

## **1.0 SECURITY AND CRIME PREVENTION**

### **1.1 Security Awareness**

The following procedures will enable proactive crime prevention and security awareness, and will help to ensure a safe, secure environment, enabling work and study to continue with the minimum amount of disruption.

#### **1.1 Procedure: Crime Prevention and Security Awareness**

- All suspicious activity should be immediately reported to the Information Desk on Square 3.
- Personal valuables should be locked away, placed out of sight or kept on the person. Valuables should not be left on view in vehicles or close to windows in accommodation. Personal property should never be left unattended, including laptops etc in any Public space, such as the Library.
- Offices must be locked upon leaving, with ground floor windows closed and locked (where locks are fitted).
- Laptops should not be left unattended and must be locked out of sight when not in use. In open areas and computer laboratories, laptops should be secured to the desk (with a steel enclosure or security cable).
- All windows in offices and seminar rooms should be closed and locked (where locks are fitted) at the end of the working day, and all lights switched off.
- All incidents of crime on the University, real and suspected, must be reported to the Information Desk on Square 3.
- Patrol Staff will patrol all University grounds and buildings (internal & external), to aid in the identification of security risks, monitor public safety and act as a deterrent against crime as part of their security duties.

## **2.0 Incident Reporting**

It is the responsibility of all staff and students to report all suspected activity of a criminal nature, suspicious and/ or unacceptable behaviour. Incident reporting is crucial to the identification of criminal patterns and 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 ensures that adequate resources are provided to combat that crime.

## 2.1 Procedure: Reporting of Security Incidents

- All incidents of a security nature should be reported in the first instance to the University Patrol Staff on ext 2125 or 3148 or in an emergency on ext 2222. The Information Desk is staffed 24hrs a day, 365 days a year.
- All available information should be included- time, location, persons involved, description, vehicle details, items missing etc.
- An Incident Report Form should be completed at the Information Desk as soon as possible after the incident.
- The local Police should be informed in all cases of reported crimes of assault, indecency, fraud, theft (including car or cycle) and burglary. In cases of doubt, advice on Police involvement on campus may be sought from the Security Manager or the Duty Security Supervisor in the Information Desk. All Police involvement on campus is to be notified to the Security Manager to enable effective University management of any subsequent actions on University premises.
- If an individual wishes to report a crime but remain anonymous, they can do so by using the “Crimestoppers” line on 0800 555 111.
- **Emergencies** – All serious crime or other major incidents must be managed in accordance with the University’s Crisis Management Plan, which is published separately. In the first instance, any serious crime or incident must be reported to the Security Supervisor in the Information Desk who will then act in accordance with Security Standing Instructions (SSIs), so the incident is managed appropriately.

## 2.2 Crime Investigation

All crimes that occur on University premises will be investigated appropriately to prevent re-occurrence and aid in crime prevention. The Security Manager, Security Supervisors and Patrol Staff will be responsible for carrying out internal investigations of security related incidents, producing written reports for circulation where necessary and providing follow up crime prevention advice.

Staff or students alleged to be involved in any crime on campus or crime affecting the University community, may be suspended and or banned from entering the University premises pending investigation and /or disciplinary action.