

## ADMINISTRATIVE OPERATING PROCEDURE



Campus Security		
<b>Procedure ID:</b>	4-423 OP	
<b>Approved by:</b>	Executive Leaders Team	04 Oct 2016
<b>Effective Date:</b>	04 Oct 2016	
<b>Next Review Date:</b>	3 years from approval	
<b>Monitoring Responsibility:</b>	Campus Security – Manager, Security, Parking & Emergency Management	
<b>Linked to a College Policy:</b>	<input checked="" type="checkbox"/> Yes # 4-423	<input type="checkbox"/> No

### Policy Statement

Fleming College (hereafter the College) is committed to fostering a safe and welcoming working and learning environment for all students, employees and visitors.

The College is a publicly accessible institution, however, all campuses of the College are private property and as such access to the College may be restricted by the Board of Governors and/or its agents in order to ensure the safety of the College community, prevent disruptions to services or academic activity and to prevent undesirable behaviour and the loss or damage of assets.

### Definitions/Acronyms

**CCTV:** Closed Circuit Television Cameras (also known as – Security Cameras)

**Pets:** Animals owned by students, staff, faculty, guests, visitors or members of the public which fall under Municipal, Provincial or Federal laws governing restrictions, owner responsibilities and care of animals.

**Service Animal:** the definition provided in the Accessibility for Persons with Disabilities Policy and Operating Procedure shall apply to this procedure.

### Operating Procedure

#### 1. Facility Hours & Use

All students, employees and visitors are required to access the buildings, rooms, labs, and other facilities at the College in accordance with this Policy, the associated procedures or any shared use agreement that has been entered into by the College.

The Director, Physical Resources Department is responsible for determining the opening and closing hours of the College buildings (See Appendix A).

Use of College facilities is limited to the business of the College. Use of College facilities to work on personal vehicles or other personal projects is a conflict of interest and is therefore prohibited.

Room books, room rentals and other matters related to the use of College space are outlined in more detail in the Community Use of College Facilities Policy.

Guidelines for protests and demonstrations are outlined in a subsequent section of this this Operating Procedure.

## **2. Access Control**

It is the responsibility of Security Services to control access to campus property/facilities in compliance with all College Policies and related procedures. This includes maintaining up to date Access Control Procedures (See Appendix B) and records of all keys and access cards issued.

The Manager, Security, Parking & Emergency Management and the Security Guards employed by Security Services may act as agents of the owner to control access and have the authority to ask any person to leave a room, lab, building or the campus property ~~for 24 hours~~, if the situation warrants.

All students, employees and visitors are required to provide photo identification when requested by Security Services staff.

The Physical Resources Department shall be responsible for installing or supervising the installation of all lock hardware in compliance with College Policies and required legislation including but not limited to the Ontario Fire Code, Ontario Building Code and the Accessibility for Ontarians with Disabilities Act.

## **3. Closed Circuit Television Cameras**

The purpose of using closed circuit television (CCTV) cameras at the College is to deter crime and to assist Security Services in protecting persons and College assets.

Security Services is the only department at the College authorized to oversee and coordinate the use of video recording for safety and security purposes. All College areas using video recording are responsible for implementing this policy in their operations.

The Manager, Security, Parking & Emergency Management must authorize all CCTV camera installations and recording for safety and security purposes at the College. All new installations will follow Security Services guidelines (See Appendix C).

## **4. Pets & Service Animals**

The College recognizes the need to ensure the health and safety of the community, while enabling the use of animals on campus that are essential for service of persons with disabilities or for College approved programs using animals to deliver an academic or research service.

The use of Service Animals, Therapy Dogs and/or Emotional Support Animals on campus is governed by the Accessibility for Persons with Disabilities Policy and Operating Procedure (#3-343).

Pets as defined in this Operating Procedure are not permitted inside campus buildings. Pets are permitted on the grounds and trails provided they are leashed at all times. Owners are responsible to be in control of their pets at all times and to pick up all waste.

Persons bringing animals on campus for academic purposes are required to notify Security Services at least one business day in advance of the animal being on campus. The notification must include the date, time, location and the reason the animal is required to be on campus.

