Security Management Plan

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Texas Tech University Health Sciences Center – El Paso Campus

Security Management Plan

I. **Mission**

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-El Paso (TTUHSC-ELP).

II. **Authority**

The plan is administered by TTUHSC administration facilitated by dissemination of policies and procedures applicable to TTUHSC-ELP 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 Officer Standards and Education.

III. **Structure of Texas Tech Police Department**

The TTPD Chief of Police reports to University Counsel. Currently the TTPD authorized strength for TTUHSC-ELP Campus is: 34 employees (8 licensed peace officers and 26 civilian employees).

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 inside of the Academic Education Center (AEC); rooms 227, 228, 229 and 230 located at 4801 Alberta Avenue, and are 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.

TTUHSC Office of General Counsel is available for consultation regarding legal opinion.

V. **Implementation**

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 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 online at: [http://www.ttuhsc.edu/pages/op/opindex.htm](http://www.ttuhsc.edu/pages/op/opindex.htm) and are available to all HSC employees.

VI. **Training and Education**

New TTUHSC 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 Communications and Marketing are utilized to educate campus user’s activity or immediate threat of criminal.

VII. **Information Collection & Evaluation System**


VIII. **Performance Indicators or Measures**

System performance and risk assessment is monitored in several ways:

- Annual performance evaluations are conducted.
- Response is routinely evaluated to ensure appropriate action and communication.

Customer complaints and kudos are communicated within departments.

Performance Measures will be set by the TT Police and the Environment of Care Committee. TT Police response to urgent calls for the HSC will be reviewed bi-annually.

IX. **Corresponding Policies**

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