



# Security Procedures and Policies

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## ***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.

### **Exceptions:**

None.

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## ***Policy Content***

### **Authority**

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 his or her 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 his or her designee shall request other assistance for the reporting and investigating of crimes, suspicious activities, and property accidents.
  - c. The Chief of Police or his or her designee may order the removal of any person from the campus who is in violation of University regulations and who refuses immediately to refrain from such violation.
2. Vice presidents, directors and department chairs shall be responsible for coordinating security practices and procedures in their areas in conjunction with University Police.

- a. Vice presidents, directors and department chairs or their designees shall develop and enforce University regulations relating to security in accordance with these regulations and procedures.
- b. 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.

## Loss Prevention

### 1. Institutional Losses

- a. All department supervisors 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 all 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 Life and affected University areas to develop loss-reporting procedures.
- d. University Police shall make regular security surveys to identify security problems, and shall make recommendations to correct deficiencies.

### 2. Personal Losses

- a. All victims of crimes occurring on campus or persons observing crimes to 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.
- c. University Police shall make regular security surveys to identify security problems, and shall make recommendations to correct deficiencies.

### 3. 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.

### 4. 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 Office of Conferences and Special Programs is responsible for coordinating the scheduling and use of campus facilities for activities which collect fees for their programs.
- d. The Vice President for Student Life or his or her designee shall coordinate the scheduling and use of campus facilities for student organizations and programming.
- e. Facilities Services is responsible for managing the key control system on campus and for unlocking academic buildings Monday through Friday.
- f. University Police shall be responsible for locking academic buildings, for unlocking academic areas on weekends, for special access requests and for enforcing the key control regulations as appropriate. University Police may require identification from any individual on campus.
- g. 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 University Police.

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## Revision Management

### Revision History Log:

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### Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

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