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Office of Security and Protocol

Policies and Procedures

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Office of Protocol and Security

Introduction

Our commitment to a safe and secure community can be seen in several ways. We work hand-in-hand with local police, fire and traffic departments as a team dedicated to providing a secure campus and community. We continue to seek new and better ways to serve the AUS campus.

Security personnel are responsible for managing various tasks, such as investigations, violations, traffic, parking, issuing car stickers and IDs.

We always welcome the opportunity to answer questions or to simply get to know you better. We operate 24/7.

Mission

Maintain a welcoming, safe and secure teaching, research, and living environment for students, faculty, staff, and visitors.

Vision

Lead the academic institutions in the region and be recognized as a trusted hub for security and safety knowledge, implementer for best practices, and entrepreneur for sustainable operations by 2025.

Security Policies and Procedures

1. AUS Security Policy

Introduction

The American University of Sharjah (AUS) reflects the progressive spirit of the UAE. AUS students, faculty, and staff hail from several nationalities, cultures, and religions, with over 5000 students and more than 850 faculty and staff members at the university.

Despite AUS being a safe and secure place, theft of personal possessions such as wallets, purses, handbags, laptops, mobile phones, scooters, etc., is possible if these items are left unsecured or unattended. Security measures are, therefore, necessary to maintain a safe and secure environment for staff, students, and visitors.

The university has developed and applied security control and procedures. Security is not intended to be a hindrance to academic activity but an essential ingredient for the efficient operation of the university.

Responsibility for personal property remains with the owner of the property. The university takes no responsibility for such property left on the premises, including motor vehicles, laptops, wallets, mobile phones, Bicycles/e-scooters, etc., although the team and related personnel will aim to provide a security presence across the campus at key times.

AUS is a very safe university community. However, things do occur and no matter how infrequent or how minor a theft may be, when you are the victim, it is serious, frustrating, and at best inconvenient. So the Office of Protocol and Security offers you the following advice:

- Never leave your valuables items (i.e. laptops, mobile phone, wallet, etc) unattended even for a moment.
- Remember credit card numbers or add them to your mobile phone wallet. This will help you in the event they are lost or stolen.
- Instead of carrying your credit card with you all the time, add them to your mobile wallet and use (apple pay, samsung pay or google pay) services.
- Properly secure your bicycle or e-scooter to bike racks. Make sure you have registered your bike or e-scooter using the **ONLINE PLATFORM** offered by the Office of Protocol and Security.
- Nearly every theft in residential halls occurs as a result of an unlocked door. So lock your door when the room is unoccupied or when you are sleeping.
- Any personal computers or laptops should have labels with your name on it.
- Share your security concerns or report security incidents through the **ONLINE PLATFORM** offered by the Office of Protocol and Security.

Our commitment to a safe and secure community can be seen in several ways. Our security officers come with some of the best, comprehensive training. We work hand-in-hand with local police, fire, and traffic departments as a team dedicated to providing a secure campus and community, and we continue to seek new and better ways to serve the AUS campus.

Security personnel are responsible for managing various tasks, including investigations, violations, traffic, parking, and issuing car stickers and IDs.

We always welcome the opportunity to answer questions or to simply get to know you better.

We operate 24/7.

This Security Policy, therefore, seeks to formulate a cohesive and integrated approach to security services throughout the university.

Policy Statement

AUS will endeavor to ensure and promote, as far as is reasonably practicable, the security of all its students, employees, contractors, and visitors at its campus.

The Office of Protocol and Security is responsible for effectively operating and enforcing the Security Policy and Procedures. While the responsibility for personal safety and security rests with all students, faculty, staff, visitors, and contractors, the Office of Protocol and Security seeks their assistance to ensure the successful implementation of this policy.

Responsibilities

Responsibility for security rests with **all** students, faculty, staff, and visitors to the university. In particular, all suspicious activities should immediately be reported to the nearest security guard, or through the **ONLINE PLATFORM** offered by the Office of Protocol and Security.

Within this overall responsibility, some particular elements are defined as follows:

1. **Senior Management:** should ensure that support and resources are available to staff to implement the Security Policy. Necessary measures to improve security in essential areas should receive priority consideration.

