



The University of
Nottingham

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Security Section

Annual Report 2013/2014

www.nottingham.ac.uk/estates/security

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Executive Summary

This annual report has been prepared to reflect the activities associated with the Estates Security Section during the Academic Year 2013/14 for which purpose the period 1 August 2013 to 31 July 2014 has been used.

There has been an increase of 47 crimes (27%) with a total of 221 crimes for this Academic Year, against 174 crimes the previous year. Whilst this is disappointing it is not surprising given the decrease of 135 crimes (43.6%) in the previous year. Crime levels do however, continue to remain low in comparison with levels over the last decade with reported crime in previous years exceeding 1,000 crimes.

Pedal cycle crime accounts for over 50% of the reported crime and despite concerted efforts to reduce this type of crime, described later in this report, we continue to experience real problems in this area. Of particular note is a reduction in dwelling burglaries (student residences) with only 3 burglaries this year in comparison with 15 the previous year and a previous high of 130 some years ago.



Despite an increase in crime our Campuses still remain safer than they have been in the past and these low crime levels have been achieved in an environment of continued expansion of our sites, whilst still retaining an all-important open Campus environment for our visitors to enjoy. The presence of in-house uniformed Security staff at all times, the provision of special operations (covert measures) and other crime prevention initiatives all continue to serve as a major deterrent to the criminal element.

In recognition of the sustained efforts to reduce crime, in April 2014, the Special Operations Team was successful in securing an award for 'Security Initiative of the Year'. This award was presented by the Association of University Chief Security Officers at an annual awards ceremony in London.

Crime figures for the Nottinghamshire Police area show no increase in crime for a comparable period with 66,913 crimes being recorded in each of the last two years.

The University Car Parking Charges Scheme is now in the third year of operation. There were no major changes to the Scheme, apart from a slight increase in charges. Car parking space availability and congestion has remained topical during the tram works, resulting in additional staff parking provision to compensate for losses and additional signage and the deployment of Security staff to reduce congestion.

We will continue to concentrate on crime prevention and reduction initiatives, especially efforts to further reduce pedal cycle thefts, with a view to ensuring that all staff, students and visitors feel as safe and secure as possible. We will also continue to do everything possible to enhance the customer service interface for visitors to our Campuses.

Gary Stevens
Head of Security, September 2014

Summary of Role and Achievements of Security at The University of Nottingham:

Crime, an increase of 47 crimes (27%), with 221 crimes in 2013/14 against 174 crimes in 2012/13. Crime is still over 70% lower than a decade ago.

Pedal Cycle Crime, an increase of 36 crimes (47.4%), with 112 pedal cycles stolen in 2013/14 against 76 in 2012/13. This crime continues to be the highest crime on our sites, despite various robust initiatives.

Events, the Security Section has been committed to a number of events, including University Open Days, UCAS and School Open Days, Summer and Winter Graduations, Student Registration, Freshers and International Welcome week. This year also saw Rt Hon Ed Milliband visit Jubilee Campus.

Student Discipline, 215 students were reported to Security for breaches of the Code of Discipline for Students during the year, slightly lower this year with a decrease of 52 over last year's figure of 267. The Compliance & Investigations Manager, appointed in January 2013, has now experienced a full year of dealing with student disciplines. The postholder continues to have a positive impact in this area and is dealing with the bulk of routine student discipline investigations, allowing Security Management to concentrate on strategic responsibilities.

Special Operations (Covert Security), this initiative continues to be successful, directly resulting in 51 persons being apprehended and 165 persons being challenged during the year on our property in relation to crimes committed and suspicious activity.

Trespass Notices, to date 37 notices have been issued to exclude persons from University sites who have been involved in criminal activity, anti-social behaviour or disruption of University activities. This is supported by the issue of anti-social behaviour orders by the Courts against repeat offenders, also resulting in numerous criminals being banned from University sites.

CCTV installations, there are now 382 installations at the University, an increase of 20 over last year. The CCTV provision is reviewed on a regular basis and details of recent installations are included later in this report.

Crime Prevention Initiatives, these continue such as Smartwater property marking, advice at Freshers Fayre, crime prevention talks and surveys, with the full range of initiatives detailed later in this report.

Traffic Management, robust measures are in place for Open Days, student arrivals and returners with better use of direction signage, entrances and use of temporary overflow car parks. This has resulted in reduced congestion, vehicles being parked more quickly and event visitors being able to spend longer exploring the Campuses. Feedback over car parking arrangements remains positive. For the June 2014 Open Days over the two day period a total of 6,532 vehicles were parked. For the September 2013 Open Days a total of 5,610 were parked. The road works associated with the A453 widening and Tram works have resulted in some issues in the last year. This has not affected any major event such as Open Days or Graduations. Security have with the Estates Directorate team worked closely with the Tram Contractors and City Council to limit the disruption to University Business. Measures such as additional Signage and extension of the gatehouse operating times and have assisted as well as Security

Officers being deployed to key areas to assist with the flow of Traffic. They have also ensured that the Campus was not overly used as a cut through for those with no connection to the University at peak times.

