DE MONTFORT UNIVERSITY SECURITY POLICY

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INTRODUCTION

De Montfort University is currently one of the largest Universities in the UK, with circa 23,000 students and is situated at Leicester and Bedford, with two campuses at each site.

The University comprises 109 separate buildings many of which are set in busy public streets giving both vehicle and pedestrian access. Because of the ease of access and potential valuable contents, buildings are attractive to professional and opportunist thieves. The main Leicester City Campus and the Lansdowne Road Campus at Bedford are particularly vulnerable to theft due to their open access and inner city/residential area locations.

There are approximately 23,000 FTE students and 3,500 staff at the University plus numerous visitors who visit the campus daily. There are staff car parking facilities at all campuses and car parking for students at Charles Frears Campus and Bedford.

Open access to University campuses are an essential ingredient of academic life, but is not without risks. Some security measures are therefore necessary to maintain a safe and secure environment for staff, students and visitors.

If left insecure or unattended, theft of personal possessions such as wallets, purses, handbags, laptops, mobile phones etc is a possibility. Theft of bicycles is not uncommon at Leicester City. Incidents of burglary or theft of office equipment such as laptops, flat screen monitors, laser printers, Digital Projectors and Digital Cameras etc occur occasionally. There are also instances of criminal damage through vandalism, graffiti etc. The perception of the campus communities about personal safety and security is a general concern.

The University should therefore develop and apply security controls, and procedures, to be widely published. Security is not intended to be a hindrance to academic activity but to be an essential ingredient for the efficient operation of the University.

Responsibility for personal property remains with the owner of the property. The University takes no responsibility for such property left on the premises, including motor vehicles and bicycles, although the Security team and related personnel will aim to provide a security presence across the campuses at key times.

Advice and information on security issues for staff and students is provided – http://intranet.dmu.ac.uk/estates/dmu/Estates%20Intranet/Security/security_default.htm

This Security Policy therefore seeks to formalise a cohesive and integrated approach to security throughout the University.

POLICY STATEMENT

The University will endeavour to ensure, as far as is reasonably practical, the personal safety and security of all students, staff and bona fide visitors and contributors at all University campuses and University controlled buildings.

The Estates Department is responsible for the effective operation and enforcement of the Security Policy and Procedures.

Responsibility for security and personal safety rests with all persons who study, work or reside in, or who visit the University campuses. All students, staff, visitors and contractors should assist the Security Team and related personnel to ensure the success of the Policy.

Unless otherwise specified, reference to 'Leicester' in this document covers the City Campus and Charles Frears Campus and reference to 'Bedford' covers the Polhill and Lansdowne Campuses and associated buildings.

RESPONSIBILITIES

Responsibility for security rests with **all** students, staff and visitors to the University. In particular, everyone should report all activity, suspected or real, of a criminal nature or any suspicious activity immediately to the security staff. Within this overall responsibility some particular elements are defined as follows:

a. **Senior Management Team:** the senior management of the University (the Vice Chancellor's Group and the Director of Estates) should ensure that support and resources are available to staff for the implementation of the Security Policy. Necessary measures to improve security in essential areas should receive priority consideration. Where appropriate, specific training to achieve acceptable standards of operation should be supported and properly resourced.

b. **Deputy Director of Estates – Operational Services:** overall development and planning of security strategy, policies and procedures and overseeing the operation of the Security Section.

c. **Head of Security:** development and implementation of security strategy, policies and procedures and the monitoring of their effectiveness and efficiency. Investigation of serious crime, breaches in security and student disciplinary matters; provision of expert and impartial up-to-date advice; liaison with police, emergency services and local authorities; management of the Leicester Security Team and CCTV systems; implementation of University Car Parking Policy. Providing services set out in the Service Level Agreement.
    http://intranet.dmu.ac.uk/estates/dmu/Estates%20Intranet/SLA/Information/SLS_securi ty.htm

d. **Head of Estates DMU Bedford** – management of Security Guards provided under external Contract; delivery of an efficient and effective Guarding service to the University; management and training of Estates staff in security issues; day-to-day management and implementation of the security policy and procedures; monitoring of these policies and procedures to ensure their continued effectiveness; management & maintenance of CCTV and intruder alarm systems; liaison with police. Emergency services and local authorities; implementation and management of University Car Parking Policy.