2. **Chief of Protocol and Security:** Responsible for the overall development and planning of security strategy, policies, and procedures and overseeing the operations of the Office of Protocol and Security.
3. **Security Team Leader:** Responsible for coordinating between AUS and University City police and external security service providers, supervising all security department works. Development and implementation of security strategies, policies, and procedures and the monitoring of their effectiveness and efficiency and updating of these policies and procedures. Investigation of crime, breaches in security, and student disciplinary matters. Day-to-day management and implementation of the parking policy and procedures. Issuance and getting back of car stickers.
4. **Security Field Officer:** Management of security field-guards; delivery of an efficient and effective guarding service to the university and implementation of the security policy and procedures; performing security duties such as security patrolling, traffic and parking control.
5. **Security System Officer:** Management of CCTV, and access control. Advice on implementing security hardware, access control, CCTV installations, etc., and issuing, renewing, and receiving AUS identity cards.
6. **Security Team (officers and guards):** In addition to the above specific responsibilities of each member of the Office of Protocol and Security, the services offered by the Office of Protocol and Security include the following:
 1. Ensuring the security of the university community and its property by providing protection 24/7.
 2. Receiving and responding to complaints, concerns and emergency calls. These can be done either by calling AUS personnel via the AUS security number (+971 50 6267 818), through the **ONLINE PLATFORM**, or by visiting the security offices (rooms MM30 and MM33 on the west mezzanine floor of the Main Building).
 3. Issuing and renewing AUS car stickers for faculty, staff, and students. Note: to avoid fines, the AUS car sticker shall be returned to the Office of Protocol and Security if the car is sold, the sticker is damaged or is not in use, or the owner of sticker is graduating or leaving AUS.
 4. Issuing and renewing AUS ID card.
 5. Issuing temporary permission and special permits for cars
 6. Issuing bicycle & e-scooter stickers
 7. Providing vehicle assistance including Re-charging car battery, Help to open locked vehicles, or assist/Arrange a towing service.
 8. Enforcing traffic safety regulations concerning:
 - Parking Policy
 - Campus paid parking system.
 - Car registration, and
 - Violation of traffic regulations
7. **Provost, deans, and heads of departments:** These individuals have a key role in promoting security within their area. The actual responsibilities will vary according to the location and the activity's nature. While the provost, dean, and heads of department can delegate some of their security responsibilities to a nominated person in their department, the overall responsibility for security remains with them. Specific responsibilities can be identified as follows:
 1. Ensuring their staff have access to and are familiar with, the Security Policy, paying particular attention to issues directly relevant to their department.
 2. Ensuring that all members of staff and students in their department understand and exercise their security responsibilities, including the displaying of university identity cards, and have due regard to university property (see sections below), in particular, the security of IT equipment.
 3. Liaise with the Security Team on any security matter.

4. Controlling access to their departmental areas by approving the issuance of keys and authorizing staff to have out-of-hours access only as necessary.
 5. Ensuring that, on the last day of work, their departmental staff return their own, and their dependents' AUS identity cards, car stickers, and any issued keys to the Office of Protocol and Security.
 6. Notifying the security team of any security risk.
8. **Faculty and Staff:** All faculty and staff must ensure they are familiar with and follow the procedures in the AUS Security Policy, paying particular attention to issues relevant to their activities. They must also cooperate with requests from the Security Division, especially in emergency or evacuation situations and in relation to security procedures. When on university property, staff are required at all times to carry their university ID cards. All staff who reside on campus should ensure their dependents are aware of the security policy and procedures and comply with all laws and rules.

The Office of Safety and Crisis Management provides the Emergency Response Handbook to AUS community members. The emergency Response Handbook offers advice and information on emergency response procedures related to different scenarios. The **Emergency Response Handbook** is available on the AUS Website.

9. **Students:** The students' responsibilities are to look after university facilities properly and to give the due consideration to security issues. They must follow security procedures designed to protect university property. Students must cooperate with requests from Security, especially in emergency or evacuation situations and in relation to security procedures.

All students are subject to UAE laws and AUS policies, regulations, and procedures affecting students, which include security instructions and restrictions.

The students should be aware of all codes of conduct in the student handbook. Students are required to carry their AUS ID cards with them at all times when on university property and hand them over to security upon request.

The Office of Students Affairs provides a **Student Handbook** to all freshman students during their orientation day. The handbook offers advice and information on security issues such as the student code of conduct, Library code of conduct, etc., and on the AUS Website.

The Office of Safety and Crisis Management provides the Emergency Response Handbook to AUS community members. The emergency Response Handbook offers advice and information on emergency response procedures related to different scenarios. The **Emergency Response Handbook** is available on the AUS Website.

10. **Visitors:** All visitors (including conference delegates and external event attendees) have a general responsibility to look after the university facilities whilst on campus and to give due consideration to security issues. In particular, they must follow security procedures designed to protect university property and, where issued, wear their visitor's badge at all times. Visitors must follow instructions from the Security Team, particularly in emergency situations.

The Office of Safety and Crisis Management provides the Emergency Response Handbook to AUS community members. The emergency Response Handbook offers advice and information on emergency response procedures related to different scenarios. The **Emergency Response Handbook** is available on the AUS Website.

11. **Contractors:** All contractors have a general responsibility for looking after AUS facilities and should be present only in the location related to their tasks and follow the security instructions and show their identity and gate pass when asked.

The Office of Safety and Crisis Management provides the Emergency Response Handbook to AUS community members. The emergency Response Handbook offers advice and information on

emergency response procedures related to different scenarios. The **Emergency Response Handbook** is available on the AUS Website.

2. Security Goals

The Office Security and Protocol operations follow state-of-art strategic planning that is based on a clear mission, vision, and goals. The security goals are linked to specific KPIs that are synchronized with the AUS strategic plan 2020-2025. The Office of Security and Protocol goals are grouped into four categories that are reviewed and updated annually:

1. People Development

- Host Awareness Campaigns.
- Provide Online Training Opportunities for AUS community.
- Establish Self-Training and Development Library and Knowledge Base for AUS Community.

2. Create Engaging Culture

- Conduct Feedback & Performance Surveys.
- Host Community Discussions.
- Recognize and Reward Safe Behavior.
- Enhance the Security & Safety Operations by Enhancing AUS Community Experience.