University Card, all staff who require a University card have one. All new Students are issued cards on arrival, unless they had not uploaded a photograph. Total cards issued to new Students at the start of the Academic Year totaled just over 10,500. Initiatives to deliver cards to Students included a service at the three International welcome events, Student Registration, deliveries to University Catered Halls, School of Education, School of Nursing and the Medical School Derby. Security also provide a dedicated service on the Sunday to new students, to issue cards and take photographs if they have not already been uploaded.

Car Parking Charges Scheme, the third year of operation resulted in 6,746 permits being issued across all eligible groups. There was a slight increase in charges of 2.5% in September 2013. The formula for charging staff based on salary and emissions is still generally well received.



Overview of Security Services

Responsibilities:

Uniformed security presence provided 24 hours a day, 7 days a week, 365 days of the year, on all UK University Campuses.

Best practice advice on crime prevention and detection of illegal activities provided, including administration of the CCTV systems.

Provision of a crime/incident reporting system.

Responding to calls for service, provision of routine patrols, checking, locking and unlocking buildings, gatehouse cover.

Coordination of call out and emergency out of hours works, extension of the Estates Helpdesk out of normal working hours.

Investigation of complaints in relation to staff and visitor behaviour.

Investigation of complaints in relation to student behaviour and disciplinary proceedings.

University's traffic management policies, administration and enforcement of, including the issue of car parking permits.

Management of keys, including the ordering, cutting and supplying, for the whole of the University.

Found property, recording, safekeeping and disposal.

Provision of University Card support including Enquiry Desk and Helpline, overseeing production of new and replacement cards and dealing with access rights and door schedules.

Sound level monitoring of events and parties.

Establishment:

The Security Section establishment during the year consisted of 71 staff, providing management, administrative support and Operational cover for all UK Campuses. This includes:

- 1 Head of Security
- 1 Deputy Head of Security
- 3 Security Assistants
- 1 University Card Assistant
- 1 Security Manager (Crime Prevention/Reduction)
- 1 Security Manager (King's Meadow Campus)
- 1 Security Manager (Sutton Bonington Campus)
- 1 Security Supervisor (Projects and Operational Support)
- 1 Security Supervisor (Car Parking and Gatehouse)
- 4 Security Supervisors (Operational 3 Shifts)
- 1 Senior Security Officer (Projects and Operational Support)
- 1 Senior Security Officer (Special Operations)
- 1 Senior Security Officer (Car Parking and Gatehouses)
- 4 Senior Security Officers (Operational 3 shifts)
- 1 Security Officer (Special Operations)
- 2 Security Officers (Car Parking)
- 5 Security Officers (Gatehouses)
- 40 Security Officers (Operational 3 Shifts)
- 1 Security Officer (Single Shift Sutton Bonington)

Operational in-house staff provide cover 24 hours a day, 7 days a week for all four Campuses.

Contract Security provide cover in the King's Meadow Campus Gatehouse and they also assist with University Open Days, Graduations and occasional cover on a demand led basis. Out of hours cover at the Royal Derby Hospital Centre is provided by the in-house Security at the Royal Derby Hospital.

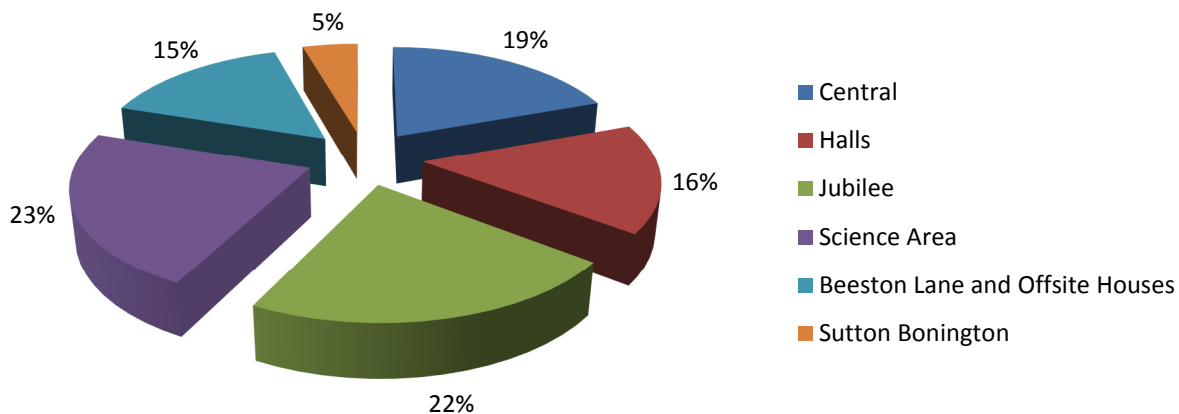
1. Reported Crimes

1.1 Breakdown of Crime by Location

Reported crimes are recorded by location. The Chart below shows the distribution of reported crimes according to these locations:

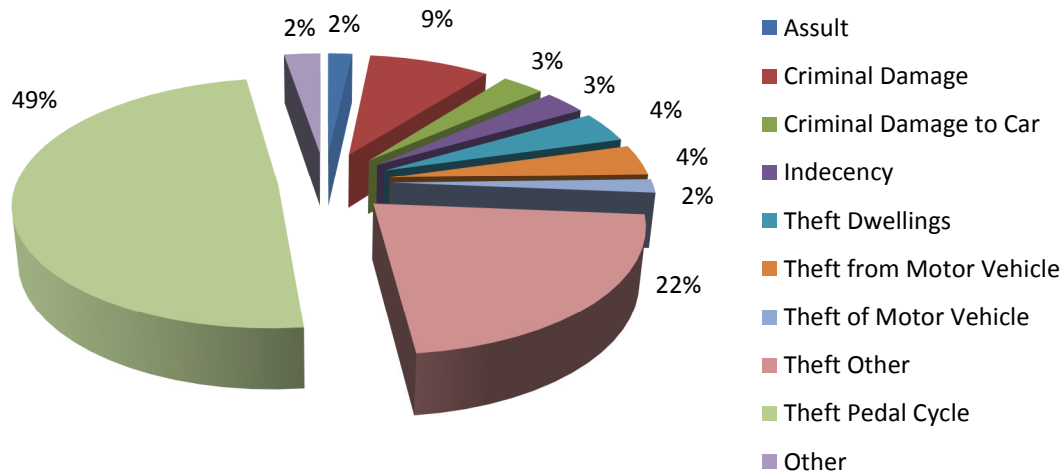
1.2 Breakdown of Crime by Category

FIG 1



Reported Crimes are recorded by Category. The Chart below shows the distribution of reported crimes according to these categories:

FIG 2.



Others include Harassment, Indecency, Theft of Motor vehicle, Arson, Robbery and Theft Dwellings.

(Note that for 2013/14 the main area of concern relates to thefts of pedal cycles).

Overall crime at the University increased by 47 crimes (27%) with 174 crimes reported in 2012/13 and 221 crimes reported in 2013/14.

Crime in the Nottinghamshire Police area remained constant with 66,913 crimes in 2012/13 and an identical figure of 66,913 crimes reported in 2013/14.

Burglaries and Thefts

Burglary and Theft from residential dwellings at the University reduced by 12 (80%) from 15 reported crimes in 2012/13 to 3 reported crimes in 2013/14.

Burglary and Theft from non-residential buildings at the University reduced by 3 crimes (75%) with 4 crimes reported in 2012/13 and 1 crime reported in 2013/14.

Efforts to reduce this type of crime will always remain a priority as in previous years we have experienced much higher figures with 208 burglary crimes in 2001/02.

The Special Operations Officers (Covert Security) have played a major part in achieving reductions by regularly apprehending criminals for this type of crime.

Initiatives continue, including Week One crime prevention advice, Smartwater property-marking which includes unique DNA features, improved crime prevention website facilities and Immobilise and Lojack which provides for a tracking opportunity for stolen laptops, hard drives, mobile phones and other electronic electrical items. In total 856 Lojack licences were provided to Students within University Halls of Residence. Ongoing liaison with Endsleigh Insurance has reduced the likelihood of false insurance claims.

Dwelling burglaries in the Nottinghamshire Police area reduced by 76 crimes (1.7%) with 4,409 crimes in 2012/13 and 4,333 crimes in 2013/14.

Non-residential building burglaries in the Nottinghamshire Police area increased by 453 crimes (10.8%) with 4,184 crimes in 2012/13 and 4,637 crimes in 2013/14.

Theft of and from Motor Vehicles

Theft of motor vehicles on our Campuses is not an issue at present with only 2 reported crimes this year and 1 in each of the four previous years. 1,178 vehicles were stolen in the Nottinghamshire Police area.

Similarly, theft from motor vehicles is also not an issue at present with only 4 reported crimes this year and 3 last year, with a previous high of 106 crimes in 2005/06. There was 5,191 thefts from motor vehicles in the Nottinghamshire Police area.

Theft of Pedal Cycles

Theft of pedal cycles is by far the highest type of crime at the University at present and there has been an increase of 36 crimes (47.4%), with 76 crimes in 2012/13 and 112 crimes 2013/14. A previous high was recorded of 197 pedal cycles stolen in 2002/03.

Increased cycle use and more expensive pedal cycles on our sites attracts repeat and new offenders who, when apprehended, see little or no deterrent effect from the often lenient sentences. On-going work to promote and encourage staff and students to cycle and our continued investment in cycle facilities, cycle to work scheme, cycle routes and the impact of car parking charges on our Campuses has resulted in a 50% increase in cycle usage on our sites.



Security staff have apprehended numerous offenders for this type of crime and although the outcomes in terms of punishment does not act as much of a deterrent, antisocial behaviour orders by the courts with conditions not to enter University Campuses are starting to have a positive impact.

