



Institutional Handbook of Operating Procedures (IHOP)

Section:	8 – Employee Health, Quality, Infection Control, Safety, Police Department Related	First Release Date: 10/01/2002	
Policy Name:	08.24 University Police Department		
Revision Author:	Chief of Police	Reviewed Date: 4/24/2012	<input type="checkbox"/> Without Changes <input checked="" type="checkbox"/> With Changes
Original Author:	Chief of Police		
Approving Body:	Dates of Approval:		
Executive Cabinet:	5/30/2012		
Chief of Police	4/24/2012	Next Review Date: 05/30/2015	
Scope:	University Police		
Purpose:	The University Police are responsible for law enforcement, security and emergency response at the Health Science Center. There are officers on duty 24-hours-a-day to support this effort.		

DEFINITION(S):

Scope: University Police

Purpose: The University Police are responsible for law enforcement, security and emergency response at the Health Center. There are officers on duty 24-hours-a-day to support this effort.

Policy:

The University Police Department is located in Building 717 (Police), a metal building located southwest of the main hospital on Camp Fannin Avenue.

Contact Numbers

Police Administration, Monday through Friday, 8:00 a.m. to 4:30 p.m. - extension 7454.
 Police dispatch for police services and non-emergency requests, seven days a week, 24 hours a day, extension 5297. In house assistance - dial -0-. All Emergencies - extension **4444**.

Please see the [Police Department website](#) for additional services and information:

Telecommunications

- The University Police Department Telecommunication Operators answer calls for the Health Science Center main telephone number.
- The Telecommunications monitor
 - a. radio traffic
 - b. hospital cameras
 - c. emergency telephones
 - d. freezer alarms
 - e. panic alarms
 - f. fire alarms
 - g. other issues as the need arises

Key & Prox Card Control



- The University Police Department is responsible for the making and installing the locks and cores and the issuance of Health Science Center keys to: interior/exterior doors, drug cabinets, cash drawers and gates.
- The University Police Department is also responsible for the making of prox cards and the issuance for interior/exterior doors.
- Records of all doors, keys and prox cards issued are maintained in the Police Department.
- A Key/Prox Card Request Authorization must be completed and signed by the appropriate Department Head or Administrator before a key can be issued.

To report a key or prox card lost or stolen, call extension 7454. Lost or stolen keys/prox cards must be reported to the University Police immediately.

References:

[The University of Texas Board of Regents, Rules and Regulations, Series 40502](#)

[The University of Texas Board of Regents, Rules and Regulations, Series 80101](#)