The University of Sheffield

Security Policy

Version 7 - updated 1ST February 2018

(Version 1 produced 19 July 2012, Version 2 produced 10 August 2012, Version 3 produced 25 September 2012, Version 4 produced 19 December 2012, Version 5 produced 20 January 2016, Version 6 produced 8th December 2016)

Owner: Richard Yates, Head of Security

Contents   **Page**

Introduction

The University of Sheffield has 29,947 students from 150 countries, and 8,261 staff. It continues to be a popular choice with applicants for university places

Academic departments are grouped into six faculties: Arts and Humanities; Engineering; Medicine, Dentistry and Health; Science; Social Sciences and the International faculty Their work is supported by a number of professional Services

Open access to University campuses are an essential ingredient of academic life but is not without risks. Some security measures are therefore necessary to maintain a safe and secure environment for our staff, students and visitors.

To increase the feeling and/or perception of security the University will develop and apply security controls, and procedures which will be widely published. Security is not intended to be a hindrance to academic activity but is a necessary ingredient for the safe and efficient operation of the University.

Security measures are in place to support:

- An open, safe and welcoming campus;
- The reduction of incidents and the minimisation of risk;
- The personal safety of individuals;
- Protection of premises, physical assets, including personal property and vehicles;
- Clear, regularly reviewed policies and procedures
- Developing partnerships with external stakeholders with whom the University can work to help implement the security policy

There are three main drivers that underpin the security policy, which are:

- Proactive prevention. Proactive deterrence to minimise crime and incidents and their effects on the University, staff and students
- Managed response. A responsive, effective, efficient service to deal with the University's operational security needs.
- Stakeholder care. Student, staff and visitor welfare to promote a safe and secure work, living and study environment.

Advice and information on security issues for staff and students is provided – http://www.sheffield.ac.uk/security

This Security Policy therefore seeks to formalise a cohesive and integrated approach to security throughout the University.

Policy Statement

The University will endeavour to ensure as far as is reasonably practical, the personal safety and security of all students, staff, bona fide visitors and contributors whilst at all University campuses and University controlled buildings.

The Department of Estates and Facilities Management is responsible for the effective operation and enforcement of the Security Policy and Procedures across all University activities.

Responsibilities

Responsibility for security rests with all students, staff and visitors to the University. In particular, everyone should report all activity, suspected or real, of a criminal nature or any suspicious activity immediately to the security staff. Within this overall responsibility some particular elements are defined as follows:

a. Senior Management Team: the senior management team of the University should ensure that support and resources are available to staff for the implementation of the Security Policy. Necessary measures to improve security in essential areas should receive priority consideration. Where appropriate, specific training to achieve acceptable standards of operation should be supported and properly resourced.

b. Director E.F.M / Head of Campus Services: overseeing development and planning of security strategy, policies and procedures and overseeing the operation of the Security Service.

c. Head of Security: the development, documenting and implementation of security strategy, policies and procedures and the monitoring of their effectiveness and efficiency. Investigation of serious crime, breaches in security and student disciplinary matters; provision of expert and impartial up-to-date advice; liaison with police, emergency services and local authorities; management of the University of Sheffield Security Team, Car Park Wardens and CCTV systems.

d. Security Management Team: the day-to-day management and implementation of the security policy and procedures; monitoring of these policies and procedures to ensure their continued effectiveness; delivery of an efficient and effective service to the University; management and training of staff; investigation of crime; advice on implementation of security solutions, security hardware, CCTV, intruder alarm installations etc.

e. Security Shift/Assistant Supervisors, Control and Patrol Staff: security duties as defined in Operational Instructions, including the operation of the Central Control Room, CCTV monitoring, responding to all incidents, e.g. fire and intruder alarm activations, disturbances, gas leaks, electrical/mechanical failures, damage to University fabric and lock-outs, on and off the University campus. This could include major incidents affecting the Universities business continuity and disaster management. Patrol University buildings and campus on foot and in designated patrol vehicles to ensure that the staff, buildings, contents, students and other users remains safe and secure, react to and deal with incidents and emergencies that arise.

f. Heads of Faculties / Departments: have a key role in promoting security within their area. The actual responsibilities will vary according to the location and the nature of the activity taking place. A number of specific responsibilities can be identified. (It is recognised that Faculty PVC's

and Heads of Department may wish to delegate responsibility for the routine involved in these tasks to a nominated individual e.g. Director of Faculty Operations but the overall responsibility for security matters will remain with the Faculty PVC and Registrar & Secretary):

- Ensuring their staff have access to and are familiar with the Security Policy, paying particular attention to those issues which are directly relevant to the activity of their department.

