

# UNIVERSITY FOR DEVELOPMENT STUDIES



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SECURITY POLICY - 2019

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## CHAPTER ONE – INTRODUCTION

### 1.1. Background

The University for Development Studies (UDS) is a multi-campus university comprising the following campuses and locations: Navrongo campus in the Upper East Region; Nyankpala and Tamale campuses located in the Northern Region; and the Wa campus located in the Upper West Region. UDS has highly valuable properties spread across these campuses. The University employs about thousand six hundred staff and is home to over nineteen thousand students pursuing various undergraduate and graduate programmes. The composition of both staff and students reflects the diversity that the University promotes, comprising; women, men, the able and disable, Ghanaians and foreigners. Operationally, and as a good neighbour of the communities surrounding all the campuses, UDS opens its doors to people to access its campuses to do business, make enquiries about all aspects of services the University provides, to visit students and staff, and for any other good purposes. People come to the University campuses daily on foot or use bicycles, motorcycles, tricycles, cars, and buses.

UDS is committed to ensuring a secure and friendly environment for students, staff and visitors to the University, so that they are free from injury, personal threat. The University also ensures that its property is protected from theft and damage. Yet this open access to the University has security and safety implications for the University, its staff, students and properties. Security measures are, therefore, not only inevitable but highly desirable to maintain the University's reputation as a safe and secure place. This Security Policy seeks to formalise an overall integrated approach to security on all the campuses.<sup>1</sup> The policy is anchored on Statute 22 of the current University for Development Studies Statutes (UDS, 2017). The statute provides for a Security Section under the Registry of the University. The Security Section shall be headed by a Chief Security Officer who shall be answerable to the Registrar. This policy highlights the security principles of the University

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<sup>1</sup> This security policy draws on existing security policies of universities across Ghana and beyond, and captures best practices in university security across the world. To avoid cluttering the document with embedded citations, the various sources that the document draws, including quotes in verbatim, are duly acknowledged in the references compiled at the end.

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
- c. to outline the University's responsibilities in relation to the maintenance of a safe and secured physical environment for the University population and the protection of property.
- d. to minimize the University's exposure to all levels of risks where personnel and property safety are potentially compromised.

## **1.4. Policy scope**

UDS, as aforementioned, is committed to ensuring secure and safe environment on all the campuses for students, staff, visitors, guests, and contractors to engage in all their endeavors without fears of harm and loss of properties, and without threats, intimidation, and harassment. Accordingly, the policy shall apply to all members of the University community including staff, students, visitors and contractors. The scope of the policy covers the following specific areas:

- All Staff: Senior Members, Senior Staff and Junior Staff.
- Students: Undergraduates and Graduates
- Chief Security Officer and Security Staff across the campuses
- Contractor
- Responsibility of all above
- Physical property

- Personal Security
- Use of Force
- Confidentiality
- Privileges to Property
- Laws and Statutes of the University
- Physical and Electronic Control
- Emergency/Incidental Reporting
- Vehicular Movement
- University population identification
- Physical Transfer of cash
- Purchase, Installations of Security Systems, Products and Services

### **1.5. Cognate Security, Health and Safety Measures**

This policy does not replace cognate policies, rules and procedures that may exist at various University units and directorates, with similar objectives of protecting University properties and ensuring the health and safety of staff and students. The policy will operate hand-in-hand with such policies like the sexual harassment policy, cyber security policy; health and safety policy; internal audit systems, safety rules of the transport, estates, and works departments.

### **1.6. Exceptions**

This policy excludes private halls of residence and tenants unless specifically agreed. The policy does not govern the behavior of non-University Staff that occupy lease space owned by the University for Development Studies. The policy does not also cover property secured at locations that the University does not own or control.

### **1.7. Definitions of Key Terms**

- **University:** The University for Development Studies, encompassing all the four campuses.
- **University Community:** The employees, students, visitors and contractors of University for Development Studies
- **University Property:** any property owned by the University or any property that is used for University business. It includes moveable and immovable objects as well as land. It also includes the patent and copy rights of the University over its intellectual property.
- **Visitor:** any person who is neither a member of staff nor student but has been lawfully granted access to the University premises.

- **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) and all University managed car parks. Ideally, all campuses should be walled and gated, with security guards on guard at the gates. Apart from the gates, security guards may be posted to guard important installations, buildings, and offices identified and recommended by the head of campus security for 24-hour guard.
- **Property Access Control Procedure:** outlines the rules or procedures for staff, students, visitors, and contractors to get access or enter the campuses of the University and its properties, as well as to get out of the University and its properties. To secure the perimeter of the University, including each entry point, these procedures will inform staff, students, visitors, and contractors exactly where to enter the University, what to do once they get inside, and how to get out. These procedures will require that that the perimeter of the University be clearly marked out by clear markers like lines, walls, fences with security gates guarded 24/7 by security guards.