The student pedal cycle hire scheme continues to flourish and work continues in partnership between the University cycling team and Security to promote the securing of pedal cycles. Security have also carried out a number of meet and greet events as cyclists arrive on the Campuses. This has been expanded to include events with the Estates Environment team, Sustrans and also Dr Bike. These have proved to be very popular with pedal cycle safety, security information and some 'freebies' being given away. The Crime prevention work done at International Welcome week, Freshers, and Hall Talks has also included information on pedal cycle safety and crime prevention.

The Local Area Police Commander takes an active interest in the number of pedal cycles stolen at the University and he has been instrumental in securing the anti-social behaviour orders for regular offenders with the condition not to enter University sites.

Information on cycle security, by way of hand-outs supplied by Nottinghamshire Police, is also available.

Security patrols continue to remove insecure cycles to secure storage.

Theft of pedal cycles in the Nottinghamshire Police area increased by 155 crimes (7.7%) from 2,002 crimes in 2012/13 to 2,157 crimes in 2013/14.

Criminal Damage

Vandalism/Criminal Damage (including damage to vehicles) at the University has increased by 9 (50%) with 18 crimes recorded in 2012/13 and 27 crimes recorded in 2013/14.

Criminal Damage offences in the Nottingham Police area reduced by 493 crimes (4.6%) with 10,691 crimes in 2012/13 and 10,198 in 2013/14.

1.3 Arrests for all Areas

A total of 51 people were detained on University properties by Security Section staff, or were arrested following information provided by Security, a decrease of 10 compared with the previous year.

Offences include assault, attempted burglary and theft and damage. All detainees were handed over to the Police to be dealt with under the normal criminal justice procedures. In all incidents that come to the attention of Security involving staff and students, the cases are tracked to their conclusion.

There were 5 members of Staff reported to Human Resources, of which 1 member of staff was reported to the Police for criminal activity.

Students Reported for Breach of Discipline

A total of 215 students were reported to Security for breaches of discipline, a decrease of 52 from the 2012/13 figure of 267. This Year 152 were referred to the Hall Wardens, 4 were

reported directly to the local Police and then dealt with by the Head of Security, a further 14 were dealt with directly by the Head of Security, 1 was referred to the Off Campus Manager for Student Affairs and 38 were referred to the Compliance and Investigations Manager. 2 were referred to their School 2 were referred to Library Staff. 2 were referred to the Senate Disciplinary Committee.

The Compliance Investigations Manager dealt with 101 students for disciplinary offences, including the 47 referred by Security, 15 staff investigations and 3 grievance investigations.

2. Crime Prevention and Reduction Initiatives

This section of the report outlines both recently introduced crime prevention initiatives, as well as established on-going initiatives. The final part mentions the crime prevention surveys that were conducted.

2.1 Recently Introduced Initiatives

Cycle Security, a close working relationship has been developed with both the Student's Union Shop management and Security suppliers to target cycle users on University Campuses with a variety of safety measures, including D Locks, Cycle Lighting and High Vis Rucksack Covers, which are sold at discounted prices in the shops at University Park and Jubilee Campus. There has also been meet and greet events on Campuses where Security Staff are deployed to speak to cyclists as they arrive at the Campus. Cycle Security advice is given to cyclists as well as some items to deter crime and to make cyclists safer while cycling on the Campus and wider road network. These include Hi Viz ruck sack covers cycle seat covers with a crime prevention message, flashing arm bands and spoke reflectors which fit onto cycle wheels spokes. There has also been a week of action with Security and the Police working to target offenders. In March and April there was a cycle awareness campaign featuring a lock exchange funded by Estates Environment Team and Sustrans. This was very well received by students who were able to hand in their poor quality lock and be given a high quality D Lock.

Endsleigh Insurance, Security staff now work closely with Endsleigh Insurance, regarding details of any burglaries in Halls of Residence. This initiative has deterred fake insurance claims.

Lojack, Security staff and the Police attend each Hall of Residence during the early weeks of the new Academic Year to offer free to all Students Lojack software for their laptops. Lojack is a form of computrace that when installed on a laptop remains dormant until it is reported missing/stolen, at which point Students contact the Police and Lojack Direct quoting the unique reference number. At this point Lojack will activate the stolen laptop as soon as it is logged onto the internet and through GPS signal to pinpoint the location of the laptop anywhere in the UK. When enough information is gathered Lojack contact the Police direct giving them the laptop location allowing the Police chase up and recover missing laptop. This software is free to all Students for a period of 2 years, after which the cost is £50 per year. The Police have given the University 856 licences to register as many Students as possible to this software, which is proving very popular.

Trespass notices, involves Security Management making recommendations to the Registrar to exclude persons from University sites who have been involved in criminal activity, anti-social

behaviour or disruption of University activities. The Registrar signs a formal letter which is then served personally upon the recipient by Security or the Police. A total of 37 trespass notices have been served to date.