e. **Security Management Team** - day-to-day management and implementation of the

security policy and procedures; monitoring of these policies and procedures to ensure their continued effectiveness; delivery of an efficient and effective service to the University; management and training of staff; investigation of crime; advice on implementation of security solutions, security hardware, CCTV, intruder alarm installations etc.

f. **Security Officers & Bedford Premises Officers**: security duties as defined in Operational Instructions, including patrolling of external areas to deter trespass, daily unlocking/locking procedures and access control for out of core hour events, caretaker duties.

g. **Deans and Heads of Support Departments:** have a key role in promoting security within their area. The actual responsibilities will vary according to the location and the nature of the activity taking place. A number of specific responsibilities can be identified. (It is recognised that Deans and Heads of Department may wish to delegate responsibility for the routine involved in these tasks to a nominated individual in their Department but the overall responsibility for security matters will remain with the Dean and Head of Department.):

- Ensuring their staff have access to and are familiar with the Security Policy, paying particular attention to those issues which are directly relevant to the activity of their department.

- Ensuring that all members of staff and students in their department understand and exercise their security responsibilities, including the displaying of University Identity cards, and have due regard to University property (see Sections below), in particular the security of IT equipment.

- Liaise with the Security Team in Leicester or Head of Estates (Bedford) on any security matter.

- Controlling access to their departmental areas by approving the issue of keys and by authorising staff to have 'out of hours access' only as necessary.

- Ensuring that their departmental staff return to the department, their University card and any issued keys on their last day of work.

- Notifying the Security team in Leicester or Head of Estates (Bedford) of any security risk (including the purchase of expensive equipment etc) who will advise on any additional security or protection.

h. **Staff:** All staff must ensure they are familiar with and follow the procedures in the University Security Policy, paying particular attention to those issues which are relevant to their activities. They must also co-operate with requests from the Security Team, especially in emergency or evacuation situations and in relation to security procedures. Staff are required at all times when on University property to carry their University cards.

i. **Students:** have a general responsibility to look after University facilities properly and to give due consideration to security issues. They must follow security procedures designed to protect University property, in particular regulations governing access to computer rooms or areas with other public use equipment. Students must co-operate with requests from the Security Team, especially in

emergency or evacuation situations and in relation to security procedures.

All Students are subject to the Regulations of the University as set out in the General Regulations and Procedures Affecting Students, which include security instructions and restrictions. These Regulations are available on the University's internet website at http://mle.dmu.ac.uk/regulations/general/index.jsp. Students are required to carry their University cards with them at all times and when on University property.

Students who are resident in DMU Managed halls should follow the halls of residence procedures (which include security instructions), issued to all student residents.

Advice and information on security issues for students is provided by the University in booklet form, at Fresher's events and on the University website http://www.dmu.ac.uk/.

j. **Visitors:** (including conference delegates and external event attendees) have a general responsibility to look after the University facilities whilst on campus and to give due consideration to security issues. In particular they must follow security procedures designed to protect University property and where issued, wear their visitors badge at all times. Visitors must follow instructions from the Security Team or from their host department, particularly in emergency situations.

SECTION 1 – CRIME PREVENTION

1.1   SECURITY AWARENESS

Proactive crime prevention and security awareness will help to ensure a safe, secure environment, enabling work and study to continue with the minimum amount of disruption. Staff and students should make every effort to counter the threat of crime.

1.1.1   Procedure: Crime Prevention and Security Awareness

Further information and up to date advice on these topics can be found on the University's intranet site:
http://intranet.dmu.ac.uk/estates/dmu/Estates%20Intranet/Security/security_default.htm

In general:

- All suspicious activity should be immediately reported as set out in 1.2 below.

- Personal valuables should be locked away or placed out of sight or kept on the person, and personal property should never be left unattended.

- Windows in ground floor offices must be closed and secured on departure where locks are fitted. Curtains or blinds in these rooms should be closed at dusk and lights (except security lighting) should be turned off when leaving.

- Laptops and other portable IT/AV equipment should be locked out of sight when not in use, particularly overnight, in open areas.

- All incidents of crime on University premises, real and suspected, must be reported to the Security Team in Leicester or Head of Estates (Bedford) as appropriate.