3. Internal Governance and Process Improvement

- Enhance Security & Safety Audit and Inspection Program.
- Enhance the Hazard Reporting System.
- Enhance the Operations of Security & Safety Committee.
- Maintain the Implementation of Emergency Response and Drills.
- Maintain up-to-date Policies and Procedures.
- Maintain Compliance with Applicable Laws and Regulations & maintain positive relation with government entities.

4. Reputation as a Hub for Excellence

- Organize Security & Safety Conferences.
- Adopt Latest Robust Technologies.
- Maintain the provision of outstanding government services to facilitate AUS community needs and requirements.
- Establish Security and Safety Advisory Committee for Higher Education.

3. Security Objectives

It is recognized that the Office of Security and Protocol has an important role in supporting the university's key strategic aims. In line with the resources available, the key objectives of the Office of Protocol and Security are:

1. Ensuring the safety and security of the students, faculty, staff, visitors, and contractors.
2. Protecting the property and assets of the university.
3. Reducing the incidence of reported crime.
4. Maximize the efficiency and effectiveness of the department.

The security objectives can be achieved through:

1. Providing security personnel 24/7.
2. Patrolling the AUS campus.
3. Provision and monitoring of CCTV cameras in a considerable number of academic buildings within a plan to cover all academic buildings.
4. Developments in the installation and use of technology for areas such as building access and identification systems.
5. Improved communication between the security team and the students, faculty, staff, visitors, and contractors.
6. Providing information and advice on safety, security, and crime prevention.
7. Ensuring buildings are locked in line with agreed schedules.
8. Monitoring of service levels to amend where necessary.

4. Security Advice for avoiding thefts

AUS is a very safe university community. However, things do occur and no matter how infrequent or how minor a theft may be, when you are the victim, it is serious, frustrating, and at best inconvenient. So the Office of Protocol and Security offers you the following advice:

- Never leave your valuables items (i.e. laptops, mobile phone, wallet, etc) unattended even for a moment.
- Remember credit card numbers or add them to your mobile phone wallet. This will help you in the event they are lost or stolen.
- Instead of carrying your credit card with you all the time, add them to your mobile wallet and use (apple pay, samsung pay or google pay) services.
- Properly secure your bicycle or e-scooter to bike racks. Make sure you have registered your bike or e-scooter using the **ONLINE PLATFORM** offered by the Office of Protocol and Security.
- Nearly every theft in residential halls occurs as a result of an unlocked door. So lock your door when the room is unoccupied or when you are sleeping.
- Any personal computers or laptops should have labels with your name on it.
- Share your security concerns or report security incidents through the **ONLINE PLATFORM** offered by the Office of Protocol and Security.

5. Lost and Found

- Lost and found can be reported to the security field office located on the ground floor of the Student Centre. You may also contact us by phone or email. Describe the item in detail and be sure to leave your name, ID number and phone number. The security officer will call you if your item is found.
- If you have found an item and wish to turn it, you may visit the security field office located on the ground floor of the Student Centre. The security field office is open 24/7.
- Lost and found items are logged in on a daily basis during the week and are stored at the security field office. If not claimed during a week, items will be sent to Student Affairs lost and found

office which is located at Student Center reception desk where items unclaimed will be given to charitable organizations, sold or destroyed.

- In order to claim a lost item, you must bring your AUS ID card.

6. Motor Vehicle Assistance

For a small fee of AED 25, security personnel can offer assistance in the following situations:

1. Re-charging car battery
2. Helping to open locked vehicles; contacting the appropriate outlets in case of missing car keys
3. Arranging for towing services

7. AUS ID Cards

Students, faculty, staff, and eligible dependents will be issued an AUS identity card. This card should be carried at all times when being on a university property, and shall be handed over to security upon request. This ID should be returned to security office if:

- a student withdraws from courses, graduates or leaves AUS for any reason.
- the faculty or staff member (including their eligible dependents) leave AUS. AUS faculty and staff are responsible for returning the ID card issued to any one of their dependents when they leave AUS.
- the temporary ID card expires.

7.1 Students

a. New ID

All registered students are eligible for an AUS ID card. New students should apply for the ID card before the deadline each semester; otherwise, a fine of AED 50 will be imposed.

To obtain an ID, students must:

- settle all financial requirements with the AUS Finance Department.
- Email one passport-size photo (softcopy, white background) to idcards@aus.edu
- submit their blood group to the University Health Clinic
- register for their courses

Requirements for AUS ID Picture:

- Passport size picture
- Proper dress code
 - Ladies should be wearing a proper office attire with blazer (shoulder should not be visible)
 - Men should be wearing proper office attire.
- the background should be white.
- No sunglasses should be worn.
- No heavy accessories should be worn.

b. Lost ID

If a student loses his or her ID, he or she should complete the [Lost ID Clearance Form](#), then submit it to the Office of Protocol and Security. The student must pay a fine of 100 AED. The fine will be placed on the student's account. Replacement cards will not be issued until this fine is paid. This charge is not required if the ID card is stolen (a police report is required in this case).

c. Renewing an ID

Registered students who did not renew their IDs before the deadline (usually the last day of first week of classes) will be fined AED 50. If they do not renew their ID card till the last day of the second week of classes they will be fined AED 100. The fine will be deducted automatically from their accounts. The student reserves the right to appeal within ten working days of the fine being applied.