Dedicated Security staff, i.e. covert work to apprehend and deter criminals operating on University property and to provide closer cooperation with the Police with regard to crime, especially burglary, theft and pedal cycle crime. This continues and proves to be a great success with a large number of criminals arrested as a result of their work.

Increased use of the University Card entry systems, for main entrances to academic buildings on all Campuses. Also withdrawal of use of secondary entrance doors for general uncontrolled access.

The Security Section continue to increase the amount of covert cameras and a number of overt cameras that can be quickly deployed to hotspots when required.

The University now has 382 cameras, new cameras have been recently installed in Psychology (3) Rutland Hall (1) Coates (1) Nottingham Medical School (8) Willoughby Hall (1) Lenton and Wortley Hall (1) Derby Hall (1) Hugh Stewart Hall (1) The Atrium Jubilee Campus (2). All cameras are serviced regularly and repaired or replace if necessary.

Ongoing improvements to lighting schemes around the Campuses and Halls of Residence, carried out annually in consultation with the Students' Union. This year saw a number of new lighting areas agreed and a programme of replacing sodium lighting with LED lighting.

Monitoring of access controlled cycle facilities and cycle stands, including measures to ensure users secure their pedal cycles.

Dogs, Security liaise with the Police and the RSPCA regarding anti-social behaviour by youths entering University Park with dogs.

2.2 Established Initiatives

Continued liaison with other interested agencies including the Police, Nottingham City Council's Community Protection Officers, Neighbourhood Action Managers & Student Strategy Section, Nottingham Trent University and the Students' Union. This is on-going and assisted by S17 of the Crime & Disorder Act, 1998, which requires statutory authorities to liaise with the University to reduce crime.

Continued liaison with the Off-Campus Manager for Student Affairs to reduce crime against students and to reduce anti-social behaviour by and against students.

A dedicated in-house University Crime Prevention/Reduction Security Manager, providing detailed crime prevention surveys and advice to staff, students and visitors. A total of 116 surveys have been conducted since 2001.

Provision of advice on enhanced computer, data projector and plasma screen security devices and subsequent acquisition of such devices by many Schools and Departments. There is strong evidence to suggest that criminals have been deterred from committing burglaries in buildings where such security equipment has been installed.

Police Officers and Police Community Support Officers dedicated to each of the University Campuses and the Vicinity:

- University Park and the Lenton Abbey area
- Jubilee Campus and Wollaton area
- Raleigh Park, Faraday Road and the Canning Circus area
- Sutton Bonington and the East Leake area

Visits are made to the Campuses by Police Community Support Officers, specifically targeting and leafleting students who have left their rooms or vehicles insecure. We now have two dedicated Police Community Support Officers at University Park and Medical School.

Provision of Police surgeries on Campus is ongoing. These take place in the Portland Building every month.

The University is part of the local Neighbourhood Watch scheme and we receive alerts regarding any common problems in our area.

Provision of a joint Security and Police stand at the Freshers Fayre offering advice and crime prevention packs to incoming and returning students. The packs include property-marking ultraviolet pens, themed crime prevention messages and Nottingham city maps. We also give away Banner pens which give information and contact details for Security, Crime Prevention, Off Campus Team, Nottinghamshire Police, Student Services, International Office, and a number of other services including Nightline. Other items given away at Intentional Welcome week fair and Freshers include dipping bells to prevent purse or bag theft and spoke reflectors and flashing armbands to make cyclists easier to see. Improved mobile and foot Police patrols in and around the Campuses for Freshers Fayre and Uniformed and plain clothes staff present on the Freshers Fayre stand.

Tasking meetings with the Police Local Area Commander to identify and target current crime trends at the University.

All Students have been given information for a website to visit :

www.immobilise.co.uk enabling students to register all serial numbers of mobile phones and laptops on the National Crime Unit Register. This is free of charge, and any property recovered by the Police is checked against this register.

Crime Prevention talks are held in Halls of Residence and a burglary awareness poster is used to identify the number of burglaries committed at the University and at particular Halls within a specified time frame. The Hall talks have now been extended to include all Halls with more involvement from the Hall Wardens and Managers.

Crime Prevention advice is available to off-Campus students by the Off-Campus Manager for Student Affairs, the Police and the Nottingham Crime & Drugs Partnership in consultation with University Security and the Accommodation Office. The Police are provided with addresses for off-Campus students to allow for the delivery of crime prevention packs and advice to those students. There has been closer working relationship this year between Security and the Off Campus team. The crime prevention messages have been reviewed and

renewed to meet the needs of students who are resident both on and off Campus. There has also been collaboration on campaigns such as the personal safety campaign, 'You go out together'. Action is taken against businesses that are targeting Students in Halls of Residence by having Flyers placed in Halls and under room doors. Immobilise Refresher week of action took place in June with Security and Police holding events on University Park and Jubilee Campuses.

Police Anti-Social behaviour orders for persistent offenders within the University with an increasing number applied for this year.

Security/Customer Service point in the University Park Gatehouses between 8.00am to 4.00pm weekdays, up to 12 midnight at the Sutton Bonington Main Building and 24 hours in the Security Control Room and the Jubilee Campus Gatehouse.

