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**UNIVERSITY OF DAR ES SALAAM**

**SECURITY POLICY AND OPERATIONAL PROCEDURES**

**JANUARY 2020**

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# **1. INTRODUCTION**

## **1.1 Background**

The University of Dar es Salaam (UDSM) started in 1961 as a College of the University of London and is the oldest and one of the premier higher learning institutions in Tanzania. In 1963 it became a Constituent College of the University of East Africa. It was formally established in August 1970 as a National University through the University of Dar es Salaam Act Number 12 of 1970. The University of Dar es Salaam Act was repealed by the Universities Act of 2005, which necessitated the adoption of the University of Dar es Salaam Charter of 2007. UDSM was established with three main objectives, namely to transmit knowledge as a basis of action from one generation to another, act as a centre for advancing frontiers of knowledge through scientific research and to meet the high level human resource needs of the Tanzanian society.

UDSM is situated on a surveyed land that is clearly demarcated by survey beacons. The UDSM land covers 685 hectares on the Observation Hill, which is located to the west side of Dar es Salaam city about 13 km from the city centre. The UDSM land is owned legally with a certificate of occupancy No. 47674, Plot 2, Block L Ubungo Dar es Salaam, which was issued by the Ministry of Lands, thus categorizing the land as a private area. For the purpose of security, UDSM is categorized as a special area according to Part III Section 8 of the Auxiliary Police Force Act Cap. 262, 1948 and as amended in 1969.

About 75 per cent of the University land is natural with scattered bushes, some encroaching residential and office areas. Other properties associated with activities of UDSM include the Institute of Marine Sciences (IMS - in Zanzibar and its research centre in Pangani), Mbeya College of Health and Allied Sciences (UDSM-MCHAS), School of Journalism and Mass Communication (SJMC) and College of Information and Communication Technology (CoICT) both in Kijitonyama, Mabibo Hostel, Ubungo and Kijitonyama Hostels, Silversands Hotel, Mlimani Tower at Kisarawe, Kunduchi DASF and the School of Law (Former Bima College).

UDSM has residential buildings for students and staff in the main campus and outside. The majority of staff and students dwell off campus while a few staff and students are accommodated in the University residential buildings. About 11,000 students are accommodated in the halls of residence located at the Mwalimu Julius Kambarage Nyerere Mlimani Campus and others outside the main campus that include Mabibo, Kijitonyama, Kunduchi, and Ubungo Hostels. Staff houses also accommodate approximately 500 workers, majority of them at the Mwalimu Julius Kambarage

Nyerere Mlimani Campus and a few in Kijitonyama, Ubungo and Kunduchi. There are also UDSM houses in Zanzibar and Mbeya.

UDSM is organized under several managerial structures with offices equipped with properties that include: machines, tools, equipment, chemicals, computers and other facilities. The managerial structures are located in the following units:

1. University Administration and line Directorates
2. University of Dar es Salaam Health Centre
3. Office of the Dean of Students and University Students' Accommodation Bureau
4. Primary School and Elementary School
5. Business and Service Centres (Cafeteria, Banks, Bookstore, and Markets, Shuttle Points, Stationeries, Glossaries and UDASA Club)
6. College of Agricultural Sciences and Fisheries Technology (CoAF)
7. College of Social Sciences (CoSS)
8. College of Engineering and Technology (CoET)
9. College of Humanities (CoHU)
10. College of Information and Communication Technologies (CoICT)
11. College of Natural and Applied Sciences (CoNAS)
12. Mbeya College of Health and Allied Sciences (UDSM-MCHAS)
13. School of Education (SoED)
14. School of Journalism and Mass Communication (SJMC)
15. University of Dar es Salaam Business School (UDBS)
16. University of Dar es Salaam School of Law (UDSoL)
17. Institute of Development Studies (IDS)
18. Institute of Kiswahili Studies (IKS)
19. Institute of Resource Assessment (IRA)
20. Institute of Marine Sciences (IMS)
21. University Computer Centre (UCC)
22. Dr. Wilbert Chagula University Library
23. Directorate of Estates Services.

The security and safety to people and property has remained vital to UDSM although challenges have persisted and the situation has fluctuated with periods of sporadic increased criminal incidents. Systematic efforts to bolster security on campus can be traced back to 1997, for instance:

- (i) In 1997 a team was assigned to study the security situation at UDSM and a report was submitted;

- (ii) In 2001 a team submitted a report entitled "The University of Dar es Salaam Operational Security Policy";
- (iii) In 2011 the Deputy Vice Chancellor-Administration appointed a team to assess the security situation at the University of Dar es Salaam. The team submitted a report entitled "Assessment of the Security Situation at the University of Dar es Salaam".

The security report of 2011 and others formed before have comprehensive information and recommendations, majority of which have been implemented to various degrees. However, UDSM is yet to adopt a security policy, without which it is left exposed to external and internal threats.