7.2 Faculty/Staff

To obtain an ID, faculty and staff members must send passport-size photo (soft copy) and their ID number to the Office of Protocol and Security through (idcards@aus.edu). They must also submit their blood group to University Health Clinic.

a. New ID

Requirements for AUS ID Picture:

- Passport size picture
- Proper dress code
 - Ladies should be wearing a proper office attire with blazer (shoulder should not be visible)
 - Men should be wearing proper office attire.
- the background should be white.
- No sunglasses should be worn.
- No heavy accessories should be worn.

b. Lost ID

If a faculty member, staff member or dependent loses his or her ID, he or she must complete the [Lost ID Clearance Form](#), then submit it to the Office of Protocol and Security Office. The faculty/staff must pay a fine of 100 AED. The fine will be deducted from the monthly salary. This charge is not required if the ID has been stolen (a police report is required in this case).

7.3 Dependents

All faculty and staff dependents above 14 years of age are eligible for an ID card. To obtain an ID, one must submit a passport-size photo and his/her ID number to Security Division. He/she must also submit his/her blood group to University Health Clinic.

7.4 Alumni

Alumni are eligible for alumni ID cards, which allow them access to campus and use its services. The student ID and car sticker should be returned before an alumni card can be issued.

7.5 Access Control

a) For faculty/staff and students working in schools/colleges:

Access is granted by the school/college ACS-assigned operator. According to the instructions of the dean of the designated school, the schools ACS operators are to be identified by deans and director's secretary as shown:

- CAS
- SBA
- SEN
- CAAD
- RH

b) For faculty/staff working in non-academic departments:

- Access is granted according to a request approved by the dean/director/manager of the department to the ACS administrator (**Main Building**) aus_security@aus.edu
- Any access control hardware and/or software installation or relocation request should get the approval of the Office of Protocol and Security.

8. Parking Services

AUS Parking Services is offered by the Office of Protocol and Security. The Office of Protocol and Security is responsible for the development and execution of the approved parking policies, administration of the parking system, collection of approved fees, and the enforcement of parking regulations, providing the highest quality customer-focused services that promote safe, efficient, reliable, and convenient parking.

Students who live on campus are not eligible to park in the academic area except during periods when parking restrictions are suspended. Visitors may use only the visitors' parking space as assigned in the gate pass issued to permit entry to the campus.

a. Parking Limitations/Prohibitions

- Officials posted signs shall govern the use of all areas.
- Failure to park so that the entire vehicle lies between the lines that designate the parking space is prohibited.
- Parking at any time on campus roads, lawns, loading docks, walkways, delivery entrances, disabled person dedicated parking spaces, or any other unauthorized parking area is prohibited.
- Securing or using parking privileges through misrepresentation or fraud is prohibited.
- Failure to display the AUS vehicle car sticker or gate pass is prohibited.
- Unauthorized or improper use of visitor parking is prohibited.
- Vehicle storage (parking over 48 hours) is prohibited without getting permission from the Office of Protocol and Security.

b. Enforcement

Campus parking and traffic regulations, as well as UAE and Sharjah traffic laws, are enforced by the AUS security team.

c. University Holidays and Weekends

- Parking lot restrictions are suspended on university holidays and weekends, except in designated disabled person dedicated parking spaces, and areas posted as reserved.
- Parking restrictions remain in effect for all campus roads, fire lanes, delivery entrances, walkways, lawns, and other unauthorized parking areas.

d. Wheel Locking

For the following violations, vehicles are subject to wheel locking without notice.

- Any vehicle obstructing a roadway, loading ramp, or that in any other way obstructs traffic.
- Any vehicle parked without authorization in a space reserved for disabled persons.
- A vehicle parked in other than a clearly marked parking space.
- Any individual who disregards a lawful order from a member of the Security Team.
- Any vehicle parked without displaying an AUS car sticker.

e. Appeals Process (Traffic Fine Appeals)

Individuals who feel that a notice of violation has been improperly issued may submit a [Traffic Fine Appeal](#), within seven days of receipt of a parking fine. No appeal will be accepted after the deadline.

f. Limitation of Liability

Persons with parking privileges are entitled to the use of appropriate parking spaces. Acceptance of parking privileges car sticker constitutes an agreement between the holder and the university and that the university shall not be responsible for the loss or damage to the vehicle, its accessories, or contents, resulting from theft, fire, collision, or any other cause.

g. Fines Issued by Police

For the following violations, the University City Police will be called to issue the fine according to UAE Traffic Law in addition to the fine issued by AUS Security.

- Exceeding speed limit.
- Negligent driving.
- Violations committed by non-AUS members.
- Wheel spinning.
- Endangering self-driving or endangering others.
- Blocking obstructing parking entry, exit, or internal roads.
- Wrong parking.

h. Car Accident

If you get into a car accident, you should pull out of the driving lane and turn off the ignition. Immediately call the security emergency number (+97150 626 7818) to inform the security office of the accident and get medical assistance if needed. The security officer will come to the accident scene and call the University City police to investigate and issue the accident report.

The police will conduct legal procedures before issuing a police accident report for fixing/repairing the car(s) if any damage has been caused.

