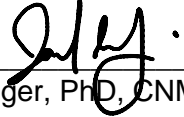


**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 10/97, 6/96 (old #2.01.13.03)
8/92, 8/01, 11/09, 5/14, 4/19

No: 2-L-800-01
Last Review Date: February 2023
Required Review Date: May 2026
Administrative Unit: Administration
Approved By:



Jared Seliger, PhD, CNMT
President

SUBJECT: Campus Law Enforcement

PURPOSE: To give students, faculty, and staff of Allen College information on the authority of security personnel, including security's working relationship with State and local police agencies, and information on the process of reporting of all crimes.

POLICY: Allen Hospital and Allen College will always have a security officer on duty when possible. The Security Department is comprised of retired and/or off duty police officers. Off duty police officers will be in police uniform and will wear a badge indicating they are security officers. Security officers have arrest powers and report all criminal acts to the Waterloo Police Department.

Security guards shall be responsible for assisting in the following areas:

- Access Control
- Visitor Control
- General Surveillance and Protection of Educational and Hospital Facilities
- Parking Control and Security of Campus & Hospital grounds

Security will submit a daily report to the hospital Chief Executive Officer and the President of Allen College or his/her designee.

PROCEDURE:

1. Training for Faculty and Staff will occur on a routine basis.
2. 911 or 9-911 should be dialed on campus for all emergency situations.
3. Non-emergency situations should be reported to the Allen Safety and Security Manager or Allen College Executive Director of Business & Finance for documenting and follow up as needed.