Based on the above background information, it has been realized that there is a need for the University of Dar es Salaam to have a policy and concrete detailed strategies and guidelines for the security and safety at the University. Therefore, the DVC-Administration has on 4<sup>th</sup> September 2018 appointed a team to develop the UDSM Security Policy and Operational Procedures.

## **1.2 Methodology**

This policy document was prepared using data and information collected through various methods. Among them were review of documents, observation, interviews and data analysis and reporting. Additionally, an inception meeting was organized to allow the draft policy to be reviewed by the stakeholders who served as respondents during the data collection exercise. Their inputs were incorporated in the final policy document.

### **1.3.1 Review of Documents**

A number of documents were reviewed in order to gain an understanding of (i) security perimeters, security arrangement of other institutions of similar nature and how they are set to achieve the security objectives (ii) how security is reinforced and (iii) the prevailing security situation at the University of Dar es Salaam. This enabled the determination of the scope of security issues, which the University of Dar es Salaam should consider as part of the policy. Therefore, the following documents informed the University Security Policy and Operational Procedures.

- (i) The Constitution of the United Republic of Tanzania 1977 as amended from time to time
- (ii) The Police Force and Auxiliary Service Act 2002 [CAP 322]
- (iii) The National Defense Act 1970 [R.E. 2002] with its amendments

- (iv) The National Security Act 1970, Act No. 3 [CAP 47 R.E. 2002] with its amendments
- (v) The National Security Council Act 2010, Act No 8 of 2010
- (vi) Fire and Rescue Force Act 2008 [CAP 427]
- (vii) Final Report on the University of Dar es Salaam Operational Security Policy of 2000
- (viii) A Report on Assessment on Security Situation at the University of Dar es Salaam of 2011
- (ix) Makerere University Security Policy (draft) of 2018
- (x) Data Classification Policy (Western Michigan University) of 2014
- (xi) Oxford University Staff and Student Security Policy of 2015
- (xii) Ardhi University Physical Security Policy of 2016
- (xiii) The Auxiliary Police Force Regulations, 2009.

### 1.3.2 Interviews

A number of key personnel and groups of leaders of various organs of the University Dar es Salaam were interviewed. The following were interviewed: UDSM Police Officers; Commandant of the UDSM Auxiliary Police Unit; Supervisor of the SUMA JKT Guards at Magufuli Hostels; and representatives from UDASA, DARUSO and THTU. There were stakeholders from outside UDSM who were also consulted.

### 1.3.3 Data Analysis and Reporting

Qualitative analysis of data was conducted to capture relevant information to be incorporated in various sections of the Policy. Recommendations provided by the interviewees are adopted as integral parts of the Security Policy statements and Operational Procedures.

## **2. OBJECTIVES**

### **2.1. Main Objective**

The Main Objective of the UDSM Security Policy and Operational Procedures is to protect people, assets, and the University reputation from internal and external threats, and from accidents.

### **2.2. Specific Objectives**

- (i) To ensure physical security and safety of all students, staff and visitors at the University premises;
- (ii) To provide a holistic safe and secure working University environment;
- (iii) To provide guidance and education on good security practices and to maintain awareness of students and Staff to take all reasonable measures to ensure their own personal safety and security;
- (iv) To define authorities, responsibilities, and accountabilities for security at UDSM;
- (v) To identify key roles and personnel in promoting security in the University and within specific areas of the University to protect staff, students and assets;
- (vi) To ensure that the guidelines and operational procedures of the University Security Policy comply with relevant laws of the nation, policies and regulations;
- (vii) To set up/ enforce/ strengthen mechanisms/ procedures for implementing of security and safety at the University;
- (viii) To ensure that the University Management provides adequate budgetary allocation and or funding so as to provide basic financial support and facilities to personnel in the Auxiliary Police Unit and the UDSM Police Station;
- (ix) To eliminate unfavorable security environment impact to the key activities of the University;
- (x) To develop institutional security management and procedures in case of emergency situations such as fire and floods;
- (xi) To establish and apply ICT security mechanisms at the University;
- (xii) To outline the potential threats and risks and to recommend feasible security arrangements that may mitigate threats;
- (xiii) To establish new monitoring mechanisms of security at the University division/ unit level.
- (xiv) To promote overall security awareness, responsibilities and vigilance among the University students, staff and all users and residents in the University premises and;
- (xv) To facilitate the provision of adequate, effective and affordable operational security in order to maintain peace and protect the University community and properties.

### **3. SITUATION ANALYSIS**

#### **3.1. Current Security Status**

Since its inception, security has been a key element of the existence of the University of Dar es Salaam. This is clearly seen by the establishment of the Police Station by the Government and immediate declaration of the University of Dar es Salaam as a special area for policing under the Police Force and Auxiliary Services Act, 2002 Cap. 322. The University of Dar es Salaam has also been updating its policies and strategies for enhancing security of staff, property and infrastructure as needs arise. The security situation, in particular at the Mwalimu Julius Kambarage Nyerere Mlimani Campus, is stable to enable normal functioning of the University. Nevertheless, threats, risks and limitations and/or challenges still exist.

