



PATROL INFORMATIONAL SECURITY PATROL METHODS (11/10/16)

1. SUMMARY

Each patrol security officer is expected to spend a significant portion of each tour patrolling the campus, either on foot or in a department vehicle.

Campus security patrols serve two important functions:

- a. First, campus patrols provide a unique opportunity for patrol security officers to personally observe campus activity, and monitor individuals, and/or situations, which could pose a threat to the safety and security of the students, faculty and staff of the university and/or its facilities.
- b. Second, patrols by patrol security officers, particularly foot patrols, offer a unique opportunity for direct, personal interaction between patrol officers and members of the HU community. While vehicle patrols allow patrol officers to efficiently cover more of the campus, they do not provide the same opportunity for the personal interaction between patrol security officers and students, faculty, and staff that is available to a patrol officer patrolling the campus on foot. It is for this reason that patrol security officers are expected to patrol the campus on foot, whenever possible.

2. FOOT PATROLS

The primary purpose of a foot patrol is to observe conditions in and around buildings, parking lots and events on campus. Ground floor doors and windows are to be checked and secured and any safety violations recorded. Foot patrols are conducive to personal contact between patrol security officers, students, faculty and staff. It is for this reason that patrol security officers are expected to spend a significant portion of each tour on foot patrol, whenever possible.

3. FOOT PATROLS IN RESIDENCE HALLS

Currently, patrol security officers are not permitted to conduct foot patrols inside of a residence hall during periods of occupancy, however, patrol officers shall respond to calls-for-service inside of residence halls.

One exception to this is the Main Building which serves an administrative function on the basement and first floors and a residence hall on the second and third floors. Patrol security officers may conduct foot patrols of the basement and first floors.

The decision to perform residence hall foot patrols by patrol security officers will be at the discretion of the Assistant Dean of Students.

4. VEHICLE PATROLS

The primary purpose of a vehicle patrol is to observe conditions on and around the campus. Vehicles permit patrol security officers to patrol a large area of campus quickly, but they are not conducive to personal contact between patrol security officers, students, faculty and staff. It is for this reason that patrol security officers are expected to spend a significant portion of each tour on foot patrol, whenever possible.



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Patrol security officers performing vehicle patrol duty shall dismount and perform foot patrols as necessary.

5. PATROL PROTOCOLS

Below are some of the patrol protocols for the Hollins Campus:

- a. Vehicle and foot patrols do not follow set routes or timetables.
- b. Patrol security officers are expected to patrol all buildings/areas at least once during every tour, except in circumstances when other assignments make this impossible.
- c. Parking lots and buildings should be checked on a regular basis.
 - 1) The exception to this would be the Greenway Parking Lot area, which is checked only when locking/unlocking the gate.
- d. The Interstate 81 Areas should be checked during daylight hours only, or by foot, due to the absence of lighting making vehicle maneuvers hazardous.
- e. Remote/vulnerable areas (to include the HU Apartments and Beale Garden) should be checked at least twice a tour paying close attention to the Carvin Creek underpass walkway.
- f. During periods of little activity on campus, e.g. holiday breaks, patrol security officers will conduct more frequent vehicle and foot patrols of parking lots and closed campus buildings.
- g. Patrol security officers patrolling in vehicles are expected to obey all state and local traffic rules and regulations at all times. Failure to do so may result in disciplinary and/or legal action.
- h. Security patrol cars should be driven only on established roads and/or parking lots except in rare circumstances, i.e. better access to an incident.
- i. Security patrol golf carts may be driven on sidewalks but not on public roadways.
- j. Parking tickets shall be written for parking violations observed while performing foot or vehicle patrol.

6. PATROL SECTORS

The Hollins Campus has been divided into two patrol sectors. A car patrol sector and a foot patrol sector.

When only one patrol security officer is on-duty, that patrol security officer shall perform car patrol duty.

When two patrol security officers are on-duty, one patrol security officer will perform car patrol duty and the other patrol security officer will perform foot patrol duty.

The patrol security officer performing foot patrol duty shall utilize the department golf cart so that the officer will have a means of transportation between foot patrol areas and may respond to calls-for-service more quickly. The golf cart also provides for the secure storage of the officer's necessary patrol equipment.