If there is any damage to AUS property, a police letter will be sent to the Office of Protocol and Security. This letter should be handed over to office MM26 in the Main building, Mezzanine floor.

After receiving the police letter, the Facilities Department will estimate the damage. The driver responsible needs to pay the estimated amount before receiving a release letter from the Office of Protocol and Security.

9. Car Sticker

All faculty, staff, and students must register their vehicles and display a valid AUS car sticker.

a. Registration: entitles a person to drive on campus and to park in designated parking spaces in parking lots only. It does not guarantee the availability or location of a parking space.

b. Online Registration for car stickers

- All members of the AUS community who wish to own and drive their cars on campus must register their cars with the AUS Security office.
- All applications for getting /renewing car stickers will be made online using the banner at <https://banner.aus.edu/>
- All applicants will be asked to fill out a form and provide details, including personal details, car details, and the type of parking they wish and are eligible to get.
- After the online registration, students are required to bring their valid AUS ID card, driving license, and car registration to office number MM30, Mezzanine floor of the main building, within three working days to receive their stickers.
- The online registration for issuance/renewal will expire or be canceled if the above documents are not supplied within three working days of registration.
- Students have to pay the due fees online.
- Paid parking stickers for students are limited and will be distributed on the first-come, first-served bases. After all the spaces are booked, interested students may choose to register themselves on an online waiting list for a chance to get a space in cases of cancellations or revocations.
- Students who live off campus have to register for free parking car stickers if they don't get paid parking stickers.
- All cars operated and parked at AUS MUST DISPLAY CAR STICKERS.

c. Issuing Car Parking Hang Tags

- Permanent car parking hang tags are issued to AUS students, faculty staff, and contractors.
- Temporary permits are issued for visitors, faculty, or staff on campus part-time or short-term, and for using rental cars.

d. Misuse of car sticker

If any student is found using an AUS car sticker that is not issued to him/her, the student will be charged with fraud, and his/her file will be transferred to the Office of Judicial Affairs. If the card is borrowed from another student, it will be confiscated, and the paid fees will not be refunded. A student can apply for a new card only after a minimum of one month and/or a maximum of four months from the date of confiscation, with a new payment.

10. Campus Paid-Parking System

Parking areas on the central campus (not including residential halls parking) are divided into four categories:

- a. Reserved
- b. Paid
- c. Free
- d. Visitor

a. Reserved Parking

Parking spaces in this category can be reserved for eligible faculty and staff members and will be numbered.

Parking lots designated under this category are P12, P14, P15

b. Faculty and Staff Parking

Parking spaces in this category are for eligible faculty and staff members. The availability of parking spaces within this category is not guaranteed. Spaces are accessible on a "first-come, first-served" basis.

Parking lots designated under this category are **P1, P3, P8, P9, P11, P13, P17, P19, and P20.**

Note: Faculty and Staff are also permitted to use paid parking & free parking

c. Paid Parking

Paid parking lots are primarily available to students who live off campus. The students are required to pay a fee of AED 300 per academic year.

Paying the annual fees for paid parking does not guarantee the availability of parking spaces or grant a right to reserve a space within the paid parking space. Spaces are accessible on a "first-come, first-served" basis.

Parking lots designated under this category are **P2, P4, P7, and P10.**

c. Free Parking

Parking spaces in this category are available to off-campus (commuting) students, staff, faculty, and visitors.

Parking lots designated under this category are **P5 & P6.**

d. Visitor Parking

Parking spaces in this category are available for visitors who do not belong to the AUS community (i.e., who are not AUS faculty, staff, or students). The main parking lot designated for visitors under this category is **P16** (mosque parking).

e. General Rules

- Students residing in residential halls are required to park their cars only in the spaces assigned to them within their residential halls parking areas. Students residing off-campus are not allowed to park their cars in residential halls parking areas. Fines will be imposed if vehicles are parked in unauthorized areas.

- Students residing with their parents on campus are not allowed to use their parent's or spouse's stickers to park in paid or reserved parking. They can only park in free parking areas or obtain their own paid parking student car sticker.
- In case the car carrying a paid sticker is not being used by its owner (due to an accident or the vehicle has gone for service, etc.), a temporary permit will be issued allowing the person to park in the **Paid** parking.
- As per service needs and requirements, university services vehicles can park anywhere on campus (**during duty time only**).
- The space owners do not have the right to lend or lease their space under any circumstance.
- The reserved spaces are to be used for short-term only.
- Parking spaces can be changed only after informing the Office of Protocol and Security.
- While on holiday or away from campus for a considerable duration of time, faculty and staff living on campus can only park their vehicles in the spaces provided at their residences.
- Any car not displaying a car sticker will be fined **AED 50**.
- Car stickers will be renewed annually.
- **Any car sticker should be returned to the Office of Protocol and Security when the holder leaves AUS. Faculty and staff are responsible for returning the car sticker issued to any of their dependents.**

11. Campus Bicycle and E-Scooter Policy

The purpose of this policy is to clearly define the rules and restrictions pertaining to the possession and use of a bicycle or e-scooter on campus. All Bicycles/e-scooters & e-scooters must be registered with the Campus Security Office. Failure to do so will incur a fine of **AED 50**. Bicycles/e-scooters and e-scooters are to be parked in designated locations outside buildings.

