



UNIVERSITY
OF
JOHANNESBURG

UJ PROTECTION SERVICES

PS SOP & Policy Awareness



Access

Access to Campus - No Card, No Access

- Nobody may enter UJ premises without an authorized officer's permission. To grant permission, an authorized officer may demand from the person concerned that they furnish their name, address, and any other relevant information the authorized officer requires.
- To the satisfaction of the authorized officer, furnish proof of their identity, which may include identification using appropriate biometric particulars and verification of such details.
- Declare whether they have any dangerous object in their possession or safekeeping.
- In the case of the premises of the UJ or a vehicle entering or leaving the premises, be searched by an authorized officer.
- The central university credential (CUC) is required to access and egress UJ property.
- No personal CUC is transferable, and anyone who makes their personal CUC available to another person will forfeit their CUC.

A CUC will also be forfeited if an attempt is made to grant another person access to any premises of the UJ.

CUC Credentials

- Details of all credentials holders are captured on the official information system.
- All credentials display a photograph of the person, staff or student number.
- All credentials indicate the category type.

Except for authorized access as per the Access Control Policy, anybody is guilty of a criminal offense if, without authorization or permission, they trespass or are present on any premises.

Access To Campus – Authorised Officers

- Do not declare or furnish false information or conceal an essential fact from an Authorised officer.
- Do not misrepresent yourself as an authorized officer.
- No one should impede, obstruct, or resist an authorized officer in performing their duty or interfere with such officer.

Access to Campus: Visitors/Contractors/ Deliveries/Courier

- Occasional visitors and guests will be provided proof of occasional authorization that grants access authorization only once.
- An authorized officer may recall or change any conditional access authorization.
- Such conditions may include that access be granted only in a restricted way to specific subsections of premises or specific persons or categories of persons on or on the premises, the duration of their presence on the premises, and the accompaniment of the person concerned.
At the same time, they are on the premises and other requirements they may deem necessary.
- Where the proof of access assumes the form of a formal invitation to the relevant function or occasion, arrangements are made beforehand by the host with Protection Services about the access gate that the guests will use and where they may park their vehicles exclusively on presenting the relevant invitation.
- In cases where the access of this category of guests relates to occupants of residences, the authorization is granted in consultation with the house committee and residence warden concerned by the applicable house rules.



Firearms and Dangerous Weapons

Do's

- If any person (except for an authorised member of a duly organised law enforcement agency) arrives at an access control point on any premises of UJ with a firearm in his/her possession, it must be declared to the Security Officer on duty at the access control point or to the Control Room Officer on duty at Protection Services on the specific campus.
- Firearms must be handed in for safekeeping at the Protection Services Controll Room on each respective campus.

Dont's

- Weapons may not be locked away in employees' offices or anywhere else other than the officially sanctioned places of safekeeping.
- The outline of what is classified as "dangerous weapons" can be found in the "Dangerous Weapons Act 15 of 2013" or all applicable legislation at the time.
- Individuals found in possession of dangerous weapons on UJ premises will have such weapons confiscated forthwith by Protection Services and handed over to SAPS, or a person found on UJ premises with a firearm in his/her possession will be asked to leave the premises immediately or hand in his/her firearm at Protection Services.

Refusal failure to comply with the UJ Firearms Policy

- UJ will deny access to any person refusing to comply with its firearm policy under the rights granted by the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985) and the Trespass Act No. 6 of 1959.
- Employees and students who refuse to comply with the UJ firearm policy will be dealt with according to UJ disciplinary codes.



Lost and Found Property

Employees, students and visitors

- are responsible for the care and safekeeping of their personal property.
- are expected to make use of provided safekeeping facilities for personal property at the Campus Safekeeping venues.

Lost property

- All personal property items reported lost or missing shall be recorded by the appropriate Property Control Officer.
- The Property Control Officer will first refer to the lost and found property inventory to determine whether the property is currently listed in the inventory.
- If the property item reported lost or missing has not yet been listed, the Property Control Officer will ask the complainant whether he/she would like the information to be logged into the lost property register.
- If the complainant agrees to have the information logged into the lost property register, the Property Control Officer will legibly fill out the appropriate information in the lost property register.
- The Property Control Officer will advise the complainant that a Protection Services employee will contact him/her if the property is handed in.

Found Property Definition.

- Any abandoned personal property items (valuable or non-valuable) recovered and subsequently turned in by a staff member, a guest, a visitor, or a student at the UJ to the respective campus Protection Services office.
- All lost or abandoned personal property items recovered and subsequently turned in to Protection Services shall only be received by a Property Control Officer, Shift Manager or Control Room operator after-hours (after 18h00).

NOTE: Should any question arise as to ownership or identity, the Campus Manager, Protection Services must be notified prior to the release of the property item.



Traffic and Parking Guide

Parking on campus is restricted to vehicles displaying a valid CUC (Central University Card) or visitor's permit.

- The covered parking bays are reserved for staff who have contacted the Campus Traffic officer.
- A limited number of parking bays on the various campuses are available for visitors and visiting staff from other campuses.
- All the parking rules made by the University authorities regarding the reservation of staff parking apply throughout the

year. They are always reserved throughout the year and for such other periods as may be determined.