- Ensuring that all members of staff and students in their department understand and exercise their security responsibilities, including the displaying of University Identity cards, and have due regard to University property (see Sections below).

- Controlling access to their departmental areas by approving the issue of keys and by authorising staff to have 'out of hour's access' only as necessary.

- Ensuring that their departmental staff return to the department, their University card and any issued keys on their last day of work.

- Notifying the Security team of any security risk (including the purchase of expensive equipment etc) who will advise on any additional security or protection.

h. Staff: All staff must ensure they are familiar with and follow the procedures in the University Security Policy, paying particular attention to those issues which are relevant to their activities. They must also co-operate with requests from the Security Team, especially in emergency or evacuation situations and in relation to security procedures. Staff are required at all times when on University property to carry their University cards.

i. Students: have a general responsibility to look after University facilities 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 computer rooms or areas with other public use equipment.
Students must co-operate with requests from the Security Team, especially in emergency or evacuation situations and in relation to security procedures.

All Students are subject to the Regulations of the University as set out in the General Regulations and Procedures Affecting Students, which include security instructions and restrictions. These Regulations are available on the University's internet website Students are required to carry their University cards with them at all times and when on University property.

Advice and information on security issues for students is provided by the University in booklet form, at Intro week events and on the University Union website.

j. Visitors: (including conference delegates and external event attendees) have a general responsibility to look after the University facilities whilst on campus and to give due consideration to security issues. In particular, they must follow security procedures designed to protect University property and where issued, wear their visitors badge at all times. Visitors must follow instructions from the Security Team or from their host department, particularly in emergency situations.

k.

Section 1 – Crime Prevention

1.1   Security Awareness

Proactive crime prevention and security awareness will help to ensure a safe, secure environment, enabling work and study to continue with the minimum amount of disruption. Staff and students should make every effort to counter the threat of crime.

1.1.1   Procedure: Crime Prevention and Security Awareness

Further information and up to date advice on these topics can be found on the University's web site: http://www.sheffield.ac.uk/security

In general:

• All suspicious activity should be immediately reported as set out in 1.2 below.

• Personal valuables should be locked away or placed out of sight or kept on the person, and personal property should never be left unattended.

• Windows in offices must be closed and secured on departure where locks are fitted. Curtains or blinds in these rooms should be closed at dusk and lights (except security lighting) should be turned off when leaving.

• Laptops and other portable IT/AV equipment should be locked out of sight when not in use, particularly overnight, in open areas.

• All incidents of crime on University premises, real and suspected, must be reported to the Security Team.

• Where available Security Officers will make external (and where appropriate internal) patrols of buildings, to aid in the identification of security risks, monitor public safety and act as a deterrent against crime.

1.2   Incident Reporting

It is the responsibility of all staff and students of the University to report all activity, suspected or real, of a security/safety nature. Incident reporting is crucial to the identification of patterns of criminal activity and risk analysis. It permits investigation and recommendations to be made to prevent a recurrence. Comprehensive reporting of incidents provides an accurate picture of the level of crime throughout the University and thus ensures that adequate resources are provided to combat that crime. Success in the University's fight against crime is greatly enhanced by fast, efficient and detailed reporting.

1.2.1   Procedure: Reporting of Security/ Safety Incidents

• All incidents of a security/safety nature on academic campus should be reported in the first instance to Security Control on ext. 24085 (24 hours) or ext. 4444 in emergency only.
• All incidents of a security/safety nature at the Residences should be reported in the first instance to Residences Monitoring room on ext. 24075 (24 hours)

- The victim in all reported cases of all crimes, but in particular assault, indecency, fraud, theft (including car or cycle theft) and burglary are advised to inform both the local police and the security team. In case of doubt, advice on Police involvement may be sought from the Head of Security.