Bicycles/e-scooters and e-scooter may not be kept in hallways, under stairways, residence halls, or other places. AUS Security will remove Bicycles/e-scooters left in unauthorized places, and the owner must pay a fee of AED 50 to reclaim the bicycle.

- Skateboards, roller skates, and roller blades do not fall under this category and are hence not subject to this policy.

a. Bicycle/E-Scooter Registration

- Any member of the AUS community who wishes to own and ride a bicycle or e-scooter on campus must have them registered with AUS Security.
- The bicycle/e-scooter owner can complete the registration process through the **ONLINE PLATFORM** offered by the Office of Protocol and Security.
- Bicycle/E-Scooter owners below the **age of 15** must have a no objection letter from their guardian to complete their registration.
- A one-time registration fee of **AED 20** is charged per bicycle/e-scooter.
- Upon registration, the bicycle/e-scooter will have a bar-code sticker stuck on the front side of the steering handle. It is the responsibility of the bicycle/e-scooter owner to regularly check that the sticker is present, has not come off and is clearly legible. If the registration sticker has fallen off, is worn off or has become illegible, the bicycle/e-scooter owner must report immediately to AUS Security to get another sticker free of charge.
- Mopeds, quad-bikes and other motor-powered vehicles are strictly forbidden on campus.

b. Rules and Regulations

Riding Regulations

- Bicycle/e-scooter may only be ridden upon sidewalks and designated lanes. However, every person riding a bicycle/e-scooter shall yield the right of way to pedestrians at all times.
- The riders must be very cautious when riding on campus. Accidental collisions may seriously injure pedestrians or other riders. A bicyclist or e-scooterist who strikes anyone is liable for all medical expenses of that victim and any damage done to the victim's property.
- Obstacle riding or other acts or maneuvers that may endanger the bicyclist or e-scooterist or others or damage property is prohibited.
- Bicycle/e-scooter racing is strictly prohibited.
- Bicycles/e-scooters /e-scooters are not to be ridden at high, sprinting speeds at any time. Brisk riding is not permitted unless being coordinated with the Office of Protocol and Security.
- Bicycles/e-scooters /e-scooters shall not be ridden upon any ramp, stairway, wall, bench, fountain, or other structure or facility or on or over shrubbery, grass or flower beds. Bicycles/e-scooters /e-scooters shall not be ridden within any building or parking structure except as part of a university-approved competition or function or within designated lanes.
- No person riding a bicycle/e-scooter shall attach the same in any manner to any moving vehicle.
- No bicycle/e-scooter shall be used to carry more than one person (the rider) at one time. Adult A bicyclist may carry a child securely attached to his/her person in a backpack or sling or in a child carrier securely attached to the bicycle.
- No person riding a bicycle/e-scooter shall carry any package, bundle, or other article which may prevent the operator from keeping at least one hand on the handlebars.
- Every bicycle/e-scooter shall be equipped with brakes, reflectors and other safety devices.

Parking Regulations

- Bicycles/e-scooters /e-scooters may only be parked in the parking rails provided near each campus building.
- Bicycles/e-scooters /e-scooters must never be parked directly in front of any entrance or driveway.
- Bicycles/e-scooters /e-scooters must never be parked inside any building.
- Bicycles/e-scooters /e-scooters must never be secured to any utility line, lamp post, gate, railing, divider, post or vehicle.
- Bicycles/e-scooters /e-scooters not to be ridden on university property between the hours of 00:00 a.m. and 6:00 a.m. except as necessary for the transportation of university employees and students who have legitimate reasons for being on university property during these hours.

Abandoned Bicycles/e-scooters /e-scooters.

If a bicycle/e-scooter has been identified as potentially abandoned, AUS Security will stick an identifying note onto the bicycle/e-scooter handlebar. This warns the owner that if the bicycle/e-scooter is not removed within seven days, it will be removed by Security and kept in storage for 30 days. If still unclaimed, it will be donated to charity or as scrap if it is not in usable condition. If the bicycle/e-scooter is claimed, the owner will be asked to provide proof of ownership and will have to pay a penalty of AED 50.

A bicycle/e-scooter is classified as abandoned if it meets one or more of the following criteria:

- It is secured in an inappropriate place.
- It is not in a roadworthy condition.
- It has been parked in the same spot for over two weeks without being moved.