- Bays for people with disabilities are always reserved for them; do not block or park on disabled parking without the supporting disc.

The following rules should be adhered to.

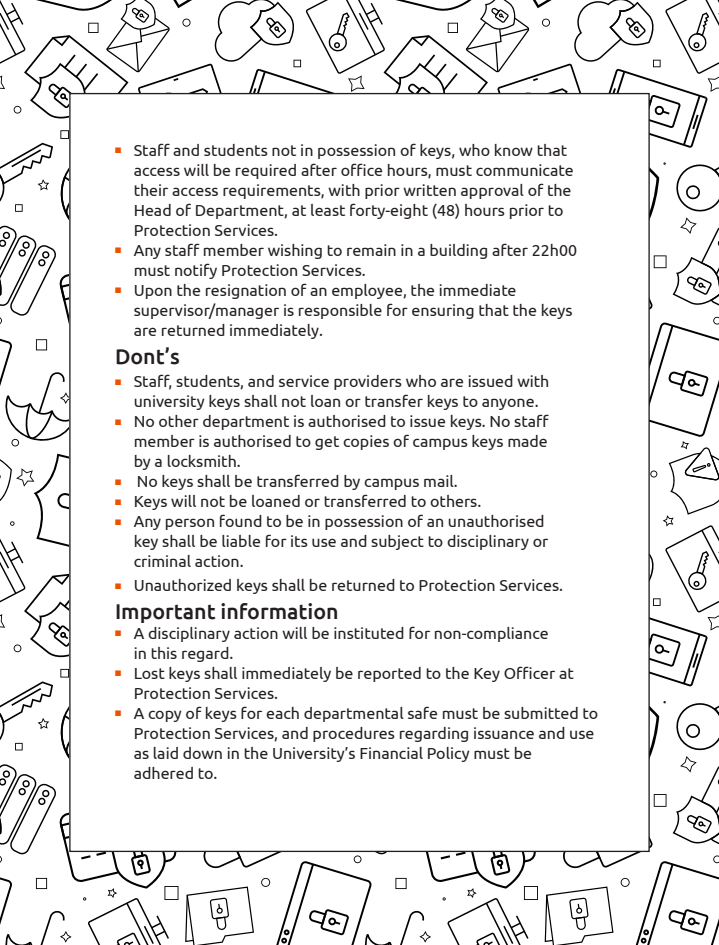
- Do not exceed the indicated speed limit.
- Do not drive a university vehicle without a valid driver's license.
- Do not drive in a reckless or negligent manner.
- Do not drive under the influence of intoxicating liquor or substances.
- Do not damage or try to remove a wheel clamp or similar device; a fine of R100 is payable to the Traffic Officer at Protection Services for them to remove the wheel clamps.
- Do not obstruct or park on reserved, specially marked or no parking zones.
- No staff member is allowed to abuse the Traffic Officer physically or verbally; this will lead to disciplinary and criminal proceedings.
- All staff must always observe all traffic rules, signs, and notices.



University Keys and Locks

Do's

- Staff members requiring access to buildings and rooms must request the keys through their Head of Department or a Senior Manager.
- Staff members not in possession of keys who require access to buildings or rooms after hours must contact Protection Services.
- Should access be required to a room belonging to a staff member other than the staff member requesting access, the permission of the occupier or his/her Head of Department must be acquired.

- 
- Staff and students not in possession of keys, who know that access will be required after office hours, must communicate their access requirements, with prior written approval of the Head of Department, at least forty-eight (48) hours prior to Protection Services.
 - Any staff member wishing to remain in a building after 22h00 must notify Protection Services.
 - Upon the resignation of an employee, the immediate supervisor/manager is responsible for ensuring that the keys are returned immediately.

Dont's

- Staff, students, and service providers who are issued with university keys shall not loan or transfer keys to anyone.
- No other department is authorised to issue keys. No staff member is authorised to get copies of campus keys made by a locksmith.
- No keys shall be transferred by campus mail.
- Keys will not be loaned or transferred to others.
- Any person found to be in possession of an unauthorised key shall be liable for its use and subject to disciplinary or criminal action.
- Unauthorized keys shall be returned to Protection Services.

Important information

- A disciplinary action will be instituted for non-compliance in this regard.
- Lost keys shall immediately be reported to the Key Officer at Protection Services.
- A copy of keys for each departmental safe must be submitted to Protection Services, and procedures regarding issuance and use as laid down in the University's Financial Policy must be adhered to.

Contact details

PHYSICAL ADDRESS	TELEPHONE NUMBER
APK Protection Services C/of Kingsway and University Road Auckland Park Library Bridge Cellar Ground floor	011 559 2555
DFC Protection Services 37 Nind street Doornfontein 2028 Ground floor Office G01	011 559 6085
SWC Protection Services Chris Hani Road Soweto Administration Building Block D (uKhamba) Ground floor Office ADD 119	011 559 5555
APB Protection Services 15 Bunting road Cottesloe Protection Services Building 1st floor Office 102	011 559 1312