- Criminal Offences committed by Students will be reported to the Police by the Head of Security, in line with General Student Regulations.

- Any Police involvement on University premises is to be notified to the Head of Security to enable effective University management of any subsequent actions on our estate.

- Where appropriate, in addition to any police involvement into alleged criminal offences by staff, Human Resources will be informed by the Head of Security for possible consideration under the University disciplinary procedure.

- This reporting procedure should be followed 24 hours per day.

1.3   Crime Investigation

All crimes that occur on University premises will be investigated appropriately to prevent re-occurrence and aid crime prevention. The Head of Security or other members of the Security Team as delegated will carry out internal investigations of security related incidents, producing written reports for circulation where necessary and providing follow up crime prevention advice.

Section 2 – Access Control

2.1   University Cards

All staff and students are issued with a Sheffield University card which is used as an identity card, a student registration card, and a Library membership card. Students are required to carry their card with them at all times and to show their card to officers or employees on request. Staff are required under the terms of their employment contracts to carry their card at all times whilst on University premises. Loss of one of these cards should be reported, as soon as possible to the Security team, Departmental office and CICs

•   Access Control Cards – Access Control Systems operate in some areas. Card controlled barriers/doors are an effective method of preventing unauthorised access and the security strategy will move towards expansion of access control systems throughout the University. Access cards should be regarded for security purposes the same as a key. Cardholders must safeguard their card and report any loss to the Security team as soon as possible, so the card access can be cancelled

•   Visitors and ad-hoc Contractors will be issued with a 'visitor's pass' at point of entry and should wear these passes which contain emergency and health & safety information, throughout their visit to the University. The member of staff responsible for the visitor/contractor should ensure that they collect the visitor's pass when signing out upon leaving the campus.

•   Contractors who will be on site for more than a week will generally be issued with a University 'Contractor' card to allow them access to the building they are working in. Arrangements for these cards are to be agreed by the Contract Project Manager. Contractor identity cards must be displayed at all times whilst on University premises.

•   All staff and students are required to show their University card to security staff, on request. Failure to do so may result in an immediate request to leave University premises, if a person's identity cannot be confirmed.

2.2   Weekend Functions/Meetings/Events

The use of University premises at weekends or out of hours is restricted. Departments or individual staff wishing to teach, run tutorials or organise an event should contact Room Booking Services.

Buildings controlled by Accommodation and Commercial Services (ACS) operate throughout weekends as part of their normal business. ACS Customer Services can advise on access arrangements.

2.3   University Core Hours

These are currently:
 Academic Buildings – 0800 – 1800 Monday to Friday

ACS operated buildings do not operate core hours due to the nature of their use.

2.3.1   Procedure: Out of Hours Access

Staff who require access to work in their office outside normal opening hours need written permission from their Head of Department and completed the on line out of hour's course.

2.4   Control of Locks, Keys and Access Control Cards

The EFM department, or ACS for Residential buildings, control the issue and use of all locks, keys and most access control cards. For all new premises and refurbishments, the University operates a suited key system which allows various levels of access (an 'operator key' for one room, to a 'sub master key' for a building).

No other make of lock or key should be installed on University premises without the authority of EFM, or ACS as appropriate. Operator keys or sub master keys may be issued to departments for local use and issue to individual staff.

All digilocks installed on University premises must be fitted with a master key override to allow security staff the ability to enter the room in an emergency situation. All digilocks installations must be requested via Estates Help Desk.

Departmental administrators should keep a record of all keys issued locally and ensure that staff return keys when they move offices or leave the University's employment. It is the responsibility of all individuals who are issued keys or cards to ensure their safe keeping at all times and report any loss immediately to security staff.

2.4.1   Procedure: Request for Locks & Keys

All keys belong to the University of Sheffield and are not exclusive. Security carries out duties over 24hrs, 365 days per year and requires access to all areas especially in emergency situations. In exceptional circumstances certain restrictions may apply to sensitive areas but agreement should be achieved between interested parties regarding access in any emergency situation.

