

## Security Services Policy

### Policy Statement

The college community and/or its assets may encounter external and internal security and/or life safety risks. To mitigate these risks, Bow Valley College provides Campus Security to;

- Provide patrols across its downtown campuses, and escorts to members of the college community who require security assistance;
- Ensure the availability of guards to intake and respond to security incidents;
- Provide processes for lost or stolen personal items found on college property; and
- Safeguard assets held by the college, and
- Administer the locker rental program.

### Purpose

This policy and its affiliated procedures provide a framework for the administration of Campus Security.

### Scope

All members of the college community are responsible for contributing to a safe and secure work environment. Campus Security is the primary executor of the Security Services Policy. The Security Services Policy is subordinate to Municipal, Provincial and Federal legislation.

### Principal Objectives

The principal objectives of the Security Services Policy are to:

1. Ensure a uniformed security presence on campus;
2. Ensure that the administrative processes of Campus Security remain consistent with the policies of Bow Valley College.
3. Clarify that the mandate of Campus Security shall only be directed by the following, or their designate;
  - 1.1 the Executive Team member responsible for campus security;
  - 1.2 Director responsible for security services
  - 1.3 Manager responsible for security services
4. Clarify that all information banks administered or created by Campus Security remain the property of Bow Valley College and shall be treated as protected information;
5. Identify the practices and processes that guide Campus Security.
6. The college community shall report all unsafe, suspicious, or criminal activity to Campus Security.

### Compliance

Members of the college community are expected to adhere to the policies, procedures, and standards established by the college. These policies are designed to foster a safe, respectful, and inclusive environment that supports learning, teaching, and professional integrity.

Non-compliance may create risk for the college and will be addressed accordingly through applicable college policies, procedures and contracts. This may result in disciplinary action, up to and including termination for employees and expulsion for students.

## **Definitions**

### **Alumni:**

A graduate or former learner of Bow Valley College.

### **Campus Security:**

An external contracted security company awarded a limited term contract with Bow Valley College. Campus Security is assigned to make Bow Valley College a safe and secure environment to live, learn and work.

### **College community:**

Learners, alumni, employees, independent contractors, volunteers, or other individuals who are formally connected to Bow Valley College.

### **Employee:**

Those who are employed by Bow Valley College which pays employees directly and also files tax information and deductions with the Canada Revenue Agency.

### **Guards:**

A Security Officer or “Guard” is a person who is an independent contractor assigned to the college as a member of Campus Security to protect people, property, and assets at Bow Valley College.

### **Independent Contractor:**

Businesses, either sole proprietorships or multi-person companies, which provide goods and/or services to Bow Valley College through a business transaction, are independent contractors. Worker payments, transactions, taxes and benefits are the responsibility of the independent business.

### **Learner:**

A person who is currently registered as a learner/student at the college whether or not for credit. For the purposes of this document, 'learner' is used synonymously for applicants, prospective learners and learners unless specifically noted otherwise.

## DATA SHEET

### Accountable Officer

Executive Team Member responsible for Security Services

### Responsible Officer

Director, Campus Services

### Approval

Board of Directors

### Relevant Dates

Approved	Executive Team: EXT20180206-03
Effective	October 2015
Next Review	September 2025
Modification History	<ul style="list-style-type: none"> <li>• February 2020</li> <li>• Rebranded 2021</li> <li>• Policy Committee reviewed and updated numbering format March 2024</li> <li>• Housekeeping changes May 2024</li> </ul>
Verified by	Office of the President, May 2024

### Directly Related Policy

Building Access Control Policy #300-3-1

### Directly Related Procedures

On Campus Cash Transfer Procedure #300-3-2-A Lost and Found Procedure #300-3-2-B  
 Patrol Routine Procedure #300-3-2-C  
 Campus Security Release of Information Procedure #300-3-2-D  
 Security Removal of Individuals from College Premises Procedure #300-3-2-E Security Incident  
 Reporting Procedure #300-3-2-F  
 Campus Security Safe Escort Procedure #300-3-2-G

### Directly Related Legislation

Access to Information Act (Canada) Criminal Code of Canada (Canada) Emergency Management Act (Alberta)  
 Occupational Health and Safety Act (Alberta)  
 Freedom of Information and Privacy Protection Act (Alberta) Petty Trespass Act (Alberta)  
 Police Act (Alberta)  
 Security Services and Investigators Act (Alberta) Trespass to Premises Act (Alberta)