Installation of LED signs at the vehicular entrance Gatehouses at University Park and Jubilee Campuses warning vehicle users not to leave valuables on display with functionality to display other messages when required.

Regular support for the Air Ambulance landings at the Highfields Sports Ground. Year on Year the Senior Management from the Ambulance Control express their thanks to the Security Section for their help with this service. The number of landings has seen an increase as a result of the QMC being designated a Major Trauma Centre.



2.3 Crime Prevention Surveys

The majority of the buildings have now benefitted from a Crime Prevention Survey with 116 surveys on record to date. The new Crime Prevention Officer has worked closely this year with Schools and Project Officers to review and implement improvements on existing buildings and areas. They have also worked on new buildings and areas being refurbished.

3. Other Security Services Matters

This section relates to non-crime related issues and responsibilities of the Security Services.

3.1 Car Parking and Traffic Management

Parking Scheme

The University Car Parking Scheme moved into the third year of operation. The scheme provides for a charging mechanism for parking based on salary and emissions for Staff and other charging mechanisms for Associate Staff, Students and Contractors.



All permits issued are based on the permit year 1 September to 31 August, with renewals taking place in September each year. Income generated is used to offset the Nottingham City Council Workplace Parking Levy. Staff are able to pay monthly through salary exchange and are also able to purchase occasional vouchers as an alternative to a full permit. Associate staff and Contractors are able to purchase three or twelve month permits and Associate staff are also able to purchase occasional vouchers as an alternative to a permit.

A total of 7,624 permits were issued across all the eligible groups (previous year 7,340) and the formula for charging staff based on salary and emissions is still generally well received. The online permit system allows for Staff, Associate and Student applications.

Following the annual review of the scheme in April 2014, the approved increase of 5% in charges took effect in September 2014.

Impact of Car Parking Charges

The impact of car parking charges still generally results in a reduction in vehicles on the Campuses providing more space availability in all areas, space availability is monitored daily. There are very few instances of the car parks being full to capacity although the tram works are currently restricting space availability in the Science area. There are currently a total of 4,720 spaces on University sites:

- University Park Campus 2,785 spaces.
- Jubilee Campus 763 spaces.
- Sutton Bonington Campus 728 spaces.
- King Meadow Campus 444 spaces.

A full review of eligible parking spaces will take place following the completion of the tram works.

Pedal Cycle Parking

The availability of cycle parking has increased by 17.5% over the last four years with 4,648 spaces being available in 2012/13 against 3,956 in 2009/10.

The current total of 4,648 spaces on University sites is made up as follows:

- University Park Campus 3,348 (2,166 non-secure and 1,182 access controlled)
- Jubilee Campus 808 (420 non-secure and 388 access controlled)
- Sutton Bonington Campus 432 (348 non-secure and 84 access controlled)
- Kings Meadow Campus 60 (40 non-secure and 20 access controlled)

Parking Permits (Staff) – previous year shown in brackets

A total of 5,054 (5,067) permits were issued to staff as follows:

4,335 (4,362) full permits of which 194 (193) were issued to staff working at Innovation Park.

648 (628) occasional use permits of which 31 (39) were issued to staff working at Innovation Park.

71 (77) full permits to Off-Campus staff.

Parking Permits (Associate Staff)

A total of 1,001 (887) permits were issued to Associate staff as follows:

565 (508) full permits of which 209 (115) permits were issued to staff working at Innovation Park.

7 (26) 3 month permits of which 1 was to a member of staff working at innovation Park.

429 (253) occasional use permits of which 105 (57) were issued to staff working at Innovation Park.

Parking Permits (Students)

A total of 1,371 (1,206) permits were issued to students of which 670 (583) were issued to students at Sutton Bonington for parking at the Sutton Bonington Campus only.

Students residing and/or studying at Sutton Bonington are allowed to apply and be issued with a student parking permit at 50% of the cost of a full student permit.

The majority of student permits (excluding Sutton Bonington), are issued to students who are commuting to the University from their home addresses 15 miles, or more, away.

Parking Permits (Contractors)

A total of 198 (180) permits were issued to contractors of which 4 (23) were 3 month permits.

Road Traffic Collisions

A total of 31 road traffic collisions were reported during the year, an increase of six on the previous year. No serious injuries were reported and all but a couple of the accidents involved very minor collisions.

They were mainly at University Park, where through traffic is present, at various locations on the Campus with no particular location giving rise to concern for the possible implementation of accident prevention measures. All the collisions reported involved an element of driver or rider error.

The Campus has a 20mph speed limit in all areas. In addition to speed limits, appropriate traffic calming measures including speed humps, zebra crossings have been introduced on Campus.

The recently introduced cycle lanes, partial pedestrianisation of the central areas and the new one way system at University Park continue to be monitored to see what impact this has on traffic flow and road traffic related incidents.