- Where available Security Officers will make external (and where appropriate internal) patrols of DMU buildings, to aid in the identification of security risks, monitor public safety and act as a deterrent against crime.

1.2   INCIDENT REPORTING

It is the responsibility of all staff and students of the University to report all activity, suspected or real, of a criminal nature. Incident reporting is crucial to the identification of patterns of criminal activity. It permits investigation and recommendations to be made to prevent a recurrence. Comprehensive reporting of incidents provides an accurate picture of the level of crime throughout the University and thus ensures that adequate resources are provided to combat that crime. Success in the University's fight against crime is greatly enhanced by fast, efficient and detailed reporting.

1.2.1   Procedure: Reporting of Security Incidents

- All incidents of a security nature should be reported in the first instance to

Security Control on ext 7642 (24 hours) or ext 2222 in emergency only at Leicester/Charles Frears or Security Control on (ext 3009 during office hours and ext 3134 (Polhill) or ext 3326 (Lansdowne Rd) at all other times at Bedford.

- All available information should be included - time, location, persons involved, items missing etc.

- An Incident Report Form (available on the web http://intranet.dmu.ac.uk/estates/dmu/Estates%20Intranet/Security/security_default.htm) should be completed as soon as possible after the event by the person reporting the incident and sent to the Head of Security.

- The victim in all reported cases of all crimes, but in particular assault, indecency, fraud, theft (including car or cycle theft) and burglary are advised to inform the local police. In case of doubt, advice on Police involvement may be sought from the Head of Security.

- Criminal Offences committed by Students should be reported to the Police by the Head of Security, in line with General Student Regulations Chapter 2 Paragraph 6.
http://mle.dmu.ac.uk/regulations/general/mled2r.jsp?xsl=regs&xml=genregs&p=14

- All Police involvement on any campus is to be notified to the Head of Security to enable effective University management of any subsequent actions on University premises.

- This reporting procedure should be followed 24 hours per day.

1.3 CRIME INVESTIGATION

All crimes that occur on University premises will be investigated appropriately to prevent re-occurrence and aid crime prevention. The Head of Security or other members of the Security Team as delegated, will carry out internal investigations of security related incidents, producing written reports for circulation where necessary and providing follow up crime prevention advice.

SECTION 2 – ACCESS CONTROL

2.1   UNIVERSITY CARDS

All staff and students are issued with a De Montfort University card which is used as an identity card, a student registration card, and a Library membership card.   Students are required under Chapter 10 of the Regulations http://mle.dmu.ac.uk/regulations/general/mled2r.jsp?xsl=regs&xml=genregs&p=67 to carry their card with them at all times and to show their card to officers or employees on request. Staff are required under the terms of their employment contracts to carry their card at all times whilst on University premises. Loss of one of these cards should be reported, as soon as possible to the Library.

• Access Control Cards – Access Control Systems operate in some areas. Card controlled barriers/doors are an effective method of preventing unauthorised access and the security strategy will move towards expansion of access control systems throughout the University. Access cards should be regarded for security purposes the same as a key. Cardholders must safeguard their card and report any loss to the Security team as soon as possible, so the card access can be cancelled

• Visitors and ad-hoc Contractors will be issued with a 'visitor's pass' at point of entry and should wear these passes which contain emergency and health & safety information, throughout their visit to the University. The member of staff responsible for the visitor/contractor should ensure that they collect the visitor's pass when signing out upon leaving the campus.

• Contractors who will be on site for more than a week will generally be issued with a University 'Contractor' card to allow them access to the building they are working in. Arrangements for these cards are to be agreed by the Contract Project Manager and Head of Security. Contractor identity cards must be displayed at all times whilst on University premises.

• All staff and students are required to show their University card to security staff or Bedford Premises Staff, on request. Failure to do so may result in an immediate request to leave University premises, if a person's identity cannot be confirmed.

• Deans of Faculty and Heads of Support Departments may liaise with the Security Team or Head of Estates at Bedford to arrange for random checks of University cards and Student cards.