Given the changing circumstances of the University of Dar es Salaam over time, it is now time to review the current status on ensuring security at the University. The University needs to be regarded as a "vital installation", not a "special area", thus, the Police Station located at the University of Dar es Salaam needs to be classified as a Class "C" Police Station. This is due to the complexity and size of the population.

On the positive note, in the past five years various measures of updating security provisions have been adopted. A few of them include introduction of Closed Circuit Television Cameras (CCTV) in buildings and in parking lots, wearing of identity cards by staff and students, and the establishment of the UDSM Security Committee in 2016. This committee is organized at the level of University, units and in staff residences. This is in accordance of the Constitution of Tanzania which provides that security of the country is the responsibility of every citizen. At the University level, the Vice Chancellor is the Chairperson of the UDSM Security Committee while Principals, Deans and Directors chair Security Sub-committees in their respective units. Residents in each street choose a chairperson and secretary of the Security sub-committee. The University has also been more alert on measures against fire by increasing the number of fire extinguishers and servicing the existing ones in all buildings.

There are 89 static sentries that require 413 auxiliary police and security guards. There are 164 auxiliary police officers, making a shortfall of 249 auxiliary police officers and security guards. Working facilities such as radio calls, uniforms, vehicles and motorcycles are not adequate. There is also a shortage of office space.

### **3.2. Security Threats**

The existence of the Police Force and the Auxiliary Police Unit would ideally bolster security on campus. However, discussions with the officers of the Police Force and the Auxiliary Police Unit revealed that the two security organs do not always work harmoniously as per the Police Force and Auxiliary Service Act 2002, CAP 322. There is a great overlapping of roles between them which has resulted in non-arrest of potential crime suspects even when the reports are provided timely. There have also been cases where culprits arrested by the Auxiliary Police personnel are left scot free by the Police Officers who allege legal technical deficiencies on the part of the Auxiliary Police Officers. There is a feeling among the Police Force officers that security issues on campus are a responsibility of the Auxiliary Police Unit. On the other hand, Auxiliary Police officers assume that Police Officers have been abdicating their obligations.

Despite the milestones reached in strengthening security at UDSM, security threats, risks and challenges have continued to cloud the efforts made. There has been increasing fear by the University community from reported incidents of robberies, stealing of personal belongings, University property and other types of theft. Challenges and risks arise due to geographic and location factors, inadequacy in security personnel as well as the nature of the functions and the University community.

Some of the threats identified by stakeholders in interviews and also by previous reports include the following:

- (i) Unlimited access to the entry of office buildings, halls of residence and staff houses;
- (ii) Lack of security approved perimeter fences to allow single entry access. Only House Number One, Research Flats, College of Engineering and Technology, Directorate of Estates Services, Magufuli Students Hostel, Creative Arts, SJMC, CoICT, Mabibo Hostels and Kijitonyama Hostels are fenced;
- (iii) Increasing number of people in the University which include expanding student population over the years, staff, visitors and in some cases vendors, loiterers and the jobless;
- (iv) Installation of new buildings, technological sophistications and sensitive substances, example, nuclear in laboratories;
- (v) Increased incidences of theft of student property especially during University Examinations largely due to inadequate storage facilities;
- (vi) Altering of the initial architectural designs of windows and doors which have been modified or grills have been added to counteract acts of burglary and theft of property but minimizing the golden chance of evacuation in case of hazards and disasters;

- (vii) Presence of many service providers and employers of cleaning and security companies who are partially or not vetted or recorded with the Auxiliary Police Unit;
- (viii) Most of the doors are not strong to the extent of averting easy breakage as they are flush doors with mortise locks and padlocks, which are not security recommended. These mortise locks and padlocks can be easily opened as the configuration of the keys is on short range;
- (ix) There is no proper control system of key access for offices with multiple users;
- (x) There is no electronic staff and student registers in units, central administration building, lecture theatres and other offices, making it difficult to ascertain who is there at any particular time;
- (xi) Lack of regulation on possession of offensive weapons on campus;
- (xii) Overcrowding of students in halls of residence;
- (xiii) Poorly illuminated streets at night due to inadequate lighting. There are no strategic security floodlights and bulkhead fittings in most at the halls of residence areas, streets and paths;
- (xiv) Presence of thick bushes in the proximity of halls of residence, staff houses and offices;
- (xv) Use of drugs and illegal substances;
- (xvi) Inadequate support from the UDSM Police Station, leading to charges missing merits in the courts of law;
- (xvii) Increasing traffic within University roads compromising its management;
- (xviii) Lack of fire assembly points, fire escape routes and doors;
- (xix) Lack of and poor maintenance of fire extinguishers; poor preparedness in case of major security incidences;
- (xx) Health risks given the complexity of the community in case of disease outbreaks, eg. Cholera, TB, Dengue and Ebola;
- (xxi) Inadequate education on security issues and lack of security mindset;
- (xxii) Ecological threats given the surrounding environment having thick bushes and wildlife.

