisory personnel shall be responsible for the incorporation of security principles and procedures in their respective areas of operations. Each member of the faculty, staff and student body is responsible for carrying out campus regulations, procedures, and practices.

Purpose:

The purpose of this is policy is to make the campus and working environment a safe place to ensure coordinated efforts between departments in maintaining safety, security, and access control across the campus.

Scope:

This policy applies to all faculty, staff, students and guest on campus.

Exceptions:

No exceptions.

Policy Content

Roles & Responsibilities

1. The Chief of Police is responsible for coordinating campus law enforcement, campus parking, traffic control and loss prevention.
    a. The Chief of Police or their designee shall develop and enforce University regulations relating to security, establish procedures, and coordinate programs and services in accordance with these regulations and procedures.

   b. When necessary, the Chief of Police or their designee shall request other assistance for the reporting and investigating of crimes, suspicious activities, and property accidents.
   c. The Chief of Police or their designee may order the removal of any person from the campus who is in violation of University regulations and who refuses to immediately to refrain from such violation, or whose poses an imminent threat to the safety of University students, employees, or guests.
2. Vice presidents, directors, and department chairs shall be responsible for ensuring that security practices and procedures in their areas are implemented in conjunction with University Police.
   a. Vice presidents, directors, and department chairs or their designees may identify those persons who may have access to restricted areas or certain public areas under their control in consultation with the Chief of Police or his or her designee.

Incident & Loss Reporting

1. Institutional Losses

   a. All employees shall report thefts, suspicious activities, serious property accidents, or other crimes relating to University property or personnel to University Police upon discovery.
   b. University Police shall investigate complaints and reports and shall act as a liaison with the local police and other departments.
   c. University Police shall work closely with the Business Office, the Office of Human Resources, the Risk Manager, the Internal Auditor, the Inventory Coordinator, the Vice President for Student Affairs, and affected University areas to develop loss-reporting procedures.

2. Personal Losses

   a. All victims of crimes occurring on campus or persons observing crimes on private property, suspicious activities, or property accidents should report these incidents to University Police.
   b. University Police may provide to all victims of crimes occurring on campus, or persons involved in serious traffic accidents, the opportunity to report the incident to local police.

Campus Security & Access Control

1. Property Security

   a. University Police shall continuously patrol the buildings and grounds of the institution.
   b. University Police shall enforce University regulations to include the use of athletics facilities, building access, fire codes, parking areas, traffic regulations, and grounds.

c. Departments scheduling programs on campus that will require special parking arrangements are to coordinate with University Police.

2. Building Access Control

a. The Office of the Registrar is responsible for coordinating the scheduling and use of all academic areas. As a rule, classroom areas without special equipment will remain locked at all times.
b. The Office of Conferences and Special Programs is responsible for coordinating the scheduling and use of campus facilities by non-campus organizations.
c. The Vice President for Student Affairs or their designee shall coordinate the scheduling and use of campus facilities for student organizations and programming.
d. The Tiger Card Office (Key Division) is responsible for managing the key/access control system on campus.
e. University Police shall be responsible for securing academic buildings, for unlocking academic areas on weekends/after-hours, for special access requests, and for enforcing the key control regulations as appropriate. University Police may require identification from any individual on campus.
f. All other departments shall be responsible for coordinating and scheduling activities in their areas as appropriate and for controlling access to their respective areas in conjunction with the Tiger Card Office.
g. Requests for changes to access control, broken door locks/maintenance, and related requests will be made through Asset Essentials (work category: Tiger Card).

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v3.0	8/13/2025 9:36 AM	Pamela Mota
v2.0	9/18/2023 1:48 PM	Pamela Mota
v1.0	8/12/2019 10:01 AM	Jennifer Gilmore Adamo

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