2.2   WEEKEND FUNCTIONS/MEETINGS/EVENTS

The use of University premises at weekends or out of hours is restricted. Departments or individual staff wishing to teach, run tutorials or organise an event should complete an Out of Hours Form C. http://intranet.dmu.ac.uk/estates/dmu/Estates%20Intranet/Security/Information/out_of_hours_procedure_lec.htm

2.3   UNIVERSITY CORE HOURS

These are currently:
Leicester City Academic Buildings – 0800 – 2130 Monday to Friday (Term Time)
                                                              – 0800 – 1900 Monday to Friday (Vacation Time)
Leicester City Administrative Buildings – 0730 – 1900 Monday to Friday
Charles Frears Campus, Leicester – 0730 – 1800 Monday to Friday

2.3.1   Procedure: Out of Hours Access

Staff who require access to work in their office outside normal opening hours, need written permission from their Head of Department through an Out of Hours Form, details at:
http://intranet.dmu.ac.uk/estates/dmu/Estates%20Intranet/Security/Information/out_of_hours_procedure_lec.htm

Regulations concerning Student access to University premises and access out of hours are set out in the General Student Regulations Chapter 10.
http://mle.dmu.ac.uk/regulations/general/mled2r.jsp?xsl=regs&xml=genregs&p=67

2.4   CONTROL OF LOCKS, KEYS AND ACCESS CONTROL CARDS

The Estates Department control the issue and use of all locks, keys and most access control cards.   For all new premises and refurbishments, the University operates a suited key system which allows various levels of access (an 'operator key' for one room, to a 'master key' for a building).

No other make of lock or key should be installed on University premises without the authority of the Estates Department. Operator keys or sub master keys may be issued to departments for local use and issue to individual staff.

Departmental administrators should keep a record of all keys issued locally and ensure that staff return keys when they move offices or leave the University's employment. It is the responsibility of all individuals who are issued keys or cards to ensure their safe keeping at all times and report any loss immediately to security staff.

2.4.1   Procedure: Request for Locks & Keys

All keys belong to DMU and are not exclusive. Security carries out duties over 24hrs, 365 days per year and require access to all areas especially in emergency situations. Any request made by Security for keys (or access to keys) codes; swipe cards; any others means of access, must be granted in order that emergencies (especially out of Core Hours) can be dealt with immediately. In exceptional circumstances certain restrictions may apply to sensitive areas but agreement should be achieved between interested parties regarding access in any emergency situation.

Staff

- All applications for new barrels or keys should be made via a request to the Estates Department Helpdesk at Leicester or Bedford as appropriate.

Additional locks & keys and replacement keys are chargeable to the Faculty/Department.

- All issues of keys will be subject to satisfactory fulfilment of criteria to ensure need, use and availability.

Contractors

Contractors access to University buildings will be strictly controlled by the Security Team/EMS/Estates at Bedford according to agreed access control procedures.

2.4.2 General

- All losses of keys must be reported immediately to the Security Team at Leicester or the Estates office at Bedford.

- Persons leaving the University or transferring to another School or Department are to return their keys direct to the Security Team in Leicester or Head of Estates (Bedford) as appropriate. They should not pass keys directly to their replacement.

- Where building refurbishment is carried out, the cost of new locks and keys should be included in overall project costs, otherwise the costs of replacement or additional locks and keys will be recharged to departments.

- Replacement keys will only be issued after an investigation of the loss. The cost of replacement will be charged to the School, Department or individual concerned.

- Any loss of master or sub-master keys will be the subject of an inquiry, with all resultant costs for replacement of locks and keys borne by the School or Department concerned. If loss of master or sub master keys is suspected to have arisen through negligent action by a member of staff, then an investigation under the appropriate Disciplinary Procedure should be undertaken. Further disciplinary action may be taken if appropriate, following the completion of the investigation.

SECTION 3 – ASSET PROTECTION: EQUIPMENT/ DOCUMENTATION

3.1 SECURITY OF EQUIPMENT

The safekeeping of all property will help to ensure that the maximum amount of equipment is available for use at all times. Students and staff are to make all possible effort to ensure that all equipment is protected from the possibility of theft or damage.

3.1.1 Procedure: Security of Equipment

All computer/AV equipment should be secured dependent on its use:

The physical protection of IT and AV equipment is important on and off campus. Equipment used in departments and faculties must be managed to reduce the risk of the equipment being damaged, stolen or accessed by unauthorised persons. Information Services and Systems provide information on all aspects of data and IT equipment security including risk assessments. Information on IT security policy and how to access information on the security of equipment is available on the Information Services and Systems Intranet site. http://intranet.dmu.ac.uk/isas/

- All valuable portable IT and AV equipment such as laptops & PDA's, must be locked away out of sight when not in use, especially overnight.

