CHAPTER ONE – INTRODUCTION

1.1. Background

and the organizational structure and Standard Operation Procedures (SOP) of the Security Section as provided for under Statutes 22.

1.2. Policy Statement

The University for Development Studies (UDS) is committed to ensuring, as is humanly and logistically possible, a safe, secure and friendly environment for students, staff and visitors, to ensure that they are free from injury, personal threat, damage and theft. However, the security of the University is a collective responsibility of all persons who work, reside or study within the University community; as well as all visitors and guests of the University.

1.3. Objectives

The objectives of this policy are:

a. to ensure that the management of security is consistent with the University's vision, mission and strategic plan.

b. To provide procedures to ensure physical safety of employees, students, and visitors

Personal Security
Use of Force
Confidentiality
Privileges to Property
Laws and Statutes of the University

Contractor: a company, organization or person(s) who are not part of the University community as defined above, but have a formal contract (other than an employee contract) with the University to carry out work on or in feign the University or for or on behalf of the University.

For example, persons contracted by the University to carry out survey of sites; to do installations, maintenance and services in plant rooms, departments, teaching areas, offices, basements, roof areas, etc.; to carry out new building, extend existing buildings, remodel and refurbishment programmes; and to maintain plants, services or equipment.

Security: the protection of a person or people, building, organization, or information, communication, and technology (ICT) against harm, and the protection of property from theft, damage, and violation, as well as the system and procedures put in place to protect and ensure safety of all the above.

Defense in depth: a strategy of security which ensures that there are layers of security measures to provide backups for the security system, so that it can function seamlessly if the main security measure fails.

Physical Property: The physical property of the University shall include the University Campuses (Tamale Campus, Nyankpala Campus, Navrongo Campus and the Wa Campus)

Registry of the University, and stipulates that the Chief Security Officer (CSO) shall be answerable to the Registrar. The Registrar is, thus, directly responsible for supervising the operational aspects of this security policy, and shall ensure, through the CSO, that the security system works efficiently and effectively for maximum security of the University.

2.5. Chief Security Officer (CSO)

The CSO is in charge of The University's security section and coordinates all the tasks and standard operation procedures designed to meet the objectives of this policy. He/she reports to the Registrar all security incidents and their developments, and all operational and logistical challenges of the security sections which need addressing for maximum security of the University. He/she provides expert up-to-date advice to Registrar, liaises with police and emergency services and with contractors for security equipment. The CSO should, with the assistance of the heads of campus security, also assist Principals of campuses to produce an analysis of security risks and to achieve effective and workable solutions to identified problems. The CSO should also, in conjunction with Internal Audit, provide an inspectorate function to ascertain that measures are being implemented correctly. Specifically, he/she shall perform the following duties:

Develop procedures to ensure physical safety of employees, students, and visitors;

Manage the development and implementation of security standards, guidelines, and procedures;

Ensure security is maintained and updated;

Create workplace violence awareness and prevention programmes;

Maintain relationships with state law enforcement and other related government agencies;

Develop emergency procedures and incident responses;

Investigate security breaches;

Conduct audits to find loopholes in security system;

Develop risk management assessments;

Provide University-wide leadership and direction in all areas of security, loss control, security best practices and security programmes including strategic planning and campus-wide collaboration;

Collaborate with University administration and departments and external groups to effectively resolve security related issues;

Monitor security conditions and conduct ongoing analysis of data received from both external and internal sources, and advise administration on appropriate risk mitigation strategies;

Develop and implement a security training strategy for the University community and ensures appropriate steps are taken to ensure University-wide security compliance;

Provide frequent communications to the University community concerning security;

Ensuring that they take all the necessary steps and care to prevent the loss and damage of any University property that they use;

Ensuring that the area they work in is properly secure at the end of the working day with all windows closed and doors securely closed and locked.

Making sure to do the settings provided for devices such as alarm or protective systems where they are fitted;

Where offices or work places are temporarily left unoccupied, employees must ensure windows are secured and doors properly locked.

Staff should note that responsibility for personal property always remains with the owner of the property. The University takes no responsibility for such property left on the premises, and this

to ensure that they secure all windows and lock their study / bedroom doors when they leave their residences.

2.9. Visitors

All visitors who make use of University property and facilities have a general responsibility to look after these facilities properly and to give due consideration to security issues. In particular they must follow security procedures designed to protect University property.

Responsibility for personal property always remains with the owner of the property. The University takes no responsibility for such property left on the premises and this includes motor vehicles and cycles although the Security staff will do their best to provide a security presence across the campus at all times.

2.10. Security Staff

The practical duties of providing security on the campuses of the University – such as guarding, foot/mobile patrols, escort, investigations, surveillance, etc. – rest on the Security Staff (security

3.1. CONCLUSION

Security sections or units are important pillars of universities all over the world. Since its foundation, UDS has had an operational security section that protects its properties and the safety of its staff, students, and visitors. This policy is designed to serve as a blueprint for delivering maximum security to the University community. It is patterned on best practices of university security systems across the world, drawing on existing security policies of selected universities listed in the references. It is also anchored on Statute 22 of the current University for Development Studies Statutes. Specifically, Statute 22 provides for a security section under the Registry of the University. The policy underlines the University's commitment to the safety of its staff, students, and visitors; and to the protection of its properties across the campuses. However, the policy also makes security a collective responsibility of staff, students, and visitors. All are to take their personal safety and the protection of the University's properties seriously, and are entreated to take proactive measures to avoid, or at least, minimise the danger of personal harm and the loss of personal and University properties.

The policy highlights the security challenges and threats the University faces and then spells out in detail the institutions and officials who shoulder the responsibility of security of the University and the specific roles they should play in the implementation of this policy. Key among them are the Council of the University, the Vice Chancellor, the Registrar, the Chief Security Officer, and Campus Principals and their Deans and Heads of Departments (HoD). The policy is accompanied by a document which cover the operations of Security Section. If implemented well, this policy will guarantee maximum security for the staff, students, properties, and visitors to UDS.