### **3.3. Security Organs**

There are two legally recognized security organs at the University: the Police Force under the Ministry of Home Affairs and the Auxiliary Police Unit of the University of Dar es Salaam. In addition the University has been outsourcing security services from private security companies.

### 3.3.1. Police Force Station

This is a police station serving the wide public including the University. It was established in accordance with Part III, Section 8 of Auxiliary Police Act Cap 262; Sup. 62, which states as that "The Commissioner shall ensure that a sufficient number of police stations are established and maintained in every special area so that persons arrested by auxiliary police officers may be brought before a member of the Tanzania Police Force without delay." Its major work is to facilitate reported criminal events by processing them for court proceedings. Police officers at the police station are not accountable to the University authorities, rather to the Inspector General of Police. The Police officers at the UDSM Police Station rarely engage in patrols of the University campus or collaborate with the Auxiliary Police Unit unless a prior arrangement is made.

### 3.3.2. Auxiliary Police Unit

The Auxiliary Police Force at the UDSM has been established in accordance with the Auxiliary Police Force Act Cap. 262; 62 which provides for the establishment of an Auxiliary Police Force to operate in the University of Dar es Salaam as a special area. The major task of the University Auxiliary Police Unit is to maintain order and protect property of the University. Pursuant to Act No. 19 of 1969 assented to by the President on 10<sup>th</sup> April, 1969 and enacted on 11<sup>th</sup> April, 1969; section 6 of the Auxiliary Police Force Act was repealed and replaced by the following: "where the President is satisfied that an undertaking (University in this case) is engaged in any activity for commercial, industrial, agriculture, pasture, building or mining development of the United Republic, or any area of the United Republic or any other development whatsoever of the United Republic, or any area of United Republic, special provision should be made for policing the area where such development is taking place, the President may on the request of such undertaking, by notice of the Gazette, declare such area or part thereof to be a special area for the purpose of this Act."

### 3.3.3. Private Security Companies

Apart from the Police Station and Auxiliary Police, the University has engaged a number of private security firms to guard students' hostels and other University properties. Terms and conditions of their engagement are stipulated in the contracts they sign with the University Management. Residents in the various streets of the University also singly or jointly engage security companies or guards to bolster security in their neighbourhoods. The University Management has issued directives on how such arrangements have to be undertaken.

## **4. SCOPE AND POLICY STATEMENTS**

### **4.1 Scope**

This policy determines the roles, responsibilities or requirements for the following:

- i. Security staff
- ii. Personal security
- iii. Buildings and premises security
- iv. Property security
- v. ICT security
- vi. Physical and electronic key control
- vii. Incident reporting
- viii. Vehicles and machine movements
- ix. University community identification
- x. Physical transfers of cash
- xi. Purchase of security systems, products and services
- xii. University data and documents
- xiii. Damage and loss of properties.

### **4.2 Policy Statements**

#### **4.2.1: Security Staff**

Security staff include anybody in the service of security organs found at the University of Dar es Salaam: the Auxiliary Police Unit, Police Force and Private Security Companies. The primary responsibility of a security staff is to observe, report and monitor misconducts and any issues of safety and security in relation to University community or property. The Auxiliary Police Unit has a primary responsibility of ensuring security and safety of the University, its people and property. Among others the Auxiliary Police Unit will be responsible for:

- i. using all necessary means to ensure peace and tranquillity within the campus as prescribed under the law.
- ii. assessing the performance of private security companies on a periodic basis.
- iii. supervision of vetting of all security guards employed by University staff and ensuring that they are performing their duties as expected and as per the agreed schedule
- iv. supervision of vetting of all service provider personnel to verify if they do not have any criminal record
- v. ensure orderly performance of University business by controlling movements of vehicles and people within the University premises

- vi. providing support and crowd control measures during important University functions such as graduation and valedictory and investiture ceremonies
- vii. providing security to University top management leaders.

#### 4.2.2: Personal Security

Staff and students will make themselves aware of all University security procedures relating to their activities and will follow them to the best of their abilities. Staff and students shall take reasonable precautions to ensure their own personal safety and the safety of their personal belongings whilst at the University and on their way in and out. The Auxiliary Police Unit will provide information and support to assist staff and students in protecting their personal safety and belongings.

