



NUMBER: 11.3.01

DATE: 07/01/1994

REVISION: 09/24/2008, 09/08/2010; 08/06/2014

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SECTION: CAMPUS OPERATIONS

AREA: UAMS POLICE DEPARTMENT

SUBJECT: BUILDING AND GROUNDS SECURITY

PURPOSE

To inform departments of procedures and practices relating to security of individuals and their property while at UAMS.

SCOPE

All UAMS patients, students, employees and visitors.

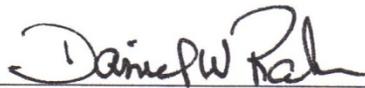
POLICY

UAMS is committed to protecting the safety of individuals while on UAMS owned or operated property.

PROCEDURE

1. Individuals should minimize the amount of personal property brought to the UAMS campus and take steps to always secure that property. For example, valuables left in cars should be locked in the trunk and personal items such as purses should be locked in cabinets or desks.
2. Individuals should immediately report any stolen property to the UAMS Police Department. Stolen credit cards and bank cards should also be reported to the company or bank that issued the cards.
3. Employees should question and/or report suspicious people in their working areas.
4. Employees should lock offices at the end of each work day, and during the day when vacant.
5. Individuals can use Emergency-Police telephones, which are located at strategic locations throughout the UAMS Campus. All Emergency-Police telephones are easily seen and are accessible to persons in wheelchairs. A steady blue or flashing blue light on a pole marks their location. To operate these telephones, either open the call box cover and pick up the receiver, or on the new type phone push the button on the face plate and talk into the speaker. The phones provide a direct line to the UAMS Police dispatchers, who are on duty 24-hours per day.

6. Employees should contact UAMS Engineering & Operations at 526-0000 regarding needed repairs to campus buildings and grounds involving personal safety or security. These repairs will be given priority over all other repairs.
7. Individuals using campus buildings computer labs, and/or offices are urged to give special attention to safety when visiting campus buildings during nights, evenings, or weekends. Individuals should report unlocked buildings, offices, or any security problem, by calling the UAMS Police at 686-7777.
8. UAMS Police will perform regular patrols to check for campus lights and doors that are not working. They will correct or report these problems. Police jurisdiction includes all property owned or operated by UAMS plus streets and alleys adjacent to the campus.

Signature:  _____

Date: August 6, 2014