Animals are not to be left unattended on campus grounds or in vehicles parked on campus. The police and/or Humane Society will be contacted by Campus Security if any animal is found unattended on campus or in distress due to heat or cold while in a vehicle.

## 5. Demonstrations & Protests

The College recognizes and respects the Charter Rights of students, employees and visitors to freedom of expression and peaceful assembly.

To that end the College will make reasonable efforts to accommodate persons or groups that request permission to demonstrate or protest on campus property in those spaces normally used as public arenas. Offices, classrooms, labs, secured and other academic areas are not considered public arenas.

Persons or groups organizing such demonstrations and protests are required seek permission from the College in advance so that an appropriate safety planning process can be implemented.

Safety planning for demonstrations and protests will focus on striking a reasonable balance between Charter Rights of the person or group with the Colleges' rights and responsibilities to maintain a safe and healthy working and learning environment, access to services, avoid potential disruptions to academic activities and prevent property damage.

All persons or groups attending a demonstration or protest on campus are required to do so peacefully and must abide by all College policies with an emphasis on those policies related to use of space, security & safety, violence prevention, sexual violence prevention, student conduct and harassment/discrimination prevention.

Procedures for planned and unplanned protests are outlined in Appendix D.

### Related Documents

- 4-423 Campus Security Policy

### Appendices

- Appendix A – Facility Hours
- Appendix B – Access Control Procedures
- Appendix C – Closed Circuit Television Cameras
- Appendix D – Demonstrations & Protests

### Summary of Amendments/Reviews:

Section(s)	Date	Comments
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## **Appendix A to Operating Procedure 4-423 OP: FACILITY HOURS**

### **Determination of Opening/Closing Hours**

- Final determination of the opening and closing hours of College buildings is the responsibility of the Director, Physical Resources in consultation with campus leaders.
- Determination of opening and closing hours of individual departments or schools is the responsibility of each departmental manager within their operational needs but must be within the set building hours.

### **After Hours Access**

- In order to ensure the safety of students, employees and visitors, access to the campus buildings and facilities outside of the schedule building hours is prohibited.
- Employees that are responding to emergencies, outside of scheduled building hours, must have authorization from a manager before accessing the building. After hours, all employees are required to notify College Security that they are on site.

## **Appendix B to Operating Procedure 4-423 OP: ACCESS CONTROL PROCEDURES**

### **Access Card Systems**

- Any card access system being installed on campus must conform to the standards and recommendations made by Security Services and will be installed by or under the supervision of the Physical Resources Department and/or Information Technology Services where applicable. Access Card Systems that do not meet the specifications identified will be removed or standardized at the expense of the department using them.
- Administrative control of all card access systems shall be the responsibility of Security Services. This includes determination the priority of locations for installation, setting access levels for all users and issuing of cards. All access cards issued will be entered into the database by those persons designated with the authority to issue cards.
- New construction or renovations to existing doors will include the proper set up, wiring and necessary infrastructure for card access as per the College Standard set by the Physical Resources Department.

### **Lock Hardware and Keys**

- The key system and lock hardware used at Fleming College will be in compliance with the standards as recommended and set by the Physical Resources Department. Keys and lock hardware that does not meet the specifications identified will be removed or standardized at the expense of the department using them.
- All keys/cards issued shall remain the property of Fleming College and must be returned when requested.

### **Issuing of Keys/Cards**

- The issuing of keys and/or access cards must be approved by a person's immediate Supervisor and in the case of Master and Sub-Master Keys the Manager, Security, Parking & Emergency Management or Designate. All keys (including blanks) and lock hardware shall be stored in a secure room.

### **After Hours Access**

- In order to ensure the safety of students, employees and visitors, access to the campus buildings and facilities outside of the schedule building hours is prohibited.
- Employees that are responding to emergencies, outside of scheduled building hours, must have authorization from a manager before accessing the building. After hours, all employees are required to notify College Security staff that they are on site.