#### 4.2.3: Buildings and Premises Security

Access to University facilities and premises is a privilege and must be controlled to protect the security of University assets. Access privileges to facilities are temporary and may be revoked immediately by appropriate authorities following assessment of the security situation at any obtaining time. The Auxiliary Police Unit is responsible for determining and implementing adequate perimeter security systems for all buildings on University Property. The Auxiliary Police Unit is responsible for securing the external perimeter of all University buildings and premises. Building occupants and leaders of units shall ensure that unauthorised access to rooms and buildings under their control is prevented in line with the relevant security procedures. All physical access to University property shall be controlled in accordance with the University procedures, with access to such property granted on the basis of identified need for members of the University community. The Auxiliary Police Unit shall make sure that University property is not shifted to any building in or outside, save only when permit has been provided.

#### 4.2.4: Property Security

Leaders of units and building occupants are responsible for securing all University property located within areas under their control (e.g. equipment, materials, records, furniture) to prevent undetected access, removal or damage. The central University administration is custodian of all University property and shall ensure that University property is secure and safe at all times.

Students shall be required to deposit their properties at designated places during University Examinations for safe keeping.

#### 4.2.5: ICT Security

The University of Dar es Salaam is committed to the operation of a policy framework that supports the secure management of ICT assets and the reduction of ICT security incidents that impact on the confidentiality, integrity and availability of information housed in the University's Information Systems. UDSM has ICT Policy of 2006 and ICT Security Policy of 2015, which address the ICT issues at the University in detail.

#### 4.2.6: Physical and Electronic Key Control

The control and issue of keys, access devices and locking mechanisms for use by University staff, students and other authorised persons shall be managed to minimise the risk of unauthorised access. A properly vetted administrator of a particular unit shall manage Master and Service Keys centrally. All electronic access cards that provide access to University property shall be managed in accordance with the Property Access Control Procedures. All keys shall be managed in accordance with the Key Management Procedures. The IT Manager shall prepare and monitor the Key Management Procedures. UDSM units should device sophisticated technological access to University buildings.

#### 4.2.7: Incident Reporting

All security incidents are to be reported to the Auxiliary Police Unit. Details of all security incidents are to be recorded at the Police Station/Auxiliary Police Station. The Auxiliary Police and the Police officers shall work in tandem to ensure prosecution in the courts of law of incidents that have criminal elements.

#### 4.2.8: Vehicle and Machinery Movements

Vehicle and machinery movements will be permitted in accordance with the laws of the country. The University shall put measures to control parking of vehicles of non-UDSM community members.

#### 4.2.9: University Community Identification

Staff and students must wear their UDSM identification card or any other identity that UDSM management will prefer at all times when in offices, classrooms, or while visiting a restricted area. Staff, students and service providers identity cards should be digitalized and technological measures be institutionalized to enforce their use throughout the University. Staff and students must produce their UDSM identification card upon request by an authorised person. Contractors and service providers working within the University shall sign in at the Auxiliary Police Force at UDSM or main reception area or other locations as may be determined on arrival each day, obtain and display a temporary identification badge for the duration of their stay, and return the

badge and any keys to the Auxiliary Police Unit or relevant reception area upon signing out.

#### 4.2.10: Physical Transfers of Cash

Physical transfers of cash between University buildings or between University buildings and non-University locations shall be conducted as per financial rules and regulations and in any case shall not occur unescorted. The Auxiliary Police Unit and the Police Force at UDSM shall provide guidance and support in relation to such matters.

#### 4.2.11: Purchase and Installation of Security Systems

All matters relating to the purchase or installation of security systems, products, or services for use at UDSM by staff shall, in the first instance, be referred to the IT Manager. The IT Manager shall ensure that all security systems, products and services comply with the prevailing standards prior to approval for their procurement.

#### 4.2.12: University Data and Documents

Data must be maintained in a secure, accurate, and reliable manner and be readily available for authorized use. Data security measures will be implemented commensurate with the value, sensitivity, and risk involved. Obsolete data or any data that needs to be disposed of will be managed in accordance with UDSM Records Management Policy, 2018.

#### 4.2.13: Damage and Loss of Properties

All damage to or loss of University-owned property is to be reported immediately at the next level of authority for appropriate action.

The University is not liable for loss of, or damage to, personal property occurring on University premises unless such loss or damage is a direct result of University negligence and not the result of fault or negligence on the part of the owner.

The University is not liable:

- (i) For the theft of personal property left in a staff member's vehicle parked neither in unsecured a University lot, nor for the loss of or damage to a vehicle parked in unsecured places.
- (ii) For the theft of money or valuables left in a staff member's desk, office, or work area.
- (iii) This part does not preclude terms and conditions provided in specific contracts with private security companies.

