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UTHealth

The University of Texas
Health Science Center at Tyler

Origination Date: 10/2002

Last Approved: 05/2018

Last Revised: 05/2018

Next Review: 04/2021

Owner: *Robert Cromley: Chief Of Police*

Policy Area: *Employee Health and Safety*

References:

University Police Department

Scope

The University of Texas Health Science Center at Tyler (the "University") Police Department.

Purpose

To describe the duties and responsibilities of the University Police Department (UPD).

POLICY

UPD is responsible for law enforcement, security and emergency response at the University. There are officers on duty 24-hours-a-day to support this effort. UPD is located in Building 717 (Police), a metal building located southwest of the main building on Camp Fannin Avenue.

Contact Numbers

UPD Administration, Monday through Friday, 8:00 a.m. to 4:30 p.m. - extension 7454.

Dispatch for UPD services and non-emergency requests, 7 days a week, 24 hours a day, extension 5297. In house assistance - dial -0-. All Emergencies - extension **4444**.

Please see UPD website for additional services and information.

Telecommunications

- UPD Telecommunication Operators answer calls for the University main telephone number.
- 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

- UPD is responsible for making and installing the locks and cores and the issuance of University keys to interior/exterior doors, drug cabinets, cash drawers and gates.
- UPD is also responsible for the making of access control cards and the issuance of such cards.
- Records of all doors, keys and prox cards issued are maintained at UPD.
- A Key/Access Card Request Authorization must be completed and signed by the appropriate Department Head or Administrator before a key/access control card is issued.

To report a key or access card lost or stolen, call extension 7454. Lost or stolen keys/access cards must be reported to UPD 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](#)

Attachments:

Approval Signatures

Step Description	Approver	Date
	Kirk Calhoun: President/Prof of Medicine	05/2018
Executive Cabinet	Carol Davis: Executive Assistant Senior	04/2018
Office of Legal Affairs	Terry Witter: VP Legal Affairs/ChiefLegalOf	03/2018
Faculty Senate	Vijaya Lella: Prof Of Biochemistry	03/2018
	Robert Cromley: Chief Of Police	03/2018