Staff

• All applications for new barrels or keys should be made via a request to the EFM Help Desk, or ACS Customer Services, as appropriate. Additional locks & keys and replacement keys are chargeable to the Faculty/Department.

• All issues of keys will be subject to satisfactory fulfilment of criteria to ensure need, use and availability.

Contractors

Contractor's access to University buildings will be strictly controlled by the EFM or ACS team according to agreed access control procedures.

2.4.2   General

- All losses of keys must be reported immediately to the Security Team and Estates Help Desk or ACS Customer Services for residential buildings.

- Persons leaving the University or transferring to another Department are to return their keys direct to their Departmental office. They should not pass keys directly to their replacement.

- Where building refurbishment is carried out, the cost of new locks and keys should be included in overall project costs, otherwise the costs of replacement or additional locks and keys will be recharged to departments.

- Replacement keys will only be issued after an investigation of the loss. The cost of replacement will be charged to the Faculty, Department or individual concerned.

- Any loss of master or sub-master keys will be the subject of an inquiry, with all resultant costs for replacement of locks and keys borne by the Faculty or Department concerned. If loss of master or sub master keys is suspected to have arisen through negligent action by a member of staff, then an investigation under the appropriate Disciplinary Procedure should be undertaken. Further disciplinary action may be taken if appropriate, following the completion of the investigation.

- Further information can be found via the following links

  http://www.sheffield.ac.uk/efm/helpdesk

  http://www.sheffield.ac.uk/efm/welcome

Section 3 – Asset Protection Equipment/Documentation

3.1   Security of Equipment

The safekeeping of all property will help to ensure that the maximum amount of equipment is available for use at all times. Students and staff are to make all possible effort to ensure that all equipment is protected from the possibility of theft or damage.

3.1.1   Procedure: Security of Equipment

All computer/AV equipment should be secured dependent on its use:

The physical protection of IT and AV equipment is important on and off campus. Equipment used in departments and faculties must be managed to reduce the risk of the equipment being damaged, stolen or accessed by unauthorised persons. CICs provide information on all aspects of data and IT equipment security. Information on IT security policy and how to access information on the security of equipment is available on the CICs website.

- All valuable portable IT and AV equipment such as laptops & PDA's, must be locked away out of sight when not in use, especially overnight.

- All valuable equipment should be marked using the appropriate identification method (i.e. U V pen, Smartwater etc.). Advice on this can be sought from the Security Team.

- Suspected thefts of equipment should be reported promptly to both the Security team and Head of Faculty/Department.

- Heads of Departments are responsible for maintaining inventories for all plant, equipment and furniture in their departments.

3.2   Security Hardware

Installation of CCTV, intruder alarms or access control systems on University property will only be undertaken following consultations with the Head of Security who will advise on equipment, installers and security response. Where CCTV is installed, the requirements of the Data Protection Act must be adhered to.

3.3   Insurance Cover

The replacement cost of University property stolen or damaged through burglary may be claimed from the University's Insurers but only where forced/violent entry to the premises is proven. A Crime number is also required. Departments are therefore advised to ensure that all valuable items are physically protected as described above.

3.4   Data Protection

The data of living persons is protected under the Data Protection Act. The Act creates responsibilities and rights in relation to all aspects of the collection, holding, use and disposal of personal data. Staff will want to handle personal data in an ethical way and the Act provides a framework for reaching this objective.

Staff should ensure that they are aware of University policy in this area and of the sources for further advice.
http://www.shef.ac.uk/cics/dataprotection

3.5   Protecting Information Assets

Maintaining the security of computers and related equipment is vital to the organisation. Computers are prime targets for theft; they are easily disposed of and have a high value. The theft of a computer may also lead to delays in University processes, the loss of important data and disruption to learning and teaching. Viruses and worms damage software and data; result in time lost and can close down whole organisations.