c. Enforcement

- AUS Security staff and university-contracted security personnel are authorized to monitor and inspect Bicycles/e-scooters /e-scooters and bicyclist/e-scooterist on campus, and thus have the right to enforce penalties in violation of the rules in this policy.
- Bicyclist/e-scooterist that are found to be without the registration sticker will be impounded immediately and the owners will be fined **AED 50** for not having said sticker.
- Bicyclist/e-scooterist found violating any riding regulations will be fined **AED 50** for each violation. The fine shall be levied on the owner of the bicycle/e-scooter regardless if he/she was driving the bicycle/e-scooter.
- Bicyclist/e-scooterist that cause, as a result of riding a bicycle/e-scooter, any injuries to any individuals or damages to any property, whether of an individual or of the university, will have their bicycle/e-scooter impounded and be suspended from riding bicycle/e-scooter on campus indefinitely depending on the severity of the offense, as per the discretion of AUS Security.
- Bicycles/e-scooters /e-scooters found to be violating any parking regulations will be fined **AED 50** for each violation and the bicycle/e-scooter would be impounded. The fine shall be levied on the owner of the bicycle/e-scooter regardless if he/she was riding it.
- Impounded Bicycles/e-scooters /e-scooters that have registration stickers will be kept under the custody of AUS Security for 30 calendar days, after which the bicycle/e-scooter will be auctioned off by AUS Logistics Division. Notifications will be duly sent to the owners of the bicycle/e-scooter.
- Impounded Bicycles/e-scooters /e-scooters that do not have registration stickers will be kept under the custody of AUS Security for 30 calendar days, after which the bicycle/e-scooter will be auctioned off by AUS Logistics Division. No effort will be made to track down and notify the owners of the Bicycles/e-scooters /e-scooters. Owners may issue an official claim on the impounded Bicycles/e-scooters /e-scooters to the Office of Protocol and Security provided they present any proof of purchase or ownership.
- Bicycles/e-scooters /e-scooters that are handed over to AUS Logistics Division for the purpose of auctioning off are considered unredeemable. The earnings from the auction would be donated to AUS Community Services Division as charity.
- A bicycle/e-scooter operator who strikes a pedestrian or other bicyclist/e-scooterist and does not stop to inquire whether any harm or damage has been done, has committed the crime of "hit and run, and thus would be subject to punishment as per UAE laws.
- All fines and punishments will be levied on the owner of the bicycle/e-scooter that was being ridden when a violation or offense is committed. The bicyclist/e-scooterist will also be charged accordingly by AUS Security, depending on the nature of the violation or offense. The charge may range from an official warning, a fine or an indefinite suspension of on-campus bicycle/e-scooter driving privileges.

12. Residential Parking Policy

Any member of the AUS community (faculty or staff) residing on campus who owns any vehicle(s) must abide by the residential parking guidelines included in the Residential Parking Policy.

Residential Parking Rules and Regulations

1. Residents can only park their vehicles in the residential parking area in front of their homes in the space designated for their vehicles.
2. The entire vehicle must be positioned between the lines that designate the parking space.
3. Residents can park any additional car free of charge in any of the available parking spaces next to their homes or in the visitor parking spaces usually available in each block.
4. Residents do not have the right to lend or lease their parking space under any circumstances.
5. While on holiday or away from campus for a considerable length of time, residents can only park their vehicles in the spaces provided in front of their homes or in the extra residential spaces available.

6. All vehicles must display a valid parking permit (e.g., car sticker or temporary gate pass).
7. Residents are responsible for ensuring that visitors park their cars in the designated areas for visitors.
8. Unauthorized or improper use of visitor parking is prohibited.
9. Vehicle storage (parking over 96 hours) is prohibited without permission of the Office of Protocol and Security. Permission can be requested through the **ONLINE PLATFORM** offered by the Office of Protocol and Security.
10. In case of special events, residents/visitors have to park their cars in available parking areas and not on the roads, roundabouts or in empty parking space reserved for residents. The Office of Protocol and Security should be notified 24 hours before any major event that would cause significant parking issues in the residential areas.
11. Driving without a driving license or with a license for a different vehicle type is punishable by imprisonment for a period not exceeding three months or payment of a fine not exceeding AED 6,000 (see Traffic Federal Law No. 21 of 1995, Article 51).
12. Driving against the flow of traffic on any road or roundabout is illegal.
13. Parking is not allowed on the side of a road, in a roundabout or in residents' empty parking spaces regardless of the reason {dropping off children, deliveries...etc.}
14. Parking is prohibited, at all times, on campus roads, lawns, loading docks, walkways, sidewalks, delivery entrances, parking areas for the disabled (unless the driver has a permit), or any other unauthorized parking area.
15. All drivers must drive at a safe speed and not exceed 40 kilometers per hour.
16. Disturbances such as loud music, excessive honking of horns, etc. are not allowed on campus.
17. It is not permitted to leave unused vehicles, boats or other items taking up a parking space. On campus. These should be moved off.
18. Campus parking and traffic regulations and UAE (Sharjah) vehicle laws are enforced by AUS Parking Services Officers.
19. All resident drivers must have a valid UAE driving license.
20. All drivers on campus are subject to UAE laws as well as campus security regulations.
21. For violations and penalties, residents should refer to the section 14 of this policy.
22. Any resident's car parked on campus should be registered in the UAE or display any GCC valid plate number.
23. Residents are not authorized to block any car, even if it parked in their designated parking area. In such cases, residents should call the security officer on the emergency number 050 626 7818.
24. Upon permanently leaving AUS, a resident should directly remove his/her car(s) from the housing area.
25. Upon moving to a new housing unit on campus, a resident should immediately move his/her car(s).
26. Any breach of these rules can be reported to the Office of Protocol and Security.
27. Residents will be responsible for any violation of this parking policy they commit, as well as those committed by any of their dependents. Such violations may result in a fine, which will be automatically deducted from the resident employee's payroll account.
28. AUS reserves the right to close and/or restrict use of any parking area for maintenance.
29. AUS security is authorized to restrict the use of spaces on a temporary basis to accommodate special meetings, AUS-sponsored activities, or any other reason.
30. AUS security reserves the right to tow away vehicles that remain on university property in an inoperative or abandoned condition and/or vehicles that do not comply with AUS parking regulations. Reasonable effort will be made by AUS security to contact the owner prior to removal. The towing will be at the owner's expense. If you require assistance with long-time storage for your vehicle, please contact AUS security via (aus_security@aus.edu).
31. For the following violations, the University City Police will be called to issue the fine according to UAE Traffic Law. This is in addition to any fine that may be issued by AUS Security:
 - exceeding the speed limit
 - negligent driving
 - wheel spinning
 - violation committed by non-AUS community members
 - any other violation