Traffic Management

Traffic Management for Open Days, student arrivals and returners was again improved this year, with better use of direction signage, entrances and use of temporary overflow car parks. This has again resulted in reduced congestion, vehicles being parked more quickly and event visitors being able to spend longer exploring the Campuses. Feedback over car parking

arrangements has been very positive. For the June 2013 Open Days over the two day period 8,624 vehicles were parked and for the September Open Days over the two day period 5,954 vehicles were parked.

On the June Saturday we saw the Open Day taking place with National Armed Forces day. There was little impact on the Open Day however the sight of the Battle of Britain flight and a fly past by the Red Arrows over the Jubilee and University Park Campuses was a delight for the Open Day Visitors.

This year there have been no issues with weather causing disruption for parking for Major events.

Parking/Traffic Infringements

Parking Infringements are dealt with by way of civil parking notices in partnership with the Car Parking Partnership, who are responsible for the back office procedures including collection of charges for notices that progress to them. The Car Parking Partnership is an approved Contractor by the British Parking Association and this allows them to ascertain vehicle ownership details from the DVLA. The previous method of enforcement i.e. wheel clamping was banned with effect from 1 October 2012.



Civil parking notices are issued for parking infringements by in-house Security staff, mainly by the Car Parking Team consisting of a Security Supervisor and two Security Officers, although all operational Security staff are also able to issue the notices.

The charge for a civil parking notice to the Car Parking Partnership is currently £75.00 with a reduction to £50.00 if paid within 14 days. There is also an option to pay the University a reduced fee of £25.00 if the notice is paid within 24 hours. The proceeds from the notices are used to offset the charges under the Nottingham City Council Workplace Parking Levy and investments in sustainable transport.

A total of 3,891 civil parking notices were issued during the year against 6,333 the previous year of which 2,265 resulted in payment of a charge against 3,912 the previous year. This substantial reduction in the number of civil parking notices issued is an indication of improved compliance with the parking policy across our sites.

Breaches of the Traffic Regulations that do not relate to parking are still dealt with by way of traffic infringement notices. These mainly relate to pedal cycle fines, usually £15.00, and driving offences fines ranging from £25.00 to £150.00.

The total number of fines for cyclists without lights during the year was 167 against 263 the previous year. Cycling without lights during the hours of darkness is obviously a dangerous practice and there have been numerous incidents and near misses on our sites through such inappropriate activity. The problems are exacerbated in October with the clock change and around this time Security carry out dedicated enforcement to deal with the incidents of cycling without lights. This is preceded by a 'cycle safe' poster campaign and the Students' Union also highlight the enforcement campaigns on their website where they offer a set of cycle lights for just £8.00, available from the Students' Union Shop.

3.2 Key Control

The Security Office manages approximately 30,000 keys giving access to all areas of University Park, Jubilee, Sutton Bonington and King's Meadow Campuses. A total of 4,785 keys were cut, compared with 3,763 in the previous year and 299 locks, compared with 558 last year.

The provision of electronic access control continues with 477 installations, including 53 timed sensors.

The loss or theft of keys is of obvious concern to the University and there have been occasions when criminals have, in the process of a burglary, stolen keys for the purpose of carrying out repeat burglaries. When keys are lost or stolen Security act quickly to ensure that buildings are not further compromised and that only the necessary and appropriate remedial works are carried out as a re-suite of locks in a building, or part of a building, can cost up to £100,000.

To reduce re-suiting costs Security provide regular crime prevention advice to building users and key holders on the safe storage and security of keys. In addition, strict control measures are in place to ensure that all University keys are ordered via the Security Office and, as part of the ordering process, checks are in place to ensure that only those members of staff who are authorised to order keys do so.

Strict procedures are in place to restrict the amount of high level keys in circulation. Grandmaster keys can only be issued for existing key suites following approval by the Estates Directorate Team and for new suites the grandmaster key will rarely be cut. Master keys can only be issued following approval by the Head or Deputy Head of Security. To protect the high level keys held by Schools and Departments, staff are encouraged to secure keys in heavy duty safes.

3.3 Events

The Security Section has been committed to a number of events during the year:

Main Open Days:

2 Days 13, 14 September 2013
2 Days 28, 29 June 2014

UCAS/School Open days:

23 Days between November 2013 to March 2014

Graduations:

4 Days Winter December 2013
9 Days Summer July 2014

Student Registration/University Card/Freshers:

3 Days 23, 24, 25 September 2013

International Welcome Week University Card:

3 Days 17, 19, 20 September 2013

3.4 Sound Monitoring

Security Staff closely monitored the levels of sound for a number of parties, especially the Summer Party, both at the Campus Boundaries and also in the areas of the locality where previous complaints have been made.

The numbers of parties held that were monitored during 2013/14 are:

University Park – 7 parties
Jubilee Campus – 4 parties
Sutton Bonington – 1 parties

A number of parties breached the agreed sound levels although following intervention by Security no organised and approved parties had to be closed. Sound monitoring covers all parties and events that include both live and recorded music for both external and internal events. The definition of sound does not only relate to music but also to crowd noise and any other type of sound generated by an event.