## **5. OPERATIONAL PROCEDURES**

### **5.1 Security Enforcement**

Safety and security of UDSM, people and its property is a primary responsibility of all members of the community. Security organs at UDSM such as the Police Force and the Auxiliary Police Unit will have a duty to assist in ensuring law, order and safety of people and their property. The UDSM Auxiliary Police Unit shall operate under the following conditions:

- (i) The Auxiliary Police Unit shall have the primary responsibility of protecting and safeguarding people and property at the UDSM;
- (ii) The Commandant shall be assisted by a number of subordinate officers as may be deemed fit by the University management;
- (iii) The Commandant shall be appointed by the Vice Chancellor;
- (iv) The Vice Chancellor shall determine the terms of reference of the Commandant;
- (v) The Commandant shall report and be responsible to the Vice Chancellor through the Deputy Vice Chancellor, Administration for performance of his/her duty;
- (vi) Specialized Security Zones shall be established and enforced to bring closer to the stakeholders the security services of patrol policing and communication as determined by the Auxiliary Police Unit;
- (vii) The University shall undertake a special programme of in-service training of all security staff to ensure that their professional skills are enhanced.
- (viii) Service providers and any staff who wishes to engage private security guards, house and any other attendants must first get approval of the Deputy Vice Chancellor-Administration, then vetted and recorded by the Commandant, Auxiliary Police Unit before they commence their jobs. The vetting shall include, taking of their recent photographs, finger prints, short history of their background and shall have two referees - one being a near relative known by competent authorities e.g. local government and another reference being the University staff. The private guards shall sign a precept of allegiance before security clearance is given. Training shall be conducted to test their guarding capacities and vigilance capabilities.

### **5.2 Physical Security**

Physical security covers people, fixed assets in the form of land, buildings, furniture, machinery, IT and telecommunications systems, research/scientific equipment and other items. All leaders of University units and administrative officers are responsible for the care or custody of fixed assets owned or leased by the University or mobile

property/equipment for which the University has a contractual obligation to protect against loss. Individual colleges, schools, institutes and departments, or units that have been entrusted with the care or custody of fixed assets have ultimate financial responsibility for such assets.

Members of the University community are advised to take precautions and guard against theft or damage by keeping their property secure at all times when using personal items on campus.

Any damage or loss of University or personal property must be immediately reported at the Auxiliary Police Unit to allow investigation and possible recovery.

An environment of security awareness shall be related among the University staff and students in order for them to be extra vigilant and to assist the Auxiliary Police Unit and other security organs at the University to perform their responsibility of maintaining order and protecting property. Intensive security awareness shall be conducted regularly and shall be organized at all levels from the central administration to unit levels, to keep pace with the changing nature of security threats.

University Management and leaders in various units shall endeavor to provide security awareness programmes including but not limited to, use of fire extinguishers, assembling to fire assembly points, how to escape from various hazards, recognition of different security alarms, and reporting of suspicious incidents. UDSM shall promote security awareness by using various means of communication such as leaflets, public announcements and social media.

The University shall ensure that appropriate smoke detectors, fire and security alarms are installed in all staff quarters, offices and buildings.

Necessary steps in case of University property loss, damage or theft are as follows:

- (i) Immediate measures to protect the University property from further damage.
- (ii) In the case of theft or vandalism, contact the Police to report the incident and obtain a case number.
- (iii) Take pictures of damaged items and/or property if possible.
- (iv) Obtain a narrative memo or written statement from the person who is responsible for the property. This memo should provide only factual information including location of the property, name of person responsible for property and who and when the loss was first discovered.

- (v) Make a complete list of all damaged items (including make, model, and serial number).
- (vi) Obtain copies of the original purchasing documents, i.e., campus orders, purchase orders, or invoices which shows original cost, date of purchase, and purchase source.
- (vii) Inquire and document the possible repair of the equipment. If practical, repair equipment or replace only damaged parts of equipment.
- (viii) Place any University property that is damaged beyond repair and being replaced in a safe location for proper disposal as per the regulations.

In line with available ICT policy and practice, UDSM and laws of the land, the University shall ensure that its core functions are ICT compliant. UDSM shall ensure that each student, academic, administrative and technical staff has an institutional e-mail address, following a uniform and consistent format that shall be constructed with the assistance of the IT Unit. All official communications shall be through this e-mail. UDSM will also provide measures to guard against malware attacks and data loss and corruption for any ill-intentioned motive.

In order to ensure safety of property UDSM shall ensure that:

- i. all visitors carrying their own computer hardware and other property shall register them at the reception and collect them on leaving.
- ii. all staff leaving their offices shall ensure that the doors are locked, windows are closed and fans and air conditioners and computers and lights are switched off.
- iii. fire door and fire exit signs shall be installed and shown to allow easy evacuation in case of fire calamity.
- iv. library magnetized electronic user card shall be introduced to each registered user of the library.
- v. all assets of UDSM shall be marked and an inventory shall be made in all offices.
- vi. the movement of assets from one department to another shall be controlled and documented.
- vii. students' property during University Examinations is safely stored.

### **5.3 Data Management**

In handling data and documents the following procedures must be observed by all responsible persons at all levels and in different University units:

- (i) the University, rather than any individual or unit, owns all data.
- (ii) every data source must have a defined custodian who has overall responsibility for its accuracy, integrity, and security.