Damage of this type is not inevitable and by being aware of simple security measures and observing them, the chances of loss and damage can be minimised. Information on how to protect data and the equipment on which the data is processed is available on the CIC's website. IT and AV equipment users should access the site and employ the guidelines available.

To access information on security go to; http://www.shef.ac.uk/cics/security

3.6   Confidential Waste

Confidential waste collection and disposal can be arranged via the EFM Helpdesk. (It is essential that the sacks are filled in accordance with Health and Safety standard load manual handling guidelines).

It is the responsibility of the Faculty and Departments requesting disposal to ensure confidential material is secured at all times until collected.

Section 4 – Asset Protection

4.1   Control of Cash

• Cash from all sources throughout the University should be processed for collection by the University's appointed cash carrying firm. Any cash held prior to collection must be retained in a secure safe, the details of which are held on the University's central Insurance Register.

• Cash in excess of £50 is not to be held within Departments, overnight or at weekends, unless a suitable safe is available. Sums of £50 and less must be held in a locked drawer or cupboard and the key retained by a responsible person.

• Heads of Departments are responsible for maintaining proper security at all times for all buildings, stock, stores, furniture, equipment and cash under their control. Further information can be found at;
http://www.sheffield.ac.uk/finance/regulations

4.2   Prevention of Fraud

• All enquiries relating to fraud should be directed to the Director of Finance. Further action may be taken in line with the General Regulations and Procedures affecting Students or the University's Disciplinary Procedures.

4.3   Security in the Office

It is the responsibility of all staff to be aware of, and familiar with, all procedures that ensure a safe and secure environment for personnel, equipment and documentation in their office areas.

4.3.1   Procedure: Office/Security

General Awareness:

• University ID cards should be carried by students and staff at all times on University premises.

• Students and staff 4444 lines (24hour) for gaining and reporting incidents.

- Staff working 'out of 'should ensure they follow 'out of hours' procedures and contact Security if they need assistance.

4.3.2   At the end of the working day, staff should ensure that:

- Valuables and confidential documents (laptops, exam scripts, research data, personnel files etc.) are locked away with keys secured in key cabinets or taken home:

- Any departmental keys that have been issued during the day have been returned and any losses reported immediately.

- A 'clear desk policy' is maintained where possible to ensure confidential documentation is locked out of sight.

- All non-essential electrical appliances are switched off/unplugged.

- Doors and windows are closed and locked as appropriate.

- Ground floor curtains and blinds are closed with any items on windowsills, which hinder closure, removed and lights turned off.

- Intruder alarms (where installed and a local responsibility) are set.

- PC's are switched off or password protected when not in use to prevent unauthorised access to information.

4.4   Personal Security

Whilst it is the responsibility of the Security team to provide a safe and secure environment, it is the responsibility of all students and staff on University premises to take all reasonable measures to ensure their own personal security.

4.4.1   Moving between University buildings - students and staff should make themselves aware of their surroundings and of other people when walking between buildings. Try to avoid poorly lit or isolated areas and where possible, walk with other members of staff or students. Report any deficiencies in lighting on University buildings through the Estates Helpdesk so that remedial action can be taken where appropriate.

4.4.2   Suspicious behaviour - If suspicious activity is noticed, notify or get a colleague to notify Security. Challenge if you feel able but do not get yourself into a vulnerable or confrontational situation. More important is to make a mental or written note of a description, direction of travel, what suspicious acts you saw and any other information which may help Security identify and locate the individual(s). Security staff will direct security response to the area as a matter of urgency, and if appropriate, ensure the Police are contacted. Each situation of this type will be different and it is at the discretion of the individuals concerned as to what action they wish to take, but at no time should they put themselves at risk.

Reporting suspicious activity is extremely important to Security Staff in helping to prevent and detect crime against the University.

4.4.3   Threatening or abusive behaviour

If staff or students are faced with threatening or abusive behaviour, stay calm, avoid raising your voice and finger pointing/wagging. Call a friend, work partner or manager and/or Security.