## Appendix C to Operating Procedure 4-423 OP: CLOSED CIRCUIT TELEVISION CAMERAS

### Responsibilities

- Security Services is the only agency at Fleming College authorized to oversee and coordinate the use of video recording for safety and security purposes. All Fleming College areas using video recording are responsible for implementing this policy in their respective operations.
- The Manager, Security, Parking & Emergency Management **Safety** must authorize all video recording for safety and security purposes at Fleming College. All new installations will follow Security Services operating principles. All existing video recording systems will be evaluated for compliance with this policy.
- Schools or Departments considering the purchase and installation of video equipment must first contact the Manager, Security & Safety for assistance in evaluating and assessing security concerns.
- In determining whether video recording is advisable, the Manager, Security & Safety will consider whether other security or safety measures may better address a particular concern.
- Security Services will monitor new developments in the relevant law and in security industry practices to ensure that video recording at Fleming College is consistent with any such developments.
- The Manager, Security, Parking & Emergency Management will review all requests to release recordings. No release of video recordings will occur without authorization by the Manager, Security, Parking & Emergency Management. Excluded from this review are those recordings directly related to a criminal investigation or arrest or release required under a validly issued subpoena or other lawfully issued court order. Any request for release of recordings must be made in writing.

### General Guidelines

- Security Services has the primary responsibility for crime prevention, law enforcement and other public safety and security matters on campus. In furtherance of this responsibility Security Services is committed to enhancing public safety efforts through the use of digital video recording and/or surveillance under appropriate circumstance.
- Video recording for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in video recording will be appropriately trained in the responsible use of this technology.
- Images of activities performed by employees in the workplace and that are captured/recorded by Security Services CCTV will not be used for any disciplinary or other labour relations purpose as specified within the confines of any/all collective agreements in force between Fleming College and its employees. This does not preclude the use of video recordings/captured images

of the workplace for violations of provincial or federal laws including, but not limited to, the Occupational Health & Safety Act, Trespass to Property Act or the Criminal Code of Canada.

- To maintain an informed College Community, Security Services will post the purpose and location of video equipment and the guidelines for its use in a prominent location.
- The use of imitation or “dummy” cameras is prohibited under this policy as they result in a false sense of security.
- All existing users of video recording and surveillance on campus will be brought into compliance with this policy within 12 months of approval of this policy. All departments, schools and other agencies on campus with existing equipment must work with Security Services to integrate their CCTV systems with the Security Services standards and provide Security Services with a written compliance plan within 6 months of approval of this policy.

## **Appendix D to Operating Procedure 4-423 OP: DEMONSTRATIONS & PROTESTS**

### **Planned Demonstrations/Protests**

When a person or group requests authorization in advance to stage a demonstration or protest the following procedure will be applied:

1. The organizers of the demonstration/protest will be referred to the Manager, Security, Parking & Emergency Management.
2. The Manager, Security, Parking & Emergency Management will consult the Director, Physical Resources or designate prior to setting up a meeting with the organizers.
3. A respectful invitation will be extended to the organizers to meet and discuss their planned demonstration/protest activities in order to ensure the safety of all involved.
4. An area and timeframe appropriate to the size and nature of the demonstration/protest will be designated and communicated to the organizers.
5. In the event that the organizers do not comply with the agreed conditions the protesters will be asked to leave.
6. Refusal to leave when asked will result in police being contacted for assistance.

### **Unplanned Demonstrations/Protests**

When a person or group begins a demonstration or protest without prior knowledge or authorization by the College the following procedure will be applied.

1. The Manager, Security, Parking & Emergency Management will be notified immediately of the demonstration or protest.
2. The Manager, Security, Parking & Emergency Management will notify the Director, Physical Resources or designate prior to taking any action.
3. Unless otherwise directed, the Manager, Security, Parking & Emergency Management will attend the site of the demonstration or protest to conduct an initial assessment and to make contact with the person or group of people of organizers.
4. A respectful invitation will be extended to the organizers to meet and discuss their planned demonstration/protest activities in order to ensure the safety of all involved.
5. An area and timeframe appropriate to the size and nature of the demonstration/protest will be designated and communicated to the organizers.
6. In the event that the organizers refuse to meet or do not comply with the agreed upon conditions the protesters will be asked to leave.
7. Refusal to leave when asked will result in police being contacted for assistance.