- (iii) data should only be collected for a specific and documented purpose.
- (iv) data must be readily available to those with a legitimate academic or administrative need.
- (v) data capture, validation and processing should be automated wherever possible.
- (vi) data must be recorded as accurately and completely as possible, by the most informed source, as close as possible to their point of creation, and in an electronic form at the earliest opportunity.
- (vii) data should be recorded and managed over time in an auditable and traceable manner.
- (viii) data must be protected from unauthorized access and modification.
- (ix) data structures must be under strict change control, so that the various business and system implications of any change can be properly managed.

#### **5.4 Access Control**

In order to straighten the control of internal access within the staff housing quarters, academic buildings and students' halls of residences, it is recommend that the University should consider instituting the following measures:

- (i) thick bushes close to the staff housing quarters, offices and students halls of residences shall be cleared at least 50 metres away from the buildings and residential premises ;
- (ii) ground floor windows and doors shall be reinforced with burglary proof structures. The mortise locks and padlocks shall be changed to those approved to be security appropriate;
- (iii) appropriate security lighting system shall be installed in all places in the University including students halls of residences, main entrances to the University, key street paths to main buildings, academic, administrative buildings, car parks, sports grounds, staff quarters and streets;
- (iv) a perimeter wall shall be erected across the boundaries of UDSM land to bar unauthorized entries and trespassing of the property. Modalities will be put in place of appropriate materials to be used in specific locations. Some strategic UDSM premises including staff residential quarters, students halls of residence and offices shall be fenced with appropriate security approved materials to facilitate restricted guarded gate entries;
- (v) street vendors shall be restricted from roaming in the University premises, especially in staff house, halls of residences, and academic and administrative areas. Penalties shall be instituted against those caught contravening the regulation.
- (vi) security approved doors with electronic and magnetic cardkeys shall be installed in all key offices, including those of top University Management, Departments,

- halls of residence, in order to avoid forging, duplication and limit unwanted access in buildings and offices.
- (vii) closed circuit television cameras should be installed in all key and strategic areas, including UDSM main entrances, entrances to main buildings and lecture theaters.
  - (viii) electronic attendance registers will be introduced in all units to replace the manual registers. All staff and students will be required to use them to verify attendance in offices and classes, respectively.
  - (ix) electronics gates should be installed in UDSM main entrances.
  - (x) communication among units in the UDSM premises should be developed and or enhanced. This includes providing radio calls and telephone for security officers especially in main entrances.

### **5.5 Incident Reporting**

All security incidents are to be reported to the Auxiliary Police Unit. Details of all security incidents are to be recorded at the Police Station/ Auxiliary Police Unit. The Auxiliary Police and the Police officers shall work closely to ensure prosecution of incidents that have criminal elements. As much as possible the Police Force shall ensure proper filing of cases and shall have the interest of the University at heart when dealing with such cases in the courts of law. The Auxiliary Police Unit and the Police Force officers stationed at the UDSM Police station shall have a responsibility of reporting frequently all such cases to the Vice Chancellor and University Management as agreed.

### **5.6 Control of Vehicles and Machine Movements**

In order to control increased movement of vehicles and machines on University roads and premises the University should adopt a number of measures, including:

- (i) mandatory checks of all vehicles using the University roads;
- (ii) provision of stickers or any other appropriate identification to be used by all UDSM staff owned cars;
- (iii) introduction of controlled parking system in the parking lots by introducing electric gates with card access at the main entrance gates;
- (iv) Instituting minimum safety standards for commuter buses plying the University roads, including restricting vehicles that are not roadworthy;
- (v) Motorcycles and motor tricycles shall not be allowed to operate in UDSM roads unless approved by relevant organs.

## **5.7 Identification of University Community Members and Visitors**

In order to control movement of people, the University Management shall be required to adopt the following measures:

- (i) Staff and students identity cards shall be introduced and shall be worn when in the University compound. Staff and students shall have identity cards with different colour for ease of identification. The identity cards shall be signed by the Deputy Vice Chancellor-Administration in case of staff, and Dean of Students in case of students. The identity cards shall bear barcodes that are machine-readable.
- (ii) Visitors' pass shall be introduced at the receptions of each college, school, directorate, department, bureau, etc. The visitors' pass shall be displayed by the visitor during the entire period of the visit in the building and shall be returned to the reception when signing off.
- (iii) Student accommodation passes shall be introduced in every hall of residence and hostel and shall be displayed and shown at the reception when entering the hall or hostels. The colour of passes shall vary to differentiate halls and shall be signed by the Manager of University Accommodation Bureau.
- (iv) Students' accommodation rules and regulations shall be reviewed. These shall be part of the accommodation agreement to be signed by every student who secures a University accommodation from the University Students' Accommodation Bureau.
- (v) Recreation centers in Halls of Residences and Hostels shall be established to allow the guests meet their host.