4.5   Drugs and Illegal Substances

All suspicions of the handling or using of controlled or illegal substances should be reported to Security Services, in the first instance, so that appropriate investigation and consultation with University authorities may take place. Policy and guidelines on the misuse of illegal drugs is set out in the following web pages; http://www.shef.ac.uk/ssid/welfare/drugs/legal http://www.shef.ac.uk/ssid/welfare/drugs

4.6   Property – Lost and Found

4.6.1   Found Property

Unidentified found property should be handed in to staff at the building reception. When property is handed in, the date/time, finder's name, department and contact details will be recorded. If the property is not returned to the owner or is left unclaimed for a minimum of one month, the property will be passed to charity or disposed of. The Lost Property procedure is set out at: http://www.sheffield.ac.uk/portering/lost_property

4.6.2   Claiming Property

When a loser claims property, full details will be required. I.e. a full description of the item and for certain items, proof of ownership may be requested. When staff are satisfied of the owner's claim, the property will be handed over on signature.

4.6.3   Property Left In Lecture Theatres Or Classrooms

No items of property or teaching material should be left unattended in teaching rooms.

Teaching rooms are cleaned daily and any item of property will be treated as found property and dealt with as above. Where the value is questionable (leftover hand-outs or teaching material) and/or the condition of the item is poor, normal practice is to treat this as 'waste' and dispose of it.

4.7   Students

4.7.1   Students in General

Our Students´ Charter is reviewed and agreed between senior university staff and the Students´ Union on an annual basis. The Charter serves as an important reminder of the diversity of the Sheffield community and of the kinds of issues that can make life difficult for the neighbourhoods in which our students reside and work.

The Charter requires students to behave responsibly in the community, particularly stressing the need for students to respect their neighbours, to adopt acceptable behaviour and to help promote good community relations.

In addition to the Students´ Charter, a tool to encourage good behaviour was introduced in 2009 as part of the online enrolment system for first year   accommodation. Before completing the enrolment process students are required to   read information on `being a good neighbour and what the University expects of   them´. We are proud of the fact that in the first year over 94% of first year students   completed this process.

These messages are reinforced throughout the academic year via email, websites, promotional campaigns and publications by both the University and the Students´ Union.

Students in Residence
4.7.2

Although the University of Sheffield has an increasing number of local students, the majority move to Sheffield from elsewhere to commence their studies. The University   of Sheffield recognises that the number of students seeking accommodation and other services in the city can have an impact upon the permanent community.

The University employs a number of strategies in this area:

- The Student Residences Operational Management Plan:
  This covers all aspects of managing the accommodation owned and operated by the University e.g. Endcliffe and Ranmoor student villages.
- Property Disposal:
  In an effort to help foster an appropriate balance in the community, the University's residential housing stock is being disposed of properties sold are covered by a covenant ensuring that they are not subsequently let to groups of students.
- Private Sector Registration Scheme:
  The University of Sheffield seeks to work closely with private sector landlords to the benefit of the student and the wider community. Approximately 5,000 students are currently housed in 'registered' private sector accommodation. Through the registration scheme, the University:

Seeks to increase   ∟   registered stock
                             ∟   Inspects each property on registration and renews on an annual basis
                                 as appropriate
                             ∟ Provides an annual forum for landlords to promote good standards.

Registered properties have to conform to standards set out in the City Council´s Responsible Landlord Scheme. This is a city-wide initiative and the University of Sheffield has been actively involved in its development. The scheme includes a requirement for properties to be well maintained and for external advertising to be strictly in accordance with local authority planning regulations.

All University-owned single student residences comply with the regulations set by the Universities (UUK) Code of Practice for the Management of Student Housing. This Code ensures that residents benefit from clear policies and procedures relating to the following:

> Health and Safety
>
> Maintenance and repairs
>
> Landlord and tenant relationship
>
> Student welfare
>
> Antisocial behaviour and disciplinary procedures
>
> Environmental Quality

Further information about the Code can be found by visiting

http://www.universitiesuk.ac.uk/acop/

Section 5 – Vehicle Parking

5.1   Car Parking

Car Parking at The University of Sheffield is limited and subject to car parking charges. Currently it is available to staff on application and some students, depending on campus and circumstances as set out in the UoS car parking policy: http://www.shef.ac.uk/parkingservices

5.1.2   Visitor Parking

Visitor parking is available (but limited) on all campuses. It is the responsibility of the member of staff issuing the invitation to make the necessary arrangements and inform their visitor.
 http://www.shef.ac.uk/parkingservices/visitors

Vehicles and their contents are left on University property at the owner's risk. The University accepts no responsibility for theft or damage to vehicles on its premises.