The agreement between the University and Nottingham City Council Environmental Health and Pollution Control Department is that before 11.00pm the sound level must not exceed 65 decibels at any of the University boundaries. After 11pm the sound must not be audible at any of the University boundaries. If the above limits are breached then Security will instruct the event organiser to reduce the sound levels. A further sound check is then made and if found to still be above the specified limits the event will be stopped.

3.5 Other Items

Crime Prevention/Reduction Manager Mark Davis and Senior Security Officer Robert Payne won the Security Initiative of the year at the Annual Conference of the Association of University Chief Security Officers Conference (AUCSO) which was held at Roehampton University. The award was presented at the Royal Hospital Chelsea. The award was in recognition of their significant contributions to the achievements in reduced crime and increased in safety on the University of Nottingham campuses, helping create an excellent environment for living, study and work.



Left to Right: AUCSO Chair Roger Morgan, Crime Prevention/Reduction Manager Mark Davis, Senior Security Officer Robert Payne, Sales Manager ASSA ABLOY (Sponsor) David Hodgkiss.

Some members of the Security Section also continue to raise money for Charity and this year they raised £2,995 For the Foreverstars charity. There was an evening's entertainment and some members of Security took part in the Great Notts Cycle ride completing 50 miles for the Charity.



Left to Right: Senior Security Officer Chris Hill, Michelle Daniels, Deputy Head of Security Stuart Croy, Security Officer Alan Hazzledine, Richard Daniels, Crime Prevention/Reduction Manager Mark Davis.

Michelle and Richard Daniels are the son and daughter in law of the former University Chauffer Stuart Daniels. Their Daughter was 'born asleep'.

4. Crime Statistics

INCLUSIVE CRIME STATISTICS ALL UNIVERSITY AREAS 2013/2014														
MONTH CRIME	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	TOTALS	TOTALS 2012/13
Assault		2									1	1	4	5
Arson														
Burglary Dwellings							1	1	1				3	15
Burglary Other								1					1	4
Criminal Damage	1	1	2	4	2	3		4		2		1	1	17
Criminal Damage To Car		2					2			1	1	1	7	1
Fraud														
Harassment														
Indecency								1	1		1	4	7	1
Robbery							1			1			2	1
Theft Dwellings	2	3	1		1	2							9	19
Theft from a Motor Vehicle	1				1							2	4	3
Theft of Motor Vehicle		1				1							2	11
Theft Other	1	3	5	6	4	3	7	6	5	1	6	3	50	30
Theft Pedal Cycle	5	4	7	19	5	18	11	14	13	8	6	2	112	176
TOTALS	10	16	15	29	13	27	22	27	20	13	15	14	221	174

CRIME STATISTICS FOR UNIVERSITY PARK AREAS 2013/2014													
MONTH CRIME	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	TOTALS
Assault		2									1	1	4
Arson													
Burglary Dwellings							1	1	1				3
Burglary Other								1					1
Criminal Damage	1	1	1	2	1	3		1		1		1	12
Criminal Damage To Car		1					2				1	1	5
Fraud													
Harassment													
Indecency								1			1	4	6
Robbery							1			1			2
Theft Dwellings	1	3	1										5
Theft from a Motor Vehicle	1				1							2	4
Theft of Motor Vehicle		1				1							2
Theft Other		2	2	6	3	1	7	4	3			2	30
Theft Pedal Cycle	4	4	5	14	5	16	9	11	10	4	5	1	88
TOTALS	7	14	9	22	10	21	20	19	14	6	8	12	162

CRIME STATISTICS FOR JUBILEE CAMPUS 2013/2014

MONTH CRIME	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JULY	TOTALS
Assault										1			1
Arson													
Burglary Dwellings													
Burglary Other													
Criminal Damage			1	1	1			3	1	1			8
Criminal Damage To Car													
Fraud													
Harassment													
Indecency													
Robbery													
Theft Dwellings	1					1							2
Theft from a Motor Vehicle													
Theft of Motor Vehicle													
Theft Other	1				1	2		2	2	1	5		14
Theft Pedal Cycle	1		2	5		2	2	3	3	4	1	1	24
TOTALS	3	0	3	6	2	5	2	8	6	7	8	1	49

CRIME STATISTICS FOR SUTTON BONINGTON 2013/2014

MONTH CRIME	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JULY	TOTALS
Assault													
Arson													
Burglary Dwellings													
Burglary Other													
Criminal Damage				1									1
Criminal Damage To Car		1											1
Fraud													
Harassment													
Indecency													
Robbery													
Theft Dwellings					1	1							2
Theft from a Motor Vehicle													
Theft of Motor Vehicle													
Theft Other		1	3								1	1	6
Theft Pedal Cycle													
TOTALS	0	2	3	1	1	1	0	0	0	0	1	1	10

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Hours: Reception 8.00am to 5.00pm Monday to Friday
Security Control and Emergencies 24 hours, 7 days a Week