## **6. ADMINISTRATIVE STRUCTURE**

### **6.1 Security Responsibilities**

The UDSM shall employ and deploy security staff as provided for by the Auxiliary Police Act and through periodic assessment of security needs. Security staff at UDSM will include the Police officers, Auxiliary Police Officers and security guards from private security companies that have a formal arrangement with the University. All Security Staff shall be answerable to the Vice Chancellor through the Deputy Vice Chancellor-Administration assisted by the Commandant, Auxiliary Police Unit. The Directorate of Social Services shall also provide coordination in certain security matters.

All issues of security and safety of the University and its people are a responsibility of all members of the community. In order to fully and effectively deal with increased incidents of insecurity, management of security policy will follow the administrative structure of the UDSM from top management, units and residential areas. At the University level there shall be a UDSM Security Committee which shall be responsible for dealing with security issues in their entirety.

### **6.2 Composition of the UDSM Security Committee**

The current UDSM Security Committee shall be composed of the following members:

- (i) Vice Chancellor (Chairperson)
- (ii) Deputy Vice Chancellor-Administration (Secretary)
- (iii) Deputy Vice Chancellor-Academic
- (iv) Deputy Vice Chancellor-Research
- (v) Chief Corporate Counsel and Secretary to Council
- (vi) Officer Commanding Station (OCS), UDSM Police Station
- (vii) Commandant, Auxiliary Police Unit, UDSM
- (viii) Chairperson Local Government of UDSM
- (ix) Dean of Students
- (x) Director of Social Services
- (xi) Director of Human Resource and Administration
- (xii) Director of Planning, Development and Investment
- (xiii) Director of Estates Services
- (xiv) ICT Manager
- (xv) UDASA representative
- (xvi) Trade Union Representative
- (xvii) DARUSO Representative
- (xviii) Appointee of the Vice Chancellor who shall advise on security matters.

Where necessary the following officials may be invited:

- i. Director, Office of the Vice Chancellor
- ii. Medical Officer in Charge, UDSM Health Centre
- iii. Public Relations Officer.

#### 6.2.1 Meetings of the UDSM Security Committee

The UDSM Security Committee shall hold its meetings on a quarterly basis. Special meetings may be organized as and when necessary.

#### 6.2.2 Responsibilities of the UDSM Security Committee

- (i) receiving security reports from the Auxiliary Police Unit, UDSM Security Sub-committees, groups or individuals, discussing them and advising UDSM Management accordingly;
- (ii) reviewing or recommending various strategies of strengthening the security situation of the University;
- (iii) monitoring compliance of laws of the country and University rules, laws and guidelines for the purpose of controlling and preventing crime emanating from disobedience of laws;
- (iv) establishing and facilitating functioning of UDSM Security Sub-committees in academic and administrative units and residential areas;
- (v) assessing the security situation within a quarter, strategizing and communicating to the public wherever necessary;
- (vi) receiving, discussing and advising on any security and safety matter concerning the UDSM.

#### 6.2.3 Reports of the Security Committee

Reports of the UDSM Security Committee shall be presented to the Workers' Council (save for confidential security strategies) and finally to the University Council as "Matters from the University Management". Parts of the security reports will also form a component of the Vice Chancellor's report to the Council.

#### 6.2.4 UDSM Security Sub-Committees

UDSM Security Sub-Committees shall be established in every academic unit (college, school and institute) and every UDSM street in residential areas as identified by the UDSM Security Committee. UDSM Security Sub-Committee shall draw their mandate from the UDSM Security Committee. UDSM-Security Sub-Committee shall meet quarterly and shall forward their report to the Directorate of Social Services. Principals, Deans and Directors shall be chairpersons of UDSM Security Sub-Committees in their respective units. Residents in their respective streets shall select their chairperson and secretary and shall meet on a regular basis to discuss security matters in their streets.

## 7. POLICY IMPLEMENTATION, MONITORING AND REVIEW

### **7.1 Implementation**

This policy provides a general guide to the process of monitoring and evaluating security in all aspects of UDSM operations. The policy includes operational procedures and shall come in force immediately upon approval by the Council of the University of Dar es Salaam and shall remain valid until when it has been revoked by the same authority. It is the duty of the UDSM Security Committee to constantly monitor the implementation of this policy.

### **7.2 Monitoring and Review**

This policy shall be subjected to constant monitoring of progress of its implementation. Some provisions of the policy require substantial resources from the University and the general community. Given the changing circumstances under which the University operates, this document is subject to periodic reviews and alterations. Whenever such alterations happen, the revised version of the document shall take precedence over the previous one.

In the event that any statement in the policy provision is outdated or a need to introduce a new statement arises as a result of the changing environment or any other reason, such statements may be changed or modified at the direction and approval of the Council of the University of Dar es Salaam. The policy shall be subjected to review after five years from the date of commencement of its effective implementation.