Policy Statement

General Policy

General Policy: The procedures and policies set forth in this section deal with the security and the safety of individuals and property on the UTD campus. Providing for the security and safety of individuals and property is not the sole responsibility of any one organizational unit, but rather it is the responsibility of every individual while he or she is on the U.T. Dallas campus.

This section is intended to provide the individual with knowledge of the services and procedures which are available to help each individual discharge this joint responsibility.

Services Provided

Several organizational units provide services to the UTD campus. Included among these services are:

- **Accident Prevention**: University Safety Office
- **Fire Prevention**: University Safety Office
- **First Aid Treatment**: Human Resources
- **Health and Safety Training**: Human Resources
- **Lost and Found**: Student Affairs*, University Police, University Library*
- **Radiation Safety**: Radiation Safety Officer
- **Security**: University Police
- **Theft**: University Police

* Items turned in to the Office of Student Affairs and the Library will be given to the Police Department for safekeeping.
University Police

**General Policy:** The University Police Department is charged with the responsibility of protecting lives and property on the University campus. This responsibility includes the security of buildings, facilities, and equipment; the enforcement of all state and federal laws and Board of Regents and University rules and regulations; and the regulation of traffic and parking. In addition, the University Police Department is involved with lost and found, emergency medical care, the investigation of traffic accidents and all criminal offenses.

A. **Hours of Operation:**

1. **UTD Richardson Campus:** The University Police Department maintains officers on campus twenty-four (24) hours per day, seven (7) days per week. In the event of an emergency, call "911".

   The University Police Department also maintains a Decal Office located in the Police Building. The Decal Office hours of operation are:

   - 8:00 a.m. - 6:45 p.m. Monday - Thursday
   - 8:00 a.m. - 4:30 p.m. Friday

   The phone number of the Administrative Office is 883-2331, and is located in Room PG1.210, Police Building. The Administrative Office hours of operation are:

   - 8:00 a.m. - 5:00 p.m. Monday-Friday

2. **Callier Center Campus:** The University Police Department has an officer on duty at the Callier Center in the Lobby area:

   - 7:00 a.m. - 9:00 p.m. Monday - Friday
   - 8:00 a.m. - 6:00 p.m. Saturday - Sunday*

   In the event of an emergency, call 905-3020.

   In the event of an emergency after these hours, call "911" or the UTD Police Communications Center, 883-2331, which is staffed 24 hours a day.

   * Schedule may vary for special events.

B. **Types of Officers:**
1. **Commissioned Officers:** The University of Texas at Dallas Police Officers are commissioned through the Board of Regents of The University of Texas System and serve at the pleasure of the Chief of Police. The University Police Officers enforce traffic rules and regulations, and state laws; and investigate all criminal offenses on the University campus and accidents involving automobiles, bicycles and pedestrians.

Commissioned University Police Officers are licensed by the Texas Commission on Law Enforcement Officer Standards and Education, and are by statutes "peace officers," with authority granted to peace officers.

2. **Non-Commissioned Officers:** Non-commissioned officers control the flow of traffic, and with an entry station, limit parking on the inner part of the University campus; issue notices to those who violate administrative rules and regulations on parking and traffic control; and are responsible for locking and unlocking buildings on campus, ensuring that only those authorized persons remain in the building after hours.

**Lost and Found**

**UTD Richardson Campus:** Lost and found items should be turned in at the University Communications Center in the Police Building; call 2331 if information is needed. If items are turned in to the Office of Student Affairs or the Library, they will be given to the Police Department. The Police Department requests that all items of value, i.e., watches, calculators, etc., be brought to them so that a record can be made of the finding and any articles of value can be stored for safekeeping.

*If a claimant provides sufficient identification, the property will be returned.*  
The claimant must sign a form acknowledging the return of the item.

**Callier Center Campus:** Lost and found items may be turned in at the University Police Department Office at Callier, Lobby, Ext. 3020.

*If a claimant provides sufficient identification, the property will be returned.*  
The claimant must sign a form acknowledging the return of the item.

**Policy History**

- Issued: 1997-03-27

**Policy Links**

- Permalink for this policy: [http://policy.utdallas.edu/utdbp3083](http://policy.utdallas.edu/utdbp3083)