13. Smoke-Free Policy

In line with trends worldwide relating to smoking in public places, the university is implementing a new campus-wide policy to create a smoke-free environment on the academic campus. This policy developed to comply with state law and to protect the AUS community from exposure to passive or secondhand smoke. Prohibiting smoking will help to educate the campus community to the danger of smoking and will encourage members of AUS community to cease using tobacco altogether. The policy also aims to keep the campus clean. Hence, despite the effort to provide receptacles, some smokers continue to extinguish their cigarettes on buildings and drop the cigarette butts on the ground, leading to permanent disfiguration of buildings and trashy appearance to the campus.

For the purpose of this policy, "Smoking" refers to inhaling or exhaling, burning, carrying, or processing any lighted Tabaco product, such as cigars, cigarettes, or electronic cigarettes that emit smoke.

The [**AUS Smoke-Free Campus Policy**](#) including responsibilities and sanction is posted at AUS website.

14. Violations and Penalties Table

SN	Fine Description	First Violation
1	Parking Zone violation	50
2	Restricted Entry Violation	50
3	Exceeding Speeding Limit	50
4	Negligent Driving	50
5	Roundabout Parking Violation	50
6	Bus Parking Violation	50
7	Loading Entrance Blockage	50
8	Main Roads Parking Violation	50
9	Invalid Car Sticker	50
10	Not Displaying Car Sticker/ Hangtag	50
11	Not stopping for pedestrians' crossings.	50
12	Not stopping at (STOP) signs.	50
13	Not stopping while buses are loading or unloading students.	50
14	Illegal over taking.	50
15	Sudden start-up (wheeling).	50
16	Breaking the Gate Barrier.	50
17	Improper U-Turn.	50
18	Escaping from Security personnel at check point.	50
19	Not responding or answering readily.	50
20	Driving the wrong way.	50
21	Stopping on pedestrian lanes.	50
22	Blocking traffic movement.	50
23	Driving on sidewalks or pedestrian ways.	50
24	Leaving engine running in parking regardless if driver is inside or outside the car.	50
25	Failure to park (entire vehicle lies between the lines which designate the parking space)	50
26	Securing or using parking privileges through misrepresentation or fraud.	50
27	Unauthorized or improper use of visitor parking.	50

28	Lost car sticker	50
29	Bicycles/e-scooters /e-scooters without registration, will be impounded, owner will be fined	50
30	Bicyclists/e-scooterist /e-scooterist violating any driving regulations will be fined for each violation	50
31	Bicycles/e-scooters that cause any injuries to any individuals or damage to any property	50
32	Bicycles/e-scooters violating parking	50
33	Bicycles/e-scooters parking directly in front of any entrance or driveway	50
34	Bicycles/e-scooters parking inside any building	50
35	Bicycles/e-scooters secured to any utility line, lamp post, gate, railing, divider, post or vehicle	50
36	Bicycles/e-scooters ridden on university property between the hours of 00:00 a.m. and 6:00 a.m.	50
37	Bicyclists/e-scooterist not being cautious when riding on campus	50
38	Bicyclists/e-scooterist racing when riding on campus	50
39	Bicyclists/e-scooterist driving upon any ramp, stairway, wall, bench, fountain, over shrubbery, grass, or flower beds	50
40	Bicyclists/e-scooterist carrying any package, bundle, or other article	50
41	Bicycles/e-scooters not equipped with safety devices	50
42	Late ID	50
43	Lost or damage of car sticker	50
44	Late car sticker	50
45	Vehicle storage (parking over 48 hours without permission). Car will be wheel-locked until 5:00 pm	50+100
46	Registered students who didn't renew car sticker before the deadline of renewal (last day of withdrawal).	100
47	Lost or damage to hangtag	100
48	Lost or damage to ID	100
49	Car locking	100
50	Underage-driving penalties	300
51	H/C Parking Violation	300+100
52	Tampering with wheel-locks	2000

In case of repeating the same traffic violation for (cars, Bicycles, or e-scooters), the fine will be increased as follows:

Faculty and Staff

53	First Violation	AED 50
54	Second Violation	AED 100
55	Third Violation	AED 200
56	Fourth Violation (The car will be wheel-locked.)	AED 300 + 100

Students

57	First Violation (Reprimand letter from the Judicial Affairs Officer)	AED 50
58	Second Violation (Warning letter will be sent to parents from JAO)	AED 100

Name of the policy: Security Policy & Procedures

Policy number: 01

59	Third Violation (Warning letter will be sent to parents from Dean of Students Affairs)	AED 200
60	Fourth Violation (Warning letter will be sent to parents from Dean of Students Affairs) car will be wheel-locked until 5:00 pm.	AED 300 +100