- All valuable equipment should be marked using the appropriate identification method (ie. U V pen, Smartwater etc). Advice on this can be sought from the Security Team and ISAS.

- Suspected thefts of equipment should be reported promptly to both the Head of Security and to the Finance Director.

- Heads of Departments are responsible for maintaining inventories for all plant, equipment and furniture in their departments.

3.2 SECURITY HARDWARE

Installation of CCTV, intruder alarms or access control systems on University property will only be undertaken following consultations with the Head of Security who will advise on equipment, installers and security response. Where CCTV is installed, the requirements of the Data Protection Act must be adhered to.

3.3 INSURANCE COVER

The replacement cost of University property stolen or damaged through burglary may be claimed from the University's Insurers but only where forced/violent entry to the premises is proven.   A Crime number is also required. The insurance policy currently has a built in excess of £2,750 (subject to change). Departments are therefore advised to ensure that all valuable items are physically protected as described above.

3.4 MAIL RECEIPTS AND DELIVERIES (CITY, CHARLES FREARS &

BEDFORD)

All mail delivered to the City University Post Room will be sorted, dispatched and distributed from these locations to Schools and Departments throughout the University.

Internal mail will only be delivered to and collected from recognised mail points. Schools and Departments must have a secure delivery and collection point, which is visible to University staff at all times. If it is impossible to arrange constant supervision of the collection/delivery point, then it must not be accessible to unauthorised personnel. Mail deliveries and collections from Schools and Departments within the University must never be left unattended, whilst en route through the University. Recorded and Registered Mail must be signed for and a record of its delivery kept in the appropriate log held in the Leicester Post Room or at the Charles Frears and Bedford campuses reception desks. Collection and Distribution times for Leicester are detailed at: http://intranet.dmu.ac.uk/estates/dmu/Estates%20Intranet/Postage/postage_Default.htm

3.5 HEADED PAPER AND STATIONERY

Pre-printed headed paper and other stationery displaying the University logo, staff names, telephone numbers etc, must be treated carefully to avoid fraudulent use. Headed paper, order forms, compliment slips etc should be locked away when not in use. Old or unwanted headed paper must be disposed of correctly by shredding or using the University's confidential waste disposal system:http://intranet.dmu.ac.uk/estates/dmu/Estates%20Intranet/Helpdesk/helpdeskdefault.htm for further details.

3.6 DATA PROTECTION

The data of living persons is protected under the Data Protection Act. The Act creates responsibilities and rights in relation to all aspects of the collection, holding, use and disposal of personal data. Staff will want to handle personal data in an ethical way and the Act provides a framework for reaching this objective. To ensure the University meets its obligations under the Act the organisation provides information, a training environment and processes and sources for advice and assistance.

Staff should ensure that they are aware of University policy in this area and of the sources for further advice. Information relating to the DPA 1998, training materials, and sources of information are published on the University Intranet to which all students and staff have access. The Intranet site covers, background to the Act, information and advice on areas of particular concern to the functions of the University, general information and processes.

To access information on data protection go to the University Intranet site/Support Services/Information Service and Systems/Services for Staff and select Data protection from the menu.

3.7 PROTECTING INFORMATION ASSETS

Maintaining the security of computers and related equipment is vital to the organisation. Computers are prime targets for theft; they are easily disposed of and have a high value. The theft of a computer may also lead to delays in University processes, the loss of important data and disruption to learning and teaching. Viruses and worms damage software and data, result in time lost and can close down whole organisations.

Damage of this type is not inevitable and by being aware of simple security measures and observing them, the chances of loss and damage can be minimised. Information on how to protect data and the equipment on which the data is processed is available on the Information Services and Systems site. IT and AV equipment users should access the site and employ the guidelines available.

