

## SECURITY POLICY

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**Effective Date:** September 23, 2002

**Originating Office:** Office of the  
Vice-President, Services

**Supersedes /Amends:** VRS-20/February 8, 1999

**Policy Number:** VPS-20

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### SCOPE

This policy applies to all employees, students and visitors of the University.

### PURPOSE

The purpose of this policy is to outline the conditions for maintaining security and order on campus and to assure the protection of persons and property.

### POLICY

#### Access to University Premises

1. No unauthorized person shall prevent access to or egress from University property to anyone who has a right to such access or egress for legitimate purposes.
2. No unauthorized person shall interrupt any authorized activity or event or prevent any legitimate movement of persons.
3. Employees and students should carry identification cards at all times. Security personnel have the right to request the presentation of identification cards from anyone on University premises and may deny access to or require that any person unable to produce an identity card leave certain University premises.
4. After the daily normal hours of operation, an Extended Hours Pass is required for all undergraduate students. This form is available from the student's departmental office or the Security Desks. Such passes will be honoured only upon presentation of a valid identification card.

Administrative staff, faculty members and graduate students shall be admitted to University premises twenty four (24) hours a day upon presentation of a valid identification card and may be required to sign a Visitors Register.

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5. The use of University premises, other than offices and laboratories, must be authorized by the Dean of Students Office or by Conference Services. Security personnel may refuse access or require individuals or groups to leave an area if no authorization has been given or if the individual or group refuses to respect the regulations of the University or any Federal, Provincial or Municipal law or regulation.
6. The Security Department is responsible for unlocking doors for occupants only. Access by other persons will be granted only after written consent by the occupant has been sent to the Security Department and approved by the Director of Security or delegate.

### Removal of Equipment and Materials

7. Removal of University equipment and materials must be accompanied by an Equipments and Materials Exit Pass which may be obtained from departmental offices or the Security Desks. Failure to present the Exit Pass will result in the equipment or materials being held by Security personnel.

### Securing of Space and Facilities

8. The persons or departments assigned space or facilities shall be responsible for ensuring that such areas are properly secured when not occupied or not in use.
9. When buildings, offices and other areas are equipped with alarms, the occupants will be instructed by Security personnel on how to operate and use the equipment. Occupants of such premises must:
  - a. Identify themselves in person or by telephone to Security personnel prior to entering the secured premises and deactivating the alarm;
  - b. Inform the Security Desk by telephone when exiting the premises and activating the alarm.
10. The responsibility lies with the occupants to ensure that the alarm is turned on and turned off. The Security Department will monitor the alarm system and will advise the occupants of incidents and/or malfunctions.

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11. The costs for all maintenance or replacement of alarm equipment will be charged to the occupants.
12. Fines and charges may be levied for false alarms caused by the occupants.

### Illegal Behaviour

13. No person shall damage or destroy University property, engage in violent behaviour, threaten violence or engage in any other illegal behaviour on University premises.
14. The Director of Security or delegate may call the police on campus to deal with illegal activities or to deal with an individual or group that refuses to leave an area in accordance with article 5 of this Policy. The Vice-President, Services shall be notified immediately if the police are called to intervene in disruptive behaviour, riots or demonstrations.

### Special Security Coverage

15. The use of space and facilities at the University is regulated by a variety of bodies within the University. The Security Department is responsible for maintaining order on campus generally as well as for specific events.
16. Proposed events are to be booked through the Dean of Students Office or Conference Services.
17. Due to the nature of certain events, and in compliance with the *Policy on Alcohol on University Premises*, the Security Department will study the nature of the event, expected attendance, attendance restrictions (i.e. student or public) and the use of University or other equipment and materials. This information will determine whether additional Security requirements are needed. The Director of Security reserves the right to add additional security personnel where it is deemed necessary.
18. In assessing the need for additional Security requirements, the following will be considered:
  - Type of event (lecture, demonstration, party or concert)

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- The nature of the event and any risks involved
  - The number of people expected at the event
  - The location where the event will be held. Consideration must be given to the ease of securing or containing the event.
  - Attendance of V.I.P.'s. If so, will external law enforcement groups be providing Security or will the University Security personnel be required to protect these
  - Individuals: External law enforcement groups supervising a University event must contact the University Security Department to coordinate the arrangements.
19. In some circumstances, the organizer of an event may supply Monitors to replace Security personnel on the condition that these persons receive training in evacuation procedures and event security three (3) days prior to the event being held.
20. The Director of Security reserves the right to impose additional Security requirements as he or she deems necessary.
21. The costs for any Security coverage required shall be billed and paid for by the event organizer or sponsor.
22. Should event organizers not respect the conditions as instructed by the Director of Security, the event may be cancelled or shut down.

### Fraud and Theft

23. Thefts or suspected thefts are to be reported to the Security Department immediately.
24. A Security Agent will conduct a preliminary investigation and report to the Director of Security or delegate.

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25. The victim(s) will be requested to complete a written statement outlining the circumstances prior to, during and after the theft and supply an itemized and detailed description of the goods stolen (make, model and serial numbers).
26. When the theft or loss involves University property, the police will be called and informed of the incident.
27. When personal property is involved, the victim will be advised to inform the police of the theft . It is the victim's responsibility to inform the police.
28. The Director of Security or delegate will conduct further investigation as is deemed necessary.

### Lost and Found

29. The Director of Security shall direct and oversee the overall Lost and Found Service. The Operations Officers shall manage their respective campus' Lost and Found.
30. All persons on University premises must return or report abandoned or suspicious objects to the Security Department.
31. The Security Department will handle with care all objects under its custody. Objects containing sensitive and personal information will be treated with confidentiality.
32. An effort shall be made by the Security Desk Officer to locate the owner of an abandoned object. If ownership is not determined, the object shall be forwarded to the Security Office for further investigation.
33. Custody of objects by the Security Department shall be for no longer than sixty (60) calendar days.
34. Unclaimed objects will be handed over to charity organizations or destroyed.
35. Documentation of abandoned objects detailing its discovery, inventory, claim and disposal shall be kept for a period of one (1) calendar year.

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36. The University is not responsible for damaged objects.