

**Institutional Handbook o Operating Procedures
Policy 08.02.05**

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| Section: Health, Safety, and Security Policies | Responsible Vice President: UTMB Chief of Police |
| Subject: Security Policies | Responsible Entity: University Police |

I. Title
Security Management

II. Policy

The most important element in maintaining a secure environment is the active participation of all faculty, staff, and students in recognizing, assessing and implementing realistic security measures to reduce unnecessary risks. Security measures refer not only to the development of appropriate departmental security policies, but also to the conscientious utilization of installed security devices.

The UTMB Institutional Safety and Security Committee will review, at least annually, all hospital security written directives and send recommendations to the Chief of Police.

The law enforcement authority of The University of Texas Medical Branch at Galveston (UTMB) is the University Police Department. The University Police Department includes Commissioned Police Officers and Public Safety Officers who patrol interior and exterior areas of institutional facilities on a 24-hour basis.

III. Procedure

A. Security Assessment

1. Crime prevention specialists act as resources to departments to assess security vulnerabilities and make recommendations to mitigate that risk. Security assessments are available and can be scheduled via the Police Department.
2. Any department that develops security policies or installs security devices including access control/keypad doors, panic alarms, cameras or other monitoring devices must include the University Police Department in the planning of such actions. The installation of these devices must be approved by the Chief of Police or designee.
3. The Chief of Police or designee shall review all department/unit security policies and subsequent revisions for conformance to best practices.
4. The Chief of Police or designee shall submit quarterly reports to the Chairman of the Institutional Safety and Security Committee. These reports shall identify any hospital security written directives reviewed by the police and include a list of departments that have requested or received security assessments since the last report.

B. Hospital Building Access Control

1. The University Police Department posts police or public safety officers at designated hospital entrance points when there is not another hospital employee posted. These officers monitor arrivals and departures by patients, visitors, and staff. If staffing levels are insufficient to secure hospital entrance points, the Chief of Police or designee may temporarily close down an entrance, after consultation with the appropriate stakeholder executives.

2. Between the hours of 9:00 PM and 5:00 AM, all persons entering the Hospitals without a UTMB identification badge shall be denied access unless unit approval is granted for visitation. Visitation hours are subject to change during significant events.
3. Access to, and security in, the Emergency Department is monitored on a 24-hour basis by the UTMB Police Department utilizing closed circuit cameras, panic alarms, and assigned police personnel.

C. Reporting and Investigation of Security Incidents

1. The UTMB Police Department responds to both criminal and administrative security/safety-related incidents, including activated fire alarms and persons stuck in elevators.
2. Texas Department of Criminal Justice (TDCJ) Institutional Division (ID) correctional officers provide security within the TDCJ hospital and on the UTMB campus for the offender patient. TDCJ ID staff cooperates with UTMB Police in providing other security and investigative processes related to campus and employee property.
3. UTMB employees and students must immediately notify UTMB Police Department of any security incident for which police intervention is reasonably necessary to maintain a secure environment.
4. UTMB employees and students must immediately notify UTMB Police Department of any criminal or suspected criminal incident. In its law enforcement discretion, the Police Department shall conduct investigations of reported criminal activity within its jurisdiction.
5. Investigations conducted by UTMB Police Department are designated as police records. Release of such police records is limited and governed by statute and UTMB policy.

IV. Related UTMB Policies and Procedures

Departmental security policies and procedures

Institutional Handbook of Operating Procedures Policies:

[IHOP - 02.01.03 - Release of Information Under Open Records Act](#)

[IHOP - 03.01.01 - Staffing During Adverse Conditions](#)

[IHOP - 03.02.04 - Sexual Harassment and Misconduct](#)

[IHOP - 04.04.13 - Cash Handling and Reporting](#)

[IHOP - 08.01.04 - Workplace Violence](#)

[IHOP - 08.01.05 - Fire and Incident Reporting](#)

[IHOP - 08.02.01 - Threatening Situations](#)

[IHOP - 08.02.02 - Campus Security Report](#)

[IHOP - 08.02.03 - Identification Badges/Smart Cards](#)

[IHOP - 08.02.07 - Security Associated with Offender Correctional Patients](#)

[IHOP - 08.02.06 - Hostage Policy Involving Offender Correctional Patients](#)

[IHOP - 09.01.02 - Management of Patient Belongings](#)

[IHOP - 09.07.01 - Hospital and Ambulatory Services Visitation](#)

V. Dates Approved or Amended

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| <i>Originated: 03/01/1995</i> | |
| <i>Reviewed with Changes</i> | <i>Reviewed without Changes</i> |
| 03/10/2011 | 08/07/2020 |
| 08/28/2020 | |
| 9/10/2024 | |

VI. Contact Information

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