## **CHAPTER TWO - RESPONSIBILITIES AND ROLES**

### **2.1. Responsibility:**

It is the responsibility of all staff and students of UDS and visitors to the campuses to take their security seriously and be alert to all threats to their safety and act appropriately to keep themselves and their properties safe; or at least, to minimize the risk of harm and loss of properties. There is no security system anywhere in the world that is foolproof or can promise absolute security for everyone in an organization such as a university. However, there are key institutional components of UDS and staff in specific positions who should shoulder the responsibility of security, and play key roles to protect the safety of The University's students, staff, and properties, and visitors to the university campuses. The key institutional components and staff, as well as their responsibilities and roles are specified below.

### **2.2. UDS University Council**

It is the highest decision-making body of the University, and is presided over by its Chairman. It controls the finances, property, academic and administrative activities of the University. The Council has a key role to play, not only by approving this policy; but also, to empower, resource, and ensure that all relevant bodies and individuals responsible for its implementation do so appropriately and efficiently.

### **2.3. The Vice Chancellor**

The Vice-Chancellor is the Chief Executive Officer of the University, and has overall responsibility for the smooth running of the university, not only in terms of administration and academic issues; but also, the health and safety of students, staff, and visitors to the University. By his/her position, the Vice Chancellor is the chief warden of the University, and is responsible for the implementation of this policy, a responsibility he/she may exercise directly or through the Registrar of the University

### **2.4. The Registrar**

The Registrar has overall responsibility for the provisions of administrative services to the University. The University's Statute 22 places the security section of the University under the

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;
- Oversee and provide direction for major security-related projects and physical security technologies including but not limited to: various card key access systems, alarm systems, video surveillance systems, security services, IT and data security systems and various other related systems;
- Provide expert advice to University committees and boards on security matters where such advice is required.

## **2.6. Campus Principal**

He/she represents the Vice Chancellor (VC) of the University on the campuses, and as such, plays the VC's security role on the campuses. Like the VC, he/she shall be the chief warden of the campuses, responsible for the implementation of this policy on the campus he/she heads. He/she shall, through the Faculty Officer in-charge of the campus, supervise the Head of Campus Security and the day-to-day security operations on the campus. Coordinating with Deans and Heads of Departments (HoDs), the Campus Principals shall undertake the following responsibilities:

- Ensuring familiarity with all of the contents of the Security Policy, paying particular attention to those issues which are relevant to the activities of their campuses;
- Undertaking a security risk analysis of the campus, in liaison with the Head of Campus Security and acting to remove or reduce as far as possible any security risks;
- Ensuring that all members of staff and students of the campus understand and exercise their security responsibilities, as well as their duty of handling University properties with care.

## **2.7. Staff of the University**

Security of the University is a collective responsibility of both staff and students; thus, staff of The University have the responsibility for:



- 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 includes motor vehicles and cycles, although Security staff will do their best to provide a security presence across the campuses at all times.

## **2.8. Students**

All students should make sure to familiarise themselves with this security policy and the relevant security procedures of the University in general, and their campus in particular.

As noted above, students are to take personal responsibility for their security and avoid situations or behaviours which risk their safety such as going out and coming back late in the night, walking in dark, unlighted parts of campus in the night, leaving their doors unlocked, bringing and permitting unauthorised strangers on campuses and their hostels, etc.

Students who use University property and facilities have a general responsibility to look after them properly and to give due consideration to security issues. They must follow security procedures designed to protect University property, in particular regulations governing access to science and computer labs or areas with other sensitive equipment.

As stated above for staff, 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. Students who are resident on campus are advised

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 guards and their team leaders), supervised by the CSO. They are responsible for the co-ordination and monitoring of security procedures and protection systems. They perform guard duties at various parts of the University as determined by the CSO, undertake foot and mobile patrols of the campuses, observe and detect security risks and breaches, take necessary steps to ensure the safety of University staff, students, visitors, and to protect University property from theft or damage.

The detailed Standard Operation Procedures (SOPs), Code of Conduct and professional responsibilities and obligations of security staff have been designed to ensure that Security Staff perform their duties professionally, efficiently, and effectively. The SOPs will be revised and updated periodically by the CSO to deal with new and emerging security threats to the University.

## **CHAPTER THREE – CONCLUSION**

### **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.

## REFERENCES

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