



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER El Paso

Operating Policy and Procedure

# Texas Tech University Health Sciences Center El Paso

## Security Management Plan



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## Operating Policy and Procedure

# Security Management Plan

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## **Texas Tech University Health Sciences Center at El Paso**

### **Security Management Plan**

#### **I. Mission**



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The mission of this plan is to outline a security management program to protect employees, students, patients, visitors, and property of Texas Tech University Health Sciences Center at El Paso (TTUHSC El Paso).

## II. Authority

The plan is administered by TTUHSC El Paso administration facilitated by dissemination of policies and procedures applicable to TTUHSC El Paso faculty, staff, and students. A primary component of the university system's security is the Texas Tech Police Department (TTPD). TTPD is a professional law enforcement division that complies with Texas Commission on Law Enforcement.

## III. Structure of Texas Tech Police Department

The Texas Tech Police Department provides police and security services to the El Paso, Lubbock and Amarillo campuses. The Chief of Police is located in Lubbock, Texas and reports to TTUHSC El Paso Chief of Operations and Vice President of Operations regarding police and security needs. Currently the TTPD authorized strength for TTUHSC El Paso is 10 licensed peace officers and 30 civilian employees. The senior ranking TTPD officer at TTUHSC El Paso is a Lieutenant who oversees and manages daily police and security operations.

## IV. Responsibilities

Clinic procedures and practices are adopted through the Safety Committee and recommended to Clinic Operations Committee, when applicable and appropriate.

TTPD offices are physically located at the Administrative Support Building (ASB) 200 N. Concepcion, and is staffed and operated, 365 days/year.

TTPD primary jurisdiction includes property under the control of the Texas Tech University and Texas Tech University Health Sciences Center Board of Regents. TTPD and the El Paso Police Department and The El Paso County Sheriff's Department cooperate to facilitate immediate response to property not immediately located on campus.

TTPD completes incident and crime reports, involving patients, visitors, employees, students, and property. Follow-up investigations are conducted as needed. Criminal prosecutions are pursued through the El Paso Criminal District Attorney's Office.

Texas Tech University System Office of General Counsel is available for consultation regarding legal opinion.

## V. Implementation



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Components of the security plan are contained in the Texas Tech University Health Sciences Center Operating Policies and Procedures and School of Medicine Ambulatory Clinic Policy Manuals. TTUHSC EL PASO OP 10.01 establishes the authority of The Operating Policies and Procedures, stipulates responsibility for timely review and suggested revision of policies. The policies are available on line at: <http://www.ttuhscc.edu/hsc/op/> and are available to all HSC employees.

#### VI. Training and Education

New TTUHSC El Paso employees attend an institutionally sponsored orientation. Course materials include dissemination of pertinent information by various departments to inform and guide new employees. Additionally, educational pamphlets are distributed at strategically located points designated as high pedestrian traffic areas. Additional training is conducted by clinics and departments with regard to risk-specific activities. The Office of Institutional Advancement are utilized to educate campus user's activity or immediate threat of criminal.

#### VII. Information Collection & Evaluation System

TTPD El Paso- campus submits campus crime statistics in compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act."

#### VIII. Corresponding Policies

Corresponding policies are cross-referenced in the EOC section of the policies matrix.

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