THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Department of Public Safety and Security	**Number:**	510.1
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SUBJECT:	Public Safety and Security Services	**Date Issued:**	
		Attachment(s)	0
APPLIES TO:			
ISSUED BY:	Business Operations		

I. Mission

A. The primary goals for the Department of Public Safety and Security are to provide a safe and secure environment for the University community and to protect personal and University property.

B. The Department of Public Safety and Security provides a variety of services to the University of Michigan community.

II. Functions

A. Patrols

1. Public Safety Officers and contract guards patrol all campus buildings and grounds. These patrols prevent and detect crimes and property loss. Patrols are conducted 24 hours a day, seven days a week.

2. Patrols are performed by officers on foot, in motor vehicles and on bicycles.

B. Monitoring

1. The Department of Public Safety and Security maintains a communications center to monitor intrusion, hold-up, fire, elevator, temperature and maintenance alarms for University buildings. Appropriate response is determined and necessary action is taken. The communication center is operated 24 hours a day, seven days a week.

2. The communication center monitors radio communications from a variety of University departments.

3. Officers are responsible for checking persons in University facilities who are not known to them. After normal closing hours, all persons are required to have University - identification cards or written - permission from appropriate department heads.

C. Physical Security

1. All campus buildings have scheduled open hours. Notification of changes in these hours of operation are to be forwarded to the Department of Public Safety and Security in writing prior to the changes. This notification must be submitted by the person identified as being responsible for the building.

2. Access to closed buildings is permissible for authorized persons possessing University identification and legally issued keys. Persons not possessing keys will not be allowed to remain inside closed buildings unless accompanied by an authorized person or written authorization for the person responsible for the building has been previously forwarded to the Department of Public Safety and Security.

D. Prevention

1. Loss of University and personal property can be reduced by locking all desk drawers, lockers, filing cabinets, supply closets, window and office doors at the end of each day. Personal valuables should be left in locked drawers or cabinets during the day and should never be left in work areas overnight or on weekends.

2. Inventory records should be maintained on all serial and model numbers of University-owned property. All University-owned items of value (whether or not they possess serial numbers) should be engraved indicating UM ownership, with specific identification of the college, school or department. (Engravers are available for the Department of Public Safety and Security. Call 763-3434 for further information.)

3. Fire safety equipment needing repair or service and fire extinguishers needing to be refilled should be reported to the Department of Public Safety and Security by contacting 763-3434.

E. Reporting Procedures

1. Ambulance Service: Emergency requests for emergency medical treatment and ambulance service should be directed to the Department of Public Safety and Security Communications Center using the emergency number 911.

2. Fires: All fires, regardless of size, must be reported to the Department of Public Safety and Security using the emergency number 911.

3. Crimes in Progress: When it is learned that a crime is in progress or is about to occur, the person affected or observing must call the Department of Public Safety and Security emergency number 911 to report the incident. Be prepared to state the nature of the emergency, the location of the incident, if a suspect is in the area, your name and where you can be contacted.

4. Thefts: When a theft has occurred but is not in progress, the Department of Public Safety and Security must be contacted as soon as the theft is discovered. To report these incidents, the non-emergency number is 763-1131.

5. Damage to Property: When damage has occurred to University or personal property (whether by accident or by vandalism) it also must be reported to the Department of Public Safety and Security at the non-emergency number 763-1131.

F. Investigation

1. Public Safety officers investigate every type of crime or incident that is reported to have occurred on University property, including but not limited to personal and property crimes, fires and damage to property.

2. Information gathered from these investigations is used to prosecute perpetrators and for prevention of further incidents.