

# University of Louisiana at Monroe Campus Security Policy

Effective Date March 22, 2011

Revised: September 19, 2017

## Introduction

The University is responsible for ensuring appropriate security measures are implemented to protect students, faculty, staff, and the general public from criminal activity. Additionally, the University should take all possible measures to prevent the theft of University property.

## Responsibility

1. The University Police Department is responsible for ensuring that all campus security equipment and measures are functioning correctly. Additionally, the University Police shall monitor and patrol the campus on a routine basis to ensure that all University facilities are secure. The University Police are responsible for locking and unlocking designated buildings on a daily basis.
2. The Computing Center is responsible for ensuring that all video and access control systems are working properly. The Computing Center will routinely monitor and check all security cameras and access control systems. The Computing Center will notify the University Police of any cameras or access control devices that are not functioning correctly so that the University Police will increase patrols and pay special attention to that area.
3. The Physical Plant is responsible for issuing mechanical keys to individual employees. Keys are issued in accordance with the ULM Key Policy.
4. Warhawk ID Services issues and activates campus ID badges. Physical Plant administration is responsible for authorizing electronic access to University facilities in accordance with their Access Control Policy and Procedure.
5. Individual employees and department heads are responsible for ensuring that department offices and individual faculty and staff offices are secured when no one is present. Additionally, employees are responsible for securing all University property assigned to them.

## Policy and Procedures

1. The University Police shall unlock and lock main building entrance doors to each designated building on campus every day. The schedule for locking and unlocking will vary per building depending upon events, night classes, etc. Typically for most buildings during an active semester, buildings will be opened between 6:30 – 10:30 AM. Most buildings will be secured for the night between 10:00 – 10:30 PM. University Police shall physically check all entrance doors to ensure buildings are secured and no doors are propped open. The schedules are subject to change on a daily basis in accordance with University needs and requirements.
2. During normal University business hours, all University facilities are open to all faculty, staff, students, and the general public. Areas with restricted access will be locked, secured, and staffed to ensure security.
3. Employees shall lock their offices / work areas when they are not present. Additionally, it is recommended that all valuable items be stored out of sight (in closets, file drawers, desk drawers, etc.).
4. Department heads, Deans, Supervisors, etc. shall ensure that their department is secured at the end of each work day and also at any time when no employees will be present to monitor the security of the department.
5. Surveillance cameras will be used throughout campus facilities to supplement and assist in security. In most buildings, all entrances and exits are monitored by a surveillance camera.
6. Electronic access control systems are employed throughout campus facilities to ensure that access of facilities after normal business hours is carefully monitored and controlled. Employees who require access to facilities outside of normal University business hours must have such access authorized by their supervisor in accordance with the ULM Facility Access Control Policy and Procedures. The electronic access control system will log the time and date an employee enters a University facility. Additionally, the surveillance camera will link with the access control system to provide a video of the employee entering the facility.
7. Employees, Department Heads, and Supervisors who are assigned responsibility for University property shall take all measures and precautions to ensure that University property is not stolen or misplaced. All actions regarding University policy shall be in accordance with University Property Control Policy and Procedures.
8. Access to Data on Computers – access to personal and sensitive data on computers shall be limited to only those employees who require access for official University business. Access to this data shall be carefully controlled by the ULM Computing Center in accordance with the University Computing Center Policies and Procedures Manual.

9. Additional Security Measures – additional security measures are routinely employed to ensure the safety and security of the University community. The University police are responsible for implementing additional security measures in accordance with their University Police Policies and Procedures Manual.



Tom Torregrossa, Director of University Police

9/19/17

Date



Mark Johnson, Assistant Director of University Police

9-19-17.

Date