To access information on security go to the University Intranet site/Support Services/Information Service and Systems/Services for Staff and select Security from the menu: http://intranet.dmu.ac.uk/isas/

3.8   CONFIDENTIAL WASTE

At Leicester City and Charles Frears confidential waste collection and disposal can be arranged via the Estates Helpdesk. Confidential waste sacks will be delivered to the location identified in the Helpdesk request and then collected by the portering staff after being sealed by the delegated Faculty or Department's member of staff responsible for the waste (it is essential that the sacks are filled in accordance with Health and safety standard load manual handling guidelines).

It is the responsibility of the Faculty and Departments requesting disposal to ensure confidential material is secured at all times until collected.

SECTION 4 – ASSET PROTECTION

4.1 CONTROL OF CASH

- Cash from all sources throughout the University should be processed for collection by the University's appointed cash carrying firm. Any cash held prior to collection must be retained in a secure safe, the details of which are held on the University's central Insurance Register.

- Cash in excess of £50 is not to be held within Departments, overnight or at weekends, unless a suitable safe is available. Sums of £50 and less must be held in a locked drawer or cupboard and the key retained by a responsible person.

- Details of any new safes acquired must be forwarded immediately to the Insurance Officer in Finance for notification to the Insurers and entry on the Register.

- Safe keys should be the responsibility of a senior member of staff within the Department, and should be taken home by a responsible member of staff, ensuring that appropriate arrangements are in place to cover holidays and sickness absence. The loss of such keys should be reported to the appropriate Senior Manager immediately.

- Heads of Departments are responsible for maintaining proper security at all times for all buildings, stock, stores, furniture, equipment and cash under their control.

4.2 PREVENTION OF FRAUD

- All enquiries relating to fraud should be directed to the Director of Finance. Further action may be taken in line with the General Regulations and Procedures affecting Students or the University's Disciplinary Procedures.

4.3 SECURITY IN THE OFFICE

It is the responsibility of all staff to be aware of, and familiar with, all procedures that ensure a safe and secure environment for personnel, equipment and documentation in their office areas.

4.3.1 Procedure: Office/Security

General Awareness:

- University ID cards should be carried by students and staff at all times on University premises.

- Students and staff should be aware of the '7642' (2222 in emergency only - Leicester) and the '3134' (Bedford – Polhill) '3326' (Bedford – Lansdowne Road) emergency telephone lines (24hour) for gaining assistance & reporting incidents.

- Any suspicious behaviour should be reported by telephone to Security on ext 7642 (2222 in emergency only) at Leicester or '3134' (Bedford – Polhill) '3326' (Bedford – Lansdowne Road).

- Staff working 'out of hours' should ensure they follow 'out of hours' procedures and contact Security if they need assistance.

4.3.2   At the end of the working day, staff should ensure that:

- Valuables and confidential documents (laptops, exam scripts, research data, personnel files etc) are locked away with keys secured in key cabinets or taken home:

- Any departmental keys that have been issued during the day have been returned and any losses reported immediately.

- A 'clear desk policy' is maintained where possible to ensure confidential documentation is locked out of sight.

- All non-essential electrical appliances are switched off/unplugged.

- Doors and windows are closed and locked as appropriate.

- Ground floor curtains and blinds are closed with any items on windowsills, which hinder closure, removed and lights turned off.

- Intruder alarms (where installed and a local responsibility) are set.

- PC's are switched off or password protected when not in use to prevent unauthorised access to information.

4.4   PERSONAL SECURITY

Whilst it is the responsibility of the Security team to provide a safe and secure environment, it is the responsibility of all students and staff on University premises to take all reasonable measures to ensure their own personal security. Further information on personal security etc can be found in the booklet and on the Security Intranet site - http://intranet.dmu.ac.uk/estates/dmu/Estates%20Intranet/Security/security_default.htm   Professional advice on Safe Systems of Work etc under the Management of Health & Safety at Work Regulations can found at http://intranet.dmu.ac.uk/health_safety/

4.4.1   Moving between University buildings - students and staff should make themselves aware of their surroundings and of other people when walking between buildings. Try to avoid poorly lit or isolated areas and where possible, walk with other members of staff or students. Report any deficiencies in lighting on University buildings through the Estates Helpdesk so that remedial action can be taken where appropriate.

4.4.2   Suspicious behaviour - If suspicious activity is noticed, notify or get a colleague to notify the Security Desk on 7642 or 2222 (in emergency only at Leicester or '3134' (Bedford – Polhill) '3326' (Bedford – Lansdowne Road).

