utmb Health

Institutional Handbook of Operating Procedures Policy 08.02.05	
Section: Health, Safety and Security Policies	Responsible Vice President: UTMB Chief of Police
Subject: Security Policies	Responsible Entity: University Police

I.   Title
Security Management

II.   Policy
The most important element in maintaining a secure environment is the active participation of all faculty, staff, and students in recognizing, assessing and implementing realistic security measures to reduce unnecessary risks. Security measures refer not only to the development of appropriate departmental security policies, but also to the conscientious utilization of installed security devices.

The UTMB Institutional Safety and Security Committee will review, at least annually, all hospital security written directives.

The law enforcement authority of The University of Texas Medical Branch at Galveston is the University Police Department. The University Police Department includes police officers and guards who patrol interior/exterior areas of institutional facilities on a 24-hour basis.

III.   Security Assessment Procedure
   A.   Crime prevention specialists act as resources to departments to assess security vulnerabilities and make recommendations to mitigate that risk. Security assessments are available and can be scheduled via the Police Department.

   B.   Any department/unit that develops security policies or installs security devices including access control/keypad doors and monitoring devices must include the University Police Department in the planning of such actions.

   C.   The Chief of Police or designee shall review all department/unit security policies and subsequent revisions for conformance to best practices.

   D.   The Chief of Police shall submit quarterly reports to the Chairman of the Institutional Safety and Security Committee. These reports shall identify any hospital security written directives reviewed by the police and include a list of departments/units that have requested or received security assessments since the last report.

IV.   Access Control Procedure
   A.   The University Police Department posts guards/police officers at designated hospital entrance points to monitor arrivals and departures by patients, visitors and staff.

   B.   Between the hours of 9:00 PM and 6:00 AM, all persons entering the Hospitals without a UTMB identification badge shall be denied access unless unit approval is granted for visitation.

C.   Access to, and security in, the Emergency Department is monitored on a 24-hour basis by the UTMB Police Department utilizing closed circuit television cameras, panic alarms, and assigned police personnel.

V.   Reporting and Investigation of Security Incidents

A.   The UTMB Police Department responds to both criminal and administrative security/safety-related incidents, including activated fire alarms and persons stuck in elevators.

B.   Texas Department of Criminal Justice (TDCJ) Institutional Division (ID) correctional officers provide security within the TDCJ hospital and on the UTMB campus for the offender patient. TDCJ ID staff cooperates with University Police in providing other security and investigative processes related to campus and employee property.

C.   Hospital personnel must immediately notify the University Police Department of any security incident for which police intervention is reasonably necessary to maintain a secure environment.

D.   Hospital personnel must immediately notify the University Police Department of any criminal or suspected criminal incident. In its law enforcement discretion, the Police Department shall conduct investigations of reported criminal activity within its jurisdiction.

E.   Investigations conducted by the University Police Department are designated as police records. Release of such police records is limited and governed by statute and Handbook Policy 2.13.2, *Release of Information under the Texas Public Information Act*.

VI.   Related UTMB Policies and Procedures
Departmental security policies and procedures

Institutional Handbook of Operating Procedures Policies:
IHOP - 02.01.03 - Release of Information Under Open Records Act
IHOP - 03.01.01 - Staffing During Adverse Conditions
IHOP - 03.02.04 - Sexual Harassment and Misconduct
IHOP - 04.04.13 - Cash Handling and Reporting
IHOP - 08.01.04 - Workplace Violence
IHOP - 08.01.05 - Fire and Incident Reporting
IHOP - 08.02.01 - Threatening Situations
IHOP - 08.02.02 - Campus Security Report
IHOP - 08.02.03 - Identification Badges/Smart Cards
IHOP - 09.01.02 - Management of Patient Belongings
IHOP - 09.07.01 - Hospital Visitation
IHOP - 09.09.01 - Security Associated with Patients in Non-TDCJ Areas
IHOP - 09.09.02 - Security Associated with The TDCJ Hospital
IHOP - 09.09.03 - Hostage Policy Involving TDCJ Hospital Offender Patients

VII.   Dates Approved or Amended

Originated: 03/01/1995	
Reviewed with Changes	*Reviewed without Changes*
03/10/2011	

VIII.   Contact Information