
General Security Policy

Effective Date

January 01, 2001

Definitions

Keys refer to any access device including but not limited to keys, cards, or access codes
Purpose

1. To protect the security of University staff, buildings, equipment, furnishings and other property;
2. To reduce the risk of loss due to theft or other disappearance, vandalism, threats, accidents, fire, disturbances; or other similar matters involving personal safety and/or building security;
3. To identify the roles and responsibilities of all staff members and departments in monitoring security, both during and after normal working hours.

Policy

1. The role of the Facilities and Services department in building security will be restricted to opening and closing of outside entrances to university buildings, equipped with electronic security systems, at the specified hours for normal use.

The normal hours of operation for the University are as follows:

Weekdays 8:30 a.m. to 4:30 p.m.

Weekends and Holidays Closed

- i. Facilities and Services security staff are on the premises Monday to Thursday between the hours of 4:00 p.m. to 11:00 p.m. and Friday between the hours of 4:00 p.m. to 9:00 p.m. to respond to emergency calls. To contact security dial 6400 within the building.
 - ii. any and all staff members are responsible for ensuring all doors are securely closed and locked when leaving the premises outside of the normal hours of operation.
2. The role of the Facilities and Services department, with respect to the security equipment, furnishings and other property will be:



- i. to respond immediately to all reported cases of missing property, vandalism, threats, accidents, fire, disturbances, or other similar matters involving personal safety and/or building security, and to take the necessary action required by the Vice-President responsible for Facilities; and
- ii. to act in an advisory capacity to all departments by making requested recommendations on building security.

Regulation

1. The Director of Facilities and Services, in consultation with the principle user departments, will be responsible for reporting to and making recommendations to the Vice President Finance and Administration, in the following areas:
 - i. changes to normal working hours;
 - ii. key system consistent with building use, including general procedures for the issuance and return of building keys;
 - iii. reducing the general risk of property loss or damage within the building during normal and closed hours, consistent with user, fire, safety, and other similar requirements, etc;
 - iv. any changes in general building security procedure; and
 - v. such other matters related to building security, which may be of concern.
2. Facilities and Services will establish and maintain control systems for departments where feasible. These systems will be administered by department heads and will cover the issuance, movement, or return of the following types of property under their direct control, and not in the general building areas, such as boardrooms, lunchrooms, etc:
 - i. furnishings and equipment;
 - ii. Laboratory, teaching, and office supplies;
 - iii. Libraries; and
 - iv. works of art (through the Chairman, University Art Committee).
3. Department heads will instruct all staff members to report immediately to Facilities and Services in all cases of missing property, vandalism, disturbances and other similar matters occurring on University property, of which they are aware.
4. Department heads will instruct all staff members:



- i. to ensure that all internal doors to rooms, which are normally locked, are not left unlocked and unattended during normal building hours, and to ensure that outside doors and ground floor windows are secure before departure from the building each day; and
 - ii. to report immediately, any lost keys to Facilities and Services.
5. Department heads will:
 - i. maintain proper control procedures for the issuance and return of building keys by staff members. Such procedures may include key deposits; however, this should be discouraged because keys can be cheaply duplicated off campus and distributed to unauthorized persons; and
 - ii. inform all staff members periodically that they should refuse to unlock external and internal doors during closed hours for any unknown persons who do not have keys or have forgotten their keys.
6. Department heads will inform all staff members periodically that:
 - i. all liaisons on University business with the Edmonton City Police or the R.C.M.P. should be conducted by and through Facilities and Services. In addition, this liaison can be used for matters of individual interest occurring on the campus, which will save time and confusion;
 - ii. on becoming aware that an offense is being committed or has been committed, the staff member should contact Facilities and Services immediately giving full details of the location and incident whenever possible. Some details, as the description of the person or persons, clothing, license number, vehicle, and other pertinent information, are very useful; and
 - iii. they should not attempt to detain or apprehend a suspect, or conduct a search activity. Their role is to observe and to contact Facilities and Services immediately.
7. It will be the responsibility of any permanent University staff member, upon entering and/or leaving any University building at other than normal hours of operation, to ensure that all outside doors and ground floor windows are secure while in the building, and before departure from the building.
8. University related functions (tutorials, seminars, departmental meetings, etc.) at which a permanent staff member will be in attendance, may be held in a University building at other than normal hours. In these cases, Facilities and Services must be notified one working day in advance as to the nature of the function, the hours during which it will take place, and the permanent staff member who will be responsible for building security.
9. University related functions (tutorials, seminars, etc.) may be held in a University building at other than normal hours without a permanent staff member in attendance. In these instances, Facilities and Services must be notified at least two working days in advance of the function as to the nature of the function and the hours during which it will take place. Facilities and



Services will determine that the function does not violate University insurance policy coverage, and provide a Facilities staff member to be present in the building during the period that the function is in progress. If a Facilities and Services staff member is unavailable on the proposed date, a convenient alternative will be found. Overtime costs of the staff member will be borne by the sponsoring department(s).

Approved By

Executive Group, January 1, 2001

Amended Date/Motion No.

Related References, Policies and Procedures

[Issuance of Keys and Access Cards](#)

Applicable Legislation/Regulation

[Freedom of Information and Protection of Privacy Regulation](#)

Responsible Position/Department

Facilities and Services