Challenge if you feel able but do not get yourself into a vulnerable or confrontational situation. More important is to make a mental or written note of a description, direction of travel, what suspicious acts you saw and any other information which may help Security identify and locate the individual(s). Security staff will direct security response to the area as a matter of urgency, and if appropriate, ensure the Police are contacted. Each situation of this type will be different and it is at the discretion of the individuals concerned as to what action they wish to take, but at no time should they put themselves at risk.

Reporting suspicious activity is extremely important to Security Staff in helping to prevent and detect crime against the University.

4.4.3 Threatening or abusive behaviour

If staff or students are faced with threatening or abusive behaviour, stay calm, avoid raising your voice and aggressive body language such as finger pointing/wagging. Call for assistance from colleagues and/or Security Staff. The Health & Safety Department run a Violence at Work course which staff may find of benefit:
http://intranet.dmu.ac.uk/health_safety/dmu/What_do_we_do/Staff%20Development/Staff%20Development%20-%20Training%20Programme.htm

4.5 DRUGS AND ILLEGAL SUBSTANCES

All suspicions of the handling or using of controlled or illegal substances should be reported to the Head of Security, in the first instance, so that appropriate investigation and consultation with University authorities may take place. Policy and guidelines on the misuse of illegal drugs is set out in the General Student Regulations Chapter 2, Annexe 4 – http://mle.dmu.ac.uk/regulations/general/mled2r.jsp?xsl=regs&xml=genregs&p=29. Schools and Departments which hold substances that might constitute a security or safety risk should contact the Head of Security, when appropriate, for advice on best practice.

4.6 PROPERTY – LOST AND FOUND

4.6.1 Found Property

Unidentified found property should be handed in to staff at the Security reception in the ESB Estates Services Building for Leicester City, the main Reception for Charles Frears and for Bedford, to Estates Staff at B Block, Polhill. When property is handed in, the date/time, finder's name, department and contact details will be recorded. If the property is not returned to the owner or is left unclaimed for a minimum of one month, the property will be passed to charity or disposed of. The Lost Property procedure is set out at: http://intranet.dmu.ac.uk/estates/dmu/Estates%20Intranet/Security/security_default.htm.

4.6.2 Claiming Property

When a loser claims property, full details will be required. ie. a full description of the item and for certain items, proof of ownership may be requested. When

staff are satisfied of the owner's claim, the property will be handed over on signature. Where any doubt to ownership exists, the Head of Security or the local Police, will be asked to arbitrate.

4.6.3 Property Left In Lecture Theatres Or Classrooms

No items of property or teaching material should be left unattended in teaching rooms.

Teaching rooms are cleaned daily and any item of property will be treated as found property and dealt with as above. Where the value is questionable (leftover hand-outs or teaching material) and/or the condition of the item is poor, normal practice is to treat this as 'waste' and dispose of it.

4.7 STUDENTS

4.7.1 STUDENTS IN GENERAL

The University does not accept liability for loss and/or damage to Students personal property unless negligence of the University or its employees can be established. Students are strongly advised to make their own arrangements for insuring their personal property. Further information on insurance matters affecting students can be found in the General Student Regulations Chapter 13.

4.7.2 STUDENTS IN RESIDENCE

Students who are residents in DMU Managed halls or Halls managed by external organisations should follow the halls of residence procedures (which include security instructions) issued to Students by DMU Student Services, the Student's Union and the Management of the externally operated halls. All students in residence should ensure that all their personal property for use at the University is security marked and/or labelled and that they have adequate insurance cover during their period at the University. The University is not liable for losses incurred by students, including through criminal activity, whilst in residence.

Security arrangements provided within the externally managed halls of residence for which the University has a nominations agreement are set out in the terms of that agreement.

