

Security removal of individuals from college premises procedure

Parent Policy

300-3-2: Security Services

Purpose

This procedure details the administrative processes for Campus Security to evict an individual from Bow Valley College property due to a security incident, a potential security incident, intoxication, under the influence of drugs, property damage, threatening behaviors, causing a disturbance, or any other action that is considered unwelcome in the college.

Scope

All Bow Valley College employees, learners, alumni and independent contractors are required to understand and abide by the limitations of this procedure.

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.

Procedures

1. For the purposes of this procedure, all attendees of Bow Valley College's downtown campuses fall under one of the following categories.
 - 1.1. Bow Valley College employee;
 - 1.2. Independent contractor;
 - 1.3. Bow Valley College learner;
 - 1.4. Partner institution employee or learner;
 - 1.5. Member of the public or Bow Valley College alumni.
2. Regardless of their designation, if an individual poses a risk of property damage, personal injury, or life safety, or not having any college related business on Campus, Campus Security will intervene and either remove the person from Bow Valley College property, or escalate to the Police.
 - 2.1. Where the individual is one of the categories under sub-para's 1.1 to 1.4, the Security Manager is to be immediately notified and shall advise the appropriate department.
 - 2.2. Full-face masks or coverings, which obscure a person's identity, are not permitted indoors or at events where security needs to identify attendees. Additionally, costumes with elements that mimic real weapons or offensive symbolism are prohibited to maintain an inclusive and safe environment. Religious clothing items such as burqa and niqabs are permitted. The use of surgical and cloth facemasks is also permitted. Note that this applies to employees, and learners.

Bow Valley College Employee

3. An employee of Bow Valley College shall only be removed from the premises under the direction of the President and CEO or a Vice President, in consultation with the Vice President, People, Equity, Diversity & Inclusion or their designate.
 - 3.1. Under the direction of the President and CEO or Vice President, or their designate, the employee will receive documentation outlining the removal and stipulations.
 - 3.2. If requested by the Vice President, People, Equity, Diversity & Inclusion or their designate, this removal will be administered by the Security Manager or Security Site Supervisor.

Bow Valley College Learner

4. A learner of Bow Valley College shall only be removed and banned from the premises under the direction of the President and CEO or a Vice President, in consultation with the Director, Student Services, or their designate.
 - 4.1. The learner will receive a document from the Director, Student Services, or their designate. The document will outline the ban and conditions.
 - 4.2. If requested by the Director, Learner Services or their designate, this removal will be administered by the Security Manager or Security Site Supervisor.

Partner Institution Employee, Independent Contractor or Learner

5. Unless there is an imminent risk of significant property damage, personal injury, or life safety, employees and learners from partner institutions or independent contractors will not be removed from Bow Valley College property. Campus Security will advise and work in concert with the institution's representative to Bow Valley College.

Member of the Public

6. Although publicly accessible, Bow Valley College is a private institution. Any member of the general public can be requested to leave the premises, with the discretion of Campus Security.
 - 6.1. Situations where Campus Security will direct an individual to leave Bow Valley College:
 - 6.1.1. Public intoxication;
 - 6.1.2. Consumption of alcohol or other restricted substance;
 - 6.1.3. Loud, aggressive, or abusive conduct;
 - 6.1.4. Sleeping on campus;
 - 6.1.5. Any other conduct that adversely impacts the college's atmosphere or operations.
 - 6.1.6. Attempting to access or accessing the college's washrooms
 - 6.2. Where the offending member of the public claims to be attending Bow Valley College on legitimate business, the Security Site Supervisor or Security Shift Lead shall be contacted, to mediate.
 - 6.3. For acute incidents or repeat offenders, Campus Security will administer a Trespass to Premise Act Notice, under the discretion of the on duty shift lead.
 - 6.4. When administering a Trespass to Premise Act Notice Campus Security shall ensure that:
 - 6.4.1. A time period is stipulated on the form, which is depending on the severity of the offence;
 - 6.4.2. The on duty Shift Lead may issue a ban for up to and including thirty (30) days.
 - 6.4.3. The Security Site Supervisor may issue a ban for up to and including ninety (90)

- days.
- 6.4.4. All lengths of time beyond ninety (90) days, including permanent bans, must be approved by the Manager, Security and Emergency Services or designate.
 - 6.4.5. The offending individual understands the notice and that they are subject to arrest and prosecution if they violate the notice; and
 - 6.4.6. That the offending individual receives a copy of the notice. The individual can refuse the notice; the trespass is still valid.
 - 6.4.7. In the event that the offending individual is a Bow Valley College learner or employee, pre-approval must be given by the Director, Student Services, or Director, People, Equity, Diversity & Inclusion and a copy of the Notice will also be provided to Student Services, or People & Culture, respectively.
 - 6.4.8. In the event that an individual violates the notice, Campus Security will immediately contact Police for intervention.
7. When removing an individual from the premises, Campus Security will escort them through the nearest, most practical entrance and monitor their direction of travel, to ensure that they do not attempt to enter another Bow Valley College campus.
 - 7.1. Where the individual has parked a motor vehicle at Bow Valley College, Campus Security will escort them to the parkade and, from a distance, monitor the individual to ensure that they enter their vehicle and exit the parkade.

Definitions

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.

Security Manager:

Bow Valley College, Security and Emergency Services Manager

Security Site Supervisor:

The senior on-site Supervisor of contracted security company assigned to the college.

Shift Lead:

The senior guard of patrols and other routines.

Trespass To Premises Act Notice:

Is a written notice to individuals not to trespass on any Bow Valley College property.

Data sheet

Accountable Officer

Executive Team member responsible for Security Services

Responsible Officer

Director, Campus Services

Relevant Dates

Approved	Executive Team: EXT20200211-1
Effective	February 11, 2020
Next Review	February 2025
Modification History	<ul style="list-style-type: none">• February 2020• Rebranded 2021• Housekeeping changes February 2024• Content change – face covering restrictions November 2024• Additional point added regarding face coverings January 2025
Verified by	Office of the President, January 2025

Related Policy

Security Services Policy #300-3-2
Building Access Control Policy #300-3-1

Related Procedure(s)

Patrol Routine Procedure #300-3-2-C
Security Incident Reporting Procedure #300-3-2-F

Related Legislation

Province of Alberta Trespass To Premises Act Criminal Code of Canada