5.1.3   Enforcement

Drivers of Vehicles parked in breach of the Car Parking Policy are liable to receive a penalty notice.
http://www.shef.ac.uk/parkingservices/enforcement

5.2   Cycle Parking

Cycle sheds are available at both campuses. Anyone leaving a bicycle on University premises should be aware of the importance of having a robust lock and knowing how to use it effectively and having it insured.

5.3   Motorcycle Parking

Not all campuses have dedicated areas suitable for parking motorcycles. Anyone leaving a motorcycle or scooter on University premises must leave it safely and securely locked.

The University cannot accept any liability for vehicles, motorcycles, scooters or bicycles or their contents when parked or left on University premises.

Section 6 – Use of Closed Circuit Television (CCTV)

6.1   Reason for Use

The use of Closed Circuit Television (CCTV) has been recognised as a powerful tool in the fight against crime, both in its prevention and detection. The University uses CCTV systems around the campus covering many of the, public access points and adjacent streets. CCTV is installed, with the objective of assisting to provide a safe and secure environment for t of who work, the University.   This objective will be met through the monitoring of the system so as to:

- Assist in the prevention and detection of crime.
- Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public disorder; and as an aid to public safety.
- To assist in the University's Emergency procedures. ☐   To   assist   in   Civil Emergencies.
- To assist with traffic management.
- To promote safer communities.
- Provide a Training facility.
- Provide and operate the system in a manner, which is consistent with respect for the individual's privacy.

6.2   Locations

The system consists of:
PTZ and static cameras – local, residences and campus area.
Controlled from 3 dedicated terminals, 2 in the University Emergency control room and 1 in the residences monitoring room.
Images recorded at 7 frames per second. Live viewing at 25 frames per second. Help Points – local and campus area. Two- way sound and image recorded with speak facility.
Synetics integrated system on dedicated fibres, interfaces and operating software – Central Control Room and Residences Monitoring Room.
Static cameras – Central Campus, Residences and Hospital

6.3   CCTV Operating Procedures

These to ensure that concerns over integrity, confidentiality and ethics are not compromised. It is intended that the information obtained from CCTV will give public confidence, that the rights of individuals are being fully protected and the requirements of DPA are complied with.

Access to the CCTV monitoring and recording systems is strictly controlled and is limited to duty security staff or authorised management.

6.4   Police

In general, the Police should not require access to (nor be allowed access to) University CCTV systems except under the following circumstances:

• Emergencies or investigation of serious incidents
• Identification of offenders
• Liaison and training purposes, by prior arrangement with the Head of Security □ As authorised by the Head of Security

Requests by Police to remove CCTV recordings must comply with the DPA and will be registered accordingly.

6.5   Human Resources – Disciplinary Procedures

On occasions, it is necessary to use CCTV as part of a disciplinary investigation as a source of evidence. Footage to support such an investigation can be accessed to support investigations with the authorisation of the Head of Security who will consider the request and ensure it complies with the objectives of the system as detailed under 6.1.

6.6   Recorded Images

Images will be kept securely and in line with the requirements of the Data Protection Act.   The   University's   CCTV   Code   of   Practise   is   posted   at:- http://cms.shef.ac.uk/content/1/c6/09/40/86/CCTV%20Code%20of%20Conduct.pdf

Section 7 – Major Incident Plan

7.1   Incident Management

The University has a Major Incident Plan, which is used when an incident is considered to be "major", ie a situation that could cause serious harm to the University community or property, also to the University's reputation or to the critical operations of the University. Security are usually the first point of notification of an incident (via the x4444 number) and will escalate this using their procedures (and in line with the Plan). For more information see:

http://www.sheffield.ac.uk/incidents