Advice on personal security for students is available at http://intranet.dmu.ac.uk/estates/dmu/Estates%20Intranet/Security/security_default.htm and via Student Housing http://www.dmu.ac.uk/study/student_services/accommodation/safety_home.jsp?ComponentID=934&SourcePageID=927#1

SECTION 5 – VEHICLE PARKING

5.1   CAR PARKING

Car Parking at DMU is limited and subject to car parking charges. Currently it is available to staff on application and some students, depending on campus and circumstances as set out in the DMU car parking policy:
http://www.dmu.ac.uk/aboutdmu/services/estates/Environ_Transport_Policy.jsp?ComponentID=20953&SourcePageID=20577#2

5.1.2   Visitor Parking

Visitor parking is available (but limited) on all campuses. It is the responsibility of the member of staff issuing the invitation to make the necessary arrangements and inform their visitor.   The booking arrangements vary between campuses http://www.dmu.ac.uk/aboutdmu/services/estates/Environ_Transport_Policy.jsp?ComponentID=20953&SourcePageID=20577#2   Where possible, visitors should be encouraged to use public transport and the University Shuttle Buses to access the University.

Vehicles and their contents are left on University property at the owner's risk. The University accepts no responsibility for theft or damage to vehicles on its premises.

5.1.3   Enforcement

Drivers of Vehicles parked in breach of the Car Parking Policy are liable to receive a penalty notice.

5.2   CYCLE PARKING

Cycle sheds are available at all campuses. At Leicester City, there is also a lockable compound available for staff use.   Anyone leaving a bicycle on University premises should be aware of the importance of having a robust lock and knowing how to use it effectively and having it insured.

5.3   MOTORCYCLE PARKING

Not all campuses have dedicated areas suitable for parking motorcycles. Anyone leaving a motorcycle or scooter on University premises must leave it safely and securely locked.

The University cannot accept any liability for vehicles, motorcycles, scooters or bicycles or their contents when parked or left on University premises.

SECTION 6 - USE OF CLOSED CIRCUIT TELEVISION (CCTV)

6.1 REASONS FOR USE

The use of Closed Circuit Television (CCTV) has been recognised as a powerful tool in the fight against crime, both in its prevention and detection. The University uses CCTV systems around the campus covering many of the vulnerable areas, public access points and adjacent streets. CCTV is installed, with the objective of assisting to provide a safe and secure environment for the benefit of those who work, live and visit the University. This objective will be met through the monitoring of the system so as to:

- reduce the fear of crime and offer public reassurance for all students, staff and visitors to the campus.

- Assist in the detection, deterrence and prevention of crime on campus by securing evidence to identify, apprehend and prosecute offenders and to provide evidence for internal disciplinary hearings.

- Provide improved security of University property.

Appropriate signs will be placed around the University warning that CCTV is in use. The University's CCTV Code of Practise is available at : http://intranet.dmu.ac.uk/estates/dmu/Estates%20Intranet/Security/security_default.htm

6.2 LOCATIONS

The University CCTV systems consists of both internal and externally located overt cameras with telemetry and digital recording (plus some video recording).

It is agreed that some departments eg. Library Services, public computing rooms and the Students Union may benefit from a local CCTV system for the reasons described above. The operation of these systems and any future installations in departmental areas, must be authorised by the Head of Security and comply with the Data Protection Act (DPA).

6.3 CCTV OPERATING PROCEDURES

These are being drawn up to ensure that concerns over integrity, confidentiality and ethics are not compromised. It is intended that the information obtained from CCTV will give public confidence, that the rights of individuals are being fully protected and the requirements of DPA are complied with.

Access to the CCTV monitoring and recording systems is strictly controlled and is limited to duty security staff or authorised management.

6.4 POLICE

In general, the Police should not require access to (nor be allowed access to) University CCTV systems except under the following circumstances:

- Emergencies or investigation of serious incidents

- Identification of offenders
- Liaison and training purposes, by prior arrangement with the Head of Security
- As authorised by the Head of Security

Requests by Police to remove CCTV recordings must comply with the DPA and will be registered accordingly.

6.5   **RECORDED IMAGES**

Images will be kept securely and in line with the requirements of the Data Protection Act. The University's CCTV Code of Practise is posted at:-
http://intranet.dmu.ac.uk/estates/dmu/Estates%20Intranet/Security/security_default.htm

6.6   **COVERT CCTV**

This will not generally be used within the University but may be used in exceptional circumstances to assist in the detection of crime or apprehension of offenders. Before use, permission to use covert CCTV will be obtained through the Director of HR or their nominee and will be sited only for a time specific and necessary to the operation. Recordings from covert CCTV will be treated in accordance with the Data Protection Act.

This Policy will be reviewed in June 2007.